

# FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna  
**Council Chambers**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Wednesday, April 03, 2024 at 5:40 PM

## AGENDA

### In-Person

1. Correspondence.
2. Discussion Topics.
  - [a.](#) Compensation Plan Discussion.
  - [b.](#) CGI Digital Video Tour Project.
3. Adjourn.

## NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Wednesday, April 3, 2024 at 6:10 P.M. to gather information about a subject over which they have decision making responsibility.

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**





# MEMO

## HUMAN RESOURCES

To: Finance and Personnel Committee  
From: Shanon Swaney, Human Resources Director  
Date: April 3, 2024  
Re: Compensation Plan Discussion

### Background:

On March 18, 2024, the first draft of the proposed compensation plan was presented and discussed. This compensation system uses the data from our 2022 compensation and classification study as a framework and combines elements of performance to enhance the compensation program.

Some key highlights of this proposed system include:

- The system incorporates all regular full-time and part-time non-represented employees, including the street department.
  - Street department employees in grade 10 would be eligible for a \$.50 step up when working in a grade 11 position.
- Step A represents a 6-month step increase interval. Steps B-I represent 12-month step increase intervals. Employees who start on step A and meet all system requirements would progress to the max in 7 years.
- The system includes both performance and longevity components. Employees must meet required performance scores on their annual review and complete a successful step check-in to receive their step increase. They must also meet a minimum amount of time on each applicable step.
- The system includes merit incentives for employees who make outstanding contributions to their department and to the city.
- As part of the overall compensation system proposal, staff are recommending removing the longevity pay policy from employee handbook effective 1/1/2025 and reallocating those funds to support the proposed merit incentives.

- The proposed pay scale attached in the packets is based on current 2024 numbers. The overall system would still be eligible for a cost-of-living adjustment pending the budget process.
- The annual review process would be moved earlier in the year and would be completed June 1 – August 31<sup>st</sup>.

In your packets you will find:

- Compensation guide draft
- Non-represented pay scale draft
- Merit Incentive Recommendation Form draft
- Step check-in form
- Annual performance review template
  - The position specific competencies vary by position, but a copy of the street department crew annual performance review is attached for reference. Annual reviews are completed online within Paycor.

Should this body want to move forward with the proposed compensation plan, the following tentative timeline is being proposed for implementation.

- Final review and potential approval on 4/16/24.
- Education to staff and supervisors beginning in May.
- Review process to be initiated June 1 with a due date of August 31<sup>st</sup>.
- Merit Incentive Recommendation Forms due by August 31<sup>st</sup>.
- Merit Incentive Award Team to meet in September to review all recommendations.





# City of Kaukauna Compensation Program Management and Administration Guide

## Contents

Introduction .....	3
Components and Design .....	3
Pay Plan Structure.....	3
Starting Pay .....	4
Base Wage Adjustments .....	4
Step Increases .....	4
Performance-Based Merit Incentives .....	4
Review of placements and positions .....	6
Transfers and Promotions.....	7
Significant Changes to a Job.....	7
Ongoing Review .....	7



## Introduction

The overall goal of the City's compensation program is to establish a system that is internally equitable, externally competitive, financially sustainable, and provides incentives to reward employee achievement. A good compensation system helps to both retain existing staff and allows the recruitment of qualified staff when vacancies occur.

The City's pay philosophy is to establish compensation ranges where the mid-point meets the 50<sup>th</sup> percentile of the market for a position.

The City completed a full classification and compensation study in 2022 and the results were implemented in 2023. This classification and compensation study reviewed all regular full and part-time non-represented employees to ensure appropriate compensation range, compensation grade, and to review internal equity.

## Components and Design

### *Pay Plan Structure*

The City maintains a defined increment step system for regular full and part-time non-represented employees. This means that the plan has defined increments between each step and employees advance through the steps based on their longevity with the City and their successful performance.

The plan consists of 30 pay grade classifications and 9 steps (steps A – I). Each step has a defined amount of time that an employee must remain on the step until they are eligible to move to the next step. Initial step (A) is defined as 6 months, and steps B- I are defined as 12 months. Employees meeting compensation plan requirements will generally advance to their midpoint within 4 years and to the max within 7 years.

No employee will be paid below the minimum of their respective grade. Generally, no employee will be paid above the max for their respective grade. There may be rare exceptions, and these must be recommended by the Mayor and approved by the Common Council.

The pay ranges are not structured for employees to begin at the minimum and automatically receive step increases until they reach the max simply because they have held their position. Instead, employees advance within the pay system by mastering their role, enhancing their skills, taking on more responsibilities, and consistently performing well. Employees must show increasing job competence and performance to continue progressing towards the mid-point and beyond.

### *Starting Pay*

The starting pay for a new employee or newly promoted employee at the City is determined by considering the pay range associated with the job by reviewing the candidate's qualifications for the job as compared with job responsibilities. Generally, employees will start at step A, but if a higher than minimum step is proposed, it will be done so to ensure that it does not create internal inequities for existing employees.

### *Base Wage Adjustments*

Each year, the City reviews compensation data to ensure the overall system is keeping up with the market. When a cost-of-living adjustment is made, it is made to all pay grades within the plan. Employees in the plan whose annual performance score is 2.75 or higher, will be eligible to receive the cost-of-living adjustment. It is generally recommended that the cost-of-living adjustment be made at the beginning of the calendar year, however, the timing will be determined during the annual budget process.

### *Step Increases*

Step increases are designed to recognize an employee's continued growth within their position. Employees will progress through the step system by meeting two components: time within each step and meeting the performance competency standards for their position. To receive a step increase, the employee must have received the minimum performance score corresponding to the step they are moving to. For steps A-C, a score of 2.75 must be met, for steps D-E a score of 3 must be met, steps F-G a score of 3.25 must be met and for steps H-I a score of 3.5 must be met. Additionally, prior to each step increase, the employee must have a successful step-check-in with their supervisor. If the employee is due for step movement from step A to step B prior to their first annual review, the employee will be permitted to step if they have completed a successful step check-in.

### *Performance-Based Merit Incentives*

To recognize employees that make outstanding contributions to their department and the City, a department head can nominate employees for a performance-based merit incentive.

Employees must have received an annual performance review score of 3.75 or higher to be eligible for a merit incentive. Employees who had a written warning or higher during the 12 months prior to the recommendation deadline are not eligible for a merit incentive.

There are two categories of performance-based incentives:

1. One-time allocation of up to five days of personal time
  - a. Employees will also have the option of cashing out personal time awarded if they prefer the extra pay rather than time off.
2. One-time step adjustment or acceleration

While it's not possible to define every reason an employee may go above and beyond for their department or the City, in general, the following guidelines can be followed:

### **One-time allocation of additional personal time**

Department heads can nominate employees to receive a one-time allocation of up to five (5) additional personal days. These do not roll over. Employees will have the option to take the personal time as days off, they can choose to take a one-time cash out of the additional personal days, or a combination of both. The ability for employees to cash out any personal time awarded will be determined within the budget process. This may vary from year to year.

- The employee assumed additional duties or responsibilities of a person in a higher classification for an extended period of time (3 months or more). If an employee receives step-up pay or other applicable compensation while completing duties, they are not eligible for a merit incentive.
- The employee assumed additional duties beyond what would generally be expected from the scope of their position.
  - An increase of duties within the general scope of the employee's position and job description does not necessarily warrant a performance-based merit incentive. The purpose of progressing through the step system is to reward employees for increasing job competence and responsibility.
- The employee made a significant improvement in a service or increased a service for either the public, your department, or another department (with little or no increased cost).
- The employee developed a new work method or process which had a major impact on the department's operations.
- The employee took the lead role in a major project or implementation that represented a significant time and effort commitment.
- The employee identified a substantial cost or time savings for the department or City (materials, time, equipment, or money), or the employee makes a significant positive impact on their department's budget.



### **One-time step adjustments or accelerations**

- The employee has shown progression in their role beyond prediction. This could include but is not limited to exceptional performance, demonstration of a high level of competence and mastery of key responsibilities, enhancing department services or processes, or gaining significant efficiency in processes and procedures within their role.

### **Nomination Process**

Department heads must complete and submit a merit incentive nomination form for employees within their department that are being recommended for a merit incentive.

Department heads will need to be specific on the employee's contributions and why they are being recommended. A compelling recommendation should clearly describe the employee's contributions and should include how their contribution goes above and beyond what is generally expected from their position. Again, employees with successful performance who are receiving a step increase are already being rewarded via their step increase for successful performance.

### **[Merit Incentive Recommendation Form](#)**

### **Review process**

All supervisor nominations for performance-based merit incentives will be reviewed by the Merit Incentive Award Team which will consist of the Mayor, Finance Director, Human Resources Director, and a member of the Finance and Personnel Committee.

The Merit Incentive Award Team will review all nominations to determine if they meet requirements and determine the financial feasibility of each request.

Once nominations are approved by the Merit Incentive Award Team, they will be included in the overall budget approval process.

### **Review of placements and positions**

When the City completed its classification and compensation study in 2022, positions were reviewed to ensure appropriate pay grade classification. The following factors were considered when making these determinations:

- Complexity of the job
- Responsibility to make and implement important decisions and degree of independent judgement required
- Work environment

- Education, training, and preparation required to complete the job
- The degree to which they oversee additional staff
- Market comparables

### *Transfers and Promotions*

When an employee accepts a position within the City that is at a higher pay grade than their current placement, they will be placed at the step nearest their existing salary that provides them with a step increase.

### *Significant Changes to a Job*

It is not unusual for jobs to change over time based on the skills of the employee within the position and the needs of the department/City. Not all changes to a job warrant a change in pay grade classification.

Examples of changes to a job that generally do not warrant changes in pay grade include but are not limited to:

- Additional responsibilities were added, but the level of complexity is similar to existing duties.
- The volume of work increases or decreases, but the complexity remains similar.
- Use of different or new tools to complete a job (i.e. utilizing or learning a new technology to manage a process).

Examples of changes to a job that may warrant a pay grade change include but are not limited to:

- Additional responsibilities are added that represent a significant increase in complexity as compared to existing responsibilities.
- Additional responsibilities were added that represent a significant increase in the level of accountability the position holds.
- Additional responsibilities were added that increase level of leadership, critical decision-making authority (budget for example), and/or significant changes to the oversight of other staff.
- A significant change in scope of responsibility.

### *Ongoing Review*

Pending budget fund availability, the City should complete a full classification and compensation study every 5-7 years to ensure continued equity and market competitiveness of pay grades and ranges. It should be noted that in years when the City

completes a compensation study, pending results of the compensation study, typical step increases and/or annual cost of living adjustments may vary.

The City completed a formal compensation study in 2022. The results were implemented in 2023. This study reviewed internal equity and market competitiveness. The City understands that the market for a position can change over time. To ensure positions are consistently placed on the compensation schedule appropriately, the City will continually monitor position placements.

The HR department will review all newly created positions to determine proper placement within the salary schedule which will then be subject to Common Council approval.

For questions regarding compensation, please contact Human Resources.



City of Kaukauna 2024 Pay Schedule												
	Min time on step	6months	12 months	12 months	12 months	12 months	12 months	12 months	12 months	12 months		
	FLSA Status	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Merit Incentives	Positions
Grade	Min Performance Score	Minimum score 2.75			Minimum score of 3		Minimum score of 3.25		Minimum score of 3.5		Minimum score of 3.75	
						100%						
1	non-exempt	\$ 15.81	\$ 16.19	\$ 16.57	\$ 16.96	\$ 17.36	\$ 17.75	\$ 18.16	\$ 18.58	\$ 19.01		
2	non-exempt	\$ 17.81	\$ 18.23	\$ 18.66	\$ 19.10	\$ 19.55	\$ 20.00	\$ 20.46	\$ 20.93	\$ 21.41		Library Assistant
3	non-exempt	\$ 18.06	\$ 18.48	\$ 18.92	\$ 19.36	\$ 19.82	\$ 20.27	\$ 20.74	\$ 21.22	\$ 21.70		
4	non-exempt	\$ 18.56	\$ 19.00	\$ 19.45	\$ 19.90	\$ 20.37	\$ 20.84	\$ 21.32	\$ 21.81	\$ 22.31		
5	non-exempt	\$ 20.52	\$ 21.01	\$ 21.50	\$ 22.01	\$ 22.53	\$ 23.04	\$ 23.57	\$ 24.12	\$ 24.67		Office Assistant, Administrative Coordinator (Library)
6	non-exempt	\$ 20.66	\$ 21.15	\$ 21.65	\$ 22.16	\$ 22.68	\$ 23.20	\$ 23.74	\$ 24.28	\$ 24.84		
7	non-exempt	\$ 21.87	\$ 22.38	\$ 22.91	\$ 23.45	\$ 24.00	\$ 24.55	\$ 25.12	\$ 25.69	\$ 26.28		Records Assistant, Clerk of Courts
8	non-exempt	\$ 24.36	\$ 24.94	\$ 25.52	\$ 26.12	\$ 26.74	\$ 27.35	\$ 27.98	\$ 28.63	\$ 29.28		Administrative Coordinator (Mayor), Planning & Community Development Coordinator, Assistant Naturalist, Environmental Center Administrative Assistant, Environmental Center Site Manager
9	non-exempt	\$ 25.35	\$ 25.94	\$ 26.56	\$ 27.18	\$ 27.82	\$ 28.46	\$ 29.11	\$ 29.78	\$ 30.47		AR Specialist, AP Specialist, Paralegal, Library Technology Coordinator
10	non-exempt	\$ 27.67	\$ 28.32	\$ 28.99	\$ 29.67	\$ 30.37	\$ 31.08	\$ 31.81	\$ 32.56	\$ 33.33		Janitor (aka facilities?), Laborer, Park Tech Sm Tr, Tandem Tr
11	non-exempt	\$ 28.70	\$ 29.38	\$ 30.07	\$ 30.78	\$ 31.50	\$ 32.25	\$ 33.00	\$ 33.78	\$ 34.58		Code Enforcement Officer
12	non-exempt	\$ 31.58	\$ 32.32	\$ 33.08	\$ 33.86	\$ 34.66	\$ 35.47	\$ 36.31	\$ 37.16	\$ 38.04		Heavy Equip & Sewer Mechanic
Grade	FLSA Status	6months Step A	12 months Step B	12 months Step C	12 months Step D	12 months Step E	12 months Step F	12 months Step G	12 months Step H	12 months Step I	Merit Incentives	
Performance Score		Minimum score of 2.75			Minimum score of 3		Minimum score of 3.25		Minimum score of 3.5		Minimum score of 3.75	
13	exempt	\$55,002	\$56,297	\$57,622	\$58,979	\$60,367	\$61,756	\$63,176	\$64,629	\$66,116		Youth Services Librarian I, Adult Services Librarian I
14	exempt	\$57,589	\$58,944	\$60,332	\$61,752	\$63,206	\$64,660	\$66,147	\$67,668	\$69,225		Administrative Services Supervisor (PD), Youth Services Librarian II, Adult Services Librarian II, HR/Payroll Coordinator
15	exempt	\$59,190	\$60,583	\$62,009	\$63,469	\$64,963	\$66,457	\$67,986	\$69,549	\$71,149		Associate Planner
16	exempt	\$59,527	\$60,929	\$62,363	\$63,831	\$65,334	\$66,837	\$68,374	\$69,946	\$71,555		Planning/Engineering Tech
17	exempt	\$64,078	\$65,586	\$67,130	\$68,711	\$70,328	\$71,946	\$73,601	\$75,294	\$77,025		City Clerk, Naturalist, Recreation Program Manager, Community Enrichment Program Manager, Principal Planner, Accountant
18	exempt	\$67,732	\$69,327	\$70,959	\$72,629	\$74,339	\$76,049	\$77,798	\$79,588	\$81,418		Principal Planner, Accountant
19	exempt	\$68,275	\$69,882	\$71,527	\$73,211	\$74,935	\$76,658	\$78,421	\$80,225	\$82,070		Street Foreman, Marketing & Communications Manager
20	exempt	\$69,190	\$70,819	\$72,486	\$74,192	\$75,939	\$77,685	\$79,472	\$81,300	\$83,170		Project Engineer
21	exempt	\$77,601	\$79,428	\$81,298	\$83,212	\$85,171	\$87,130	\$89,134	\$91,184	\$93,281		Street Superintendent, Senior Project Engineer, Building Inspector, Asst. Library Director, IT Manager, Assistant Fire Chief Training
22	exempt	\$81,535	\$83,455	\$85,419	\$87,430	\$89,488	\$91,547	\$93,652	\$95,806	\$98,010		LT Investigator, Assistant Fire Chief - Shifts
23	exempt	\$85,494	\$87,506	\$89,566	\$91,675	\$93,833	\$95,991	\$98,199	\$100,458	\$102,768		
24	exempt	\$91,584	\$93,740	\$95,947	\$98,206	\$100,518	\$102,830	\$105,195	\$107,614	\$110,089		Assistant Fire Chief - Day, Assistant Police Chief, Recreation & Community Enrichment Director
25	exempt	\$95,704	\$97,957	\$100,263	\$102,623	\$105,039	\$107,455	\$109,927	\$112,455	\$115,042		Director

# Merit Incentive Recommendation Form

**Instructions:**

Department Heads must complete an incentive recommendation form for each employee within their department that they would like to nominate for a merit incentive.

Don't just say that your employee is outstanding - articulate why. Be specific in your answers. When writing your recommendation, keep explanations clear and provide enough detail to ensure there is enough information for the Merit Incentive Award Team to review and make a decision.

**Eligibility Requirements:**

- Only regular, non-represented, full-time, and part-time employees working more than 20 hours per week are eligible for a merit incentive.
- Employees who had a written warning or higher during the 12 months prior to the recommendation deadline are not eligible for a merit incentive.
- Employees must have received a score of at least 3.75 on their last annual performance review.

**Types of Merit Incentives Available:**

- One-time allocation of up to five (5) days of personal time
  - Employees will have the option of cashing out pending budget availability
- One-time step adjustment or acceleration

While it's not possible to define every reason an employee may go above and beyond for their department or the City, in general, the following guidelines can be followed:

**Criteria for Merit Incentives:**

One-time allocation of additional personal time

- The employee assumed additional duties or responsibilities of a person in a higher classification for an extended period of time (3 months or more). If an employee receives step-up pay or other applicable compensation while completing duties they are not eligible for a merit incentive.
- The employee assumed additional duties beyond what would generally be expected from the scope of their position.
  - An increase of duties within the general scope of the employee's position and job description does not necessarily warrant a performance-based merit incentive. The purpose of progressing through the step system is to reward employees for increasing job competence and responsibility.
- The employee made a significant improvement in a service or increased a service for either the public, your department, or another department (with little or no increased cost).
- The employee developed a new work method or process which had a major impact on the department's operations through efficiency, cost-savings, impact to customer, or safety.
- The employee took the lead role in a major project or implementation that represented a significant time and effort commitment with successful completion.
- The employee identified a substantial cost or time savings for the department or City (materials, time, equipment, or money), or the employee makes a significant positive impact on their department's budget.

One-time step adjustments or accelerations

- The employee has shown progression in their role beyond prediction. This could include but is not limited to exceptional performance, demonstration of a high level of competence and mastery of key responsibilities, enhancing department services or processes, or gaining significant efficiency in processes and procedures within their role.

Hi, Shanon. When you submit this form, the owner will see your name and email address.

\* Required

1. Department head completing the form: \*

Enter your answer

2. First and last name of employee being nominated: \*

Enter your answer

3. Has the employee received a merit incentive in a prior year? \*

Enter your answer

4. What was the employees performance review score during their prior review cycle? \*

Enter your answer

5. What type of merit incentive award are you recommending? \*

☐ One-time personal time award

☐ One-time step adjustment

6. Please provide details on the merit incentive that you are requesting. Be specific. \*

Enter your answer

7. Please detail the justification for why your employee is being nominated for a merit incentive. Be sure to refer to the instructions above for details to include. \*

Enter your answer



This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

**Microsoft Forms** | AI-Powered surveys, quizzes and polls [Create my own form](#)

[Privacy and cookies](#) | [Terms of use](#)



 Delete template



Street Department (Crew) Review



Template settings

☒ Make this a global template

Global templates can be used by anyone in the organization who can launch Reviews.

Employee section

Topics in this section will be answered by both the reviewee and their manager, and all responses will be visible when the review is complete.

Core Competencies

add a description. . .

*A review is limited to 20 sections.*

1 Team Work

Works effectively with colleagues toward common goals. Includes but is not limited to the ability to communicate well, share resources both material and intellectual, taking responsibility for one's own actions, and demonstrating active listening.

Consider:

- The ability to work cooperatively with other team members and follow instructions from supervisor.
- Willingness to assist colleagues when needed with a positive attitude.
- Contributions to maintaining a productive and positive work environment.

★ Rating

Rating Scale

This rating scale applies to all ratings in this template.

### Edit Rating Scale

At Risk - area which needs immediate attention.

Developing - working to improve in this area

Proficient - Acceptable level

Advanced - Example setter. Generally more proficient than others

Mentor - Expert. Demonstrates ability to "teach" others.

 Comments (optional)

Who  
answers?



Ratings are required and must be answered by employees and managers.

2

## Professionalism / Attitude



Presents self in a manner consistent with expectations both internally and with members of the public. Maintaining an optimistic approach to tasks, responsibilities, and the workplace.

 Opinion scale  Yes/No  Number scale  Multiple choice  Text  ★ Rating

### Rating Scale

This rating scale applies to all ratings in this template.

### Edit Rating Scale

At Risk - area which needs immediate attention.

Developing - working to improve in this area

Proficient - Acceptable level

Advanced - Example setter. Generally more proficient than others

Mentor - Expert. Demonstrates ability to "teach" others.

 Comments (optional)

Who answers?



Ratings are required and must be answered by employees and managers.

3

### Position / Industry Knowledge

Displays specialized and/or in-depth skills, knowledge, or judgment associated with the position, and overall industry and city street department.

Consider:

- Demonstrates competence with best practices for position duties
- Shows initiative in learning new work techniques and industry best practices
- Shows initiative in cross-training to learn new information and/or share gained information with other team members
- Demonstrates ability to complete a variety of tasks requiring specialized skill and knowledge

★ Rating

#### Rating Scale

This rating scale applies to all ratings in this template.

#### Edit Rating Scale

At Risk - area which needs immediate attention.

Developing - working to improve in this area

Proficient - Acceptable level

Advanced - Example setter. Generally more proficient than others

Mentor - Expert. Demonstrates ability to "teach" others.



Comments (optional)

Who  
answers?



Ratings are required and must be answered by employees and managers.



Insert question



Insert performance activity



Insert section

## Position Specific Competencies

add a description. . .

*A review is limited to 20 sections.*

**1**

### Workplace Safety

Complies with all safety regulations and applies common sense to dangerous situations.  
Takes time to be aware of situation, surroundings, and equipment.

Consider:

- Adherence to safety protocols
- Proper use of PPE
- Contributing to a culture of safety by demonstrating safe work practices
- Accurately reporting injuries, accidents, near misses, and property damage

★ Rating

#### Rating Scale

This rating scale applies to all ratings in this template.

#### Edit Rating Scale

At Risk - area which needs immediate attention.

Developing - working to improve in this area

Proficient - Acceptable level

Advanced - Example setter. Generally more proficient than others

Mentor - Expert. Demonstrates ability to "teach" others.



Comments (optional)

**Who  
answers?**



Ratings are required and must be answered by employees and managers.

**2**

### Priority Setting/Time Management



Spends time and prioritizes activities based on what's most important, factoring both corporate, departmental, and individual objectives. Avoids spending time on tasks/activities of minimal consequence in the broad scheme of operations. Generally meets deadlines through careful time management and affective organization of activities. Maintains an active list of priorities. Shows agility in adjusting priorities when necessary.

Consider:

- Ability to work efficiently to complete assigned duties within deadlines
- Consistently makes efforts to produce high-quality work in a time-effective manner
- Ability to prioritize and organize work duties

← Opinion scale    ↕ Yes/No    ... Number scale    ✓ Multiple choice    📄 Text    ★ Rating

## Rating Scale

This rating scale applies to all ratings in this template.

### Edit Rating Scale

At Risk - area which needs immediate attention.

Developing - working to improve in this area

Proficient - Acceptable level

Advanced - Example setter. Generally more proficient than others

Mentor - Expert. Demonstrates ability to "teach" others.

📄 Comments (optional)

Who answers?



Ratings are required and must be answered by employees and managers.

3

## Functional Technical Skills

Mastery of specific knowledge, skills, and abilities necessary to complete practical tasks related with the position.

Consider:

- Ability to perform tasks efficiently and with attention to detail
- Adherence to standards and best practices when performing a duty and/or project
- Consistently produces high-quality work including timely work with limited errors
- Competence in operating assigned pieces of equipment
- Demonstrates competence and diligence in the maintenance of assigned equipment

★ Rating

## Rating Scale

This rating scale applies to all ratings in this template.

### Edit Rating Scale

At Risk - area which needs immediate attention.

Developing - working to improve in this area

Proficient - Acceptable level

Advanced - Example setter. Generally more proficient than others

Mentor - Expert. Demonstrates ability to "teach" others.

 Comments (optional)

Who  
answers?



Ratings are required and must be answered by employees and managers.



Insert question



Insert performance activity



Insert section

### Prior Year Goal(s)

Consider the goal(s) that the employee set for themselves during the prior year review.

*A review is limited to 20 sections.*

1

How would you rate the employee's completion of their prior period's goal(s)?

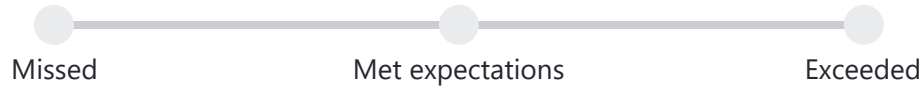
Type description here

 Opinion scale

3

# of options

Missed - exceeded



Who answers?

Employee - required

Manager - required

## 2 Comments on prior year goal(s)

Consider the goal(s) that the employee set for themselves during the prior year review.

Text

Multi line

Who answers?

Employee

Manager



Insert question



Insert performance activity



Insert section

## Coming Year's Goal(s)

Establish at least ONE goal for the coming year. Goals should follow the SMART model.

S-Specific

*A review is limited to 20 sections.*

## 1 What are the employee's goal(s) for the coming year?

Type description here

Text

Multi line

Who answers?

Employee - required

Manager - required



Insert question



Insert performance activity



Insert section



Private manager-only questions

This section allows managers to note sensitive information about their direct report, such as flight-risks or promotions. This is only visible to managers and admins.

Section title

add a description. . .



Insert question

Overall Rating

Remove overall rating

Combine ratings in this review using weighted averages.

Rating Details

Set up how this rating will appear in the final review

Overall rating name

Overall Performance Review Rating

Description

Give your overall rating description

Rating Inputs

Assign weights to each rating (0-100%)

Weight all ratings equally

15 %

★ Team Work



20 %	★ Professionalism / Attitude
15 %	★ Position / Industry Knowledge
20 %	★ Workplace Safety
10 %	★ Priority Setting/Time Management
20 %	★ Functional Technical Skills

100% allocated

Preview

Example of what will appear in the final review. Scores displayed are for demonstration only.

Overall Performance Review Rating

Manager Rating

2.1/3

Employee Rating

2.1/3

This is a weighted average of:

- 15% Team Work
- 20% Professionalism / Attitude
- 15% Position / Industry Knowledge
- 20% Workplace Safety
- 10% Priority Setting/Time Management
- 20% Functional Technical Skills

✓ Autosaved



## Employee Check-In Questionnaire

**Instructions:** Use this form as a reference in conducting check-ins with employees. Allowing employees the opportunity to receive feedback on their performance, and share feedback on their work experience is an important part employee retention and performance management. These check-ins are outside of the annual review process and are used to provide an informal opportunity for the employee to share feedback, as well as the supervisor to provide feedback to the employee. They should be conducted after an employee's first 90 days and prior to giving a step increase. They can also be done mid-year as a check-in between annual reviews or as performance concerns arise.

Supervisor / Dept Head Feedback to employee:

1. What is the employee doing well / what are their strengths?
2. Are there any opportunities for growth?
3. Have there been any areas of concern that should be addressed?
4. Do you have any goals, duties, or skills the employee should be working towards?
5. Has the employee been meeting expectations in their core and position specific competencies?

Questions for the employee:

1. What do you like most about your job?
2. What do you like least about your job?
3. Are there any duties that you feel you need additional training in?
4. Are there any duties/skills you are interested in developing further?

5. Tell me about some accomplishments you've had since the last time we talked.

6. Is there anything else you'd like to share?

If this conversation is happening prior to a step increase, is the employee recommended for step increase? Yes or No:





# MEMO

## Finance

To: Finance and Personnel Committee  
From: Marketing and Communications Manager  
Date: 4/3/2024  
Re: CGI Digital Video Tour Project

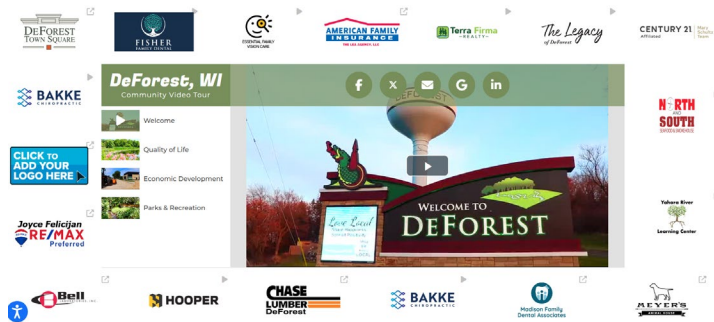
### **Background information:**

In March, the Marketing and Communications Manager and the Mayor sat down with the Executive of Government Relations and Strategic Planning for CGI Digital to discuss their cost-free Community Showcase Video Program.

CGI Digital, in partnership with the National League of Cities and U.S. Conference of Mayors, conducts an annual nationwide initiative to feature a handful of communities in each state in their cost-free video program. Kaukauna was chosen as one of these communities for their 2024 initiative.

CGI Digital will work with Wisconsin-based videographers to produce four, 1-minute-long videos. These videos promote growth within cities such as economic opportunities, workforce development, tourism, and community engagement. CGI Digital does all the production, script writing, and filming; the City can determine shoot dates, and will have feedback throughout the entire process.

What makes this project cost-free to the City are the sponsorships provided by area businesses. The City would put together a letter of introduction that CGI Digital would distribute to area businesses and ask if they would be interested in having an ad spot on the page that the video is hosted (please see screen grab from DeForest's video below).



CGI Digital does all of the canvassing for sponsors, however the City can identify which businesses CGI would reach out to. If in the off chance that none of the area businesses are interested in participating, the project is still made cost-free to the City due to the sponsorship funds CGI Digital has received for the program as a whole.

We discussed filming in the summer, aligning with the completion of the Aquatic Center and the beginning of the Alley Activation Project. This would also allow the chance to capture video from Live! from Hydro Park and the farmers market.

Video Tour Examples:

[St. George, UT Video Tour](#)  
[Mount Vernon, Ohio](#)  
[Norfolk, NE Video Tour](#)  
[Athens, OH Video Tour](#)  
[DeForest, WI](#)

**Budget:** There is no cost to the city.

**Strategic Plan:** This aligns directly with the City's strategic objective to promote Kaukauna as a community of choice for residents, visitors, and business owners. This will also align nicely with rolling out the new website and with our feature in the Livability Fox Cities magazine.

**Staff Recommended Action:** Grant permission to the Mayor to enter into an agreement with CGI Digital to participate in their cost-free Community Video Program.



**Name:** Tony Penterman  
**Title:** Mayor  
**Address:** 144 West 2<sup>nd</sup> Street  
**City, State, Zip:** Kaukauna, WI 54130  
**Phone number:** 920-766-6310 x 1124  
**Website:** [www.kaukauna.gov](http://www.kaukauna.gov)  
**Email:** [mayor@kaukauna.gov](mailto:mayor@kaukauna.gov)

This Agreement is between CGI Communications, Inc. D/B/A CGI Digital ("CGI") and the City of Kaukauna (the "City") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewer access on different devices via a link on the [www.kaukauna.gov](http://www.kaukauna.gov) homepage including any alternate versions of that homepage.

**During the term of this Agreement, CGI shall:**

- Produce up to four one-minute videos with subject matter that may include but is not limited to: Welcome, Education, Healthy Living, or Homes/Real Estate
- Multiple segments of aerial footage pending approval from FAA and any airports within a 5 mile radius of filming location(s)
- Provide script writing and video content consultation
- Send a videographer to City locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Create all aspects of video production which includes, storyboarding, shot lists, filming, graphics, color grading, music selection and audio mastering
- Provide our patented OneClick™ Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds
- Store and stream all videos on CGI's dedicated server
- Afford businesses the opportunity to purchase various digital media products and services from CGI and its affiliates
- Feature business sponsors around the perimeter of video panels
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the Community Video Program from City website, including any alternate versions of City's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the [www.kaukauna.gov](http://www.kaukauna.gov) website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this Agreement. "Community Video Program" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- Grant to City a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master Community Video Program
- Assume all costs for the Community Video Program

**During the term of this Agreement, the City shall:**

- Provide a letter of introduction for the program on City's letterhead
- Assist with the content and script for the Community Video Program
- Provide notice of any changes, revisions, requests or modifications to final video content within 30 days of its receipt
- Grant CGI the right to use City's name in connection with the preparation, production, and marketing of the Community Video Program
- Display the "Coming Soon" graphic link prominently on the [www.kaukauna.gov](http://www.kaukauna.gov) within 10 business days of receipt of HTML source code
- Display the "Community Video Program" link prominently on its [www.kaukauna.gov](http://www.kaukauna.gov) homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this Agreement
- Ensure that this Agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the Community Video Program
- Agree that the City will not knowingly submit any photograph, video, or other content that infringes on any third party's copyright, trademark or other intellectual property, privacy or publicity right for use in any video or other display comprising this program. Submissions should be received by CGI by the agreed-upon primary filming date.

This Agreement constitutes the entire Agreement of the parties and supersedes any and all prior communications, understandings and Agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. City warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this Agreement.

**City of Kaukauna, Wisconsin**

**CGI Communications, Inc. D/B/A CGI Digital**

**Signature:**

**Name (printed):**

**Name (printed): Nicole Rongo**

**Title:**

**Title: Vice President, Government Relations & Strategic Partnerships**

**Date:**

**DATE: 3/15/24**



130 East Main Street, 5th Floor  
 Rochester, NY 14604

Phone: 800.398.3029  
[cgidigital.com](http://cgidigital.com)

# COMMUNITY VIDEO TOUR SPONSORSHIP POLICY

- ▶ It is the policy of CGI Digital/e-LocalLink to not solicit or otherwise provide sponsorship opportunities to any business or organization that may be perceived as unsuitable. This includes but is not limited to adult bookstores/entertainment, pawnshops, tattoo/piercing parlors and political campaigns.
- ▶ The participating community is not responsible for actions taken by CGI Digital/e-LocalLink in omitting businesses and organizations from consideration.
- ▶ The participating community may also advise CGI Digital/eLocalLink of specific businesses that should be omitted as sponsors before CGI Digital begins the sponsorship campaign.



Date

Dear valued business owner:

We are pleased to announce our partnership with CGI Digital (CGI) to coordinate and produce a series of educational videos highlighting all we have to offer to residents, visitors, and businesses.

With a highly visible interface on our official website homepage, [www.kaukauna.gov](http://www.kaukauna.gov), our Video Tour will allow viewers to learn more about area attractions, quality of life, economic development and so much more.

We know businesses play a critical role in our city's vitality. This program presents a sponsorship opportunity for local businesses to greatly enhance their online presence through various digital media technologies. In addition, the Video Tour will backlink to CGI's [www.elocallink.tv](http://www.elocallink.tv) providing increased exposure for all participants. Our businesses will also have an exclusive first look at CGI's latest product, SeeSaw™, that accelerates businesses' existing websites through engaging and educational content.

We encourage you to consider being a part of this initiative. To learn more about sponsorship opportunities or to request an appointment please email Vice President, Brandon Bartz, at [brandonb@cgicompany.com](mailto:brandonb@cgicompany.com).

Thank you for being a part of what makes the City of Kaukauna a great place to live, learn, work, and play.

Sincerely,

(Wet signature)

Name

Title