

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE
MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Monday, June 6, 2022 at 5:00 p.m.**

- I. Call to Order
- II. Roll Call
- III. Agenda Approval
- IV. Minutes Approval

- V. OLD BUSINESS:
 - A. Voluntary Emergency Services - Call-Outs

- VI. NEW BUSINESS:
 - B. Employee Job Descriptions and Employee Benefits Manual
(for new Committee Member)

- VI. Adjourn

Kayla Lindert, Clerk/Treasurer
Posted: 06/03/2022

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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
MEETING MINUTES
Village Hall – 114 Lake Street, Pardeeville
Tuesday, May 17, 2022 at 4:30 p.m.**

DRAFT NOT APPROVED

Call to Order – Possehl at 4:30 PM

Roll Call – Babcock & Possehl. Also present, Administrator/DPW Salmon, Clerk/Treasurer Lindert joined at 5:05 PM

Agenda Approval – Possehl/Babcock. Motion carries

Minutes Approval – Possehl/Babcock. Motion carries

NEW BUSINESS:

- A. Voluntary Firefighter Call-Outs
 - a. Each scenario can have so many variables
 - b. Respect and support our staff responding to calls for service, however we should stay clear of any reimbursements
 - c. Table it. No motion made at this time
- B. Voluntary Termination
 - Motion to recommend proposed language as presented to the Village Board. Possehl/Babcock. Motion carries**
- C. Mileage Reimbursements
 - a. Discussion on the current policy. Babcock inquired on Admin/DPW mileage reimbursements. Discussion on the history of when the Village Vehicle was authorized for Salmon to use for commuting as a perk. Then the Vehicle died. At 2022 budget season, the Village was in no position to purchase or lease a different vehicle. It was noted in the budget “in lieu of vehicle”, add more funds for mileage. Also discussed business miles vs. commute miles. Lindert commented, regardless of where the vehicle went, the Village has been paying for the fuel. It’s the same scenario for Salmon and what the Village is paying.
 - b. Vehicle options, Babcock suggested we look into new vehicle options for the 2023 budget, possible lease. Salmon referenced last year’s budget and this year new debt. She didn’t think the Board would agree.
 - c. No motion, but Babcock requested this be on Village Board’s agenda for clarification by others

D. American Rescue Plan Act

- a. Babcock stated there is no plan, does not want this to be used as a slush fund
- b. Discussion on uses it could be put towards. Decide after receiving dam grant award. In 3-4 months, look again at expenditures

I. Adjourn at 5:46 PM by Babcock

Kayla Lindert, Clerk/Treasurer

Approved:

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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 Local Emergency Services (Call-Outs): *pending*

Full-time employees who are called for services relating to local emergency services shall not receive full salary pay. All calls shall be handled on a case-by-case basis and approved by the Village Administrator/Director of Public Works.

Any time absent from work shall be made up within the same payroll period or other accrued benefit time shall be used.

Revised and coming back as of the 05/17/2022 meeting

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, excluding mileage, no later than the close of the pay period following receipt of such compensation.

Unauthorized Absence:

Unauthorized absence of an employee from duty shall be grounds for disciplinary action. Any employee who is absent for three (3) or more days without authorization shall be deemed to have resigned. When extenuating circumstances are found to have existed, however, such absence may be authorized by the Village of Pardeeville Office Manager by subsequent grant of leave with or without pay.

VILLAGE OF PARDEEVILLE

PERSONNEL BENEFITS & POLICIES MANUAL

Effective May 17, 2022

Employee Acknowledgment of Receipt of Personnel Benefit and Policies Manual

I acknowledge that I have received a copy of the Village of Pardeeville and the Pardeeville Public Utilities' Personnel Benefit and Policies Manual and that it is my responsibility to read and become familiar with the contents of the Manual.

I further understand that the Manual does not constitute a guarantee of employment, a guarantee of any other rights or benefits, or is a contract of employment. Employment is at-will, unless I am covered under a collective bargaining agreement.

I acknowledge that I have received and read the Village of Pardeeville and the Pardeeville Public Utilities' harassment policy. I understand that the Village of Pardeeville and the Pardeeville Public Utilities strictly prohibit harassment and retaliation in the workplace. I understand that if I observe or believe I am the subject of harassment or retaliation in the workplace, I am required to report this conduct immediately. I also understand that if I engage in conduct which is in violation of the Village of Pardeeville and the Pardeeville Public Utilities' harassment policy, I may be disciplined up to and including immediate termination of employment or my elected position as a public official.

**This manual will be issued to all current employees and during orientation of new employees. Revised versions will also be distributed after any updates to the manual are made.*

Date

Name (Print)

Signature

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ABOUT THIS MANUAL

This policy manual is not meant to be all-inclusive and can be changed at any time at the discretion of the Village Board. In this manual, reference to the Village of Pardeeville and its employees also includes the Pardeeville Public Library and its employees.

APPLICATION & SCOPE

This manual contains guidelines relevant to employment with the Village of Pardeeville and the Pardeeville Public Utilities and has been prepared for informational purposes only. None of the statements, policies, procedures, rules or benefits described herein constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, expressed or implied. The Village of Pardeeville and the Pardeeville Public Utilities may modify or eliminate the provisions set forth in this manual at any time with or without notice.

This manual supersedes and replaces any and all previous manuals and may only be modified, in writing, by an authorized representative of the Village of Pardeeville or the Pardeeville Public Utilities.

GENERAL INFORMATION

STATEMENT OF “AT-WILL” EMPLOYMENT STATUS

Employment with the Village of Pardeeville and the Pardeeville Public Utilities is on an at-will basis. This means that the employment relationship may be terminated by either the employee or the Village of Pardeeville or the Pardeeville Public Utilities at any time, with or without notice, and for any reason not expressly prohibited by law.

Nothing in this manual or in any other documents or statements contained herein shall limit, or in any way alter, the right of the Village of Pardeeville or the Pardeeville Public Utilities to terminate employment at-will.

EMPLOYEE CLASSIFICATIONS

Employees shall be classified as exempt or non-exempt personnel pursuant to applicable wage and hour laws. Exempt employees, including executives, administrators and professional employees, will be compensated on a fixed salary basis, which salary compensates such employees for all hours worked. Nonexempt employees, including support staff, will be compensated on an hourly basis.

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

"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

of Pardeeville employee hired hereafter will be required to sign a verification form (Form I-9) and furnish both proof of identity and proof of eligibility to work in the United States. If you have any questions about the law or about this policy, please contact your immediate supervisor.

AMERICANS WITH DISABILITIES ACT

An applicant for employment with the Village of Pardeeville will be questioned as to whether or not they have the ability to perform the duties and essential functions outlined in the job description for which they are applying. No discrimination against qualified individuals with a disability will occur; however, without discrimination, the disability as it applies to the ability to perform the duties and essential functions shall be considered.

The Village will reasonably accommodate all disabled qualified individuals.

The appointed A.D.A. Coordinator will be the Administrator and shall be responsible for the continual review and establishment of disability policies, procedures and grievances.

THIRD PARTY REPRESENTATION

Subject to federal and state labor laws, each employee has the right to join and support a union or to refrain from such activity.

EMPLOYMENT REQUIREMENTS

PHYSICAL EXAMINATION

Following an offer of employment to an applicant, but before said individual commences any employment duties, the employee may be required to have a physical examination at a medical clinic chosen by the Village of Pardeeville. The examination will determine the candidate's ability to perform his/her duties and essential job functions.

Such physical examination shall be paid for by the Village and all medical information shall be kept confidential in a separate medical employee file, separate and apart from the personnel file.

Additional physical examinations may be required of the employee after the commencement of employment to ensure that continued employment shall not be harmful to that employee.

Continued employment is contingent upon the physical examination report that the individual is capable of performing the duties and essential job functions of the position for which he/she was hired.

BACKGROUND CHECK

All persons selected for appointment for employment to an Administrative, Full-Time, Part-Time I, Part-Time II, Seasonal or Temporary position shall undergo a routine criminal background check, and such report will be filed with the employee's personnel records.

DRUG SCREENING

Pre-employment drug screening is required by the Village for employment for all Administrative, Full-Time, Part-Time I and Part-Time II positions. The Village may require post-employment drug testing at any time.

DRESS CODE

Before an individual is hired and an offer of employment is extended, and before commencement of any employment duties, the considered applicant shall be notified by the immediate supervisor of any required hair style, facial hair requirements, dress, uniform or clothing requirements that apply to the job. These requirements shall relate to safety and public relations. In all departments where specific uniform requirements are not demanded, employees shall be neat and clean and conduct themselves in a dignified manner. This policy does not prohibit "Casual Friday" or other special occasions, as approved by the Administrator. A professional appearance is required of all employees as to manner and physical appearance.

LICENSES

Commercial Driver's Licenses (CDLs)

All Public Works employees are required to possess a valid Commercial Driver's License (CDL) class B, after six months employment with the Village of Pardeeville. The employee may also choose to obtain higher levels of certification.

The Village shall pay of the cost of obtaining CDLs for employees required by the Village to hold such a license. The Village shall also allow employees to suffer no loss of pay (i.e., allow an employee on scheduled work time to take the CDL test). It is agreed, however, that the Village's obligation under this Section shall only be for one (1) time per attempt. In the event the employee takes time off work to take the test and does not pass the test, the Village shall not be responsible for the payment of any costs associated with the employee retaking the test, nor shall the Village be responsible for allowing the employee to use scheduled work time for purposes of taking the test.

Wastewater Treatment Plant Operator License and Waterworks Operator's License

All Full-Time Water and Sewer non-clerical employees must obtain a Grade 1 D.N.R. General (G) Wastewater Treatment Plant Operator's certification with a Pond Level 1 sub grade and the D.N.R. Groundwater and Distribution licenses within the required time.

Electric Journeyman Lineman

The Full-Time Electric Journeyman Linemen must be enrolled in an annual safety training to assure that they are qualified to perform their duties as a Journeyman Linemen.

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EMPLOYEES AT WORK

ORIENTATION & TRAINING

The new employee will be oriented by the immediate supervisor. Items that shall be discussed are listed in the Employee Handbook. Daily routine and duties will be explained.

PROBATION AGREEMENT

Newly hired employees shall serve a six (6) month probationary period. During this probationary period, employment may be terminated by the Village Board.

HOURS OF WORK

The normal workweek shall consist of forty (40) hours, Monday through Friday. The regular business hours for the Village of Pardeeville office and the Pardeeville Public Utilities office are 7:30 a.m. to 4:00 p.m. The Village of Pardeeville garage working hours are normally from 7:00 a.m. to 4:00 p.m., although some weekend work is necessary and will be scheduled at management's discretion. Hours for the Pardeeville Public Library will be determined by the Library Board. Utility and street employees will be allowed a sixty (60) minute period for lunch. Office staff will be allowed thirty (30) minute period for lunch. This unpaid meal period will normally be held halfway through the scheduled shift. It is recognized that Administrative employees must devote time outside the normal regular office hours to carry out the business of the Village of Pardeeville, and to that end, the Administrative employee will be allowed to take personal time off as he/she shall deem appropriate during said normal office hours, as long as their job obligations are met. (See pg. 26 for Administrative Employee Time)

WORKDAY BREAKS

Designated fifteen (15) minute break in the AM and PM. Management may alter starting and stopping times at their discretion.

PROMOTION

The Village of Pardeeville and the Pardeeville Public Utilities will make a reasonable attempt to fill job vacancies by promotion from within. Newly promoted employees will be placed on a six-month orientation period.

APPOINTMENTS

The Village of Pardeeville and the Pardeeville Public Utilities may appoint personnel to fill a vacant job position on an acting basis. Employees appointed on an acting basis may receive a temporary pay increase at the discretion of the appropriate committee.

DUES AND SUBSCRIPTIONS

The Village agrees to budget for and pay for professional dues and subscriptions for Administrative employees necessary for his/her continuation and participation in national, regional, state, and local associations and organizations necessary and desirable for his/her continued professional participation, growth and advancement, and for the good of the Village of Pardeeville.

Pardeeville employees will participate in the Municipal Treasurer's Association (MTAW), Wisconsin Municipal Clerk's Association (WMCA), Wisconsin City/County Management Association (WCMA), Pardeeville Area Business Association (PABA), and Wisconsin League of Municipalities.

Pardeeville will also join the Municipal Electric Utilities of Wisconsin (MEUW), Wisconsin Rural Water Association (WRWA), American Water Works Association (AWWA), American Public Works Association (APWA) and Wisconsin Wastewater Operator's Association (WWOA).

Any additional requests for membership dues or subscriptions will require Finance and Personnel Committee approval.

CAREER DEVELOPMENT

Employees are encouraged to actively seek and pursue opportunities to improve their knowledge, skills and abilities to grow and develop in their careers. Employees may desire to attend or be asked to attend job-related conferences, workshops, seminars or credit courses offered by various educational institutions or by other organizations. Registration fees will be paid for Full-Time and Part-Time I employees who attend seminars, classes, meetings, conferences, training sessions and other such functions at the request of, and with prior approval of the Administrator or Village President, with consideration given to the availability of budgeted funds for this purpose.

COMPENSATION & WAGES

The Village of Pardeeville can best be supported when employees at all levels of the organization believe they are paid based on performance. We will, therefore, offer compensation programs that allow us to attract and retain a quality workforce.

Salary and wage rates for non-union employees are established annually by the Village of Pardeeville Board through recommendation from the Finance & Personnel Committee. A cost of living increase will be discussed and considered annually by the Village Board. Salary and wage rates for library employees will be set by the Library Board. The wage and salary ranges will be determined by a combination of local rate comparisons and a survey of area communities with similar population size (such as the MEUW annual wage study). Other factors which will be considered in establishing a wage or salary rate are: education necessary to perform the job; experience necessary to be able to fully perform all the duties at an acceptable performance level; level of judgment and decision-making necessary to perform the job; level of responsibility for Village of Pardeeville property or functions; physical or mental effort necessary to perform the job; hazards and/or working conditions in which the duties of the job are performed; the level of supervision of other employees. The employee will have an annual review every November. A merit increase (if applicable) shall be established at that time and applied in the following January.

TIME AND BENEFIT RECORDS

Employees will be required to complete a biweekly time sheet, as authorized by the Personnel Committee, which records hours worked, vacation and/or sick leave taken, holiday periods and any other absences. Time sheets shall be reviewed as vacation, sick time and personal time is taken and initialed by the employee's immediate supervisor and turned in to the Village of

Pardeeville or the Pardeeville Public Utilities office. A permanent record of these time sheet records shall be maintained for each employee by office personnel as required by law.

PAY PERIODS

Employees shall be paid biweekly on the Friday following the end of the biweekly period. If a pay day falls on a holiday, the pay day shall be the day prior to the holiday.
(updated 12/2020)

OVERTIME/COMPENSATORY HOURS

With the exception of Administrative personnel., the Village of Pardeeville and the Pardeeville Public Utilities will compensate employees at the rate of one and one-half times the regular rate of pay for all hours in excess of forty (40) hours in any week. No employee may work more than forty (40) hours in any week without prior approval of the employee's supervisor.

In lieu of receiving pay for overtime hours worked, the outside staff employees may request and receive compensatory time off at one and one-half (1-1/2) straight time rate. Accrual of compensatory time shall not exceed 56 hours per calendar year and may be taken with the approval of the supervisor. Any remaining/unused compensatory time shall be cashed out at the end of the calendar year. In the absence of the Administrator/Director of Public Works, employees shall contact the Village President in order that the immediate supervisor or designee can be contacted for approval. (For clarification purposes, eight (8) overtime hours worked equals twelve (12) hours compensatory time earned.) Employees must state their choice of either pay or compensatory time on the daily time sheet in which it is earned. If the time falls on a Holiday (as listed on page 24, items 1-9) then the employee shall receive double time for their time worked.

CALL OUTS

The Village of Pardeeville and the Pardeeville Public Utilities employees shall respond to call-outs to work outside of the regularly scheduled hours by the supervisor. A minimum of two (2) hours of time at the overtime rate shall be granted for any call-out, excepting that this provision shall not apply to hours worked consecutively prior to or subsequent to the employee's regular schedule of hours. Any employee will receive 1 ½ times regular pay for actual time worked for call-outs, unless the time falls on a Holiday (as listed on page 25, items 1-9) then the employee shall receive double time for their time worked. An employee's personal residence does not have to reside in the village or be within a certain number of miles from the village.

EMERGENCY AND WEATHER CLOSING

(Compensatory time for library employees will be set by the Library Board).

In the case of adverse weather or other catastrophic emergency, the Village Administrator and Village President will make the decision to close the Village Hall office (for non-emergency employees only). Village Hall Staff will be authorized up to 3 days per calendar year to use in lieu of vacation or other accumulated time off. If Village Hall closes more than 3 days in the calendar year and the employee wants to be paid for that time off, they would have the option of using any accumulated time-off benefits.

SALARY ADVANCES

Salary advances are prohibited.

TRANSFERS

An employee's written request for transfer shall be given consideration when a suitable vacancy occurs. This request, along with the employee's resume of qualifications, shall be directed by the employee to the employee's present department head; and the employee shall simultaneously provide copies of the same to the head of the department in which the employee wishes to transfer. A transferred employee will be paid at the rate corresponding to his/her new position title.

NEPOTISM

No employee of the Village of Pardeeville or the Pardeeville Public Utilities shall supervise another member of the employee's immediate family. Immediate family members shall include spouse, parents, children, siblings, stepparents, stepchildren and in-laws. Supervision of seasonal employees by another member of the employee's immediate family is allowed.

VEHICLE USE

The following procedures shall govern the use of the Village of Pardeeville and the Pardeeville Public Utilities vehicles:

1. Vehicles shall not be driven to an employee's residence (unless authorized by their supervisor).
2. Village of Pardeeville and the Pardeeville Public Utilities vehicles shall carry no passengers except other Village of Pardeeville and Pardeeville Public Utilities employees and other neighboring municipal employees participating in ride share. Use of the vehicles shall only be allowed while the employees are engaged in work activity within the course and scope of their employment.
3. Village of Pardeeville and the Pardeeville Public Utilities vehicles shall not be used to push, shove or tow other vehicles.
4. All employees shall be responsible to see that the interior of their vehicle is neat and orderly at the end of their shift, including checking under and behind seats.
5. Village of Pardeeville and the Pardeeville Public Utilities vehicles shall not be used to jump-start any privately-owned vehicles.
6. The use of Village of Pardeeville and the Pardeeville Public Utilities vehicles and/or other vehicular equipment is intended for official business purposes only. It is expected that any such use will be confined to the corporate limits of the Village of Pardeeville; however, it is recognized that there are occasions which require usage outside the Village of Pardeeville for official business. It is the responsibility of all Department Heads to assure that vehicle usage outside the Village of Pardeeville limits is consistent with the needs of the Village of Pardeeville and the Pardeeville Public Utilities and is, in fact, for purposes of official business.
7. Seat belts shall be worn by all passengers, consistent with current Wisconsin State laws.
8. Persons not employed by the Village of Pardeeville or the Pardeeville Public Utilities will not be allowed to operate Village of Pardeeville and the Pardeeville Public Utilities' vehicles.

9. Village of Pardeeville and the Pardeeville Public Utilities vehicles may be used while conducting business on behalf of the Village of Pardeeville or the Pardeeville Public Utilities only. This includes weekend general maintenance checks; and for attending training classes, seminars, etc. when vehicles are available. If a Village of Pardeeville or the Pardeeville Public Utilities vehicle is available, mileage will not be reimbursed for the use of a personal vehicle. (Cross reference "Mileage" pg. 27).
10. Employees operating Village of Pardeeville and Pardeeville Public Utilities owned vehicles and equipment are expected to obey all rules and regulations pertaining to the operation of motor vehicles. Any fines incurred as a result of an employee's failure to obey such regulations shall be paid by the employee.

SOLICITATION

Employees may not engage in solicitation of any kind during their working time or during the working time of the employee being solicited.

Employees may not engage in distribution of literature of any kind in working areas during their working time or during the working time of the employee receiving the literature. Persons who are not employees of the Village may not solicit or distribute literature for any purposes to the employees during working time.

"Working Time" excludes authorized meal periods and "Working Areas" excludes lunch or break rooms.

TELEPHONE & FAX USE

Municipal telephones and FAX machine within the Village's facilities are for business purposes only. Personal, non-emergency type calls are to be kept to a minimum. No personal long-distance calls are permitted unless charges are reversed or other prior arrangements for payment are made.

COMPUTER SOFTWARE, NETWORK AND INTERNET USE

It is the policy of the Village of Pardeeville to expect that staff will use the Internet system and email in a responsible manner. Accordingly, the Village has established procedures for the use of the computers, internet and email along with rules for governing staff's use in accessing these systems. Staff must realize that use of this electronic resource is a privilege, not a right. Violations of the procedures or rules will result in appropriate disciplinary action up to and including written reprimand, suspension without pay or possible discharge.

The Village provides staff with access to the internet for the purpose of fulfilling the Village's mission of learning and public service operations. Uses are to be related to the programs or operations of the Village.

Email accounts are owned by the Village and therefore are not private. The Village retains the right to review, audit, intercept, access and disclose all messages created, received or sent via electronic mail systems as necessary.

The following Rules of Conduct have been established to set guidelines for appropriate utilization of the technology in a manner consistent with related municipal policies and applicable laws:

1. Use of computer equipment, software and network access in a manner consistent with

the business of the Village. Off-site access into the Village of Pardeeville computer network and software is forbidden unless expressly permitted in writing by the Village Board.

2. Report messages pertaining to illegal activities.
3. Be aware that all internet or email activity is considered an open record and can be requested by the public, supervisor or other interested party at any time.
4. Personal use should be limited and is not encouraged.
5. Shall not engage in downloading copyrighted materials.
6. Shall not use the internet or email system for conducting personal commercial business or for a personal website.
7. Shall not use any form of obscene, harassing, racist, sexist or abusive language or behavior on line.
8. Neither the internet nor email may be used to send jokes or other comments that may be discriminatory, harassing, or offensive to others, or material that defames an individual, company or business, or discloses personal information without authorization.
9. Shall not vandalize or diminish the value or effectiveness of the computer system or network or any of its components.

KEYS

Keys and badges necessary to perform your duties are issued to each individual employee. All keys in the possession of an individual employee shall remain with said employee and at no time shall keys be copied or given to third parties. Upon termination of employment, all keys and badges in possession of the employee must be surrendered by turning them in to the Clerk's Office.

PROCUREMENT POLICY

Supplies required for operation of the village offices and departments shall be purchased, as required, in accord with authorization to purchase issued by the respective department head, who maintains the department's budget.

The department requesting purchase of budgeted outlay items shall be responsible for the preparation of specifications or the procurement of professional specifications. Bids, proposals or quotes shall be requested based on those specifications. The Village Administrator/Director of Public Works will determine which bid or quote will be most advantageous to the Village or Utility and make recommendation therein to the full Village Board. Specifications for competitive bids shall be in writing and may appear in newspapers or on Quest. Quotes may be invited by verbal or written correspondence.

Any Village or Utility Projects exceeding the Wisconsin Statutory amount will be bid in accordance with Wisconsin State Statutes.

ETHICAL STANDARDS

Ethical Standards of Public Officials Sec. 2-269

- (a) The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people. The purpose of this chapter is to establish ethical standards of conduct for all such officials and to direct disclosure by such officials of private financial or other interests in matters affecting the Village.

- (b) The municipal officials and employees of the Village, whether elected or appointed, are "public officials and employees" within the meaning and intent of this chapter.

Responsibilities of Public Office Sec. 2-270

- (a) Public officials and employees are bound to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs shall be above reproach.
- (b) Public officials are bound to uphold the Constitution of the United States and the Constitution of the state and to carry out impartially the law of the nation, state and municipality.

Dedicated Service Sec. 2-271

Public officials and employees shall not exceed their authority or breach law or ask others to do so, and they shall work in full cooperation with other public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of their work.

Use of Public Property: Obligation of Citizens Sec. 2-272

- (a) **USE OF PUBLIC PROPERTY.** No public official or employee shall request, use or permit the use of Village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as municipal policy for the use of such official or employee in the conduct of official business.
- (b) **OBLIGATION OF CITIZEN.** No public official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

Conflict of Interest Sec. 2-273

- (a) No Trustee or other public official or employee, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public judgment or will tend to impair their independence or judgment or action in the performance of their official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.
- (b) The provisions of this Section shall not apply to the designation of public depositories for public funds, nor to the publication of legal notices required to be published by the Village, or by any Village officer, at a rate not higher than that prescribed by law; nor to contracting for the sale of printed matter or any other commodity not exceeding One Hundred (\$100.00) Dollars in any one (1) year.

Specific Conflicts of Interest Sec. 2-274

Specific conflicts of interest are enumerated below for the guidance of officials and employees. The following list is illustrative merely and not exclusive:

- (a) **INCOMPATIBLE EMPLOYMENT.** No Trustee or other public official or employee shall engage in or accept private employment or render services for private interests when

such employment or service is incompatible with the proper discharge of his/her official duties or tends to impair his/her independence of judgment or action in the performance of their official duties. In the event a Trustee, official or employee possesses a financial or personal interest in any business or transaction, any presumption of conflict of interest with his/her public duties shall be removed by his/her disclosure of the nature and extent of such investment to the Village Board for the records of that authority.

- (b) **DISCLOSURE OF CONFIDENTIAL INFORMATION.** No Trustee, other public official or employee, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall he use such information to advance the financial or other private interest of himself or others.
- (c) **GIFTS AND FAVORS.** No Trustee or other public official or employee shall accept a gift (of large value), whether in the form of service, loan, thing or promise, from any person who to their knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the Village; nor shall any such official or employee accept such gift, favor or thing of value that may tend to influence him in the discharge of their duties, or grant in the discharge of their duties any improper favor, service or thing of value. Any Trustee or other public official or employee who accepts such gift, favor or thing of value shall, in the case of a Trustee, disclose the matter in the minutes of the next Board meeting, and in the case of other officials or employees, report the matter to the Board for disclosure in the minutes of the next meeting (*vendors tend to gift hats and small items for purposes of promoting a sale. Those such items are not considered gifts*).
- (d) **REPRESENTING PRIVATE INTERESTS BEFORE VILLAGE AGENCIES OR COURTS.** No Trustee or other public official or employee whose salary is paid in whole or in part by the Village shall appear in behalf of private interests before any agency of the Village. He shall not represent private interests in any action or proceeding against the interest of the Village in any litigation to which the Village is a party.
- (e) **CONTRACTS WITH THE VILLAGE.** Any Trustee or other public official or employee who has substantial financial interest in any business entity, entering into or proposing to enter into, any transaction or contract with the Village for the sale of real estate, material supplies or services to the Village shall disclose such interest to the Village Board to be reported in the minutes of the appropriate Board meeting. And in the case of a Trustee, he shall refrain from voting upon or otherwise participating (except in the performance of a ministerial act) in the transaction or the making of such contract or sale.
- (f) **DISCLOSURE OF INTEREST IN LEGISLATION.**
 - (1) A Trustee who has a financial or other private interest in any legislation shall disclose on the records of the Board the nature and extent of such interest. This provision shall not apply if the Trustee disqualified himself from voting.
 - (2) Any other public official/employee who has a financial or other private interest, and who participates in discussion with or gives an official opinion to the Board shall disclose on the record of the Board the nature and extent of such interest.

Advisory Opinion Sec. 2-275

Any questions as to the interpretation of any provisions of the Code of Ethics Chapter shall be referred to the Village Attorney for an Advisory Opinion and such opinion shall be given to the Village Attorney for its action, if any.

Sanctions Sec. 2-276

Violation of any provision of this section should raise conscientious questions for the Trustees or any other official or employee concerned as to whether voluntary resignation or other action is indicated to promote the best interest of the Village. Violation may constitute a cause for suspension, removal from office or employment, or other disciplinary action.

HARASSMENT POLICY

Policy:

- A. The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination, which is offensive, impairs morale, and undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.
- B. 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, disability, sex, arrest or conviction record, material status, sexual orientation, membership in the military reserve or use or non-use of lawful products away from work is expressly prohibited under this policy. Harassment on any of these bases is also illegal under s 111.31-111.39, Wis. Stats.

Definitions:

- A. Harassment includes, but is not limited to:
 - (1) Verbal harassment including derogatory comments, jokes or slurs or threats.
 - (2) Physical harassment including unwanted contact, assault, impeding or blocking movement or an interference with activity appropriate in the workplace.
 - (3) Visual harassment including derogatory posters, cartoons or drawings that have the purpose or effect of creating an intimidating, hostile or offensive work environment or that interferes with the employee's work performance.
- B. Sexual Harassment, for purposes of this Section, may involve a person of either sex against a person of the opposite or same sex, may consist of unwelcome sexual advances, requests for sexual favors, unwelcome physical or verbal conduct of a sexual nature, or other forms of a verbal or physical nature when:
 - (1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
 - (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
 - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Discipline and Grievance Procedure:

Discipline. Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the Village of Pardeeville or Pardeeville Public Library. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There

may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Pardeeville or Pardeeville Public Library reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Grievances. This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees covered under Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. Upon mutual agreement either party should be able to move the grievance to the final step which is in front of the governing body. The Village Board or Library Board should review written decision, grievance, and rebuttal of non-grievance party. A grievance filing fee can be collected for termination or discipline but not for workplace safety issues. For purposes of this policy, “workplace safety” is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance. If the complaint has been resolved, a copy of the agreed upon resolution shall be given to the employee within 5 working days, and also filed as a record within the Village Hall.

Scheduling. Grievance meetings and hearings will typically be held during the grievant’s off-duty hours. Time spent in grievance meetings and hearings will not be considered as compensable work time.

Step 1 – Written Grievance Filed with Village Administrator or Library Director.

The employee must prepare and file a written grievance with the Village of Pardeeville Administrator or Library Director within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written

grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee’s steps to orally review the matter with the employee’s supervisor and the employee’s signature and the date. The Village Administrator or Library Director or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.

Step 2 – Impartial Hearing Officer. If the grievance is not settled at the first step, the employee may request in writing, within five (5) business days following receipt of the Village Administrator or Library Director’s decision, a request for written review by an impartial hearing officer. The Village Board or Library Board shall select the impartial hearing officer. The hearing officer shall not be a Village employee. The impartial hearing officer will determine whether the Village of Pardeeville or Pardeeville Public

Library acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

Step 3 – Review by the Governing Body. If the grievance is not resolved after Step 2, the employee shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the Village Board. The Village Board or Library Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board or Library Board's next regular meeting. The Village Board or Library Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board or Library Board meeting. The Village Board or Library Board shall decide the matter by majority vote and this decision shall be final and binding. A copy of the Village Board or Library Board's final decision shall be filed as a record within the Village Hall.

If the employee fails to meet the deadlines set forth above, the grievance will be considered waived and resolved.

SUBSTANCE ABUSE POLICY

The Village of Pardeeville recognizes the growing problem of drug and alcohol abuse in society. The Village of Pardeeville and the Pardeeville Public Utilities desires to provide a safe working environment for all of its employees. To this end, the purpose of this policy is to provide a work environment that is free of illegal drugs and alcohol.

Use, Sale and Possession of Drugs:

Employees will be subject to disciplinary action, up to and including discharge for violations of the following rules:

1. Using, selling or possessing illegal narcotics, drugs or controlled substances (including but not limited to, marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines and barbiturates) while on the job or on Village of Pardeeville or the Pardeeville Public Utilities owned or leased property (including vehicles). In addition, any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
2. Bringing or consuming alcohol on any Village of Pardeeville or the Pardeeville Public Utilities owned or leased property (including vehicles) during working hours.
3. Working while under the influence of alcohol or with a detectable level of prohibited drugs or alcohol in one's system, as determined by a test. Prohibited drugs include both illegal substances and prescription drugs that have not been specifically prescribed by a registered physician for specific treatment purposes for the employee. Employees are required to report to work in a condition that allows them to perform their duties. Employees who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility.

Searches:

Village of Pardeeville and the Pardeeville Public Utilities reserve the right to conduct searches for illegal drugs, alcohol, or other contraband to the fullest extent allowed under the law.

Use of Prescription Medicine:

Employees who are using prescription and over-the-counter drugs, whether undergoing prescribed medical treatment or not, are responsible for being aware of any potential effect such drugs may have on their judgment and their ability to perform their duties. Prescription drugs must be given under medical supervision and may not interfere with the performance of an employee's job duties.

Substance Testing:

To support the objective of providing a drug and alcohol free workplace, testing for chemical substances is required under the following circumstances:

1. After a work-related accident where judgment, coordination or physical or mental ability may have been impaired. Testing will be required after the following types of accidents:
 - a) Reportable Injuries. Testing is required after a reportable injury. A reportable injury is one which involves medical treatment (other than first aid), a loss of consciousness, restriction of work or motion, requires transfer to another job, or results in lost time.
 - b) Vehicle Accidents. This section of the policy applies to drivers of any Village of Pardeeville or the Pardeeville Public Utilities owned or leased motor vehicles, truck or powered piece of equipment, such as forklifts. It also applies to anyone receiving a car allowance for a personally owned, leased or rented vehicle, which is used for Village of Pardeeville business. Testing will be required after accidents, whether or not the driver was injured.
 - c) Property Damage. Testing is required after accidents which cause damage to Village of Pardeeville or the Pardeeville Public Utilities property, leased property, and employee or customer property, including, but not limited to physical plant and vehicles. In most cases, testing will be required if the damage is \$200 or more.
 - d) Frequent Accidents. Testing will be required if an employee establishes a pattern of frequent, but minor accidents.
2. Employees may be required to submit to an alcohol/drug screen if the Village of Pardeeville or the Pardeeville Public Utilities has reasonable suspicion to believe that an employee possesses or is using alcohol or illegal drugs in violation of this policy.
3. Employees will be subject to drug testing as may be required by federal, state, or local laws. If any provision of this policy is in conflict with any federal, state or local law or regulation, the provisions of the applicable law or regulation will control.
4. If the Village of Pardeeville or the Pardeeville Public Utilities learns that a test sample is adulterated and the chain-of-custody procedures have not been followed, the sample will be considered to have tested positive.

While we hope that the Village of Pardeeville and the Pardeeville Public Utilities will never need to discuss alcohol abuse or drug problems with any employee, every Village of Pardeeville and the Pardeeville Public Utilities employee must understand the consequences, as stated below, of violating this policy.

A violation by any employee of any part of this policy, including a refusal to submit to a drug test when requested to do so, will result in disciplinary action, up to and including discharge,

even for a first offense.

SMOKING POLICY

The Village of Pardeeville and the Pardeeville Public Utilities are committed to providing a pleasant work environment for all its employees. All Village of Pardeeville and the Pardeeville Public Utilities buildings and vehicles have been designated as no smoking areas.

RULES OF CONDUCT

The Village of Pardeeville and the Pardeeville Public Utilities encourages a set of Standards for personal behavior designed to ensure a pleasant, safe and productive work atmosphere for all employees. All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. If an employee's performance, attendance or conduct falls below expected standards, it may be necessary to discipline the employee. If the Village of Pardeeville or the Pardeeville Public Utilities determine discipline is warranted, the type of discipline administered may be based upon the facts and circumstances of the particular case. Generally, a minor rule violation will result in a verbal warning. These are merely guidelines and should not be considered a mandatory progressive discipline procedure.

When misconduct is of a very serious nature, you may expect immediate discipline and/or discharge without warning. Examples of serious misconduct which may result in discipline and/or immediate discharge include:

1. Drinking or drunkenness at work.
2. Dishonesty.
3. Failure to report unexcused absences.
4. Fighting, threatening, coercing, interfering with, or harassing fellow employees.
5. Theft or embezzlement.
6. Sleeping on the job.
7. Deliberate neglect of duty.
8. Insubordination, disregard of supervisor's instructions.
9. Immoral conduct or indecency while at work.
10. Gambling on Village of Pardeeville property.
11. Any violation of the Village of Pardeeville Substance Abuse Policy.
12. Falsification of Village of Pardeeville or other records relied on by the Village of Pardeeville or willful destruction of Village of Pardeeville property.
13. Unauthorized disclosure of confidential information.
14. Taking unauthorized breaks.
15. Loafing, loitering and wasting time.
16. Horseplay.
17. Tardiness.
18. Abusive, profane language.
19. Soliciting.
20. Failure to immediately report injuries.
21. Failure to follow safety procedures.
22. Failure to use safety equipment.
23. Bringing weapons to work.

Each employee is responsible for knowing the rules of expected conduct as well as the procedures outlined in this manual.

FUND RAISING POLICY

The Village Board recognizes fund raising as a means of producing revenues for various activities and programs that are not funded or partially funded by Village revenues and feels that all fund raising activities should serve a worthwhile purpose and promote the general welfare of Village citizens. The Village will not approve any fundraiser that requires an agreement with a third party, or any fundraiser that would make the Village liable for “monetary” loss.

With this in mind, the Village Board sets the following standards for fund raisers:

1. All requests for fund raising activities must be submitted in writing to the Village Board, or in the case of Library fund raising activities, the Library Board. Included with this request shall be a statement to justify the reason(s) for the fund raising activity.
2. Village Board or Library Board approval is required for each fund raising activity. No fund raising activities shall commence prior to this approval.
3. All funds shall be recorded, deposited and expended through the Village.

BENEFITS

VACATION:

(Vacation benefits for Library Employees will be set by the Library Board).

Full-time employees shall be entitled to a paid vacation. The Villages Policy is per the schedule below. An employee shall work for a period of time, then earn the amount as shown. (Under certain circumstances, an employee may have negotiated their vacation to start upon commencing their employment).

Vacation is not intended to be pro-rated before the anniversary date. There are two exceptions:

1. When an employee retires, then the vacation will be pro-rated.
2. For those employees whose vacation DID start on their date of hire.

Administrative employees, upon commencing employment with the Village, may have negotiated added general leave eligibility as part of their employment agreement (Administrative Leave).

Any remaining vacation not used prior to an employee’s anniversary date will be lost unless a carryover is approved by the employee’s supervisor. Approved carryover vacation shall not have priority over regular vacation.

Amount of Vacation:

Full-time employees shall be entitled to on their anniversary date:

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;

Part-Time 1 employees shall be entitled to on their anniversary date:

One (1) day after three (3) months of continuous service;
 Two (2) days after six (6) months of continuous service;
 Eight (8) days after one (1) year of continuous service;
 Ten (10) days after two (2) years of continuous service;
 Twelve (12) days after three (3) years of continuous service;
 Fourteen (14) days after four (4) years of continuous service;
 Sixteen (16) days after five (5) years of continuous service;
 Eighteen (18) days after six (6) years of continuous service;
 Nineteen (19) days after seven (7) years of continuous service;
 Twenty (20) days after eight (8) 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.

Full-time employees have 8.00 hour days and Part-Time 1 employees have 6.50 hour days

Full-time and Part-Time 1 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 however are not eligible for vacation

(updated 04/15/22)

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. *This goes into effect the beginning of 2023.*

HOLIDAYS

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

- | | |
|-----------------------|---------------------------|
| 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.

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 a total of twelve (12) illness days (Sick leave) per year at the rate of their one (1) day (6.5 hours) per month, not to exceed a maximum of one hundred forty-six (146) days. 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 immediate family members.

When an employee is on scheduled vacation and becomes ill; employee shall contact their supervisor to consider alteration of their timesheet.

Sick leave taken before or after a scheduled vacation is frowned upon. While a situation can happen, patterns may be observed; leading to disciplinary action.

In order to be eligible for sick leave with pay, the employee shall:

- (a) Report the reason for absence from work in a reasonable fashion;
- (b) Keep the employer informed as to the employee's condition;

After a three (3) day absence, a doctor's certificate shall be required stating the employee may return to work. (Return To Work Form).

The accrual of sick leave and vacation benefits shall continue during the period of convalescence to the extent the convalescence is covered by sick leave.

Employees under the Wisconsin Retirement System and do retire, or those who become permanently totally disabled, shall have a sum of money equivalent to the value of unused sick leave which the employee has accrued (not to exceed 180 sick days) applied to the payment of health insurance premiums or premiums for medical Medicare supplement insurance.

(updated 09/2019)

Funeral Leave:

When absence from duty is considered necessary because of a death in the immediate family, up to three (3) consecutive days with pay shall be allowed for Full-time and Administrative employees. *Immediate family members shall include spouses, parents, children, siblings, stepparents, stepchildren, grandchildren and in-laws.

*Leave with pay for attendance at funerals of an employee's or spouse's grandparents, aunts, uncles shall be limited to one (1) day.

Only Full-time and Administrative employees are eligible for paid Funeral Leave Monday - Friday.

Immediate Family Illness Paid Leave:

When absence from duty is necessary to care for an immediate family member with a serious health condition, one (1) day of leave with pay shall be allowed in a twelve (12) month period. In unusual circumstances or extensive travel, this paid leave may be extended on a day to day basis at the supervisor's discretion. Only Full-time, Part-time I and Administrative employees

are eligible for Immediate Family Illness paid leave.

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 Local Emergency Services (Call-Outs): *pending*

Full-time employees who are called for services relating to local emergency services shall not receive full salary pay. All calls shall be handled on a case-by-case basis and approved by the Village Administrator/Director of Public Works.

Any time absent from work shall be made up within the same payroll period or other accrued benefit time shall be used.

Revised and coming back as of the 05/17/2022 meeting

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, excluding mileage, no later than the close of the pay period following receipt of such compensation.

Unauthorized Absence:

Unauthorized absence of an employee from duty shall be grounds for disciplinary action. Any employee who is absent for three (3) or more days without authorization shall be deemed to have resigned. When extenuating circumstances are found to have existed, however, such absence may be authorized by the Village of Pardeeville Office Manager by subsequent grant of leave with or without pay.

HEALTH INSURANCE

Full time employees will be covered under the provisions of 2011 Wisconsin ACT 10. Employees are allowed to choose from the health plans approved by the Village Board.

COBRA INSURANCE CONTINUATION REQUIREMENTS

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminated employment with the Village, the employee is entitled to continue participating in the Village's group health plan for a prescribed period of time, usually 18 months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents). COBRA coverage is not extended to employees terminated for gross misconduct.

If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium and may be charged up to a two percent (2%) administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare.

For detailed information or questions on COBRA, employees are requested to check with the Village Administrator.

LIFE INSURANCE

The Employer shall offer life insurance coverage to all employees who are covered under the Wisconsin Retirement Plan. Employees shall receive twice the basic benefit plan of the Wisconsin Department of Employee Trust Funds Group Life Plan; premium to be paid by the Village or Utility.

WISCONSIN RETIREMENT

Employees will be covered under the provisions of 2011 Wisconsin Act 10.

RETIREMENT GIFT OF APPRECIATION

The Village of Pardeeville and Pardeeville Public Utilities appreciates committed and dedicated employees for their time in service. Upon retirement, an employee shall receive a monetary gift as follows:

20-29 years: \$400

30-39 years: \$600

40+ years: \$750

MEAL & BEVERAGE COMPENSATION

Employees who are away from the Village of Pardeeville on Village business during a normal meal period may be compensated for the cost of the meal plus gratuity, subject to Personnel and Finance Committee approval. Restaurant register slips or receipts are required for reimbursement at the Village Clerk's Office. No reimbursement will be made for alcoholic or intoxicating beverages.

MILEAGE

Reimbursement for the use of a privately owned vehicle for Village of Pardeeville or Pardeeville Public Utilities' business shall be made at the IRS maximum allowable mileage

reimbursement rate. Employees shall maintain mileage records and shall be responsible for submitting a signed reimbursement form to the Village of Pardeeville or the Pardeeville Public Utilities' office. If two or more persons travel in the same vehicle, only one of these persons shall be reimbursed for mileage. (Cross Reference "Vehicle Use" on pg. 12)

DEFERRED COMPENSATION

Employees may enroll in the Wisconsin Deferred Compensation Program. Withholdings from an employee's paycheck and deposits to the Wisconsin Deferred Compensation account will be made according to the requirements of that program.

WORKER'S COMPENSATION

The Village of Pardeeville, Pardeeville Public Utilities and AWC Library Employees are provided worker's compensation insurance for work-related injuries or illnesses at no cost to employees. The coverage applies to work-related medical expenses and may provide partial payment for lost wages. Employees who are injured while at work must report their injury to their supervisor immediately. It will then be turned over to the insurance company for their investigation.

INCOME CONTINUATION INSURANCE

(Disability for Library Employees will be set by the Library Board).

All employees with The Village of Pardeeville and Pardeeville Public Utilities who are under the age of 70 and employed in a WRS covered position (full time) are eligible to participate in the ICI plan. ICI will replace a substantial portion of income in the event of disability – 75% of gross WRS earnings. The plan replaces income for disabilities which are considered short term in nature as well as those which may last extended periods.

**WRS advised us to get in, it's free, can be effective for us on March 1, 2020. Eventually in the years to come there may be a premium which at that time this subject can be re-addressed.*

MANAGEMENT AND EMPLOYEE RIGHTS

EMPLOYEE EVALUATION

Employee evaluations shall be conducted at least annually by the Village Administrator/Director of Public Works, or Library Board Officers or the Library Director with recommendations to the Village of Pardeeville Personnel Committee or Public Library Board. The Village of Pardeeville, Pardeeville Public Utilities and Pardeeville Public Library are committed to a pay-for-performance program that recognizes your accomplishments and your contribution. Consistent with that program, the Village of Pardeeville, Pardeeville Public Utilities and Pardeeville Public Library may establish an ongoing position evaluation process which assigns a salary or wage grade level to each employee's job based upon its relative value. Administrative employees will be evaluated by the Finance & Personnel Committee.

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

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

Motion to send to Board: 05/17/2022

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Office Assistant

Position Summary:

The Office Assistant is a part-time, hourly position. Under the direction of the Village Administrator/Director of Public Works; this employee will perform a variety of office duties, clerical and billing support for the Village of Pardeeville and Pardeeville Public Utilities.

Essential Duties:

1. Answer telephone calls for both Pardeeville Public Utilities and the Village.
2. Accept Customer payments (cash, check and credit card) and issue receipts as needed.
3. Assist with monthly mailings of the utility bills and also deferred payment agreements.
4. Preparing disconnection notices; telephone contact and notices to be mailed.
5. Process animal licenses, operator licenses, building permits, and other licensing/permit applications.
6. Take reservations for park shelters and maintain calendar (provide to park staff monthly/as updated).
7. Assist Village Clerk on absentee voting and registration of voters. Assist with annual tax collections.
8. Assist the Village Administrator/Director of Public Works on parcel research, Plats/CSM's, formatting of documents, digitizing in ArcGIS of Village assets.
9. Records Management – large format scanning, digitally organizing and archiving for records retention and preservation.
10. Assist with mailings/notices for meetings and various special charges/projects (sidewalks/trees, etc.)
11. Office filing of accounts payables, records, etc.
12. Excel spreadsheets for Village assessment rolls and other.
13. Call in Diggers Hotline requests and other miscellaneous tasks or duties as assigned.

Education & Skill Requirements:

1. Minimum of a high school diploma and one year office experience.
2. Knowledge of business correspondence format and procedures.
3. Efficient with Microsoft Excel & Word
4. Proficient with Adobe and document formatting
5. Ability to maintain confidentiality of all Village of Pardeeville and client-related concerns.
6. Ability to understand and effectively carry out verbal and written instruction.
7. Ability to work with a minimum of supervision once on-the-job training is complete.
8. Ability to establish and maintain positive and professional working relationships with the general public and other staff members.

Physical Requirements:

1. Ability to lift/carry/push/pull at least 25 pounds
2. Ability to sit for extended periods of time.
3. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking

The above list of job duties is not all-inclusive. Management reserves the right to revise them as they deem necessary.

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.

Created: 04/08/2021

Utility and Billing Clerk

Position Summary

The Utility Billing Administrative assistant is a full-time, hourly position who reports to the Administrator/DPW. The employee performs a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, the Public Service Commission and Village ordinances.

Essential Duties:

1. Answer telephone calls regarding customer questions to their utility accounts and Village
2. Manage all payments from customers, payment drop box, and mail on a daily basis.
3. Do computer entry of check and cash payments and adjustments as necessary, process credit card payments through PSN, make all utility bank deposits and ensure that the General Ledger is accurately updated.
4. Prepare monthly for Disconnection/delinquent notification by generating notices to be mailed, initiating telephone contact with each delinquent customer and subsequent Landlord notifications.
5. Download handhelds each month for meter reading.
6. Complete the monthly printing and mailing of all Utility bills. Print reports, close cycle and prepare for next month.
7. Manage and negotiate Deferred Payment Agreements with utility customers to find solutions that enable the customer to successfully gain “current” status on their account.
8. Review and update Equal Pay customer accounts in twice annually; analyzing account data to determine if payment amounts need to be changed based on past 6 months usage/billing, customer notification, adjusting accounts as necessary.
9. Work closely with Energy Services to assist qualifying utility customers in obtaining financial assistance based on payment history, usage, etc.
10. Enter and file monthly PSC report for PCAC.
11. Prepare yearly certification for Tax Roll.
12. Assist Village Administrator/Director of Public Works with the PSC annual reporting (electric and water)
13. Maintain utility inventory for electric, water and sewer (cost/value) – also relating to the annual report for the PSC
14. Maintain a log of all drilled wells and sand points in the village, ensuring that they are inspected and permitted as necessary.
15. Track, coordinate and schedule Cross Connection Inspections (CCI) for all residential, commercial and public authority water utility customers per DNR requirements.
16. Back-up the Village Clerk/Treasurer with accounts payable, payroll and Elections as needed.
17. Assist with annual tax collections, pet licensing, park shelter reservations and other permits and licensing.
18. Order and maintain all office and utility supplies along with custom printing.

Education & Skill Requirements

1. Minimum of a high school diploma and three years’ office experience or an associate’s degree in Business or Accounting.
2. Ability to maintain confidentiality of all Village of Pardeeville and client-related concerns.
3. Ability to understand and effectively carry out verbal and written instruction.

4. Knowledge of business correspondence format and procedures.
5. Ability to work with a minimum of supervision once on-the-job training is complete.
6. Ability to establish and maintain positive and professional working relationships with the general public and other staff members.

Physical Requirements

1. Ability to lift/carry/push/pull at least 25 pounds
2. Ability to sit for extended periods of time.
3. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking

The above list of job duties is not all-inclusive. Management reserves the right to revise them as they deem necessary.

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Updated: 04/08/2021

Deputy Clerk & Administrative Assistant

Position Summary

The Deputy Clerk & Administrative Assistant is a full-time, hourly position who reports to the Administrator/DPW. The employee performs a variety of clerk duties, bookkeeping and clerical tasks. The intent of this new position is to be cross-trained in all divisions for the Village of Pardeeville and Pardeeville Utilities

Essential Duties and Responsibilities

1. Assist with processing all permit applications and distribute to the appropriate departments for review. Licenses as per Village Ordinance
2. Assist with issuing Alcohol licenses as per ordinance and State Statute (Chapter 125), except as otherwise provided
3. Attend required meetings in the absence of the Village Clerk/Treasurer, take minutes and maintain files for the Committee's, Commissions, Village Board and other official boards per State Statutes and retention schedule.
4. Assist with processing miscellaneous billings as directed by the Administrator/DPW and Village Board; follow up on receivables to ensure payment
5. Maintain and update website as needed.
6. Help process payments and the close billing cycles with Utility/Billing clerk
7. Assist with all other payments in the office and receipting
8. Pet licensing, customer service, organizing of special events applications and shelter reservations.
9. Maintains social media account/Facebook page
10. Assist Clerk/Treasurer with election duties

Education & Skill Requirements

1. Minimum of a high school diploma and three years' office experience or an associate's degree in Business or Accounting.
2. Ability to maintain confidentiality of all Village of Pardeeville and client-related concerns.
3. Ability to understand and effectively carry out verbal and written instruction.
4. Knowledge of business correspondence format and procedures.
5. Ability to work with a minimum of supervision once on-the-job training is complete.
6. Ability to establish and maintain positive and professional working relationships with the general public and other staff members.

Physical Requirements

1. Ability to lift/carry/push/pull at least 25 pounds
2. Ability to sit for extended periods of time.
3. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking

The above list of job duties is not all-inclusive. Management reserves the right to revise them as they deem necessary.

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Updated: June 2022

Village Clerk / Village Treasurer

Position Summary

The Clerk/Treasurer position is a full time, hourly appointed position under the general supervision/direction of the Administrator/DPW and the requirements of the Wisconsin State Statutes. The individual in this position performs a variety of moderately complex office procedures according to a prescribed practice and provides clerical support for a variety of specific duties as assigned.

Essential Duties and Responsibilities

1. Perform all Clerk/Treasurer duties as described in Wisconsin Statutes (ch.61).
2. Perform all election duties as required by Wisconsin Statutes (ch.5-12)
3. Process permit applications and licenses as per Village Ordinance, assisted by Deputy Clerk.
4. Issue all Alcohol licenses as per ordinance and State Statute (Chapter 125), except as otherwise provided, assisted by Deputy Clerk.
5. Prepare tax roll, tax notices and collection of taxes as required by the State of WI.
6. Attend required meetings, take minutes and maintain files for the Committee's, Commissions, Village Board and other official boards per State Statutes and retention schedule. Deputy Clerk will attend in absence of Village Clerk/Treasurer
7. Maintain all Village records, ordinances and resolutions as well as assist in developing and revising ordinances and resolutions.
8. Work with the Village Administrator/DPW in preparation and compilation of the annual budget.
9. Assisting in variance requests, lot combinations, rezoning applications, and building permits.
10. Process payroll bi-weekly for the Village and Library; including filing all benefit and tax payments.
11. Process accounts payable monthly for the Library and 2x a month for the Village Board meetings (prepaid checks for immediate payment as authorized by the Administrator/DPW); set up new vendors and prepare 1099's annually.
12. Balance all bank statements monthly, record interest in the proper accounts.
13. Process miscellaneous billings as directed by the Administrator/DPW and Village Board; follow up on receivables to ensure payment, assisted by Deputy Clerk
14. Maintain all employee insurance and benefit changes; update changes annually for health, dental, life and vision insurance. Make sure premiums are paid timely and changes to payroll recorded as necessary.
15. Process journal entries as needed, prepare items for year-end audit and year-end closing (payables, receivables, GL and payroll.)
16. Prepare monthly sales and use tax return and submit payment.
17. Assist with grant applications and reporting as necessary (Alliant/DNR Tree Grant)
18. Maintain and update website as needed, assisted by Deputy Clerk

Education & Skill Requirements

1. Minimum of an Associates degree in Business or Accounting and three years' experience; preferably in a municipal setting.
2. Ability to obtain Municipal Clerk and Treasurer certification.
3. Ability to maintain confidentiality of all Village of Pardeeville and client-related concerns.
4. Ability to understand and effectively carry out verbal and written instruction.
5. Knowledge of business correspondence format and procedures.
6. Ability to work with a minimum of supervision once on-the-job training is complete.
7. Ability to establish and maintain positive and professional working relationships with the general public and other staff members.

Physical Requirements

1. Ability to lift/carry/push/pull at least 25 pounds
2. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
3. Visual acuity
4. Ability to hear normal conversation
5. Ability to communicate in a clear manner
6. Good manual dexterity of hands and fingers

The 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 on this description. State Statutes, Village Ordinances and Board direction may change.

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.

Clerk Treasurer – updated June 2022

Village Administrator

Position Summary

Plans, organizes, directs and supervises the Village Office and the Department of Public Works. Functions includes streets, building maintenance, parks, storm sewer, waste collection and recycling, contracted services, vehicle maintenance, inspections, weed commissioner, forester and other public works projects and programs.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as all-inclusive. Other duties may be required and assigned.

Performs administrative functions: develops, implements, interprets, and oversees policies, procedures, plans and projects; schedules work and directs staff; prepares and administers the Village budget; participates in capital planning for the Village; administers Village contracts; attends all board and committee meetings and provides recommendations; provides direct service to the public; coordinates activities with various village departments and state and federal agencies; completes necessary reports.

Performs engineering functions: designs, drafts, or reviews plans, maps, profiles and specifications for public works projects; conducts site inspections, coordinates improvements and repairs to village infrastructure; writes contracts and prepares bids for projects; coordinates activities of consulting engineers.

Oversees Public Works Operations: coordinates and directs street, fleet, and storm sewer operations; helps crews as needed; oversees building, plumbing, electrical, and HVAC inspections, and works with all contracted services; coordinates inspections; answers inspection and zoning questions as the zoning administrator for the village.

Oversees Waterworks, Wastewater Treatment and Electric operations. Supervises, coordinates, schedules and directs operations and maintenance; prepares and administers annual budgets, and develops capital plans.

Performs supervisory duties: makes recommendations regarding interviewing, hiring, selection, promotion, discipline and discharge of employees; delegates authority and responsibility to subordinates; conducts employee performance evaluations, ensures training requirements are met; ensures compliance with OSHA and DOC regulations and safety programs.

Oversees daily functions, including the ordering of all supplies and materials as directed by the Utilities and Village Board, in the village office and supervises the employees.

Physical Requirements

Ability to operate a variety of equipment and tools such as a vehicle, computer, surveying and drafting equipment, telephone, etc.

Supervisory Skills

Ability to plan, instruct, assign, evaluate and review the work of others.
Ability to conduct on site-inspection of public works sites.

Mathematical Ability

Ability to add, subtract, multiply, and divide; perform calculations using decimals, percentages, and algebraic equations; utilize principles of trigonometry, geometry; interpret descriptive statistics.

Knowledge, Skills, Licensure and Experience Required

The Administrator shall have a minimum of 5 years experience in fields of construction, maintenance and municipal fields including water, wastewater and electric. The Administrator must also be a registered professional engineer authorized to practice in the state of Wisconsin or shall have sufficient professional credits to qualify as a Director of Public Works in the area of management. Must have or be able to obtain, within 6 months from date of hire, a CDL license and all applicable water and waste water licenses. Applicant must have a minimum of a Bachelor of Science Degree or a combination of education and experience may be considered.

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Updated: 04/08/2021

Director of Public Works

Position Summary

The Director of Public Works/Utilities shall be appointed by a majority vote of the Village Board solely on the bases of merit, training, experience, administrative ability, efficiency and general qualifications for performing the duties of the position. The Director of Public works will report to and take direction from the Village President and Village Board. Plans, organizes, directs and supervises the Department of Public Works/Utilities. Functions includes streets, sidewalks, building maintenance, parks, storm sewer, sanitary sewer, water distribution, dam facilities, wastewater treatment, waste collection & recycling, contracted services, vehicle maintenance, weed commissioner, forester, engineering and all other public works projects and programs.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as all-inclusive; other duties may be required and assigned.

1. General charge and supervision of all Streets as well as Water, Sewer, Wastewater and Electric utilities in the Village and the employees of those departments.
2. Responsible for the maintenance, repair and operations of public infrastructure including: maintenance of Village equipment and maintenance, repair of streets, and both surface/sub-surface infrastructure (i.e. storm water structures)
3. Maintenance of all Village buildings and properties.
4. Produce required regulatory reports and ensure compliance with regulatory requirements, law codes and enforcement factors.
5. Produce and finalize the PSC Annual Audit Report and work closing with the Village auditor on their requests during the reporting season.
6. Responsible for the supervision of snow removal; street cleaning; pest control and other activities as designated by the Village Board.
7. Serves as the Village Weed Commissioner
8. Serves as Village Forester and consults with a certified arborist as needed.
9. Zoning Administrator
10. Reviews, recommends and supervises all Village construction and maintenance projects. Solicits bids, analyzes bids, negotiates bids, and recommends awarding of bids or construction projects.
11. Reviews and references the ordinances for projects as required by Village Code and /or Wisconsin State Statutes (building codes, zoning codes, etc.)

12. Coordinate (when needed) with the Village Engineers to prepare, or assists, with the preparation of plans, specifications, and bid documents for Capital Improvement projects or other projects as directed by the Village Board.
13. Develop and administer a 5-year operational plan for Streets/Utilities, 5-year Capital improvement plan for the Public Works/Utility departments.
14. Develop and maintain a vehicle replacement plan.
15. Inspect, repair or maintenance projects and certain capital improvement projects as directed by the Village Board.
16. Attend Village Board, Plan Commission, Public Utility Commission, Finance & Personnel, Public Works, Parks & Property Meetings unless excused by the Village President. Attend other Boards, Commission and/or Committees at the request of the Village President or Village Board.
17. Represent the Village at meetings/conferences of organizations such as LWM, APWA, MEUW, WRWA, and WWOA.

Personnel Duties

1. Responsible for the administrative direction, coordination and training of all employees of the Public Works/Utilities according to the Village's established organizational procedures.
2. Annually evaluates the performance of all Public Works/Utility employees.
3. Consults with the Village President or Village Board regarding the appointment, promotion and when necessary discipline, suspension or termination of employees.
4. Act as safety compliance officer for the Public Works department. Ensure that all Public Works/Utility operations are carried out using industry best practices.

Budgeting and Purchasing Duties for Public Works

1. Be responsible, under the direction of the Village Board for the timely accumulation of all information required.
2. Administer the Public Works, Utility budgets as adopted by the Village Board.

Minimum Qualifications

The Director of Public Works/Utilities shall have, at a minimum, a high school diploma with 3-5 years relevant work experience; and general use of computers/software. Bachelor's degree in Civil Engineering, public or business administration, project management or a related field is preferred but not required; specialized training and ability to obtain required licenses if necessary. Applicant must possess a valid WI driver's license with the ability to obtain a commercial license within 6 months of starting employment and pass a drug test/physical exam.

Physical Requirements of the Position

The Director of Public Works/Utilities must be able to lift 25-50 lbs, operate vehicles, machinery, power tools and hand tools. Person must be able to read and comprehend

written and oral instructions, walk, stand, carry, lift, grasp, hold and execute cartwheels without assistance. Position requires the wearing of personal protective equipment and the ability to perform a variety of manual labor tasks in a variety of physical and weather-related environments.

Additional Skills

1. Effectively communicate with co-workers, general public and the Village Board.
2. Dedication, motivation to work cooperatively with co-workers and a positive attitude.
3. Experience and knowledge of activities and specific tasks of all aspects of Public Works/Utilities operations, including but not limited to street operations, sanitary sewer, storm sewer, water and electric.
4. General understanding and knowledge of engineering principles and drawings, GIS mapping.
5. Grant application processes & reporting.

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Updated: 04/08/2021

STREETS, PARKS, STORM CREW WORKER POSITION DESCRIPTION

Position Summary

Under general direction of the Director of Public Works, the Village Crew Worker will perform the routine duties associated with the operation and maintenance of the Village of Pardeeville Public Works Department.

Essential Duties and Responsibilities

- Street care and maintenance.
- Storm sewer, water line, and wastewater sewer lines care and maintenance.
- Duties associated with composting and tree trimming.
- Care and maintenance of Village owned buildings and grounds.
- Care and maintenance of all infrastructure and facilities.
- Assist Wastewater Treatment Plant Operator, Water Plant Operator and Electric personnel, when needed.
- Assist with limited construction work.
- Follow directives from the immediate supervisor and work independently with little or no supervision.
- Demonstrate individual initiative in finding work when the Administrator is called away from job site.
- 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.
- Mow all lawns
- Mow lawns of village residents if not mowed with Village time frame
- Weed whack
- Dirt, seed, and mulch
- Pest Control in Village Buildings
- Pick up trash cans in park 2 times a week
- Clean all shelters and the concession stand
- Clean bathrooms in all parks
- Clean Village Hall
- Setup and removal of signs for events
- All Maintenance of vehicles including lawnmowers
- Wash trucks
- Keep shop clean
- Inventory of sidewalks

- Ballfield maintenance – rake and drag fields
- Pick up brush
- Haul brush to waste site
- Plow snow
- Cross walk painting
- Take dock in and out of lake
- Street sweeping
- Call-ins for storm damage, flooding
- Set out buoy's in the Spring, remove in the fall
- Prep frog pond and winterize
- Maintenance of docks, pier's and lighting
- Use Garmin to locate storm inventory
- Will be maintaining storm drains
- Tree planting, pruning, care and maintenance
- Water trees
- Maintain flower pots for Garden Club – dirt, mulch, etc.
- Water flowers for Garden Club
- SEVERAL other duties as assigned by DPW, specifics not listed.

Updated: 05/01/2019

VILLAGE OF PARDEEVILLE

Municipal Services Crewperson

Position Summary

Under general direction of the Village Administrator/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 will be based on experience and range between \$20.00-\$23.00 per 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: March 29, 2022

**Journeyman Lineman
POSITION DESCRIPTION
PARDEEVILLE UTILITIES**

Position Summary

Under general direction of the Administrator/Director of Public Works, the Village Lineman will perform the routine duties associated with the operation and maintenance of the Village of Pardeeville Utility electrical system, facilities, buildings and grounds, and performs related functions as required. The lineman shall hold a valid Journeymen Lineman card. Must possess a strong commitment to serve the Utility and its customers in the most responsible manner possible. This position is also responsible for helping out in the water, sewer, parks, and streets departments on an as needed basis.

Essential Duties and Responsibilities

Metering:

- Testing of electric meters on a timely basis and maintaining related records and reports.
- Installs, maintains, and removes all Utility metering equipment. Completes all associated records.
- Participates in trouble shooting customer meter related problems, analyzing and resolving, and preparation of related required reports and follow up.
- Reads all electric and water meters on a monthly basis, and is also responsible for disconnections as directed.

Job Implementation:

- Installs, maintains, or removes electrical system facilities and related materials as needed including but not limited to overhead and underground services, transformers, poles, meters, etc.
- Works with the Administrator/Director of Public Works and office staff recording data related to new plant, maintenance, and removal of electrical facilities, including but not limited to up to date mapping, pole information, transformer records, work orders, etc. on a timely basis on all required documents.

Outages/Problems:

- Investigates problems and provides assistance to resolve them.
- Resolves and repairs problems to restore service to customers as soon as possible.
- Assists in resolving any customer complaints caused by the outages/problems.
- Records required data.

Other:

- Operates and assists in maintenance of backhoe, trencher, trucks, and large equipment.
- Operates and maintains standby power units (Hydro, back-up generators, etc.)

- Participates in maintenance (IF NEEDED) of tree trimming throughout the village and entire service territory.
- Assists in maintenance functions related to construction and the operation and maintenance of all electrical system facilities and equipment including but not limited to locating and adjusting facilities.
- Maintains grounds and structures of all electrical facilities including but not limited to snow removal, lawn mowing, painting and repairs.
- Maintains in proper working order, all electrical system equipment including but not limited to substations, electrical overhead and underground services, transformers, metering and Hydro plant.
- Completes annual year-end physical inventory of electrical materials and supplies.
- Uses all provided safety equipment and safety training, and complies with safety standards.
- Complies with all regulatory agency requirements, and local policies and procedures as directed.
- Must be able to climb and descend poles and ladders, and work in confined spaces.
- Must maintain positive customer service in the most efficient and responsible manner possible.
- Assist in investigation of customer complaints and inquiries.
- Assume responsibility of priority call status on an as needed basis in accordance with scheduling.
- Attend seminars and meetings of the industry as requested.
- Assists Water/Sewer, Streets and Parks Departments when required.
- Maintain professional skills with continuing education (MEUW Safety Program and other requested training).
- Be familiar with employee benefits, rules and regulations.
- Work cooperatively with all Village employees.
- All other duties as assigned.

Required Qualifications

- Valid Journeyman Lineman card
- High School Diploma or equivalent and considerable knowledge of Utility electrical systems.
- 1-3 years of related electric experience.
- Willing to work in sometimes adverse weather conditions.
- Commitment to service utility customers in a positive responsible manner.
- Ability to establish and maintain good working relationships with other employees, supervisor, Utility Commission, Village Board, residents and utility customers.
- Valid Wisconsin driver's license with commercial license and endorsements class B, C and D. The successful candidate must obtain a commercial driver's license within 6 months of employment.

- Must successfully complete pre-screening evaluation prior to beginning employment (background check, employment physical, drug screening and alcohol test).

Physical Requirements

The physical demands here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to perform strenuous physical labor and heavy manual tasks for extended periods of time when required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently outdoors subject to inclement weather and noisy conditions.

Salary and Benefits

- Based upon Village Board recommendation and approval.
- Based upon the Village Personnel Benefit and Policies Manual at the time of hire.

Residency

Lineman personnel shall live within a reasonable distance of the corporate boundaries of the Village of Pardeeville so that they are capable of responding to an emergency in a reasonable amount of time.

This position description is not to be interpreted as all-inclusive and is subject to change at any time by the Administrator or the Village Board. 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.

Updated: October 14, 2019

Lead Journeyman Lineman
POSITION DESCRIPTION
PARDEEVILLE UTILITIES

Position Summary

Under general direction of the Administrator/Director of Public Works, the Village Lineman will perform the routine duties associated with the operation and maintenance of the Village of Pardeeville Utility electrical system, facilities, buildings and grounds, and performs related functions as required. The lineman shall hold a valid Journeyman Lineman card. Must possess a strong commitment to serve the Utility and its customers in the most responsible manner possible. This position is also responsible for helping out in the water, sewer, parks, and streets departments on an as needed basis.

Essential Duties and Responsibilities

Metering:

- Testing of electric meters on a timely basis and maintaining related records and reports.
- Installs, maintains, and removes all Utility metering equipment. Completes all associated records.
- Participates in trouble shooting customer meter related problems, analyzing and resolving, and preparation of related required reports and follow up.
- Reads all electric and water meters on a monthly basis, and is also responsible for disconnections as directed.
- Fill-out meter cards for each new meter purchased and keep an up-to-date card catalog of every electric meter on the system.
- Each year check meter records to make sure meter testing is up to date per P.S.C. rules.

Job Implementation:

- Installs, maintains, or removes electrical system facilities and related materials as needed including but not limited to overhead and underground services, transformers, poles, meters, etc.
- Works with the Administrator/Director of Public Works and office staff recording data related to new plant, maintenance, and removal of electrical facilities, including but not limited to up-to-date mapping, pole information, transformer records, work orders, etc. on a timely basis on all required documents.
- Perform inventory and make yearly materials list to replenish stock and order all materials for the inventory.
- Perform all monthly substation checks (monthly usage, high loads, peaks)
- Fill-out cards for each new pole and transformer that is purchased and keep an updated card catalog and updated list for office for each.
- Plan jobs for each day, week and month. Also plan jobs for future improvements on our electrical distribution system.

- When a developer, business, or customer requests a new subdivision or service; design/engineer the project.
- Provide estimates and billing for customers or developers on how to best serve their needs.
- Provide the required data for the Auditor on our Utility audit or other PSC reports.
- Editing and maintaining the GIS system map for the electric distribution system.

Outages/Problems:

- Investigates problems and provides assistance to resolve them.
- Resolves and repairs problems to restore service to customers as soon as possible.
- Assists in resolving any customer complaints caused by the outages/problems.
- Records required data.

Other:

- Operates and assists in maintenance of backhoe, trencher, trucks, and large equipment.
- Operates and maintains standby power units (Hydro, back-up generators, etc.)
- Participates in maintenance (IF NEEDED) of tree trimming throughout the village and entire service territory.
- Assists in maintenance functions related to construction and the operation and maintenance of all electrical system facilities and equipment including but not limited to locating and adjusting facilities.
- Maintains grounds and structures of all electrical facilities including but not limited to snow removal, lawn mowing, painting and repairs.
- Maintains in proper working order, all electrical system equipment including but not limited to substations, electrical overhead and underground services, transformers, metering and Hydro plant.
- Completes annual year-end physical inventory of electrical materials and supplies.
- Uses all provided safety equipment and safety training, and complies with safety standards.
- Complies with all regulatory agency requirements, and local policies and procedures as directed.
- Must be able to climb and descend poles and ladders, and work in confined spaces.
- Must maintain positive customer service in the most efficient and responsible manner possible.
- Assist in investigation of customer complaints and inquiries.
- Assume responsibility of priority call status on an as needed basis in accordance with scheduling.
- Attend seminars and meetings of the industry as requested.
- Assists Water/Sewer, Streets and Parks Departments when required.
- Maintain professional skills with continuing education (MEUW Safety Program and other requested training).

- Be familiar with employee benefits, rules and regulations.
- Work cooperatively with all Village employees.
- All other duties as assigned.

Required Qualifications

- Valid Journeyman Lineman card
- High School Diploma or equivalent and considerable knowledge of Utility electrical systems.
- 1-3 years of related distribution electric experience.
- Willing to work in sometimes adverse weather conditions.
- Commitment to service utility customers in a positive responsible manner.
- Ability to establish and maintain good working relationships with other employees, supervisor, Utility Commission, Village Board, residents and utility customers.
- Valid Wisconsin driver's license with commercial license and endorsements class B, C and D. The successful candidate must obtain a commercial driver's license within 6 months of employment.
- Must successfully complete pre-screening evaluation prior to beginning employment (background check, employment physical, drug screening and alcohol test).

Physical Requirements

The physical demands here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to perform strenuous physical labor and heavy manual tasks for extended periods of time when required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently outdoors subject to inclement weather and noisy conditions.

Salary and Benefits

- Based upon Village Board recommendation and approval.
- Based upon the Village Personnel Benefit and Policies Manual at the time of hire.

Residency

Lineman personnel shall live within a reasonable distance of the corporate boundaries of the Village of Pardeeville so that they are capable of responding to an emergency in a reasonable amount of time.

This position description is not to be interpreted as all-inclusive and is subject to change at any time by the Administrator/DPW or the Village Board. 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.

Updated: *December 7, 2021*

LEAD WATER AND WASTEWATER OPERATOR POSITION DESCRIPTION

This position requires individuals to be licensed by the State of Wisconsin, to operate the Utility's Water and Wastewater plants and related facilities. This position shall report to the Village Administrator/Director of Public Works.

Applicant should have at least two (2) years experience in Water and Wastewater plant operations. Applicant should be a self-starter and knowledgeable in plant operations, to make out a monthly and yearly schedule for plant and equipment maintenance. Applicant should have water meter testing experience and also knowledge of the latest testing requirements of the Safe Drinking Water Act. Utility will provide opportunity for applicant to attend training update courses required by the Wisconsin DNR to maintain current license. Applicant should be able to take water and wastewater samples and to run BOD (Biochemical Oxygen Demand) testing for the wastewater treatment plant. Applicant should be able to fill out all monthly and yearly reports for water and sewer departments, as required by the State of Wisconsin.

WATER

- Coordinate the schedule for daily rounds and every other weekend – Check hour meters at wells, check chemical levels, inspect chemical pumps, inspect chemical pumps, pull and analyze chlorine and fluoride residuals
- Direct the scheduling for ordering of the chemicals, and ampules to test water samples
- Take all state required water samples and schedule/coordinate with the Village's lab in ordering the required supplies before the samples are required.
- Fill out all monthly and yearly reports on the DNR's website. Work with the Administrator/DPW on scheduling.
- Scheduling of all the large meters to be tested. Well meters every other year, 2" and 1-1/2" every 4 years, 3" every other year.
- Order all residential meters, gaskets and seal wire.
- Install and test residential meters as needed and scrap old meters, cross-connection inspections. Coordinate with the office staff on contacting residents for appointments.
- Scheduling and planning of exercising all water valves, the fire hydrant maintenance plan, cleaning, painting and replacing gaskets.
- Schedule and coordinate with the office for publishing on the hydrant flushing program which is twice a year.

- Schedule water tower repairs and inspections
- Complete final reads
- Attend conventions and seminars for continuing education credits to renew license.
- Inventory and order repair clamps as needed.
- Fix water main breaks if possible, or make arrangements with contractors
- Thaw water laterals as needed
- Schedule/Plan and then run all standby engines each month with the other operator.
- Clean injection quills bi-monthly
- Order chemical pump repair parts and rebuild pumps as needed
- Maintenance of well houses inside and out. Paint pipes inside, clean gutters in fall, etc. Schedule maintenance on heaters.
- Remove meters to winterize at cemetery, all parks and for seasonal residents.
- Locates for water and sewer

SEWER and other

- Coordinate the schedule for daily rounds and every other weekend
- Collect samples for BOD's and ship them
- Jet or root cut all sewer mains at least once a year
- Every day read hour meters at all lift stations
- Twice a year inspect inside of lift stations cabinets and record all data like FLA amps, voltage, replace bad heaters and light bulbs.
- Respond to all SCADA call in failures, plugged pumps, power failures, sewer back-ups etc.
- Help with mowing grass at WWTP
- Help with installing new blowers, grit pump cyclone
- Ground monitoring wells quarterly
- Seminars for continuing education credits to renew license
- Help repair storm sewer inlets and manholes
- Prep manholes in fall so they don't damage our snow plows
- Yearly reports
- Clean grease off floats twice a year at lift station
- Pick up brush
- Plow snow
- Take dock in and out of lake

- Weekends in the summer (when on rounds for my normal duties) check all bathrooms in park and clean, paper products, clean shelters if rented, in the winter, shovel sidewalks.
- Run & maintain sewer plant
- Call-ins for storm damage or flooding
- Back-up all other crews with special Projects (guardrail, park trees, etc.)

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.

Updated: 04/08/2021

WATER AND WASTEWATER OPERATOR POSITION DESCRIPTION

This position requires individuals to be licensed by the State of Wisconsin, to operate the Utility's Water and Wastewater plants and related facilities. This position shall report to the Lead Water and Wastewater Operator and it under the Direction of the Village Administrator/Director of Public Works.

Applicant should have at least two (2) years experience in Water and Wastewater plant operations. Applicant should be a self-starter and knowledgeable in plant operations, to make out a monthly and yearly schedule for plant and equipment maintenance. Applicant should have water meter testing experience and also knowledge of the latest testing requirements of the Safe Drinking Water Act. Utility will provide opportunity for applicant to attend training update courses required by the Wisconsin DNR to maintain current license. Applicant should be able to take water and wastewater samples and to run BOD (Biochemical Oxygen Demand) testing for the wastewater treatment plant. Applicant should be able to fill out all monthly and yearly reports for water and sewer departments, as required by the State of Wisconsin.

WATER

- Perform daily rounds and every other weekend – Check hour meters at wells, check chemical levels, inspect chemical pumps, inspect chemical pumps, pull and analyze chlorine and fluoride residuals
- Assist when needed in ordering of the chemicals, and ampules to test water samples
- Take all state required water samples when needed.
- Assist the Lead Operator and fill out all monthly and yearly reports on the DNR's website as needed.
- Install and test residential meters as needed and scrap old meters, cross-connection inspections.
- Exercising all water valves, the fire hydrant maintenance plan, cleaning, painting and replacing gaskets.
- Complete final reads
- Attend conventions and seminars for continuing education credits to renew license.
- Inventory and order repair clamps as needed.
- Assist with the repair of water main breaks if possible
- Thaw water laterals as needed
- Run all standby engines each month with the other operator.
- Clean injection quills bi-monthly
- Order chemical pump repair parts and rebuild pumps as needed
- Maintenance of well houses inside and out. Paint pipes inside, clean gutters in fall etc., schedule maintenance on heaters.

- Remove meters to winterize at cemetery, all parks and for seasonal residents.
- Locates for water and sewer

SEWER and other

- Perform daily rounds and every other weekend
- Collect samples for BOD's and ship them if the Lead Operator is not available.
- Jet or root cut all sewer mains at least once a year
- Every day read hour meters at all lift stations
- Twice a year inspect inside of lift stations cabinets and record all data like FLA amps, voltage, replace bad heaters and light bulbs.
- Respond to all SCADA call in failures, plugged pumps, power failures, sewer back-ups etc.
- Help with mowing grass at WWTP
- Help with installing new blowers, grit pump cyclone
- Ground monitoring wells quarterly
- Seminars for continuing education credits to renew license
- Help repair storm sewer inlets and manholes
- Prep manholes in fall so they don't damage our snow plows
- Yearly reports
- Clean grease off floats twice a year at lift station
- Pick up brush
- Plow snow
- Take dock in and out of lake
- Weekends in the summer (when on rounds for my normal duties) check all bathrooms in park and clean, paper products, clean shelters if rented, in the winter, shovel sidewalks.
- Assist the Lead Operator in the maintenance of the Village's waste water treatment plant
- Call-ins for storm damage or flooding
- Back-up all other crews with special Projects (guardrail, park trees, etc.)

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.

Updated: 04/08/2021