

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE
MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Tuesday, May 17, 2022 at 4:30 p.m.**

- I. Call to Order
- II. Roll Call
- III. Agenda Approval
- IV. Minutes Approval
- V. NEW BUSINESS:
 - A. Voluntary Firefighter Call-Outs
 - B. Voluntary Termination
 - C. Mileage Reimbursements
 - D. American Rescue Plan Act
- VI. Adjourn

Kayla Lindert, Clerk/Treasurer

Posted: 05/13/2022

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
Friday, May 6, 2022, at 1:00 p.m.
DRAFT MINUTES - NOT APPROVED**

Call to order: Babcock called the meeting to order at 1:00 p.m.

Roll Call: Committee members present; Babcock, Possehl. Trustee Haynes to fill in the vacant position until committee member is appointed on 05/17/22.

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 Possehl/Haynes to approve agenda as presented. Motion carried unanimously.

Minutes Approval:

MOTION Babcock/Possehl to approve minutes as presented. Haynes obtained. Motion carried unanimously.

NEW BUSINESS:

- A. MOTION Possehl/Haynes** 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 1:01 p.m. Motion carried unanimously.
 - 1. Interviews for the Utility and Billing Clerk Position
- B. MOTION Possehl/Haynes** to return to open session to formally dispose of any issues discussed in closed session at 3:19 p.m. and go to the Board with our recommendations as discussed in closed session. Motion carried unanimously.

Meeting was adjourned by Babcock at 3:20 p.m.

Submitted by: Erin M. Salmon, Village Administrator & Director of Public Works

Approved:

Military Leave:

Military leave shall be allowed as provided by applicable law. Affected employees shall be entitled to a supplementary payment for the first ten (10) working days in an amount equal to the difference between military pay and the current pay.

Leave of Absence:

A leave of absence of up to ninety (90) days without pay may be granted for good reason when approved by the Village Administrator and the Village of Pardeeville Board. Health insurance and all other benefits will be continued during this period. (The employee will be responsible for health insurance premiums during time off). The employee will not accrue sick time while on a leave of absence and does not have to use accrued time off benefits. Procedure:

Employees shall make written application for leave of absence to the Village Administrator or Village of Pardeeville Board and shall, except in the case of illness or injury, make application thirty (30) days prior to the desired starting date of the leave.

Time Off Without Pay:

An employee may request, in writing, time off without pay. Such request must be made at least one (1) week in advance and be approved by the Department Head and Village of Pardeeville Administrator. Time off without pay will be granted only after vacation days and employee personal holidays have been exhausted.

Voluntary Firefighter Call-Outs:

Full-time employees who are called for services relating to Fire Fighting duties within the Village of Pardeeville shall receive full salary, provided that the employee shall remit to the employer an amount equal to the compensation paid him/her for such service, excluding mileage, no later than the close of the pay period following receipt of such compensation.

OR

Full-time employees who are called for services relating to Fire Fighting duties shall receive full salary for up to 2 hours of pay. Any time above and beyond this shall be made up within the same payroll period or other accrued benefit time shall be used.

OR

Full-time employees who are called for services relating to Fire Fighting duties, outside of the Village of Pardeeville shall not receive full salary pay. Any time absent from work shall be made up within the same payroll period or other accrued benefit time shall be used.

Created: 05/2022

Jury Duty:

Full-time employees and Part-time I who are called to jury duty shall receive full salary during the period of their absence for jury duty, provided that the employee shall remit to the employer an amount equal to the compensation paid him/her for such jury service, excluding mileage, no later than the close of the pay period following receipt of such compensation. Employees shall notify their supervisor immediately upon receipt of the summons for jury duty.

Witness Service:

Full-time and Part-time I employees who are subpoenaed as a witness shall receive full salary during the period of their absence for witness service, provided that the employee shall remit to the employer an amount equal to the compensation paid him/her for such witness service,

PERSONNEL RECORDS

A personnel record shall be maintained for each employee and shall include the employee's name, title, job description, department, training received, evaluations, recommendation, disciplinary actions, applicable payroll deduction authorizations and any other such information as may be considered pertinent. The files will be maintained by the Village Administrator/Director of Public Works under the direction of the Personnel Committee or Library Board.

The records shall be kept in a locked file in the village hall, and access to the files will be as follows:

1. Contents or information in an employee's file shall be made available only to the Personnel Committee, Library Board Officers, Village Administrator/Director of Public Works, Library Director or to the Village's specially authorized representative, agent or attorney and to any other entity that may be required by a court of law.
2. Whenever the contents or information contained in a file is reviewed, the reviewing person(s) shall affix his/her signature and date on a schedule that is placed in said file.
3. Personnel files shall be viewed by the employee or his/her specially authorized representative only in the presence of one of the following: Personnel Committee, Village Administrator/Director of Public Works, Library Board, Director or President or the Village's specially authorized representative, agent or attorney. No evaluation or disciplinary material of any kind shall be placed in an employee's file unless the employee has first been allowed to read it and/or review the same and affix his/her signature thereto, if so desired by the employee.

Personnel records must be kept current; therefore, employees must report immediately all changes or necessary corrections in address, telephone number, marital status, name, dependents, insurance, or other deductions, who to contact in case of emergency, etc., to the Village Clerk's Office. Health records must be sealed and segregated from contents of the Personnel File.

An employee may request that derogatory material in his/her file be removed if the action relating to the inclusion of that material has been resolved and a minimum of one year has passed.

GARNISHMENTS AND COURT ORDERS

Garnishments are actions which involve an employer and the law requires that the Village report its obligation and make payment as is required. The withheld amount shall be determined by the then existing statutory formula.

VOLUNTARY TERMINATION - **PENDING**

Should an employee voluntarily terminate his/her employment, ~~the employee is the Village of Pardeeville would be~~ **required to provide a like a two (2) week notice. If a two-week notice is not provided, all earned and unused vacation or personal holidays will not be paid out.** Upon the termination of any employee for any reason, all benefits except medical insurance will cease. The medical insurance will remain in effect until the end of the month in which the employee terminates. Conversion of insurance will be on a policy basis and in conformance with the law.

Created: 05/2022

Diane Tremmel – Port Edwards

We used to have a couple employees who were also members of our volunteer fire dept. If they took a call during work hours, we paid them their normal wage out of payroll but the category was “fire call wages” for the time spent. The firefighters are paid quarterly, and I would assume they also got paid for a fire call through the fire department’s payroll (a small stipend per call – not hourly).

Megan Mieden - Brigham

This is how our Personnel Manual reads regarding this:

Any Town Employee responding to an emergency call, whether fire or ambulance does not need to use sick time or vacation time for that absence from work.

The town continues to pay the employee’s regular pay while the Employee responds to an emergency situation during normal work hours.

Nancy Zastrow – Ixonia

The Town of Ixonia does not have anything in writing, but our policy is to pay the employee their regular pay and they also receive the fire/EMS response pay if they respond to a call while working.

We have two (2) employees of our Highway Department who are members of our department. They said if they didn’t get paid the regular wage while responding, they would not respond because they would be losing money. So we felt it important to have them respond and are paying them in both positions.

Hope that helps.

Tammy Skarban – Luxemburg

Section 209 Volunteer Emergency Personnel

A full-time employee who regularly performs volunteer emergency duties and services approved by the employee’s Supervisor, will be paid at the employee’s regular rate of pay for the first hour of that call if it occurs during that employee’s scheduled work time. If the emergency call lasts more than one hour, the employee will not receive any further compensation from the Village until the employee resumes the employee’s work duties with the Village

Heather Rupnow – Sullivan

We don’t have a written policy, but we have the employee write down when he was on the call and for how long and he still get his normal salary (for during work hours only) Then the time gets allocated to the fire department budget. He then does not get paid from the fire dept. (our volunteer fire department gets \$10 per call)

Renita Williamson – Coon Valley

Resolution created -

WHEREAS, in order to encourage Village Employees to join the Coon Creek Fire & Rescue Dept. and respond to calls during work hours; and

WHEREAS, the Coon Creek Fire & Rescue Dept. typically is in need of more volunteer call response during the work days Monday through Friday; and

WHEREAS, the Village does not want to decrease the pay of Village Employees during their normal working hours when responding to Fire & Rescue calls.

THEREFORE, BE IT RESOLVED, that the Village Board approves keeping the hourly rate of pay the same for Village Employees who are members of the Coon Creek Fire & Rescue Dept. and respond to calls during their normal non-overtime working hours Monday through Friday.

Amber Shallow – Algoma

PUBLIC WORKS DEPARTMENT CREW RESPONSE TO FIRE AND RESCUE CALLS

While employed by the City of Algoma, a member of the Algoma Fire and Rescue Department may participate in Fire and Rescue Department activities during regular Public Works Department work hours as follows:

1. For all Fire and Rescue Department calls (rescue calls, city calls, township calls, mutual aid calls, and duty crew calls) a Public Works Department crew member may leave his/her assigned Public Works Department work to respond to the call. Public Works Department crew members must notify the Public Works Director or Crew Leader immediately and obtain permission, prior to leaving work to respond to the fire or rescue call.
2. Public Works Department crew members must use vacation time or unpaid time off once their absence from work exceeds two (2) hours.
3. Public Works Department crew members shall report the first two (2) hours of fire and rescue call response time during Public Works Department work hours on the timesheet as "Fire/Rescue Call" and these hours will be paid as part of the normal forty-hour work week. In calls that last in excess of two (2) hours, the timesheet shall reflect the employee's choice of vacation time or unpaid time off.
4. Vacation time used while on a fire or rescue call cannot be used to create overtime for an employee.

PUBLIC WORKS DEPARTMENT CREW ATTENDANCE AT TRAINING FOR FIRE AND RESCUE DEPARTMENT

Members of the Algoma Fire and Rescue Department may sometimes be required to attend trainings during regular Public Works Department work hours. To attend trainings or activities that do not relate to Public Works Department activities, crew members will be required to use personal holiday, vacation time, or unpaid time off.

Personal holiday and/or vacation time used while at trainings or activities for the Algoma Fire and Rescue Department cannot be used to create overtime for an employee.

Michelle Seidl – Wrightstown

[Here is the blurb from our Employee Personnel Manual:](#)

FIRE AND RESCUE RESPONSE TEAMS The Village encourages employees to serve as volunteers on the Fire and Rescue Response Team. Employees who serve on such teams and respond to emergency calls during work hours will continue to be paid their normal rate of pay while they are on such a call. However, it is the employee's responsibility to ensure that time away for such purposes will not be detrimental to job tasks or coworkers. Employees are required to communicate with their Department Head.