

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE
MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Tuesday, March 29, 2022 at 5:00 p.m.**

- I. Call to Order
- II. Roll Call
- III. Agenda Approval
- IV. Minutes Approval
- V. OLD BUSINESS: None
- VI. NEW BUSINESS:
 - A. Updated Municipal Services Crewman job description and posting
 - B. Updated Personnel Benefits & Policies Manual for review
- VII. Adjourn

Kayla Lindert, Clerk/Treasurer

Posted: 03/25/2022

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The Village Hall is accessible to the handicapped. If you require additional assistance, please contact the Village Office no later than 48 hours prior to the meeting date. Phone 608-429-3121. If members are present from other recognized Boards, Commissions, or Committees which may constitute a quorum, the meeting is presumed to be for the above-stated agenda/purpose. An updated agenda may be posted 24 hours before meeting time.

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE MINUTES
Village Hall – 114 Lake Street, Pardeeville
Monday, March 14, 2022 at 4:00 p.m.
DRAFT: NOT APPROVED**

Call to order: Babcock called the meeting to order at 4:00 p.m.

Roll Call: Committee members present, Chairman Babcock, Trustee Possehl, Trustee Abrath. Absent, Trustee Balsiger.

Verification of the posting of agenda: The agenda was properly posted at the Pardeeville Village Hall, Pardeeville Post Office, Library and on the website.

Agenda Approval:

MOTION Abrath/Possehl to approve agenda as presented. Motion carried unanimously.

Minutes Approval:

MOTION Possehl/Abrath to approve minutes as presented. Motion carried unanimously.

NEW BUSINESS:

- A. Motion Possehl/Abrath** to go into closed session under WI Stats. Sec. 19.85 (1)(c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility at 4:01 p.m.
Roll Call Vote: motion carried unanimously.

1. Hold Interviews for Deputy Clerk/Administrative Assistant

- B. MOTION Abrath/Possehl** to return to open session at 4:58 p.m. Motion carried unanimously.

Meeting was adjourned by Babcock at 4:58 p.m.

Submitted by: Erin Salmon, Village Administrator, Director of Public Works, Interim Clerk/Treasurer
Approved:

VILLAGE OF PARDEEVILLE

Municipal Services Crewperson

Position Summary

Under general direction of the Director of Public Works, the Village Municipal Services Crewperson will perform the routine duties associated with the operation and maintenance of the Village of Pardeeville Public Works Department. Position is 40 hours per week, to include a full benefit package. Starting wage is \$20.50/Hour.

Essential Duties and Responsibilities

- Performs minor and routine building maintenance and repairs including: painting, plumbing, welding, electrical wiring floor care and other related maintenance activities.
- Performs necessary snow and ice measures from sidewalks, parking areas or other designated areas.
- Performs general landscaping duties such as mowing, trimming, weeding, trimming shrubbery, planting and watering.
- Responsible for various record keeping duties: compiles list of necessary supplies and maintains inventory, keeps vehicle maintenance lists current.
- Prepares and maintains all parks and recreation facilities and equipment and other facilities as assigned including athletic shelters, ball fields, picnic tables and benches, signage, refuse containers, bleachers, scoreboards, playgrounds, and fences. Responsible for seasonal opening and closing of all parks.
- Watering and maintenance of trees, shrubs and flower containers throughout the Village.
- Street care and maintenance of all infrastructure and facilities.
- Storm sewer, water line, and wastewater sewer lines care and maintenance.
- Duties associated with composting.
- Cleaning, care and maintenance of Village owned buildings, grounds and other facilities as assigned and deposits refuse according to established procedures.
- Assist Wastewater Treatment Plant Operator, Water Plant Operator and Electric personnel, when needed.
- Assist with limited construction work.
- Assist D.P.W. with records management
- Operating equipment such as bobcat, tractor, mowers, chainsaws, wood chipper and various vehicles

- Follow directives from the immediate supervisor and work independently with little or no supervision.
- Demonstrate individual initiative
- Be familiar with employee benefits, rules and regulations.
- Work cooperatively with all Village employees.
- Be courteous and civil to all citizens when on the job.
- Perform assigned overtime duty.
- Be willing to respond to call outs and on call opportunities
- Have computer knowledge

Education Requirements

Graduation from high school or possession of a GED (General Educational Development) certificate, and two (2) years of experience performing heavy manual labor; or an equivalent combination of training and experience.

Good knowledge of basic manual labor practices, methods, tools and materials; and some knowledge of the hazards of the work. Ability to perform heavy manual labor over an extended period of time in varying weather conditions; ability to understand verbal instructions and to read and follow written instructions; ability to learn and perform more responsible tasks; ability to use hand and mechanical tools and equipment; and the ability to courteously and tactfully communicate with coworkers, supervisors, other members of the organization, and the public in giving and receiving information.

Applicants for this position will be required to submit to a medical exam, including a back examination, qualifying them to perform the physical work required by this position. Must possess a valid Wisconsin Driver's License and be able to obtain a Commercial Driver's License within six (6) months after hire.

Physical Requirements

Working environment is occasionally indoors, but primarily outdoors and in inclement weather. Physical requirements include frequent walking and standing; lifting, carrying, pushing and pulling up to 50 pounds; frequent balancing, bending, kneeling, handling, climbing, smelling, and twisting; occasional reaching, crawling, and feeling; and vision, speech and hearing sufficient to perform the essential tasks. May be exposed to the following: hazardous or toxic materials, flammable liquids, traffic, cramped or confined work areas, excessive dust, weather/extreme temperatures, trench excavations, underground gas/electric lines, rough terrains, cutting/chipping/grinding, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic

fumes/vapors/odors, high noises; and may be required to work overtime and be on 24-hour standby.

This position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated in this description.

The Village of Pardeeville is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Approved: May 7th, 2019

Employment Definitions

"**Elected or Appointed Employees**" shall be paid a fixed amount as determined by the Village Board.

"**Administrative Employees**" includes the position of Administrator/Public Works Director. Administrative Employees shall be paid a straight salary for a variable work week and are considered an Exempt Employee under the Fair Labor Standards Act (FLSA).

"**Full-Time**" employment is defined as a position where an employee is regularly scheduled to work at least two thousand eighty (2080) hours per year.

"**Part-Time I**" employment is defined as a position where an employee is scheduled to work less than full-time, but works at least one thousand two hundred (1200) hours per year (for example: office staff with 1664 hours per year and benefits 85/15)

"**Part-Time II**" employment is defined as a position where an employee works less than one thousand two hundred (1200) hours per year.

"**Temporary**" or "**Limited Term**" employment is defined as a position which terminates in less than one year.

"**Seasonal Employees**" employment is defined as dependent on seasonal activities such as life guards, umpires, crossing guards and grounds keepers.

"**Temporary Emergency**" employment is defined as an emergency position hired for special extreme situations such as emergency snow removal.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The Village of Pardeeville and the Pardeeville Public Utilities will provide equal employment opportunities to all individuals regardless of their race, age, sex, or sexual orientation, creed or religion, color, handicap or disability, marital status, citizenship or veteran status, national origin or ancestry, arrest or conviction record, or any other characteristics protected by law. This provision shall include, but not be limited to, the following: recruitment, employment, promotion, compensation, demotion, transfer, layoff, seniority, benefits, training, dismissal, and all other terms and conditions of employment. It has also been, and continues to be, the Village of Pardeeville and the Pardeeville Public Utilities' policy to use affirmative action to ensure equal employment opportunities. If any employee has a suggestion, problem, or complaint with regard to equal employment, he or she should contact the Village President or Administrator.

FAIR LABOR STANDARDS ACT

The Village has determined that the work week shall begin on Monday and end with Sunday. It is further determined that all employees that are to be paid on an hourly basis shall be eligible for minimum wage payment and all employees who are classified as full-time employees shall be entitled to overtime pay as determined by state and federal regulations and/or law. The Village will apply the new standards of the 2004 FLSA for exempt status employees.

IMMIGRATION REFORM ACT

It is the policy of the Village of Pardeeville only to employ persons who are legally eligible to work in the United States.

The Immigration Reform and Control Act of 1986 requires that the Village verify the identity and the work eligibility of all persons hired after November 6, 1986. This law will be enforced by the Immigration and Naturalization Service (and other government agencies) and any Village

Amount of Vacation:

Full-time employees shall be entitled to:

Two (2) days after three (3) months of continuous service;
 Three (3) days after six (6) months of continuous service;
 Ten (10) days after one (1) year of continuous service;
 Twelve (12) days after two (2) years of continuous service;
 Fourteen (14) days after three (3) years of continuous service;
 Sixteen (16) days after four (4) years of continuous service;
 Eighteen (18) days after five (5) years of continuous service;
 Twenty (20) days after six (6) years of continuous service;

Employees hired prior to 1/1/2012 shall be entitled to five (5) weeks after twenty (20) years of continuous service.

Employees hired after 1/1/2012 will cap at twenty (20) days and are not eligible for five weeks of vacation.

Part-time I employees may negotiate for their vacation to start upon commencing their employment, as well as on a pro-rated basis based on the number of hours worked. This is at the discretion of the supervisor.

Part-time II employees are not eligible for vacation

(updated 03/25/22)

Vacation Schedules:

An employee's request for vacation must be approved by the employee's supervisor. Insofar as practical, vacations will be granted at times most desired by the employees in question with due regard for seniority.

Holiday During Vacation:

In the event a paid Holiday falls on the same day an employee is absent on an approved vacation, the employee will not be charged vacation for the Holiday to the extent the employee would otherwise be eligible to be paid on that Holiday.

Vacation Pay if Laid Off:

Employees who are laid off because of reduction in the work force shall be paid for vacation that was earned but unused at the time of layoff. The fifteenth (15th) day of each month shall be the qualification date for vacation credit for that month.

LONGEVITY

Commencing upon completion of the third year of continuous full-time employment, an employee shall be paid an annual longevity benefit equal to the number of years of continuous

full-time employment in excess of three (3) years, multiplied by Twenty-Five Dollars (\$25.00), with no maximum to the benefit.

HOLIDAYS

Full-time and Administrative employees shall be granted eleven paid holidays each year as follows:

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|-----------------------|---------------------------|
| 1. New Year's Eve Day | 7. Day after Thanksgiving |
| 2. New Year's Day | 8. Christmas Eve Day |
| 3. Memorial Day | 9. Christmas Day |
| 4. Independence Day | 10. Personal Holiday |
| 5. Labor Day | 11. Personal Holiday |
| 6. Thanksgiving Day | |

If a holiday falls on Sunday, Monday will be the holiday. If the holiday falls on Saturday, Friday will be the holiday. In the event a holiday falls on Sunday and Monday is already a holiday, the preceding Friday will be the holiday. In the event a holiday falls on Saturday and Friday is already a holiday, the following Monday will be the holiday. Personal Holidays may be used at any time during the calendar year, if unused, they cannot be paid out.

Part-time employees are eligible for pro-rated holiday pay based on number of hours worked.

WORK BOOT ALLOWANCE

Full time employees in the Public Works department will receive \$200 annually for work boots. The purchase can be made through the office or if on your own please submit a receipt for reimbursement. The Village has an account with certain vendors.

(updated 4/2021)

ADMINISTRATIVE EMPLOYEE TIME

An Administrative Employee is paid on a salary basis. The employee is expected to work a minimum of 80 hours per pay period. The hours worked per day may fluctuate from day to day. Increments of less than eight (8) hours per day can be taken (without a deduction of pay or benefits) but the employee has to be present for *some period of time* in that particular day in order to do so. If the employee is not present, then vacation or similar must be used on that particular day being absent.

ABSENCES AND LEAVES:

Sick Leave:

All permanent Full-time and Administrative employees shall earn a total of twelve (12) personal illness days (Sick leave) per year at the rate of one (1) day (8 hours) per month, not to exceed a maximum of one hundred eighty (180) days. **Part-time I employees shall earn sick leave on a pro-rated basis at 6.5 hours per month.** Sick leave shall not be used until it has been accrued. Sick leave will cover necessary absences from duty because of personal illness or bodily injury, including orders by a health authority to remain off-duty. Sick leave may be taken for doctors' appointments but must be taken in at least 1/2 hour increments. Sick leave may cover the care of