

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, HEARING ROOM
9229 W. Loomis Road, Franklin, WI 53132
Monday, October 17th, 2022 – 6:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Welcome to New Member Saralyn Emmons
- IV. Approval of the Minutes from 8/15/2022
- V. 2023 Benefit Renewals – Approval of 2023 Employee Benefit-Related Coverages, Carriers, and Premium Shares, Including: Health Insurance, Wellness, Health and Wellness Supplementary Programs, and Dental Insurance, and Related Contracts
- VI. Consideration of Aligning Benefits within the Non-Represented Employee Group
- VII. Discussion Regarding Potential Changes to the Sick Leave Incentive/Severance Pay Policy & Consideration of a Paid Time Off (PTO) Policy
- VIII. Request from the Police Sergeants to Change Maximum Accruals for Comp Time from 110 to 200 Hours
- IX. Staffing Report
- X. Next Meeting Date – November 21st, 2022
 - a. Approval of an Intern Job Description
 - b. Discussion regarding Military Pay Differential Policy
- XI. Adjournment

*Notice is given that a majority of members of the Common Council of the municipality are expected to attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per States ex re. Badke v. Greendale Village Bd. even though the Common Council will not take formal action at this meeting.

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m. August 15th , 2022**

ITEM IV

MINUTES

- I. The August 15th, 2022 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Wikel in the Hearing Room at City Hall. Members present were Wikel, Traynor, Prusko, Budny, Alderman Barber, Alderman Nelson and Alderman Holpfer. Also in attendance were Director of Administration Steeno and Human Resources Manager Zahn.

- II. Citizen comment period

There were numerous employees present for the meeting. Motion by Alderman Barber and seconded by Member Traynor to suspend the rules to allow for individual comments at the time of the item in which they wanted to comment on. Motion Carried: Ayes - All.

- III. Welcome to New Member Alderman John Nelson

No Action Needed

- IV. Election of Officers

Motion by Member Budny and seconded by Member Prusko to nominate Dale Wikel as Chair. Motion Carried: Ayes – All.

Motion by Member Traynor and seconded by Alderman Holpfer to nominate Alderman Barber as Vice-Chair. Motion Carried: Ayes – All.

- V. Approval of the Minutes from 7/18/22

Motion by Alderman Barber and seconded by Member Budny to approve the minutes from 7/18/22 as amended. Motion Carried: Ayes- All.

- VI. Consideration of Aligning Benefits within the Non-Represented Employee Group

Lengthy discussion was held. The Committee agreed they'd all like the item brought back to the next meeting. Alderman Barber requested to see the net effect on the 2023 budget.

- VII. Request from the Police Sergeants to Change Maximum Accruals for Comp Time from 110 to 200 Hours

Discussion was held and comments received from the employee's in attendance. Motion by Member Traynor and seconded by Alderman Nelson to continue items VII and VIII to the next meeting. Motion Carried: Ayes – All (Member Prusko didn't vote as he stepped out of the room for a few minutes).

- VIII. Discussion Regarding Potential Changes to the Sick Leave Incentive/Severance Pay Policy & Consideration of a Paid Time Off (PTO) Policy

**City of Franklin
Personnel Committee Meeting Minutes August 15th, 2022**

See comment and motion under Item VII above.

IX. Staffing Report

Information was provided but no action was needed.

X. Next Meeting Date

The next regularly scheduled meeting is planned for September 19th, 2022.

XI. Adjournment

Motion by Alderman Nelson and seconded by Alderman Barber to adjourn the Personnel Committee meeting at 7:55 p.m. Motion carried: Ayes-All.

<p style="text-align: center;">APPROVAL</p>	<p style="text-align: center;">REQUEST FOR PERSONNEL COMMITTEE ACTION</p>	<p style="text-align: center;">MEETING DATE 10/17/2022</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">Recommendation for 2023 Employee Benefit-Related Coverages, Carriers, and Premium Shares, Including: Health Insurance, Wellness, Health and Wellness Supplementary Programs, and Dental Insurance, and Related Contracts.</p>	<p style="text-align: center;">ITEM NUMBER</p>

Below is information relative to each element of the City’s Health Insurance, Wellness, Health and Wellness Supplementary Programs, and Dental Insurance Plan, and related contracts for 2023, and a recommendation on the same. Attached, as *Exhibit A*, is a draft of the 2023 Budget along with a comparison to the 2022 Adopted Budget.

The items in bold text below are the elements being recommended for change in 2023.

Also, since the City recently performed an RFP process for the benefits consulting partner, and previously contracted for that work for 2023, it is not part of this recommendation.

RECOMMENDATION

Staff recommends that the Common Council approve the following proposed plan elements for 2023:

1. Continuation of UMR as the Third-Party Administrator (TPA) for the City’s two (2) health insurance plans, PPO and HDHP, as well as the administrator to manage the Health Reimbursement Arrangement (HRA) Program and COBRA Program, per an existing two-year agreement which goes through 2023. In 2022, the City transitioned from United Health Care to UMR as they: (1) provide expanded services; (2) offer additional, integrated reporting including information from other benefit providers (i.e. pharmacy, stop loss, Nice, etc.); (3) offer more flexibility; (4) integrate better with other providers; and (5) deliver better pricing. Also, there was NO change in provider network due to this transition; the provider network remained exactly the same as it was with United Health Care. Experience with this provider has been favorable.
2. No changes to overall premiums or employee premium shares for health insurance in 2023, as detailed in the attached *Exhibit B*.
3. **Changing to a primary care model for the health insurance premium incentive. This means that employees/spouses will need to submit proof that they have undergone an annual, age and gender specific physical and corresponding bloodwork, to receive the preferred/wellness rate for the health insurance plan for the following year. The annual physical is recommended to be completed through Nice Healthcare. This is different from 2022 in that employees/spouses were required to complete a Health Risk Assessment and biometrics testing, to receive the preferred/wellness rate for the health insurance plan for the following year.**
4. Continue with the Health Savings Account (HSA) contributions in 2023, at annual amounts of \$750 for a single plan and \$1,500 for a family plan. These contributions will continue to be distributed on a monthly basis.

5. Renew the HSA agreement currently in place with Associated Bank. This three-year renewal is favorable as it extends the current waiver of monthly service fees for accounts with balances less than \$1,000, and there are no monthly service fees for accounts with balances at \$1,000 or more. A renewal agreement/amendment is in process. Experience with this provider has been favorable.
6. Continue with the Health Reimbursement Arrangement (HRA) for 2023, up to \$1,250 for a single plan and up to \$2,500 for a family plan, which provides coverage for employees enrolled in the High Deductible Health Plan (HDHP), to help offset deductible and out-of-pocket costs. **The HRA becomes available once the employee reaches the access point of \$1,500, no change from 2022, for a single plan, and \$3,000, up from \$2,800, for a family plan. This change is due to an IRS, regulatory adjustment for qualified high-deductible health plans, which changes the annual deductible for single coverage to \$1,500, from the 2022 amount of \$1,400, and changes the annual deductible for family coverage to \$3,000, from the 2022 amount of \$2,800.**
7. **Continue with the Nice Healthcare Program; a one-year renewal is recommended with a price increase of \$72 per employee per year. Experience with this provider has been favorable.**
8. Continue with Go365 to encourage wellness activities; a one-year renewal is recommended with no rate increase. Experience with this provider has been favorable.
9. Continue with Serve You Rx as the Pharmacy Benefit Manager; currently under a multi-year agreement. Experience with this provider has been favorable.
10. **Continue with Symetra as the provider/administrator of the stop loss protection. The renewal offer for this coverage is 4.53%, as illustrated in Exhibit C. Experience with this provider has been favorable.**
11. Continue with Prudential as the provider for both the City's life insurance and long-term disability plans, under a three-year agreement which goes through 2024. Experience with this provider has been favorable.
12. Continue with Delta Dental as the Third-Party Administrator for the City's dental plan, under a three-year agreement which goes through 2024. Experience with this provider has been favorable.
13. Continue with VSP as the provider of the City's voluntary vision plan, under a four-year agreement which goes through 2023. Experience with this provider has been favorable.
14. **Continue with the flexible spending program through Employee Benefits Corporation, including dependent care, standard health care, and limited health care. There is a minimal change in pricing; a one-year renewal is recommended. Experience with this provider has been favorable.**
15. Continue with the USI Benefit Resource Center, at no additional cost, for employees to provide another point of contact for items such as: (1) customer service representatives to assist with finding providers; (2) obtaining detailed benefit information; (3) assisting with the open enrollment process; (4) being able to answer just about any question posed in regard to the City's insurance benefits; (5) a repository for the City's Plan Documents; and (6) videos and tutorials that are available on demand for employees.

All of the items included in this recommendation are consistent with the Mayor's Recommended 2023 Budget. Collectively, these recommendations are very similar to prior budgets, striving to contain overall plan costs, engage employees, and providing sufficient benefits to attract and retain quality employees.

PERSONNEL COMMITTEE ACTION REQUESTED

Motion to recommend to the Common Council approval of the 2023 employee benefit-related coverages, carriers, and premium shares, as outlined herein, including: health insurance, wellness, health and wellness supplementary programs, and dental insurance.

Projected 2023 Health Insurance Budget - Actives and Retirees

Expenditure Detail:	2022 Budget	2023 Budget	Revenue Detail:	2022 Budget	2023 Budget
Specific Stop Loss	\$736,000	\$690,900	City for Active Employees:	\$2,293,400	\$2,289,200
Aggregate Stop Loss	\$19,400	\$22,400	Active Employees:	\$468,900	\$475,000
Medical Admin	\$117,900	\$142,700	City for Retirees:	\$352,500	\$557,600
Total:	\$873,300	\$856,000	Retirees:	\$174,800	\$163,100
Claims Costs (Net of Stop Loss/Nice)	\$2,152,700	\$2,298,000	Total	\$3,289,600	\$3,484,900
Total Fixed & Claims:	\$3,026,000	\$3,154,000			
Other Costs:					
Consulting Fee	\$40,000	\$40,000			
Annual PCORI Fee	\$1,500	\$1,600			
Total Fixed/Claims/Other	\$3,067,500	\$3,195,600			
HSA Contributions (34 single/86 family)	\$152,300	\$154,500			
HRA Coverage	\$126,900	\$103,000	Other Sources:		
Miscellaneous Costs		\$21,100	Stop Loss Dividends	\$0	\$0
Health Plan Administration Cost	\$47,100	\$47,100	Pharmacy Rebate Credit	\$123,400	\$88,000
Nice Healthcare Plan Cost	\$79,400	\$97,000	Investment Income	\$8,000	\$15,000
Go 365 Plan (fees and rewards)	\$21,000	\$21,000	Planned spenddown of fund balance	\$73,200	\$51,400
Total Health Insurance fund Expenditures	\$3,494,200	\$3,639,300	Total Health Insurance Fund Revenue	\$3,494,200	\$3,639,300
Employee Average Annual Cost					
*Cost if a waived employee returns to the plan	\$17,737	\$17,666.50			\$0

2023 vs 2022 Comparison		<i>Participants</i>	<i>Overall Expenditure Budget</i>	<i>Cost per Participant</i>
2022		197	\$3,494,200	\$17,737
2023		206	\$3,639,300	\$17,667
Difference:		9	\$145,100	(\$70)

*Participants = employees, not total members



Medical Benefit and Employee Contribution Summary
City of Franklin
 Effective January 1, 2023

Third Party Administrator	UMR	UMR
Plan Design	<i>PPO Plan</i>	<i>High Deductible Plan (HSA Plan)</i>
Calendar Year Deductible		
In-Network (Single / Family)	\$1,500 / \$4,500	\$3,000 / \$6,000
Out-of-Network (Single / Family)	\$4,500 / \$13,500	\$6,000 / \$12,000
Coinsurance Level		
Tier 1 Provider	85%	90%
Other In-Network Provider	80%	80%
Out-of-Network	60%	60%
Out-of-Pocket Maximum		
In-Network (Single / Family)	\$4,500 / \$9,000	\$4,500 / \$9,000
Out-of-Network (Single / Family)	\$13,500 / \$27,000	\$9,000 / \$18,000
In-Network Preventive Care		
	Covered at 100%	Covered at 100%
In-Network Office Copay		
Tier 1 Primary / Specialist	\$25 / \$50	Deductible then 90% Co-insurance
Other In Network Primary / Spec.	\$40 / \$70	Deductible then 80% Co-insurance
In-Network ER Copay		
	\$400	Deductible then 90% Co-insurance
In-Network UC Copay		
	\$100	Deductible then 90% Co-insurance
Virtual Visits		
	\$15	Deductible then 90% Co-insurance
Prescription Drug Copay		
Tier 1 / 2 / 3	\$10 / \$40 / \$60	Deductible then 90% Tier 1, Deductible then 80% Tiers 2 and 3
Specialty	25% coinsurance	Deductible then 80% Co-insurance
Monthly Premium		
Single	\$790.54	\$714.88
Family	\$1,899.72	\$1,724.74
Monthly Contribution-with annual physical/bloodwork		
Single	\$160.00	\$96.02
Family	\$386.00	\$232.26
Monthly Contribution-without annual physical/bloodwork		
Single	\$196.24	\$128.52
Family	\$472.60	\$310.84
2023 Health Savings Account		
Contribution from the City		
Single	N/A	\$750.00
Family	N/A	\$1,500.00
2023 Health Reimbursement Arrangement (Access Point of \$1,500 for Single and \$3,000 for Family Plan)		
Single	N/A	\$1,250
Family	N/A	\$2,500

Group: City of Franklin

Effective Date: 01/01/2023

Stop-Loss Specific Premium	Lives	Current	Renewal	Option 1	Option 2	Option 3
NNL RC % Experience Refund		NNL RC @ 50% Included	NNL RC @ 50% Included	NNL RC @ 50% N/A	NNL RC @ 50% Included	NNL RC @ 50% Included
Carrier:		Symetra	Symetra	HCC	Berkshire Hathaway	Swiss Re
Carrier Rating:		A	A	A++	A++	A+
TPA:		UMR	UMR	UMR	UMR	UMR
PPO Network:		UHC Choice +	UHC Choice +	UHC Choice +	UHC Choice +	UHC Choice +
UR Vendor:		UMR	UMR	UMR	UMR	UMR
PBM		ServeYouRX	ServeYouRX	ServeYouRX	ServeYouRX	ServeYouRX
Stop Loss Commission:		0%	0%	0%	0%	0%
Benefits Included:		Med/RX	Med/RX	Med/RX	Med/RX	Med/RX
Specific Deductible:		\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
Aggregating Specific:		\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Specific Contract:		24/12	36/12	24/12	24/12	24/12
Specific Policy Year Maximum:		Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Single Premium	52	\$ 121.66	\$ 131.63	\$ 148.17	\$ 106.95	\$ 173.02
EE+SP Premium	0	\$ 305.89	\$ 318.01	\$ 351.86	\$ 311.43	\$ 406.20
EE+CH Premium	0	\$ 305.89	\$ 318.01	\$ 351.86	\$ 311.43	\$ 406.20
Family Premium	139	\$ 305.89	\$ 318.01	\$ 351.86	\$ 311.43	\$ 406.20
Composite	191	\$ 255.73	\$ 267.27	\$ 296.41	\$ 255.76	\$ 342.72
Monthly Specific Premium		\$ 48,845.03	\$ 51,048.15	\$ 56,613.38	\$ 48,850.17	\$ 65,458.84
Annual Specific Premium		\$ 586,140.36	\$ 612,577.80	\$ 679,360.56	\$ 586,202.04	\$ 785,506.08
% Difference			4.51%	15.90%	0.01%	34.01%
Firm Through:			FIRM 10.25.22	Illustrative	Illustrative	Illustrative
Lasers:		None	None	Pending Large Claim Review	Pending Large Claim Review	Pending Large Claim Review
Aggregate Stop Loss						
Aggregate Contract		24/12	36/12	24/12	24/12	24/12
Benefits Included:		Med/RX	Med/RX	Med/RX	Med/RX	Med/RX
Aggregate Policy Year Maximum:		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Composite	191	\$ 8.22	\$ 8.64	\$ 6.21	\$ 8.50	\$ 7.72
Monthly Aggregate Premium		\$ 1,570.02	\$ 1,650.24	\$ 1,186.11	\$ 1,623.50	\$ 1,474.52
Annual Aggregate Premium		\$ 18,840.24	\$ 19,802.88	\$ 14,233.32	\$ 19,482.00	\$ 17,694.24
Aggregate Corridor:		125%	125%	125%	125%	125%
Single Attachment	52	\$ 701.17	\$ 667.49	\$ 644.76	\$ 614.23	\$ 581.95
EE+SP Attachment	0	\$ 1,722.65	\$ 1,635.83	\$ 1,542.58	\$ 1,756.29	\$ 1,665.75
EE+CH Attachment	0	\$ 1,722.65	\$ 1,635.83	\$ 1,542.58	\$ 1,756.29	\$ 1,665.75
Family Attachment	139	\$ 1,722.65	\$ 1,635.83	\$ 1,542.58	\$ 1,756.29	\$ 1,665.75
Composite	191	\$ 1,444.55	\$ 1,372.20	\$ 1,298.15	\$ 1,445.36	\$ 1,370.68
Monthly Claims Liability		\$ 275,909.19	\$ 262,089.85	\$ 247,946.14	\$ 276,064.27	\$ 261,800.65
Annual Claims Liability		\$ 3,310,910.28	\$ 3,145,078.20	\$ 2,975,353.68	\$ 3,312,771.24	\$ 3,141,607.80
			-5.01%	-10.13%	0.06%	-5.11%
Aggregate Run-In Limit		\$ -	\$ -	\$ 446,303.00	\$ 596,300.00	\$ -
Total Reinsurance Expense						
Annual Fixed Premium		\$ 604,980.60	\$ 632,380.68	\$ 693,593.88	\$ 605,684.04	\$ 803,200.32
% Difference			4.53%	14.65%	0.12%	32.76%
Maximum Cost Liability		\$ 3,915,890.88	\$ 3,777,458.88	\$ 3,668,947.56	\$ 3,918,455.28	\$ 3,944,808.12
% Difference			-3.54%	-6.31%	0.07%	0.74%

Proprietary & Confidential

Berkshire Hathaway would be subject to an additional \$5 PEPM which would be assessed by UMR as a non-preferred stop loss vendor. This would increase their cost by \$11,460 which equates to a 2.01% increase over current. They also indicated the potential for two claimants to be lasered.

Sick Leave Summary As of 7/18/2022- Non-Represented Employees

City of Franklin - Personnel Committee

17-Oct-22

Home Department Description	Current Balance (Hours)	Current Days of Sick Leave	Hire Date	Yrs of Service	Exempt vs Non-Exempt	FTE	Sick hours taken 1st 1/2 of 2022	2021 Usage	2020 Usage	2019 Usage	2018 Usage	Days Accrued over Employment	2021 Bonus Days	2019 Bonus Days	% of Earned Sick Leave Avail
Library	0.00		02/28/1994	26.75	N	0.5	*	*	93.5	34	43.5	315			0.00%
Library	4.00		7/15/2002	16.75	E	1	*	*	*	24	96	195			0.26%
Building Inspection	14.50		05/04/1998	21.17	N	1	*	*	*	12.5	27	248			0.73%
Sewer	20.00	2.50	05/01/2000	22.23	N	1	40.00	96	108	88	92	261			0.96%
Sewer	32.00		10/16/1989	32.42	N	1	16.00	168	196	176	152	383			1.04%
Dispatch	23.75	2.97	08/25/2003	18.91	N	1	38.50	114.25	316.25	109.75	64	221			1.34%
Highway	8.00	1.00	09/18/2017	4.83	N	1	338.00	53	84	5	12	52	1	1	1.92%
Highway	4.00		05/15/2017	2.33	N	1	*	*	*	*	56	22			2.28%
Sewer	84.00	10.50	01/03/1994	28.56	N	1	56.00	80	93	88	76	337			3.12%
Dispatch	8.00	1.00	05/27/2019	3.15	N	1	64.00	154	56	0	-	32			3.15%
General Gov't.	118.25		07/01/1992	28.08	N	1	*	*	74.5	120.75	515	331			4.47%
Engineering	22.00	2.75	08/17/2017	4.92	N	1	34.00	176.5	0	68	84	53			5.18%
Building Inspection	215.00	26.88	12/03/1984	37.65	N	1	0.00	20	360	17	0	446	2	2	6.03%
Library	4.00	.25	09/10/2020	1.85	N	0.5	40.00	0	-	-	-	16			6.16%
Highway	4.00		09/21/2020	1.17	N	1	*	4	112	*	*	8			6.22%
General Gov't.	241.05	30.13	08/01/1983	38.99	N	1	35.00	398.75	49.5	51	84.75	462			6.52%
General Gov't.	75.75		9/10/2007	11.58	E	1	*	*	*	48	90.5	133			7.12%
Library	70.50		08/18/2003	18.5	N	0.5	17.00	32.5	36	13	171	216			8.16%
Public Health	176.30		5/5/1997	21.83	N	1	*	*	*	40	62.75	256			8.61%
Highway	142.00		12/10/2002	16.33	E	1	*	*	*	47	59	190			9.34%
General Gov't.	116.00	10.88	03/23/2011	11.33	N	0.75	18.00	166.25	55.75	297	231	136			10.54%
Highway	162.00		12/23/2002	16.5	N	1	*	*	*	32	72	192			10.55%
Highway	14.00	1.75	10/12/2020	1.76	N	1	110.00	54	-	-	-	15			11.53%
Building Inspection	80.50	10.06	11/17/2014	7.67	N	1	39.00	59.5	103	141	55	86			11.69%
General Gov't.	14.00	1.09	01/20/2020	2.49	N	0.63	26.00	60	0	-	-	24			11.71%
Dispatch	41.75	5.22	06/07/2018	4.12	N	1	177.75	13.5	155	0	0	43	2	3	12.03%
General Gov't.	192.00		07/10/2003	16.42	N	1	*	*	*	20	48	191		1	12.56%
Fire	351.00	43.88	03/05/1994	28.39	N	1	32.00	64	44	48	264	335			13.11%
Public Health	205.25		08/13/1990	30.83	N	0.5	*	17.5	21	5.5	41	364		1	14.10%
	109.25		07/07/2014	8.04	N	1	191.00	40	16.5	198	16.5	96	1		14.15%
Police	332.86	41.61	04/04/2001	21.30	N	1	60.00	60	59	134	64.25	256			16.28%
Dispatch	310.75	38.84	05/20/2002	20.18	N	1	47.75	112	18.75	42.25	55.75	236		1	16.45%
Dispatch	296.25	37.03	06/17/2003	19.10	N	1	57.00	83	162.75	56	56	223		1	16.59%
Library	51.00	6.38	02/27/2018	4.39	E	1	31.00	155.5	40	49	15	46			16.78%
Building Inspection	189.00		05/29/2007	12	N	1	*	*	*	103	76.25	138			17.12%
Library	211.00	13.19	03/10/1997	25.37	N	0.5	60.00	95	115	55.5	32.5	298			17.67%

Home Department Description	Current Balance (Hours)	Current Days of Sick Leave	Hire Date	Yrs of Service	Exempt vs Non-Exempt	FTE	Sick hours taken 1st 1/2 of 2022	2021 Usage	2020 Usage	2019 Usage	2018 Usage	Days Accrued over Employment	2021 Bonus Days	2019 Bonus Days	% of Earned Sick Leave Avail
Public Health	70.85		11/04/2009	4.83	N	1	*	*	1	99.15	96.5	54			18.26%
Public Health	44.50		02/25/2019	3	E	1	0.00	208	3.5	16	*	30	1		18.54%
General Gov't.	191.00	23.88	07/05/2011	11.04	N	1	64.00	49.75	241.5	0	32	127		3	18.87%
Building Inspection	382.25	47.78	04/09/2001	21.29	N	1	22.00	65.75	30.5	30	36.5	249	1	1	19.15%
Library	142.00	17.75	05/27/2014	8.15	E	1	53.25	34	26.75	274.25	38.75	92			19.34%
Dispatch	44.25	5.53	09/16/2019	2.84	N	1	43.75	76	64	-	-	28			19.71%
Sewer	24.00	3.00	10/19/2020	1.75	N	1	152.00	56	48	-	-	15	1		20.08%
Highway	608.00		9/23/1991	27.25	N	1	*	*	*	*	148	321			23.68%
Building Inspection	451.75		01/22/2001	20.25	N	1	*	14	82.25	82.75	69	237			23.83%
Public Health	126.00	15.75	11/28/2016	5.64	E	1	1.50	240	17	56	46	62			25.54%
Library	114.50	7.16	10/22/2012	9.74	N	0.5	7.00	50	25	43.5	37.5	111			25.81%
Highway	862.50		05/16/1987	34.17	N	1	*	140	128	96	112	404			26.68%
Library	335.00	20.94	02/25/1997	25.41	N	0.5	7.25	21.5	25	29.5	54.75	299			28.02%
Building Inspection	629.00	78.63	02/28/2000	22.40	N	1	22.00	12	78.5	44.75	29.5	263	2		29.92%
	202.00		08/24/2015	6.90	N	1	0.00	209.25	0	239.25	16.5	83	1		30.50%
Dispatch	819.65	102.46	03/19/1994	28.35	N	1	40.00	60.25	8	45.75	35.25	334		1	30.66%
Engineering	643.75		05/24/1999	22	N	1	*	56	42	62.5	32	258			31.19%
Building Inspection	949.25		05/01/1990	30	N	1	*	*	9	36.75	14	354			33.52%
Highway	1,300.00		04/15/1982	40	N	1	0.00	75	56	80	92	474			34.28%
Sewer	16.00	2.00	07/26/2021	0.98	N	1	32.00	8	-	-	-	6			34.86%
Engineering	276.00	34.50	11/25/2013	8.65	N	1	27.00	20	47.5	43	42	98			35.28%
Fire			08/01/1989		E	1	*	*	*	16	16	355.0			35.34%
Sewer	1,060.00	132.50	11/14/1990	31.70	N	1	80.00	88	104	88	144	374	1		35.39%
Library	722.35	90.29	09/17/2001	20.85	E	1	21.00	49.5	33	60.75	31.25	244			36.98%
	924.5		10/20/1995	25.33	N	1	*	8	182.25	64.75	117.25	304		1	38.02%
Library	351.25	43.91	09/18/2007	14.84	E	1	48.50	37.25	44	9	27	172		1	39.03%
Police			1/1/1900	31	E	1	*	*	46	52	115	372		1	39.72%
Sewer	589.00	73.63	09/11/2006	15.86	N	1	40.00	8	392	16	52	184	1	2	39.94%
Highway	715.50	89.44	07/09/2004	18.04	N	1	30.00	40	66.5	32	500.75	210			42.50%
Engineering	1,440.00	180.00	02/09/1987	35.46	N	1	0.00	0	56	0	0	420	1 **	**	42.91%
Engineering	199.00		12/21/2015	5.33	E	1	*	28	34	16	103.25	58		1	42.92%
Building Inspection	121.25		04/30/2018	3.42	N	1	*	*	34.75	20.25	0	35			43.25%
Highway	125.00		05/15/2017	3.5	N	1	*	*	108	64	16	36			43.40%
Highway	1,207.00		06/01/1993	28.83	N	1	0.00	50	16	75	52	340	1		44.38%
Public Health	244.15	30.52	02/02/2014	8.46	N	1	66.00	60.75	42	23.5	60.25	96		1	44.88%
General Gov't.	314.20		08/01/1973	15.08	N	0.5	*	*	*	31.5	25	175			44.90%
Library	297.00	18.56	05/05/2008	14.21	N	0.5	16.00	29.5				165			45.13%
Highway	1,085.00	135.63	03/17/1997	25.35	N	1	0.00	0	0	28	4	298	3	1	45.47%
Library	860.25	107.53	06/24/2002	20.08	E	1	40.75	70.5	37	31	3	235			45.77%

Home Department Description	Current Balance (Hours)	Current Days of Sick Leave	Hire Date	Yrs of Service	Exempt vs Non-Exempt	FTE	Sick hours taken 1st 1/2 of 2022	2021 Usage	2020 Usage	2019 Usage	2018 Usage	Days Accrued over Employment	2021 Bonus Days	2019 Bonus Days	% of Earned Sick Leave Avail
General Gov't.	137.5		06/18/2018	3.58	E	1	0.00	122	40.5	8	*	37		2	46.50%
Dispatch	1,428.00		01/10/1989	32.33	N	1	*	40	32	13.5	3	382			46.73%
Highway	1,196.00		02/07/1995	26.58	N	1	*	32	0	24	32	313		1	47.77%
Police	1,948.00	243.50	08/13/1979	42.96	N	1	36.25	41.75	67.25	27.75	42.75	510			47.79%
General Gov't.	72.50	9.06	06/22/2020	2.07	E	1	48.00	39.5	0	-	-	19	1		48.06%
General Gov't.	1,724.00	215.50	02/04/1985	37.47	E	1	3.00	24	0	32	64	444	2		48.57%
Highway	297.00	37.13	09/08/2015	6.86	N	1	44.00	46	100	65	40	76			48.62%
General Gov't.	437.75	54.72	09/04/2012	9.87	N	1	33.50	61.25	0	17	81	112			48.64%
Sewer	8.00		10/29/2019	0.67	N	1	*	*	16	*	*	2			49.02%
Sewer	1,289.00	161.13	10/17/1994	27.77	N	1	96.00	100	80	32	60	327		1	49.24%
Police	1,113.88	139.24	08/30/1999	22.90	N	1	0.00	0	0	0	40	275	3	2	50.67%
Police	839.00	78.66	02/05/1999	23.46	N	0.75	21.50	83	90	36	24	276			50.75%
Sewer	2,101.00	262.63	02/12/1979	43.46	E	1	24.00	24	8	24	24	515		1	50.95%
Highway	552.30	69.04	10/11/2010	11.78	N	1	8.00	30	35	56	31.6	135			51.02%
Library	714.00	89.25	09/21/2007	14.83	E	1	39.50	4	8.5	29.5	23.5	172	2	1	51.89%
General Gov't.	1,073.75	134.22	07/31/2000	21.98	N	1	21.50	21.75	65.5	45.75	60	258			52.08%
Dispatch	159.00	19.88	12/17/2018	3.59	N	1	53.00	32	32	28	-	37	1		53.66%
Police	1,357.00	169.63	12/19/1996	25.59	E	1	9.00	8	45	10	32	307	2	1	55.23%
Police	1,342.00	167.75	07/22/1997	25.01	E	1	3.00	0	37	16	24	300	3	2	55.90%
Engineering	1,316.00	164.50	01/05/1998	24.55	N	1	40.00	32	34	184	40	289	1		57.00%
Highway	1,233.00	154.13	10/18/1999	22.76	N	1	20.00	44	8	0	24	267		3	57.69%
Highway	148.00	18.50	06/10/2019	3.11	N	1	40.00	52	96	-	-	31			59.14%
Police	916.69	114.59	07/31/2006	15.98	N	1	8.00	33.5	64	0	238	192	2	2	59.77%
Highway	104.00	13.00	03/26/2020	2.31	N	1	24.00	64	56	-	-	22	2		59.78%
Highway	1,436.00	179.50	03/10/1997	25.37	N	1	8.00	40	40	44	36	298	1	1	60.14%
General Gov't.	766.50		06/26/2006	13.5	E	1	*	*	*	59.5	10.5	156			61.42%
Dispatch	432.75	54.09	10/17/2014	7.76	N	1	16.00	81	24.5	33	62	5	87	1	62.12%
Highway	177.00		11/21/2015	3.42	N	1	*	*	*	*	35	35			63.14%
Building Inspection	375.00	46.88	12/14/2015	6.60	N	1	58.50	56	56	11.5	9	73			64.07%
Public Health	51.25		02/16/2021	1.33	N	1	40.75	3.5	*	*	*	10			64.32%
Public Health	1,000.45	125.06	01/04/2006	16.55	N	1	17.00	26	15.5	52	32	193			64.95%
Police	735.00	91.88	11/30/2010	11.64	N	1	0.00	112	0	306.25	80	140	1		65.78%
Library	412.00		10/03/2008	13.5	N	0.5	0.00	0	0	2	0	156			66.03%
Fire	4,181.00	522.63	09/18/2000	21.84	E	1	0.00	72	0	24	0	262	3	3	66.46%
Library	69.25		6/6/2016	2.67	N	0.5	*	*	*	*	8.25	26			66.48%
Public Health	181.00	22.63	03/25/2019	3.32	N	1	48.25	45.75	6.75	6.25	-	34			66.91%
General Gov't.	396.25	49.53	01/26/2016	6.48	N	1	58.50	48.25	14.75	32.75	48.5	72		1	69.03%
General Gov't.	166.00	20.75	08/05/2019	2.95	E	1	41.00	18	31	-	-	29	2		70.48%
Police	1,507.50	188.44	10/02/2000	21.81	E	1	0.00	11.25	24	88	0	262	1	2	72.01%

Home Department Description	Current Balance (Hours)	Current Days of Sick Leave	Hire Date	Yrs of Service	Exempt vs Non-Exempt	FTE	Sick hours taken 1st 1/2 of 2022	2021 Usage	2020 Usage	2019 Usage	2018 Usage	Days Accrued over Employment	2021 Bonus Days	2019 Bonus Days	% of Earned Sick Leave Avail
Fire	126.00	15.75	03/30/2020	2.30	E	1	66.00	56	24	-	-	22	2		72.86%
General Gov't.	1,146.50	143.31	11/16/2005	16.68	E	1	4.00	10	20	11	22	194	2		73.81%
Fire	316.00	39.50	08/30/2017	4.88	N	1	32.00	48	24	32	8	53	1	1	75.07%
Dispatch	292.00	36.50	01/05/2018	4.53	N	1	15.50	16	36.5	44	0	48	1		75.40%
Highway	578.00	72.25	03/17/2014	8.34	N	1	12.00	16	48	44	44	94	1		76.77%
General Gov't.	1,526.50	190.81	07/02/2001	21.06	E	1	0.00	8	236	80.5	24	247	2		77.35%
Fire	4,423.75	552.97	10/15/2002	19.77	E	1	48.00	48	5	111	24	237	1	1	77.70%
Fire	1,750.42	218.80	01/20/1999	23.51	E	1	0.00	16	0	8	6	281	2	2	77.87%
Dispatch	1,712.25	214.03	03/29/1999	23.32	E	1	8.00	8	16	16	8	274	2	1	78.16%
Fire	6,336.50	792.06	07/11/1994	28.04	E	1	0.00	18	60	201.5	15.5	336	2		78.47%
Police	1,887.00	235.88	09/15/1997	24.85	E	1	0.00	0	0	0	0	298	3	3	79.08%
General Gov't.	167.50		11/09/2015	4	N	0.62	*	*	*	0	30	42		2	80.41%
Engineering	129.00	16.13	05/18/2020	2.17	N	1	29.00	10	0	-	-	20	1		80.60%
General Gov't.	1,588.00	198.50	08/13/2001	20.94	E	1	28.00	8	12	8	23	245	2	1	80.92%
Sewer	1,424.00	178.00	12/01/2003	18.64	N	1	24.00	76	24	36	36	218		**	81.77%
General Gov't.	1,080.00	101.25	11/26/2001	20.65	N	0.75	18.50	0	14	13	0	242	1**		85.99%
General Gov't.	137.75		01/02/2019	2.67	N	1	*	12.25	22	4	*	26			86.09%
Highway	1,808.00	226.00	08/21/2000	21.92	E	1	0.00	8	0	0	0	257	2	3	87.92%
Highway	8.00	1.00	12/13/2021	0.59	N	1	0.00	0	-	-	-	1			88.16%
General Gov't.	208.25	26.03	08/05/2019	2.95	N	1	35.50	8.75	3.5	-	-	29	1		88.42%
General Gov't.	80.00	5.00	03/02/2020	2.38	N	0.5	4.00	16	0	-	-	23	2		88.74%
Dispatch	50.25		05/19/2021	1.08	N	1	21.75	0	*	*	*	7			90.25%
General Gov't.	143.50		11/2/2015	3.17	N	0.62	*	*	*	*	11.5	32			90.30%
Sewer	1,361.00	170.13	07/10/2006	16.03	N	1	24.00	8	28	0	21.5	186	2	3	91.27%
Dispatch	691.50	86.44	03/17/2014	8.34	N	1	0.00	48	8	16	24	94		1	91.85%
Library	243.00	15.19	09/23/2011	6.00	N	0.5	5.00	4	-	-	-	66			92.05%
General Gov't.	1,174.50		03/20/2006	13.75	E	1	*	*	*	16	13.5	159		1	92.33%
Highway	980.40	122.55	01/03/2011	11.55	N	1	0.00	11	16	12	51	133	1	1	92.46%
General Gov't.	98.00	9.19	08/13/2020	1.93	N	0.75	6.00	7	*	-	-	17			95.26%
Highway	351.00	43.88	03/19/2018	4.33	E	1	53.00	0	4	12	0	46	2	2	95.36%
Library	1,592.50	199.06	10/18/2004	17.76	E	1	4.00	11	11	6	4	207	1	1	96.12%
Police	608.75	76.09	01/04/2016	6.54	N	1	0.00	0	60	0	0	78	3		96.96%
Highway	225.00	28.13	08/19/2019	2.92	N	1	8.00	16	3	-	-	29	1		97.05%
Dispatch	1,440.00	180.00	08/30/2006	15.89	N	1	0.00	0	24	0	32	185	2**	3	97.45%
Engineering	60.00	7.50	05/28/2021	1.14	E	1	4.00	0	-	-	-	8			97.70%
Engineering	56.00	7.00	06/14/2021	1.09	N	1	8.00	0	-	-	-	7			98.34%
General Gov't.	36.00	4.50	09/07/2021	0.86	N	1	0.00	0	-	-	-	4			100.00%
	732		6/3/2013	7.17	N	1	*	*	*	0	0	86		3	103.12%
Highway	285.00	35.63	03/18/2019	3.34	N	1	39.00	0	0	0	-	34	3		104.64%

Sick Leave Summary As of 7/18/2022- Fire Represented Employees

City of Franklin - Personnel Committee

17-Oct-22

Home Department Description	Current Balance (Hours)	Hire Date	Yrs of Service	Exempt vs Non-Exempt	FTE	Sick hours taken 1st 1/2 of 2022	2021 Usage	2020 Usage	2019 Usage	2018 Usage	Days Accrued over Employment	Hours Accrued over Employ	2021 Bonus Days	2019 Bonus Days	% of Earned Sick Leave Avail
Fire	72.75	03/27/2000	21.92	N	1	456.00	538.75	1193	119	216	208.0	4992			1.46%
Fire	1,061.00	01/20/1999	23.17	N	1	744.00	1462	70	107.5	48	222.5	5341			19.87%
Fire	1,098.50	09/19/2005	16.84	N	1	24.00	267.5	108	144	192	144.0	3456	1	2	31.79%
Fire	36.00	10/18/2021	0.75	N	1	48.00	24	*	*	*	4.5	108			33.42%
Fire	1,872.25	10/03/2000	21.80	N	1	0.00	124.5	24	663	203.25	204.0	4896		1	38.24%
Fire	2,153.75	05/26/1998	24.16	N	1	48.00	315.5	139.5	96	17.5	232.0	5568		1	38.68%
Fire	2,333.00	05/26/1998	24.16	N	1	0.00	0	40	69	72	232.0	5568	4		41.90%
Fire	3,801.00	08/07/1989	30.00	N	1	*	*	*	0	251	320.0	7680		1	49.50%
Fire	2,280.00	07/16/2001	20.42	N	1	*	96	288	48	56.5	191.0	4585	1	1	49.73%
Fire	3,033.00	01/28/1997	25.48	N	1	72.00	0	72	0	47	248.0	5952	4	4	50.96%
Fire	2,260.75	10/15/2002	19.77	N	1	65.50	73	48	48	0	179.0	4296	1	1	52.62%
Fire	2,497.25	07/16/2001	21.02	N	1	24.00	133.75	192	24	40	194.0	4656	1	2	53.64%
Fire	4,286.00	08/01/1989	30.67	N	1	*	*	*	118	48	323.9	7775		**	55.13%
Fire	3,315.00	05/31/1998	24.15	N	1	503.00	260.5	216	125	191	232.0	5568		1	59.54%
Fire	356.00	06/18/2018	4.08	N	1	0.00	240	120	24	0	24.5	588	1	2	60.52%
Fire	849.00	01/02/2013	9.55	N	1	75.00	240	216	24	48	57.3	1375	1	2	61.77%
Fire	1,230.00	03/01/2011	11.39	N	1	10.00	235	120	262	0	79.0	1895		2	64.91%
Fire	1,916.25	08/06/2007	14.96	N	1	0.00	73.25	24	48	36	122.0	2929	1	1	65.42%
Fire	388.00	06/18/2018	4.08	N	1	0.00	240	48	0	0	24.5	588	1	4	65.96%
Fire	3,312.75	03/27/2000	21.75	N	1	*	48	54	71.25	7.5	207.0	4968	1		66.68%
Fire	3,587.00	01/20/1999	23.51	N	1	48.00	0	72	118.5	24	224.0	5376	4	1	66.72%
Fire	3,811.50	01/01/1998	24.56	N	1	51.00	0	205	58.5	48	237.0	5688	4	1	67.01%
Fire	3,435.75	03/27/2000	22.32	N	1	0.00	72	24	0	24	210.0	5040	2	4	68.17%
Fire	3,183.50	07/16/2001	21.02	N	1	24.00	48	72	24	66.5	194.0	4656	2	2	68.37%
Fire	2,210.00	09/25/2006	15.82	N	1	60.00	48	72	24	0	132.0	3168	1	2	69.76%
Fire	4,320.00	09/05/1996	25.88	N	1	0.00	0	24	0	0	253.0	6072		**	71.15%
Fire	1,369.75	05/31/2011	11.14	N	1	0.00	0	1.25	24	173	76.0	1823	4	1	75.14%
Fire	4,225.50	01/20/1997	25.00	N	1	112.50	68	48	114	88.5	233.0	5593		**	75.55%
Fire	229.00	07/07/2020	2.03	N	1	0.00	89	0	*	*	12.2	292	1		78.33%
Fire	4,058.00	01/20/1999	22.00	N	1	*	*	106	48	51.5	215.5	5172			78.45%
Fire	198.00	11/09/2020	1.69	N	1	0.00	72	0	*	*	10.1	243	2		81.47%
Fire	2,506.00	08/06/2007	14.96	N	1	0.00	0	0	24	86	122.0	2929	4	2	85.56%
Fire	1,126.00	09/03/2013	8.88	N	1	48.00	312	0	0	0	53.3	1278	1	4	88.09%
Fire	233.50	11/09/2020	1.69	N	1	24.00	4.5	0	*	*	10.1	243	2		96.08%

Fire	2,776.00	09/17/2007	14.84	N	1	24.00	0	35	24	0	120.0	2880	4	1	96.39%
Fire	1,411.50	01/02/2013	9.55	N	1	17.00	48	72	0	0	57.3	1375	2	4	102.69%
Fire	1,427.00	01/02/2013	9.55	N	1	0.00	0	114	48	0	57.3	1375	4	1	103.82%
Fire	1,114.00	01/02/2013	7.33	N	1	*	*	24	0	24	44.0	1056		4	105.54%
Fire	925.00	07/18/2016	6.00	N	1	0.00	91	24	0	0	36.0	864	1	4	107.01%
Fire	1,244.00	07/07/2014	8.04	N	1	0.00	24	24	0	24	48.2	1157	2	4	107.51%
Fire	78.00	01/17/2022	0.50	N	1	0.00					3.0	72			108.63%
Fire	42.00	04/11/2022	0.27	N	1	0.00	*	*	*	*	1.6	39			108.63%
Fire	60.00	02/28/2022	0.38	N	1	0.00	*	*	*	*	2.3	55			108.63%
Fire	60.00	02/28/2022	0.38	N	1	0.00	*	*	*	*	2.3	55			108.63%
Fire	942.00	07/18/2016	6.00	N	1	0.00	0	82	0	24	36.0	864	4	4	108.98%
Fire	270.00	11/09/2020	1.69	N	1	0.00	32	48	*	*	10.1	243	4		111.10%
Fire	1,002.75	07/18/2016	6.00	N	1	46.25	0	23	0	0	36.0	864	4	4	116.01%
Fire	308.00	06/18/2018	1.75	N	1	*	*	*	0	72	10.5	252		4	122.22%
* - Not employed during identified time period															
* - Max'd out accumulation - couldn't earn more															
Fire Union changed sick benefit accruals from 1 sick day per month to 1/2 sick day per month in 2013															
Fire Bonus days started in 2016 - 1 day= 8 hours, 2 days = 16 hours, 4 days = 3 8 hour days plus 24 hours (48 hours)															

Sick Leave Summary As of 7/18/2022-Police Represented Employees

City of Franklin - Personnel Committee

17-Oct-22

Home Department Description	Current Balance (Hours)	Hire Date	Yrs of Service	Exempt vs Non-Exempt	FTE	Sick hours taken 1st 1/2 of 2022	2021 Usage	2020 Usage	2019 Usage	2018 Usage	Days Accrued over Employment	Hours Accrued over Employ	2021 Bonus Days	2019 Bonus Days	% of Earned Sick Leave Avail
Police	43.50	06/03/2013	9.13	N	1	39.00	99	357	207.25	50.5	110	904			4.81%
Police	177.75	07/12/1999	23.03	N	1	70.00	32.75	59	35	151.5	276	2280			7.80%
Police	178.81	10/2/2000	21.5	N	1	*	115.5	82.5	264	20.25	258	2129			8.40%
Police	368.21	07/06/1998	24.05	N	1	95.75	129	90.75	80.75	43.5	289	2381			15.47%
Police	404.91	3/11/1997	25	N	1		53.5	175.25	119	33	300	2475			16.36%
Police	190.50	09/10/2012	9.86	N	1	27.75	34	199.5	23.25	94.75	118	976			19.52%
Police	120.00	12/05/2016	5.62	N	1	8.25	78	143	178.75	8.25	67	556			21.57%
Police	333.94	03/09/2009	13.37	N	1	16.50	52	191	259.5	86.75	160	1323			25.23%
Police	621.80	01/05/1998	24.55	N	1	478.75	111.5	165.5	248.5	49	295	2430			25.59%
Police	670.42	01/05/1998	24.55	N	1	66.00	40	107.25	49.5	8.25	295	2430			27.59%
Police	635.77	09/08/1998	23.87	N	1	100.00	94.25	70	146.75	26	286	2292			27.74%
Police	681.3	8/4/1997	24.75	N	1		42	55	39.5	126.25	297	2450			27.81%
Police	746.23	6/27/1994	27.67	N	1		232.75	87.5	0	0	332	2656			28.09%
Police	614.75	10/02/2000	21.81	N	1	66.00	90.75	424.75	16.5	239.25	262	2159			28.48%
Police	137.75	07/17/2017	5.01	N	1	25.50	28.5	193.75	70	30.75	60	481			28.67%
Police	668.63	09/13/1999	22.86	N	1	130.50	24.75	141.75	49.5	24.75	274	2263			29.54%
Police	707.23	3/24/1995	24.17	N	1	*	*	*	85.25	106.25	290	2393			29.56%
Police	238.00	04/24/2014	8.24	N	1	91.75	61.5	82	157	51.5	99	791			30.09%
Police	669.16	07/12/1999	23.03	N	1	17.50	14	47.75	8	8.25	276	2211			30.26%
Police	76.5	10/22/2018	2.17	N	1	*	*	82.5	24.75	0	26	215			35.61%
Police	244.25	08/24/2015	6.90	N	1	0.00	82.5	169	24.75	15.75	83	684			35.73%
Police	242.25	08/24/2015	6.90	N	1	16.00	32	352	8	0	83	663			36.55%
Police	953.66	2/13/1995	25.92	N	1	*	*	340.75	124.5	74.25	311	2566			37.16%
Police	477.02	03/23/2009	13.33	N	1	28.00	39	69	16.5	33	160	1280			37.28%
Police	57.75	01/04/2021	1.53	N	1	99.00	49.5	*	*	*	18	152			38.02%
Police	1044	5/30/1995	25.58	N	1	*	*	515.25	16.5	8.25	307	2532			41.23%
Police	417.25	09/10/2012	9.86	N	1	41.25	57.25	23	5.5	161.25	118	976			42.76%
Police	592.40	11/03/2008	13.71	N	1	7.75	94.5	16.5	57.75	8.25	165	1358			43.64%
Police	643.50	05/19/2008	14.17	N	1	198.00	8.25	82.5	0	8.25	170	1403			45.86%
Police	1,099.39	01/28/1998	24.48	N	1	32.00	105	52	0	0	294	2351			46.77%
Police	1126.68	2/6/1995	25.08	N	1	*	*	24	48	96	301	2408			46.80%
Police	1080.75	2/19/1998	22.83	N	1	*	*	74	115.75	12.25	274	2260			47.82%
Police	49.50	07/30/2021	0.97	N	1	0.00	49.5	*	*	*	12	96			51.70%
Police	1,301.50	09/25/1997	24.83	N	1	179.75	85.75	60	10	43	298	2383			54.61%

Police	74.25	03/18/2021	1.33	N	1	49.50	16.5	*	*	*	16	132		56.21%
Police	1,485.00	01/10/1997	25.53	N	1	0.00	16.5	8.25	10.75	82.75	306	2528		58.74%
Police	264	8/1/2016	4.42	N	1	*	*	140.25	0	0	53	438		60.33%
Police	1715.75	5/11/1992	28.42	N	1	*	*	42.5	12.5	24	341	2728		62.89%
Police	99.00	01/04/2021	1.53	N	1	57.75	49.5	*	*	*	18	152		65.18%
Police	1,440.00	06/26/2000	22.07	N	1	8.00	0	0	0	0	265	2119		67.95%
Police	49.50	11/02/2021	0.71	N	1	24.75	0	*	*	*	8	70		70.74%
Police	535.50	04/20/2015	7.25	N	1	24.75	4	57.75	0	4.5	87	718		74.62%
Police	581.25	10/26/2014	7.73	N	1	16.50	14.25	9.25	63	26.75	93	765		75.94%
Police	116.25	01/04/2021	1.53	N	1	40.50	0	*	*	*	18	152		76.54%
Police	148.50	08/10/2020	1.94	N	1	0.00	49.5	0	*	*	23	192		77.44%
Police	173.25	05/26/2020	2.15	N	1	0.00	41.25	24.75	*	*	26	212		81.58%
Police	305.25	10/22/2018	3.74	N	1	8.25	41.25		0	0	45	370		82.45%
Police	74.25	08/23/2021	0.90	N	1	8.25	8.25	*	*	*	11	89		83.21%
Police	82.5	3/18/2021	1	N	1		16.5	*	*	*	12	99		83.33%
Police	379.50	01/29/2018	4.47	N	1	8.25	24.75	24.75	8.25	0	54	442		85.79%
Police	100.25	05/18/2021	1.17	N	1	15.25	10.25	*	*	*	14	116		86.76%
Police	121.25	03/15/2021	1.34	N	1	19.00	19	*	*	*	16	133		91.23%
Police	430.25	01/08/2018	4.53	N	1	23.50	0	0	0	20.5	54	448		96.02%
Police	437.25	01/08/2018	4.53	N	1	0.00	8.25	8.25	0	0	54	448		97.58%
Police	676.50	08/24/2015	6.90	N	1	0.00	0	0	8.25	0	83	684		98.97%
Police	57.75	12/20/2021	0.58	N	1	0.00	0	*	*	*	7	57		101.39%
Police	74.25	11/02/2021	0.71	N	1	0.00	0	*	*	*	8	70		106.10%
* - Not employed during identified time period														
Transitioned to Non-Represented														

**Compensatory Time Balances
2022 and 2021
Police Sergeants**

Department	Job Title Description	Pay Rate	Hire Date	Years of Service	Current Balance- Hours	8/15/2022 Balance-Hours	9/27/21 Balance- Hours
Police	Police Sergeant	\$45 78	11/30/2010	11 years, 10 months	109 60	40 96	42 45
Police	Police Sergeant	\$45 78	04/04/2001	21 years, 6 months	42 79	41 40	42 37
Police	Police Sergeant	\$45 78	08/13/2018	4 years, 2 months	23 02	56 02	2 27
Police	Police Sergeant	\$44 79	08/24/2015	7 years, 1 month	21 52	80 26	87 49
Police	Police Sergeant	\$44 79	07/07/2014	8 years, 3 months	11 87	0 62	18 47
Police	Police Sergeant	\$44 79	01/04/2016	6 years, 9 months	11 12	44 12	48 98
Police	Police Sergeant	\$45 78	07/31/2006	16 years, 2 months	0 00	0 00	0 00
Police	Police Sergeant	\$46 78	8/30/1999	23 years, 1 month	0 00	0 00	0 00

because of said injury, but not to exceed one year from the date of injury. In no event will such supplemental pay and Worker's Compensation benefit exceed, in aggregate, the employee's normal net "take home" pay.

All fringe benefits shall continue to accrue while the employee is absent due to Workers Compensation injury.

Due to operational need, the affected employee's position may be filled while the employee receives Workers Compensation benefits. However, all positions shall be considered open pending the affected employees return to work.

"Light duty" may be granted per policy of the affected Department Head and/or at the discretion of the Director of Administration. Light duty is work performed in a temporary position created for the sole purpose of providing short term employment for an injured employee pending their return to their regular position. Light duty is not to be considered as an accommodation under the Americans with Disabilities Act. Employees given light duty shall follow all normal personnel policies.

When the City shall have made any such payment and the employee makes claim for damages against any third party or his/her insurer, the City shall be entitled to receive from any damages recovered by such employee reimbursement for such wages paid in the same proportions prescribed by Section 102.29, Wisconsin Statutes, for Workers Compensation payments.

Tuition Reimbursement (Fire Department)

Fire Department commanders who have completed two (2) years of full-time service with the City shall be eligible for the following education reimbursement. Each commander may be reimbursed for tuition for college classes, up to a maximum of \$ 1,000.00 per year. To be eligible for this reimbursement, the following conditions must be met:

1. Coursework must be pre-approved by the Fire Chief
2. The commander must obtain a grade of at least C for an undergraduate course and B for a graduate level course.
3. The City shall not be responsible for the cost of any books, supplies, or other items and services. The City shall be responsible for tuition only to the extent set forth above.
4. Tuition reimbursement will be limited on a 1st-come, 1st-served basis and to the amount appropriated in the budget by the Common Council.

Benefit Exceptions for Sergeants

Certain policies and benefits for Police Department Sergeants deviate from those indicated herein for other supervisors. The following fringe benefits for Sergeant's shall continue to be implemented so as to match the benefit provided to members of the Franklin Police Officers Association, as if they were written directly herein in such a manner.

Health Insurance	Retiree Health Insurance
Pension Plan	Longevity
Holidays	Severance Pay
Funeral Leave	Donation of Vacation Time
Workers Compensation	Military Leave
Long term Disability	Auto and Homeowner Insurance
Short term Disability and Other Insurance	Direct Deposit
Clothing Allowance	College Incentive
Jury Duty	Trades
Overtime – Section 8.01(A) and 8.03 (as of 2005-2006 contract)	

Certain policies and benefits for Police Department Sergeants do not deviate from those indicated herein for other supervisors. The following fringe benefits for Sergeant's shall continue to be implemented so as to match the benefit provided to other supervisors as set forth herein.

Dental Insurance	Life Insurance
Sick Days	Vacation Days
Personal Days	Section 125 Flexible Benefits
Deferred Compensation Section 457 Plan	

~~Sergeants are eligible to receive Compensation Time (Comp Time) - In lieu of pay, Sergeants may accumulate compensatory time off to a maximum balance of eighty two and one-half (82.5) hours. Overtime will be in pay if the employee's balance is 82.5 hours. All overtime balances may be carried forward and not paid out during or at the end of a year. Overtime may be taken off with the Chief's approval.~~ Updated language attached *

Application of Benefits for Extended-Term, Part-Time Employees with Benefits

Extended-term, part-time employees with benefits, as described in Section 1.4.6 of the Personnel Administration Program, shall be eligible for the benefits set forth in Section 3.18 thereof.

For Extended-Term, Part-Time Employees With Benefits who participate in the Health Insurance and/or Dental Insurance program, the City shall pay the following percentage of the monthly premium after deducting the regular employee premium share as established by the Common Council. The employee shall pay, through payroll deduction, all remaining amounts.

<u>Employee Scheduled</u>	<u>City Funded:</u>
At least 30 hours but less than 37.5 hours/week	75% of the normal benefit
At least 20 but less than 30 hours/week	50% of the normal benefit

For Extended-Term, Part-Time Employees With Benefits who qualify for severance and clothing allowance pay the payment shall be based on a prorated share of the normal payment calculated by applying the following percentages:

2. The commander must obtain a grade of at least C for an undergraduate course and B for a graduate level course.
3. The City shall not be responsible for the cost of any books, supplies, or other items and services. The City shall be responsible for tuition only to the extent set forth above.
4. Tuition reimbursement will be limited on a 1st-come, 1st-served basis and to the amount appropriated in the budget by the Common Council.

Benefit Exceptions for Sergeants

Certain policies and benefits for Police Department Sergeants deviate from those indicated herein for other supervisors. The following fringe benefits for Sergeant’s shall continue to be implemented so as to match the benefit provided to members of the Franklin Police Officers Association, as if they were written directly herein in such a manner.

Health Insurance	Retiree Health Insurance
Pension Plan	Longevity
Holidays	Severance Pay
Funeral Leave	Donation of Vacation Time
Workers Compensation	Military Leave
Long term Disability	Auto and Homeowner Insurance
Short term Disability and Other Insurance	Direct Deposit
Clothing Allowance	
Jury Duty	Trades
Overtime – Section 8.01(A) and 8.03 (as of 2005-2006 contract)	

Certain policies and benefits for Police Department Sergeants do not deviate from those indicated herein for other supervisors. The following fringe benefits for Sergeant’s shall continue to be implemented so as to match the benefit provided to other supervisors as set forth herein.

Dental Insurance	Life Insurance
Sick Days	Vacation Days
Personal Days	Section 125 Flexible Benefits
Deferred Compensation Section 457 Plan	



Sergeants are eligible to receive Compensation Time (Comp Time) - In lieu of pay, Sergeants may accumulate compensatory time off to a maximum balance of one hundred and ten (110) hours. Overtime will be in pay for any portion of overtime earned if the employee's compensation time balance would exceed 110 hours. Any portion of a compensatory time balance accumulated may be carried forward from one calendar year to a subsequent calendar year; however, any such balance carried forward may only be taken off and may not be paid out except in the case of termination. Once per month, except in December, and in conjunction with the time sheets submitted for the last pay date of each month, employees may request payout of any compensation time balance accrued during that calendar year. Payout is made at the then current rate of pay. Compensation time may be taken off with the Chief’s approval. By carrying forward compensation time into a subsequent year, the employee is acknowledging the City’s policies and practices for granting use of compensation time as reasonable.”

Vacation Accrual Rates

Note: Vacation Accrual Rates may be adjusted as required by policy administration

Supervisors, Managers, and Eligible Employees not otherwise listed below:

<u>Continuous Length of Service</u>	<u>Vacation Accumulation</u>	<u>Maximum Carry Over</u>
1st month thru 60th month	80 hours / year or 3.08 hours/ pay period	120 hours
61st month thru 144th month	120 hours / year or 4.62 hours /pay period	180 hours
145th month and over	160 hours / year or 6.16 hours / pay period	240 hours

Note: Employees who have 18 years of continuous service may convert up to 40 hours of accumulated sick leave per year to additional vacation leave by electing to do so in writing prior to January 31st of the following year, except Inspection, Engineering Technicians, Police Department Clerical (excluding Police Administrative Assistant), Municipal Court employees, Clerical Employees, and Dispatchers must have accumulated 130 days of sick leave at the end of the calendar year to qualify and except supervisory and management personnel do not need to submit the request prior to January 31st. After 22 years of continuous service Police Department command staff, including Sergeants, do not have to convert sick leave and shall be entitled to an accrual rate incorporating the additional 40 hours (7.7 hours / pay period).

Note: In the event that a Police Captain of record and the Police Inspector of record as of 1/1/2004 has suffered a major illness or a series of illnesses wherein the employee has used twenty (20) successive days of sick leave and would have been eligible for the vacation set forth above, had not such illness occurred, then those days taken for major sick leaves shall be counted to arrive at the one hundred thirty (130) day sick leave accumulation required.

Note: After 20 years of continuous service Clerical Employees do not have to have accumulated 130 days of sick leave at the end of the calendar year to qualify for the allowable conversion.

Department of Public Works employees, Sewer and Water Department employees, and custodial employees:

<u>Continuous Length of Service</u>	<u>Vacation Accumulation</u>	<u>Maximum Carry Over</u>
1st month thru 72nd month	80 hours / year or 3.08 hours/ pay period	120 hours

- (2) A Light Equipment Operator (LEO) or Sewer & Water Technician promoted to Heavy Equipment operator (HEO) or Sewer & wWater Operator I (Operator I) will not receive a higher wage rate than a long-term HEO or Operator I, who is consistently in good standing, which action results in a lower minimum promotion allowance of approximately 4.38 %.
- e. **Non-Scheduled Wage Adjustments.** At any time or at any position in the range an Appointing Authority may recommend a flat or percentage amount merit award for an individual that may be a one-time award, an award for a fixed-period up to one calendar year, or an adjustment to the base, which adjustment to the base may not exceed the grade maximum salary. Any such award, or combination of such awards during a calendar year, is subject to approval by the Mayor, following review and recommendation by the Director of Administration, but may not exceed a 5% increase in annual gross compensation without approval by the Common Council. Any such award is dependent upon available appropriations.
- f. **Salary Maximums.** An individual whose salary exceeds or would exceed the maximum of the range may not receive any part of an increase that exceeds the maximum of the range, unless otherwise specifically approved as provided for above. If a Market Adjustment to the Pay Range occurs during the same calendar year and within six months of such an instance and the individual's salary following the Market Adjustment to the Pay Range is now within the salary range, that portion of the increase that was vacated, up to the maximum of the range, may be reapplied retroactively.
- g. **Rounding and General Administration.**
- i. Minimum, maximum, and Market Rate annual salary rates shall be rounded to the nearest dollar for both presentation and application purposes.
 - ii. For part-time positions the minimum salary, maximum salary, and Market Rate shall be calculated on a proportional basis as shall be determined by the Director of Administration.

COMPENSATION PLAN FOR POLICE SERGEANTS AND CAPTAINS

Effective January 1, 2020, Police Sergeants and Captains do not participate in the above described existing hybrid-merit compensation plan and are placed into a step-and-grade plan as set forth below. As such and for example, Non-scheduled Wage Adjustments and Merit Adjustments are not provided for herein.

1. The first step of a new Sergeant step-and-grade plan shall be the highest, rounded to the nearest dollar, of
 - a) 7.5% above the hourly contractual rate for Patrol Officer annualized (rate x 1.075 x 2002 hours) or
 - b) 2.0% above the hourly contractual rate for Detective annualized as if Patrol Officer (rate x 1.02 x 2002 hours).

2. The third (also known as the top or maximum) step of a new Sergeant step-and-grade plan shall be initially set at \$87,442, which is equal to the current actual base

salary of the highest paid Sergeant increased by .95% (differential percentage increase between Police Officers and Sergeants when considering a .5% wage differential from 2018 and a .45% wage differential from 2019).

3. The second step of a new Sergeant step-and-grade plan shall be the mid-point between the first and third steps.

4. Each step of the step-and-grade plan for the Captains shall be 20 percent higher than the corresponding step of the step-and-grade plan for the Sergeants, rounded to the nearest dollar.

5. The first and third steps of the Sergeants' step-and-grade plan shall be adjusted equivalent to, on the same basis as (for example, percentage versus flat dollar), and at the same time as wage increases awarded in the WPPA union labor contract, unless otherwise directed by the Common Council in the event of special circumstances. The Captains' steps would, therefore, be simultaneously adjusted.

6. Each Sergeant and Captain shall be placed within the plan based upon their seniority in the rank. One year of satisfactory or better service in the rank is required between steps; as such, less than satisfactory service may delay a step increase as determined by the Police Chief. Actual wages of each Sergeant and Captain shall be adjusted concurrent with adjustments to the pay plan provided said employee has satisfactory performance, as determined by the Police Chief. [As such, the affected positions would receive a wage adjustment at the start of 2020 with their initial placement in the plan and approximately April 1, 2020 based upon the settled labor agreement.]

Performance Appraisals

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. Consistent with this goal, your performance will be evaluated by your supervisor on an ongoing basis. You will also receive periodic written evaluations of your performance. Such evaluations will normally occur after you have been employed for six months, on your first anniversary date, and annually thereafter. In addition, if you are promoted or transferred to a new position, your performance will normally be evaluated in writing after you have been in your new job for six months.

All written performance reviews will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance and tardiness.

Staffing Report

Data as of October 12th, 2022

Open Positions					
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
5	Police Patrol Officers	1 in March, 1 April, 1 May, 1 in September, 1 in October	4 Retirements, 1 Termination	Police Union	Joe Demotto, Dan Heder, Scott Blaszczyk, and Scott Paprocki all retired. 1 officer did not pass probation. We have 5 applicants all going thru the background check and continue to interview candidates as we anticipate a couple more retirements/vacancies.
1	Laborer	1/1/2022	New position instead of summer help	Non-Rep	We have interviewed several people for the position but have not yet filled the position.
1	Director of Clerk Services	Approx 11/1/2022	Retirement	Non-Rep	Sandi Wesolowski has decided to retire after 37 years of employment. An applicant may be taken to Common Council on 10/18 for confirmation.
1	Building Inspector	10/1/2021	Resignation	Non-Rep	We are currently interviewing for the position of Director of Inspection Services due to his planned upcoming retirement. We will consider the need for the replacement Inspector after the new Director is on board. This applicant may be brought to Common Council on 10/18 for confirmation.
1	Planning Manager	7/22/2022	Resignation	Non-Rep	Heath Eddy resigned to take a promotional position as City Administrator in another community. This recruitment is in process.
1	Heavy Equipment Operator	9/1/2022	Resignation	Non-Rep	1 of our Heavy Equipment Operators was lured by to his former employer with a pay increase. We are currently interviewing to fill this position.
1	Accountant	8/3/2020	Retirement	Non-Rep	Greg Wnuk retired. It was decided not to fill the position until after the new Finance Director could determine the needs of the department.