

PERSONNEL COMMITTEE AGENDA
Monday, June 10, 2013 – 6:00 P.M.
Lincoln Center – 1519 Water Street

[A quorum of the City Council may attend this meeting]

1. Discussion and possible action on amendments to City Administrative Policy 1.13 and 3.01.
2. Discussion and possible action on request to give prior service consideration to Dispatchers transferring to Portage County in the event the return to employment with the City.
3. Discussion and possible action on amendment to High Deductible Health Insurance Plan.
4. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1560, TDD #346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

June 4, 2013

MEMORANDUM

TO: Personnel Committee Members

FROM: City Personnel

RE: June Personnel Committee Agenda

1. Amendments to Policy 1.13 of the City's Administrative Policies had been previously approved by the Personnel Committee and Council back in January. However, former City Attorney Molepske suggested a re-write of the policy just prior to the end of his term. I had asked newly elected City Attorney Beveridge if he concurred with the revision suggested by the Mr. Molepske and he felt the amendments were appropriate.

Administrative Policy 3.01 is before you again this evening. The majority of modifications have been previously approved with the exception of the addition of the mention of the Health Savings Account and further clarification of the section relating to Continuing Education.

2. Enclosed in the packet for your consideration is a memo from Director McGinty relating to City Dispatchers transferring to County employment who may seek re-employment with the City in the future.
3. Included in the packet is a memo from Mayor Halverson relating to an amendment to the High Deductible Health Insurance Plan and corresponding documents.

Please feel free to contact me with any questions prior to the meeting.

Thank you!

****CITY OF STEVENS POINT****
ADMINISTRATIVE POLICY

Policy Title: Harassment/~~Sexual Harassment~~

Date of Issuance: February 18, 1994

Policy No. 1.13

Revision Date:

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~~Description: All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive or retaliatory. The City will not tolerate harassment of City employees by anyone, including any supervisor, co-worker, vendor, client or customer of the City. Conduct of this type will not be tolerated.~~

Policy Statement

This defines the harassment policy of the City of Stevens Point (employer).

The most productive and satisfying work environment is one in which is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, and undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's **race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy.** Harassment on any of these bases is also illegal under Section 111.31-111.39, Wisconsin Statutes.

This policy will be issued to all current employees and during probation of new employees.

Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

- The repeated making of unsolicited, inappropriate gestures or comments;
- The display of offensive sexually graphic materials not necessary for work;

Harassment on any basis (race, sex, age, disability, etc.) exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men;

Women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients or vendors.

Some examples:

Verbal:

Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

Non-Verbal:

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

Grievance Procedure

Any employee who believes he or she is being harassed, or any employee, who become aware of harassment should promptly notify his or her supervisor. If the employee believes that the supervisor is the harasser, the supervisor's supervisor should be notified. If an employee is uncomfortable discussing harassment with his or her supervisor, the employee should contact the Human Resources Department. Information on your right to file a state or federal harassment complaint is also contained below.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where

necessary with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

Non-retaliation

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation or a complaint. Such employees may not be adversely affected in any manner related to their employment. Such retaliation is also illegal under Section 111.322(2m), Wisconsin Statutes.

Disciplinary Action

The City of Stevens Point views harassment and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination can be expected.

For more information on filing complaints:

**State of Wisconsin
Department of Workforce Development
Equal Rights Division
Civil Rights Bureau**

201 East Washington Avenue
Room A300
P.O. Box 8928
Madison, WI 53708

Telephone Number: (608) 266-6860
TTY Number: (608) 264-8752

1. Definition

~~Harassment refers to any unsolicited and unwelcome **conduct, whether** verbal, remarks **physical or visual that is based on a person's protected status as defined by law, such as sex, color, race, ancestry, religion, national origin, age, medical condition, disability, marital status, veteran status, citizen status, sexual orientation, arrest record, conviction record, or other protected group status** or gestures which are personally offensive to the recipient, which lower morale, and which, therefore, interfere with work effectiveness. **performance or that create an intimidating, hostile or offensive work environment.**~~

~~Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, whether or not such conduct is repeated, constitute sexual harassment when:~~

~~Submission to such conduct is an explicit or implicit term or condition of employment;~~

~~An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or~~

~~Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.~~

~~Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendos, suggestion comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body. Sexual harassment also includes conduct directed by a person toward another person of the same or opposite gender.~~

~~All City employees are responsible for helping prevent harassment. Remedy Any employee who experiences, or is aware of a situation which constitutes harassment as defined above is urged to contact their Supervisor, Department Head and/or Personnel Human Resource Manager in order to resolve the problem...~~

~~The City strictly prohibits retaliation against anyone who reports harassment or who cooperates in the investigation of a harassment complaint.~~

3. Discipline

~~The City takes harassment complaints very seriously. Therefore, the City will investigate all harassment complaints thoroughly and promptly and take all appropriate action that may be necessary to end the harassment and prevent this misconduct from reoccurring. To the fullest extent practicable, the City will keep complaints and the terms of their resolution confidential. After the investigation is completed, the City will advise the complainant of the result of that investigation. If an investigation confirms that harassment has occurred, the City will take corrective action, which may include Any employee who engages in this type of misconduct will have appropriate disciplinary action taken against them, up to and including termination.~~

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

Policy Title: Standard Benefits

Date of Issuance: December 18, 1989

Policy No. 3.01

Revision Date: 2-90, 5-90, 10-93, 8-03, 3-07, 9-08, 3-10

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Description: This policy covers all benefits in which employees are eligible to participate. Benefits include State Retirement, Federal Social Security, Health Insurance, Life Insurance, Worker's Compensation and Deferred Compensation. Benefits are administered by the City Personnel Office.

1. Retirement

Regular employees working in excess of ~~1,200~~ 600 hours per year qualify for participation in the Wisconsin Retirement System. ~~At the present time, the City of Stevens Point pays both the employer and employee contributions.~~ Employees in both the "Elected" and "General" WRS classifications will pay the employee portion of the benefit. **Employees hired on or after the July 1, 2011 must have five (5) years of creditable service to be eligible for either a formula or money purchase annuity benefit.** Specific information regarding benefits is available from the City Personnel Office or from the Wisconsin Retirement System in Madison.

Administration of this benefit will be per the current state law.

2. Social Security

Social Security is a federally-regulated benefit with both employer and employee contributions required. The employee contribution to Social Security is deducted from each paycheck until the maximum allowable deduction is reached. Fire Department employees hired before April 1, 1986 are excluded from participation in Social Security. Those hired on April 1, 1986 or after are included in only the medicare portion of Social Security.

3. Health Insurance

City employees are eligible to participate in a comprehensive health insurance program which includes hospitalization, surgical/medical, and major medical coverage-

~~A. Currently the City pays ninety percent (90%) of the cost of the single and family plan for those employees who choose such coverage. Those employees who choose not to be enrolled in the health insurance program offered by the City, will be paid \$200.00 per year in lieu of the insurance coverage.~~

~~Deductibles. \$250 effective per year for employees under the single plan, and \$500 per year for employees under the family plan.~~

~~Prescriptions. \$5 for generic medications (or if no generic is available) and \$20 for brand name medications.~~

~~\$50 copay for emergency room visits, waived if patient is admitted.~~

~~\$15 copay for doctor office visits.~~

The City agrees to pay for extractions and initial replacement of natural teeth not covered by the Plan (does not include implants). **This benefit is available for those employees covered by the City's health insurance plan.**

~~PPO in-network charges are payable at 100% after the appropriate deductible, out of network charges are covered at 90% after the appropriate deductible has been met. The City will "hold the employee harmless" by providing in-network coverage for providers outside of the PPO network. The deductible amounts for the single and family plan will remain the same. Individuals seeking services outside of the network would continue to be responsible for charges deemed over "usual and customary".~~

~~The employee will be required to submit requests to the City as outlined below for out of network services paid for by the employee which are due to the PPO co-pay. Administration will require that claims be processed through the following procedures:~~

- ~~1. The Claim(s) must be submitted to the City's Health insurance carrier by the health care provider;~~
- ~~2. The employee who seeks services outside the network will submit a bill listing the dates of service and a corresponding explanation of benefit to Personnel;~~
- ~~3. Personnel will submit a request for reimbursement through the City's purchase order process. A check will be sent directly to the employee~~

- B. An employee becomes eligible to participate in health insurance on the first of the month following the date of hire.
- C. The City may from time to time change the employer funding percentages, the insurance carrier and/or opt to self-fund ~~provided that any such change does not significantly change the level of benefits then in effect.~~
- D. Amendments to the Master Policy may be made from time to time for clarification and in accordance with generally-accepted insurance industry practices and policies. Interpretations will be made by the Personnel Department.
- E. Employees who **carry the City's health insurance plan and** retire from City Employment are eligible to continue coverage under the City Health Insurance Plan. Contact the City Personnel Office for details.

Insurance Continuation (COBRA): Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the act, employees covered under the City's group health insurance plan are eligible for continuation of medical coverage under the group plan upon the employee's termination (except for gross misconduct) or when there is a reduction in hours to a level that does not qualify the employee for benefits under the City's insurance plan. Under COBRA regulations an employee's covered spouse and covered dependents are allowed to elect continuation of coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, or a dependent's loss of dependent status under family coverage.

All employees, as well as their qualified dependents will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Continued participation will be solely at the participant's expense.

This policy is not intended to give a detailed explanation of health insurance benefits but rather to provide general information. Complete details of insurance benefits are available in the Personnel Office.

4. Group Life Insurance

~~Employees are eligible to enroll in two (2) term policies.~~

- A. The City pays for a \$5,000 term policy for each **regular** employee, **with the exception**

of those on the Teamster Health Plan. The City has the right to select with a company of its choice (currently Standard Life). This policy is effective the first of the month following the date of hire and terminates the end of the month in which you cease city employment. If you continue to work past 65 the policy value reduces to 65% at age 65; 50% at age 70 and 35% at age 75.

Hourly Employees of the Water/Wastewater Department are eligible for life insurance coverage through the Teamster Health Plan.

Water/Wastewater Management employees are provided with a \$5,000 term life insurance policy as well as a \$10,000 term life insurance policy.

- B. After being employed by the City for six months, or having participated under the Wisconsin Retirement System prior to being hired by the City for a period of six (6) months, **all** employees are eligible to participate in the life insurance offered through the Department of Employee Trust Funds, which is handled by Minnesota Mutual Life Insurance Company. The amount of insurance is determined by the employee's previous year's annual salary (for new employees it is based on your estimated earnings in the current year) and is optional. The City pays 18% of the premium. If the employee does not wish to participate in this insurance, he/she is asked to sign a waiver.
- (1) An employee may include coverage for his/her spouse and/or dependent(s). There are two separate units of spouse and dependent coverage available. The per unit monthly cost remains the same regardless of the number of dependents covered. For specific information regarding this coverage, contact the Personnel Office.
 - (2) If an employee is on an authorized personal leave of absence, payment of the premium to the City Treasurer's Office will continue coverage.
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 - (3) If an employee becomes totally disabled as a result of injury or disease while actively employed, the City must certify the disability for an indefinite time by submitting a Waiver of Premium form to the Department of Employee Trust Funds. This will continue insurance coverage without further payment as long as the employee is totally disabled. The Employee will be asked from time to time to submit proof of his/her continued total disability.
 - (4) At age 65, the face value of the policy drops to 75% of the value prior to your birthday. At age 66, it drops to 50% and at age 67 drops to 25% and remains at this level thereafter.

5. Income Continuation

After being employed by the City for six months, or having participated under the Wisconsin Retirement System prior to being hired by the City of a period of six (6) months, employees are eligible to participate in the Income Continuation Insurance Plan administered by the Department of Employee Trust Funds. The City pays the premium for a six month (180 day) waiting period for each employee choosing to participate. An employee may shorten the waiting period, if they choose, to 120 days, 90 days, 60 days or 30 days, by paying the additional premium required.

- A. The benefits payable are up to 70% of gross salary payable at the end of the month after exhaustion of your selected waiting period. Disability benefits can continue for the length of your disability, however benefits cease at normal retirement age.
- B. If you become disabled the premiums are waived effective the first of the month following the date benefits eligibility begins. The waiver is effective for as long as you continue to be eligible to receive benefits.

6. Worker's Compensation

- A. While on the job, employees are covered by the Worker's Compensation Law which provides protection for medical expense and loss of salary for illness and/or injury connected with work.
- B. For maximum effectiveness of the Worker's Compensation program, the employee has a responsibility to report all accidents and incidents to his/her supervisor promptly. The supervisor has the responsibility to arrange for medical attention and to file an injury report with the Personnel Office. The employee has the right to consult a qualified doctor and/or hospital of his/her choice.

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- C. **The City Personnel Office should be advised of All Worker's Compensation payments ~~should be sent in care of the Personnel Office~~ so the payroll processing department can be informed of the amount of the payment. ~~If an employee's labor agreement provides~~ **The City that the City shall pay the difference between gross wages and worker's compensation payments up to a maximum of thirty (30) work days. After the thirty (30) work days, the City will make the payment. ~~Employees not eligible for this payment from the City~~ may choose to supplement worker's compensation payments with accrued benefits such as sick leave, vacation, ~~and~~ compensatory time **and accrued holidays, up to the employee's regular gross bi-weekly pay subject to all normal deductions.******

The City will continue to contribute its share of the health and life insurance premiums through the end of the calendar month in which the thirtieth (30th) work day occurs. If the employee elects to supplement his worker's compensation benefit with other accrued benefits, the City will continue to contribute the City's share of the health and life insurance premiums for that period of time. If accrued benefits are not used by the employee to supplement worker's compensation benefits and the employee elects to maintain coverage under the health and life insurance, the employee will be responsible for one hundred percent (100%) of the health and life insurance premiums.

Above language taken from AFSCME labor agreement with change in # of days from 45 to 30.

7. Deferred Compensation

All regular full-time or regular part-time employees of the City are eligible to participate in the Deferred Compensation Plan. Deferrals cannot begin until after you execute a Participation Agreement. If interested contact the City Personnel Office. The minimum amount that can be deferred is \$20.00 per month, or \$10.00 per pay period.

8. Temporary and Part-Time Employees

A. Temporary Employees - Limited fringe benefits are provided except for Social Security and retirement (provided they work ~~600~~ **1,200** hours in the year and have a reasonable expectation of working the following year). Those employees eligible for Wisconsin Retirement Fund will also be offered Income Continuation **and** Minnesota Mutual Life Insurance. Health insurance may be purchased entirely at the employee's expense.

B. Part-Time Employees - All benefits will be prorated based on the number of hours ~~the employee regularly works in a week.~~ **worked in the previous year as a percentage of 2080 hours.**

9. Flexible Spending Benefit Account/Health Savings Account –

Eligible employees may participate in any of the following programs:

A. ~~Medical premium contribution benefit:~~ Allows an employee to pay for **H**health insurance premiums **are deducted** on pre-tax basis **unless the employee submits a written request for the deduction to be made on a post-tax basis.**

B. Unreimbursed medical expense benefit: Allows an employee to pay for out-of-pocket medical expenses not covered by the health insurance plan

(including applicable deductibles and co-payments) on a pre-tax basis.
Employees on the high deductible health plan are eligible to participate in a limited FSA Plan or complement their Health Savings Account.

C. **Health Savings Account.**

D. Dependent care benefit: Allows an employee to pay for child/dependent care expenses on a pre-tax basis.

10. **Longevity**

Clerical and Related hourly employees, Streets and Parks hourly employees and Water/Wastewater hourly employees hired before January 1, 2013 shall be eligible for the longevity benefit outlined below. Management employees hired prior to January 1, 2008 shall be eligible for the longevity benefit outlined below.

A. **Benefits**: The City agrees that it shall pay longevity pay for employees who have completed continuous, uninterrupted service as additional compensation as follows:

	<u>Full Time</u>	<u>Part Time</u>
After five (5) years	\$15.00 per month	\$ 7.50 per month
After ten (10) years	25.00 per month	12.50 per month
After fifteen (15) years	35.00 per month	17.50 per month
After twenty (20) years	45.00 per month	22.50 per month
After twenty five (25) years	55.00 per month	27.50 per month

B. **Payment**: All increases in longevity shall go into effect on the anniversary date of employment of the respective employee. This shall apply to employees entering the longevity plan after completion of five (5) years of service.

C. **Break In Service**: Authorized unpaid leave of absence or layoff in excess of ninety (90) calendar days shall be deemed to be a break in continuous uninterrupted service under this section.

11. **Uniform/Clothing Allowance:**

Clerical and Related hourly employees:

The City shall provide uniforms, at no cost to the employee, that the City requires the dispatchers of the Police Department to wear during working hours. Said uniforms shall be replaced by the City when necessary. **NOTE: this eliminates uniforms for Records Bureau staff**

The City shall continue to provide the parking attendants with their uniforms, including footwear, and replacements thereof in accordance with the existing practice.

Streets and Parks hourly employees:

Safety-toed Shoe Allowance. The City will reimburse up to one-hundred fifty dollars (\$150) cumulatively per calendar year upon submission of receipts for the purchase of safety-toed shoes, work clothes and prescription safety eye wear, not including briefs/boxers. Employees are required to wear safety-toed shoes, unless they submit certification from a physician indicating a medically related reason why they cannot wear them. Those employees obtaining a medical exclusion are not eligible for the safety-toed shoe reimbursement. In order to be reimbursed, the employee must submit the original customer receipt.

The City will reimburse a new employee for up to one-hundred fifty dollars (\$150.00) for each year upon satisfactory completion of their probationary period. If the probationary period begins in one (1) calendar year and ends the following calendar year, the employee shall be eligible for a reimbursement of up to \$150.00 for each year upon satisfactory completion of probation.

Reimbursements will be in increments of no less than twenty-five dollars (\$25), with the exception of the last payment.

Coveralls. The City agrees to provide coveralls through an outside firm for the following classified employees: Head Mechanic, mechanic, welder, park mechanic, building maintenance man and the sewer crew when performing their normal duties, and employees who work on crack filling and/or with oil. The Employer shall pay the entire cost for the coverall service.

Gloves. The City shall issue gloves to sewer crews at such times as deemed necessary by the street superintendent.

Eyeglasses. The Employer will replace prescription eyeglasses and/or frames broken or damaged during an employee's course of duties. The replacement will be of comparable value. The employee shall be reimbursed upon submission of the paid receipt to the supervisor.

Licenses and Certifications. ~~Effective January 1, 2002,~~ employees who are required to maintain a Commercial Driver's License (CDL) shall be reimbursed for renewal of their CDL up to \$40.00 once every eight (8) years. Such reimbursement shall require submission of a receipt.

Water/Wastewater hourly employees:

Coveralls: The Employer shall provide coveralls for use when performing normal duties for all Employees that normally work outside or who work on equipment and machinery. The Employees shall be responsible for laundering the coveralls.

Uniforms: The Employer shall provide uniforms to Employees for use when performing normal duties according to the following table:

DEPARTMENT	UNIFORM
Service	Shirt, pants, light jacket, heavy jacket
Construction	Shirt, pants, light jacket, heavy jacket, t-shirts
Inspection Technician	Shirt, pants, light jacket, heavy jacket
Well Field	Shirt, pants, light jacket, heavy jacket
Sewage	Shirt, pants, light jacket, heavy jacket, t-shirts

The Employer shall initially furnish six sets of shirts and pants and three polo shirts, and thereafter shall replace as needed. The Employees shall be responsible for laundering the uniforms.

Office Staff. ~ **will no longer be provided uniform shirts.**

Employees Serving an Orientation Period: Employees serving an orientation period shall be entitled to coveralls only.

Eyeglasses: The Employer will replace prescription eyeglasses and/or frames broken or damaged during an Employee's course of duties. The replacement will be of comparable value. The Employee shall be reimbursed upon submission of the paid receipt to the department head.

Safety Shoes: The City agrees to reimburse up to one hundred twenty-five dollars (\$125.00) for the purchase and use of safety shoes. It is understood that employees required by State, Federal or local rule (City of Stevens Point Employee Safety Handbook) must wear safety shoes at all times while performing duties requiring foot protection. Reimbursement will be paid upon presentation of a paid receipt to the Department. This shall be limited to one (1) pair of shoes or boots per calendar year.

Gloves: The Employer shall issue gloves at such times as deemed necessary at no cost to the Employees.

Rain Gear: The Employer shall issue rain gear (hip boots, rain suits, etc.) to the Employees when necessary at no cost to the Employees

12. Continuing Education

The City will be supportive of additional employee training and education, employees must exhibit a personal commitment and investment in gaining this additional education and/or training.

The City of Stevens Point encourages education and training in order to improve the qualifications of employees in their positions and prepare them for advancement in service to the City.

Employees interested in continuing education/training are encouraged to speak with their supervisor. The supervisor can disseminate information relating to available assistance.

Clerical and Related hourly employees:

The City shall pay the cost of tuition and books for job-related training after the successful completion of pre-approved courses.

Water/Wastewater hourly employees:

The Employer will pay the full cost of the schooling required by the Employer. Mileage and meals will also be paid for by the Employer. Mileage will be reimbursed at the rate outlined in Section 3.03 of the City's Administrative Policy. The Employer reserves the right to limit the number and type of schooling that is paid for. If the schooling is not satisfactorily completed, the Employee shall reimburse the Employer for all tuition expenses. The Employer shall either adjust the employee's workweek or pay time and one-half (1-1/2) in the event that class attendance would cause the total hours worked by the employee to exceed forty (40) in one (1) week.

The City of Stevens Point will provide a Tuition Aid Program for management level employees who wish to take job related courses.

Management level employees must be employed with the City on a regular permanent basis for a least one year prior to the beginning of the course. The employee must be satisfactorily performing the duties and responsibilities of his/her current job and fulfill all regular work obligations. However, if deemed in the best interest of the City, the Department Head can require an employee (hourly or management) to attend training prior to the employee's completion of one year of

employment.

Reimbursement is subject to the availability of funds within the department budget. Employees are encouraged to communicate with their department head in advance of enrollment to see if funds are available. Reimbursement will be made to the employee for the cost of tuition after the employee has submitted an official report card or transcript along with a paid receipt for tuition. Employees will not receive reimbursement for any portion of the course tuition that is eligible for reimbursement under other programs, scholarships or grants.

Approval of a course of study for tuition reimbursement, or the receipt of tuition reimbursement funds in no way obligates the City of Stevens Point to change an employee's job description, work assignment, provide salary adjustments or reclassifications within the management pay plan.

No reimbursement will be paid after an employee voluntarily ends employment with the City or is dismissed from employment.

The tuition reimbursement program is dependent on funding in the annual budget.

An employee who voluntarily leaves City of Stevens Point employment within one year after successful completion of any course shall reimburse the City in full for any tuition reimbursement they received from the City. Employees voluntarily leaving the City within two years after successful completion of any course shall reimburse the City 50% of the tuition reimbursement they received from the City.

13. Breastfeeding Support

In compliance with certain provisions of the Patient Protection and Affordable Care Act, the City of Stevens Point will provide support and reasonable break time to employees needing to express milk for breast feeding. A room that is shielded from view and free of intrusion from co-workers and the public will be provided.

Upon request by an employee, the division/department head will assist in the coordination of scheduled break times and identify a private area for the employee to use.

Employees will be required to use their normal break and/or lunch, or unpaid time. The frequency of the breaks as well as the duration of each break will likely vary. Arrangements must have approval of the division/department head.



Emergency Management

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

Sally McGinty, Director of Emergency Management
(715) 346-1517

MEMO

TO: Personnel Committee

FROM: Sally McGinty, Director of Emergency Management

RE: Dispatchers

DATE: June 4, 2013

I'd like to make sure you are aware of the measures that have been put in place for the City dispatchers as they transition to become Portage County employees. All City dispatchers will be offered employment if they complete the County employment application and submit it on time, submit the acceptance letter on time, and pass a drug screening test. Each dispatcher's start date with the City will be her hiring date with the County for pay and benefits. The County established August hiring dates for department-specific purposes (vacation picks, etc.).

Accrued time will be handled as follows:

- Sick leave – Will be transferred to the County
- Earned compensatory time – Will be paid out
- Holiday time – Will be paid out
- Vacation time – Dispatchers will be allowed to transfer some hours in order to meet the County's schedule requirements. The Portage County Communications Center works a 7 days on/ 7 days off schedule, and vacation and holidays are incorporated into the schedule to allow for the 7 days off throughout the course of the calendar year. Vacation in excess of what the County has agreed to accept will be paid out.

It is possible that one or more of the current City dispatchers may apply for a different position with the City as vacancies occur. I recommend that any dispatcher who accepted employment with the County as part of the dispatch consolidation and is later selected for a position with the City has her original hiring date with the City reinstated, and if the County agrees, sick leave transferred back to the City. The individual would have to request the sick leave transfer through the County. The original hiring date would be used to determine pay and benefits. I recommend this be in effect through 2014.

To: Stevens Point Common Council

From: Mayor Andrew J. Halverson

RE: Domestic Partnership Benefits

I wanted to get you a memo regarding our proposed change to the benefit structure to include domestic partnerships as eligible for City benefits. I had the opportunity to meet with Fair Wisconsin, an advocacy group that works toward equality in the workplace, and Alderperson Suomi on the matter. They both illustrated to me just how important this is to our workplace, and the gay community, in setting the example for others to reach towards. This is an obligation that I see we have relating to creating the most all inclusive workplace possible that views and holds all relationships and commitments on the same level.

The actual cost implications are very minimal and help us attract and maintain the best possible workforce to serve our community. Please review the information that was provided in your packet; and feel free to contact myself, Lisa, the City Attorney, or the Comptroller should you have any questions.

Your support of this move for equality would be greatly appreciated.

This agreement is sent out by request only –

Domestic Partner Agreement

The City of Stevens Point recognizes that a dedicated and talented workforce is essential to help us create customer loyalty and achieve key goals. We value and respect diversity and are committed to providing benefit programs that reflect the needs of our workforce. Recognizing that the City of Stevens Point is pleased to extend benefits to domestic partners of eligible employees. We understand that **OUR** employees will help us to be more competitive, and we must provide a wide range of benefit options to meet our employees' unique and individual needs.

Qualified domestic partners (same sex) may participate in certain benefit programs. The terms of participation in each program generally correspond to eligibility rules for the spouse of a married plan participant. Eligibility for medical benefits requires that a completed Affidavit of Domestic Partnership be received by the City of Stevens Point Personnel Office before a domestic partner can enroll.

Both you and your domestic partner must complete an Affidavit of Domestic Partnership and submit the completed affidavit to the City of Stevens Point Personnel Office.

Your domestic partner can be enrolled under family coverage as an eligible dependent. Children of your domestic partner who meet the plan's eligibility rules can also be enrolled.

The value of domestic partner medical benefits is taxable to you unless all of the dependents you are covering under this benefit are your legal tax dependents. In this case you must submit a Certification of Legal Tax Dependents form when you enroll and annually thereafter. In most cases, you will owe additional federal state and social security taxes for the value of these benefits. The taxable income amount will be added to your W-2 at the end of each quarter. The taxable income amounts will depend on the value of the coverage provided for your domestic partner and your domestic partner's children. For example if you cover one person, the taxable amount will be equal to the total premium cost of single coverage for the option you elected. If you cover more than one person, you will be taxed on an amount equal to the difference between the total premium cost of single versus family for the plan you selected.

You may enroll and submit expenses for health care spending accounts for your domestic partner and your domestic partners' children only if the insured person qualifies as your IRS tax dependent.

You are eligible to change plans if you experience a family status change that is consistent with your plan change. You can enroll your domestic partner within 31 days of

signing a completed affidavit. You may complete this affidavit at any time after you meet the criteria specified in the affidavit. You can enroll your domestic partner's eligible children at the same time you enroll your domestic partner, or within 31 days of their eligibility, if later.

If your partner no longer meets eligibility criteria (for example, you stop living together) your domestic partner coverage ends immediately. You must call the Personnel Office and submit a completed Affidavit of Termination. The end of your domestic partnership will be considered a qualified change in family status, thus allowing you to change from family to single coverage (you must do so within 31 days of the date your partnership ends). COBRA does not apply to domestic partners, therefore no continuation coverage is available upon termination.

If you have any questions, please contact the City Personnel Office.

Domestic Partner Health Care Benefit

Policy. The City of Stevens Point (Plan Sponsor) of the health benefit plan offered to Employees has elected to offer Employees the ability to insure their Domestic Partners under their health care insurance.

Eligibility. To be eligible for coverage as a Domestic Partner, the Employee and the Domestic Partner of the same gender must complete and file with the City of Stevens Point Personnel Office an “Affidavit of Domestic Partnership.” (See attached.) Employees whose registered domestic partner also works for the City must select either one family plan or two single health insurance plans.

Enrollment. In order to insure a Domestic Partner, the Employee may enroll that individual with the Personnel Office after filing an Affidavit of Domestic Partnership. This is done by completing the Affidavit for Domestic Partnership form that is attached to this document. This Affidavit needs to be filed only once. It is the Employee’s responsibility to notify the Personnel Office if a Domestic Partner relationship ends. A new Affidavit would have to be filed if another relationship comes into existence in the future and the Employee could enroll their Domestic Partner subject to a Waiting Period as described below.

Children. Children of either the Employee or their Domestic Partner may be insured under any of the health care options, provided they meet the eligibility and enrollment guidelines.

Notification of changes. The Employee must notify the Personnel Office of any change in the circumstances which have been attested to in the documents qualifying a person for coverage as a Domestic Partner.

Liability for False Statements. If the City suffers a loss because of a false statement contained in the documents submitted in connection with coverage for a Domestic Partner or as a consequence of the failure to notify the Personnel Office of a changed circumstance, the City will be entitled to recover reasonable attorney fees in addition to damages for all such losses.

Termination. The employee must file a statement with the Personnel Office indicating the relationship has ended within 30 days thereafter. A copy of the termination will be mailed to the other partner unless both parties have signed the termination statement.

Waiting Period. Following the termination of a Domestic Partnership, a twelve month period must elapse before an Employee is eligible to designate a new Domestic Partner. The new Domestic Partner is not eligible for inclusion in the City’s health care program until the first of the month following the twelve month waiting period.

[Confidential]

Affidavit of Domestic Partnership

We, _____, and _____
Name of Employee, please print Name of Domestic Partner, please print

Certify that:

1. The effective date of this Domestic Partnership is _____ and that
Date
This Domestic Partnership has been in existence for a period of twelve (12) consecutive months prior to our signature of this Affidavit.
2. We share the common necessities of life.
3. We are not legally married to anyone else.
4. We are at least eighteen (18) years of age or older.
5. We are not related by blood closer than would bar marriage in the state of our residence and are mentally competent to consent to contract.
6. We are each other's sole Domestic Partner and intend to remain so indefinitely and are responsible for our common welfare.
7. We do not have access to other coverage sponsored by an employer or government-provided medical coverage.
8. We have completed and filed form F-00123 with the State of Wisconsin Department of Health Services and attached a copy of completed form herein.
9. We understand that Domestic Partners are subject to the same window period governing all other Employees who are covered by or applying for benefit plan coverage. Any children, new Employees, adoptions, new marriages, and Domestic Partnerships are all subject to a thirty (30) day limit on the enrollment period beginning on the date of the event.
10. We agree to notify the City of Stevens Point Personnel Office if there is any change of circumstances attested to in this Affidavit within thirty (30) days of change by filing a statement confirming such changes. Such a written statement confirming such changes shall be provided to the Personnel Office and shall affirm the changes and that a copy of the statement has been mailed to the other partner.

11. We agree to notify the City of Stevens Point Personnel Office in the event of termination of this Domestic Partnership within thirty (30) days following such termination. Such a written termination statement shall be provided to the Personnel Office and shall affirm that the partnership is terminated and that a copy of the termination statement has been mailed to the other partner.

12. After a termination of this Domestic Partnership, I _____
Name of Employee, please print
understand that another Affidavit of Domestic Partnership cannot be filed until twelve (12) months after a statement of termination of the previous partnership has been filed with the City of Stevens Point.

14. We understand that any person, employer, or company who suffers any loss because of false statements contained in an "Affidavit of Domestic Partnership" may bring a civil action against us to recover the losses, including reasonable attorney fees.

15. We understand the information in this affidavit will be used by the Employer for the sole purpose of determining our eligibility for Domestic Partnership benefits. We further understand that this information will be held confidential and will be subject to disclosure only upon our expressed written authorization or pursuant to a court order.

16. We affirm, under penalty of perjury, that the statements in this Affidavit are true and correct to the best of our knowledge.

Signature of Employee

Employee's Social Security Number

Employee's Date of Birth

Date

Signature of Domestic Partner

Domestic Partner's Date of Birth

Domestic Partner's Social Security Number

Date

DRAFT

Dependent Child/Children of a Domestic Partner

I, the above named Domestic Partner, certify that the following individuals *are eligible, dependent children* as defined in the health benefit plan sponsored by my partner's Employer:

Name	Date of Birth	Social Security Number

Domestic Partner Signature

Date

Dependent children must meet all of the plan requirements at the time of enrollment (see City's Summary Plan Description for full details).

“Child(ren)” A *dependent child* until the *child* reaches his or her 26th birthday. The term *child* includes the following *dependents* who meet eligibility criteria listed below:

- An *employee's child* who is under the age of 26;
- An *employee's child* who is a full-time student, if the child was called to federal active duty in the National Guard or in a reserve component of the US armed forces while the *child* was under 26 years of age when attending, on a full-time basis, an institution of higher learning. To qualify, the *child* must apply to an institution of higher education as a full-time student within 12 months from the date the *child* fulfilled his or her active duty obligation;
- An *employee's child* who was continuously covered prior to attaining the limiting age above, who is mentally or physically disabled, unable to sustain his own living, and is still primarily *dependent* upon the employee for support. Such *child* must have been mentally or physically disabled prior to attaining the limited age under the second and third bullets. You must furnish satisfactory proof to the *Plan Supervisor* that the above conditions continuously exist on and after the date the limiting age is reached. The Plan may require, at reasonable intervals, subsequent proof satisfactory to the *Plan* during the next two years after such date. After such two-year period, the *Plan* may require such proof, but not more often than once each year;

- The *employee's* own blood descendant of the first degree or lawfully adopted *child*, any *stepchild* residing with the *employee*, a *child* placed with the *employee* in anticipation of adoption, a *child* who is an alternate recipient under a QMCSO as required by the federal Omnibus Budget Reconciliation Act of 1993, or any other *child* for whom the *employee* has obtained legal guardianship and who resides with and who is *dependent* upon the *employee* in a regular parent-*child* relationship. A grandchild as long as the *employee's* covered *dependent* is the parent of the grandchild. Coverage for the grandchild will end when the *employee's* covered *dependent* (parent of *child*) turns age 18. The child is not married and either under 19 years of age or a full-time student;
- If a *child* is born to an *employee's* covered dependent, that grandchild of the employee is an eligible *dependent* until the earlier of the date the *employee's* covered *dependent* (who is the parent of the grandchild) reaches age 18 or otherwise no longer an eligible *dependent* under the plan.

DRAFT

Notice of Termination of Domestic Partnership

I, the undersigned, declare under oath, the following:

_____ and I are no longer domestic partners;

and I have notified my former domestic partner in writing of this termination on

_____.

Date

OR

My domestic partner died on _____.

Date

Signature

Date

Subscribed to and sworn to before me this _____ day of _____, 20_____.

Notary Public

The Business Case for Domestic Partner Benefits ¹

Businesses that offer domestic partner benefits enjoy a competitive edge and reinforce diversity and non-discrimination policies and initiatives. Domestic partner benefits are good for business:

- Domestic partner benefits provide an inexpensive enhancement to the overall employee compensation package, and have become one of the hallmarks of progressive companies that value diversity.
- Domestic partner benefits are an important step toward equal pay for equal work.
 - Benefits comprise nearly 20 percent of overall compensation.
 - Without domestic partner benefits a significant portion of overall compensation, in the form of spousal benefits, is unavailable to gay, lesbian, bisexual and transgender workers.
- Domestic partner benefits are an easy way to obtain a competitive advantage for talent and to drive recruitment and retention of dedicated employees. If one purpose of a benefits program is to provide a safety net for employees and their families, thereby enabling employees to focus more on their work, then a plan that does not include domestic partner benefits ignores a significant portion of the workforce. Offering domestic partner benefits ensures an employer is prepared for changing relationship-recognition laws for same-sex couples across the United States.

The True Cost of Providing Health Care Benefits

According to the Employee Benefit Research Institute a 2005 Hewitt Associates study "...found that in 88 percent of the organizations that offer domestic partner benefits, they comprise less than 2 percent of total benefit costs."² These findings are consistent with the extension of domestic partner benefits by local public and private employers in Wisconsin, who often find their initial cost estimates to be significant higher than the actual cost following implementation.

- The **City of Racine**, which passed domestic partner benefits in March 2012, predicted "that current and long term fiscal impacts of this policy change will not have any more impact than current ongoing changes in the family status of the rest of the employee base."³
- **Milwaukee County**, which passed domestic partner benefits in 2011, estimated an increased cost of .65%, or \$700,000 for the fiscal year. Since enrollment began, approximately 30 couples have availed themselves of the new employee benefits package and by year end, the county expects to be well under the initial estimates. Current projections are a total increase of .33-.5%, or \$350,000-\$535,000.
- The **City of Madison**, which has offered domestic partner health benefits for city employees since 1999, found that the increase in cost in providing reimbursement for health insurance for domestic partners was negligible – a less than one percent increase in the City's health care budget.
- When the **City of Milwaukee** offered the benefits in 2002, far fewer than one percent of employees registered for the benefits. See "Fourteen Milwaukee Workers Seek Partner Health Coverage," Milwaukee Journal Sentinel (Dec. 27, 2001).
- In April 2004, a spokesperson for the Madison-based **American Family Insurance Company** reported that their healthcare costs increased less than one percent since they began offering domestic partner health benefits in 2002.

Domestic Partner Benefits Offered Throughout Wisconsin

Many Wisconsin public and private employers are already providing domestic partner health care coverage to their employees. Examples include:

State of Wisconsin	City of Racine	MillerCoors
City of Appleton	Milwaukee County	Marquette University
City of Eau Claire	La Crosse County	Kimberly-Clark
City of Madison	De Pere School District	Gateway Technical College
City of Manitowoc	Oshkosh School District	Aurora Health Care
City of Milwaukee	SC Johnson (Racine)	American Family

Wisconsin's Statewide Domestic Partnership Registry

In 2009, Wisconsin passed a statewide domestic partnership registry that provides caring and committed gay and lesbian couples with limited legal protections, such as hospital visitation, family medical leave to care for a sick or injured partner and inheritance. Domestic partnerships provide couples 43 protections, compared to more than 200 protections granted to married couples. For this reason, a domestic partnership is not "substantially similar" to marriage.

Domestic partnerships are administered at the county level. In order to obtain a domestic partnership, committed same-sex couples in long term relationships will go to the county clerk's office in the county where at least one of the partners has resided for 30 days. The parties must complete a legal affidavit, sign it, and pay a fee.

Some public and private employers use the domestic partnership registry as the basis for eligibility for health care coverage and other employee benefits for their same-sex partner. This decision is often based on several factors, including:

- **Addressing the specific needs of gay and lesbian employees.** Because the statewide registry applies only to gay and lesbian couples, using it as the qualification for domestic partner benefits specifically addresses the goal of creating a more inclusive workplace for gay and lesbian employees, who do not have access to the full rights, responsibilities and obligations of full marriage.
- **Streamlining the enrollment process.** Because the registry sets forth specific eligibility requirements and includes a registration process, employers who choose to use the statewide system as the basis of their domestic partner benefits package can save time and resources that would otherwise be spent on developing qualifications and a system for verifying which employees' domestic partnerships are valid.

In the fall of 2010, lawyers representing three board members of Wisconsin Family Action filed a lawsuit with the Dane County Circuit Court asserting that domestic partnership protections violated the 2006 constitutional amendment banning marriage equality and civil unions.

Fair Wisconsin and five named couples, all represented by Lambda Legal, the preeminent national LGBT legal organization, were approved as the sole intervening party in the case in December 2010. Our role as interveners was imperative to our eventual success in this case. In June 2011, the Dane County Circuit Court issued an incredibly strong decision upholding domestic partnerships stating, "The state does not recognize domestic partnership in a way that even remotely resembles how the state recognizes marriage...Moreover, domestic partners' have far fewer legal rights, duties, and liabilities in comparison to the legal rights, duties, and liabilities of spouses."⁴

Although there is a current appeal to this victory for fairness, employers wishing to use the registry in their employment benefits packages should feel confident that this law will continue to withstand attempts to strip even the most basic protections from caring, committed gay and lesbian couples.

Fair Wisconsin Education Fund

Fair Wisconsin Education Fund (FWEF) is a 501 (c) (3) organization with a mission to educate the general public about the negative impact of discrimination towards LGBT individuals and build more inclusive communities and workplaces for LGBT Wisconsinites.

Recently, FWEF participated in a year long inclusivity project with Marquette University. A Catholic Jesuit institution, Marquette's faculty, staff and student body welcomed FWEF to their campus to discuss ways in which the university could strengthen its LGBT programming and support services. This partnership resulted in the extension of health care coverage to the registered domestic partners of gay and lesbian Marquette University employees.

With a statewide board of directors and a full-time staff, Fair Wisconsin Education Fund is also the Badger state's representative in the Equality Federation, the national alliance of state-based LGBT organizations. For more information about our organization or our work, please visit <http://fairwisconsineducationfund.com>.

¹ Available from the Human Rights Campaign at <http://www.hrc.org/resources/entry/establishing-domestic-partner-benefits>.

² "Domestic Partner Benefits: Facts and Background," Employee Benefit Research Institute Publication, February 2009, www.ebri.org/pdf/publications/facts/0209fact.pdf.

⁴ "City of Racine Meeting Agenda - Final - Common Council," March 6, 2012, <http://legistar.racinenet.org/meetings/>

2012/3/5188_A_Common_Council_12-03-06_Meeting_Agenda.pdf

³ "Judge upholds Wisconsin domestic partnership law," Scott Bauer, Associated Press, June 20, 2011, <http://cnsnews.com/news/article/judge-upholds-wisconsin-domestic-partnership-law>.

Adecco North America LLC *statewide*
AECOM Technology Corp. *Green Bay, Middleton, Milwaukee, Oshkosh, Sheboygan, Stevens Point*
AIG *statewide*
Alliant Techsystems Inc. *Onalaska, Janesville*
Allstate Corp., *statewide*
Amazon.com Inc. *Madison*
AMC Entertainment Inc. *statewide*
Aramark Corp. *statewide*
Assurant *Milwaukee*
Ball Corp. *DeForest, Milwaukee, Fort Atkinson*
BASF Corp. *Appleton*
Bon-Ton Stores, Inc. (Boston Store, Younkers, Herberger's, Elder-Beerman) *statewide*
Carlson Companies Inc. *statewide*
CarMax Inc. *Kenosha, Milwaukee, Waukesha*
CBS Corp. *statewide*
CC Media Holdings Inc. (Clear Channel) *statewide*
CDW Corp. *Appleton, Fitchburg, Madison, Milwaukee, Wausau*
CH2M HILL Companies Ltd. *Milwaukee*
Chipotle Mexican Grill Inc. *statewide*
CIGNA Corp. *Brookfield, Green Bay, Madison, Milwaukee, Wauwatosa*
CNA Insurance *Brookfield*
Colgate-Palmolive Co. *Milwaukee*
Comcast Corp. *statewide*
Compass Group USA Inc. *statewide*
Computer Sciences Corp. (CSC) *statewide*
Constellation Energy Group Inc. *Milwaukee*
Costco Wholesale Corp. *statewide*
Cox Enterprises Inc. *Caledonia*
CSX Corp. *Green Bay*
CVS Caremark Corp. *statewide*
Dean Foods Co. *Sheboygan*
Deere & Co. *Madison*
DIRECTV *statewide*
Dun & Bradstreet Corp. *Milwaukee*
EarthLink Inc. *Appleton, Madison, Green Bay, Milwaukee*
Ecolab Inc. *statewide*
Enterprise Holdings Inc. *statewide*
Gannett Co. Inc. *statewide*
H&R Block Inc. *statewide*
Hallmark Cards Inc. *statewide*
Hertz Global Holdings Inc. *statewide*
Hospira Inc. *Pleasant Prairie*
Illinois Tool Works Inc. *statewide*
InterContinental Hotels Group *statewide*
J.C. Penney Co. Inc. *statewide*
Jacobs Engineering Group Inc. *Appleton, Green Bay, Madison*
Kroger Co., *Appleton, Green Bay, LaCrosse, Madison*
Land O'Lakes Inc. *statewide*
LexisNexis Group *statewide*
Liz Claiborne Inc. *statewide*
Marriott International Inc. *statewide*
Mars Inc. *statewide*
Mattel Inc. *Madison*

McDonald's Corp. *statewide*
Merck & Co. Inc. *statewide*
Monsanto Co. *Arlington, DeForest, Janesville, Livingston, Middleton, Randolph*
NCR Corp. *statewide*
Nissan *statewide*
OfficeMax Inc. *statewide*
Patterson Companies (Patterson Dental Supply) *Pewaukee*
PepsiCo Inc. *statewide*
Pitney Bowes Inc. *statewide*
PNC Financial Services Group Inc *statewide*
Praxair Inc. *statewide*
Progressive Corp. *Appleton, Hudson, Madison, West Allis*
RadioShack Corp. *statewide*
Raymond James Financial Inc. *statewide*
RBC Wealth Management *statewide*
Robert Half International Inc. *statewide*
Rockwell Automation Inc. *Appleton, Milwaukee*
SAP America Inc. *LaCrosse*
Selective Insurance Group *statewide*
Shell Oil Co. *statewide*
Sony Electronics Inc. *Pleasant Prairie*
Starwood Hotels & Resorts Worldwide *Brookfield, Brown Deer, Green Bay, Madison, Milwaukee, Oak Creek*
State Farm Group *statewide*
Subaru of America Inc. *statewide*
Thomson Reuters *Brookfield, Milwaukee*
Time Warner Cable Inc. *statewide*
T-Mobile USA Inc. *statewide*
Toys 'R' Us Inc. *statewide*
Travel Impressions Ltd. *statewide*
Travelers Companies Inc., The *Brookfield, Sheboygan, Waukesha*
U.S. Foodservice Inc. *Milwaukee*
Valassis Communications Inc. *Milwaukee*
Vision Service Plan *statewide*
Volkswagen Group of America Inc. *statewide*
Walt Disney Co., *Milwaukee*
Waste Management Inc. *statewide*
Weyerhaeuser Co. *Germantown*
Wyeth (now Pfizer) *statewide*
Wyndham Worldwide Corp. *statewide*
Yum! Brands Inc. *statewide*
Zurich North America *statewide*

Accenture Ltd. *Milwaukee*
Ameriprise Financial Inc. *statewide*
Automatic Data Processing Inc. *Fitchburg, Milwaukee, Wauwatosa*
Cardinal Health Inc. *Appleton, Madison, Marshfield, Wauwatosa*
Chubb Corp. *Milwaukee*
Coca-Cola Co. *Milwaukee, Plover, Sheboygan, Wausau, Windsor, Wrightstown*
Cummins Inc. *Madison (7 locations in and around)*
Dell Inc. *Milwaukee*
Deloitte LLP *Milwaukee*
Dow Chemical Co., *Arlington, Clinton, Washington*

E. I. du Pont de Nemours and Co. (DuPont) *statewide*
Eastman Kodak Co. *Green Bay, Janesville, LaCrosse, Madison, Milwaukee*
Eli Lilly & Co *statewide*
Ernst & Young LLP *Milwaukee*
General Mills Inc. *Milwaukee*
Herman Miller Inc *Sheboygan, Lake Mills*
Hewlett-Packard Co. *statewide*
Hinshaw & Culbertson LLP *Appleton, Milwaukee*
Hyatt Hotels Corp *Green Bay, Madison, Milwaukee*
Johnson & Johnson *statewide*
Kraft Foods Inc. *statewide*
Limited Brands Inc. *statewide*
Marsh & McLennan Companies Inc. *Spoooner, Eau Claire, Hayward*
MetLife Inc. *statewide*
Microsoft Corp. *Waukesha*
Morgan Stanley *Milwaukee, Waukesha, Green Bay, Madison*
Navigant Consulting Inc. *Verona*
Northern Trust Corp. *Milwaukee*
Oracle Corp. *Brookfield, Comstock, Milwaukee, Onalaska*
Sears Holdings Corp. *statewide*
Sprint Nextel Corp. *statewide*
Supervalu Inc. *Green Bay, Pleasant Prairie*
TJX Companies Inc., (Marshalls, T.J. Maxx, HomeGoods) *statewide*
UBS AG *Brookfield, Madison, Milwaukee*
United Technologies Corp. *Pleasant Prairie*
UnitedHealth Group Inc. *Wauwatosa, Wausau, Brookfield, Onalaska, Eau Claire, Green Bay*
Xerox Corp. *statewide*
Yahoo! Inc. *Oshkosh*