



**OFFICIAL MEETING PACKET OF THE  
HUMAN RESOURCES COMMITTEE**

**Chairperson/Trustee Wally Sparks presiding**

**Acting Administrator Keith Donner & Clerk Sherry  
Weinkauff; staff advisors**

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This regular monthly meeting of the Human Resources Committee, during the 21<sup>st</sup> legislative session of the elected Board of Trustees, composed five (5) appointed members, will convene at the Weston Municipal Center's Board Room, which is located at 5500 Schofield Avenue, Weston, Wisconsin on **Tuesday, January 15, 2019, at 4:30 p.m.**



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**OFFICIAL MEETING AGENDA OF THE HUMAN RESOURCES COMMITTEE**

The Committee will hold a meeting on the date, time and location listed.

TO THE HONORABLE TRUSTEE SPARKS AND FOUR (4) APPOINTED MEMBERS OF THE HUMAN RESOURCES COMMITTEE: The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the Committee's next regular monthly meeting on **Tuesday, January 15, 2019 @ 4:30 p.m.** at the Weston Municipal Center, 5500 Schofield Avenue, Weston, WI 54476.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. No officials' actions other than those of the Human Resources Committee shall take place.

**AGENDA ITEMS.**

1. Call to Order & Welcome by Chairperson Sparks.
2. Roll Call by recording secretary.
3. [Approval of minutes from previous meeting: December 3, 2018](#)
4. Public comments.

**NEW BUSINESS.**

5. [Discussion and Possible Action on Proposed 2019 Classification and Compensation Matrix.](#)
6. [Discussion and Possible Action on Longevity Pay Policy.](#)
7. [Discussion and Possible Action on Results Based Wellness Program Incentives to Village employees not on the health insurance.](#)
8. [Discussion and possible action on 2019 Employee CPI wage increase.](#)
9. Update on Employee Review Process.
10. Recruitments Update
  - a. Economic Development Coordinator
  - b. Utility Clerk

**MOVE TO CLOSED SESSION PER 19.85(1)(c)**

Move to closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Individual merit increases for the following positions: Planning and Development Director, Deputy Finance Director, Operator/Maintainer 2, Operator/Maintainer 3, Property Inspector, Utility Technician, Utility Operator and Utility Clerk.

**POSSIBLE ACTION ON CLOSED SESSION ITEMS**

**FUTURE ITEMS.**

11. Next meeting date: February 4, 2019
12. Topics for future meetings
13. Remarks from Staff
14. Remarks from Committee members.
15. Announcements

**ADJOURNMENT.**

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
OFFICIAL MEETING MINUTES OF THE HUMAN RESOURCES COMMITTEE**

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**Monday, December 3, 2018 @ 4:30 p.m.**

1. **Call to Order & Welcome by Chairperson Sparks.**  
Meeting was called to order by Chairperson Sparks at 4:30 p.m.
2. **Roll Call by recording secretary.**

| <b>MEMBER</b>    | <b>PRESENT</b> |
|------------------|----------------|
| Sparks, Wally    | YES            |
| Ostrowski, Kevin | YES            |
| Porlier, Mark    | YES            |
| Schuster, Fred   | YES            |
| Hegg, Robin      | YES            |

Village staff in attendance: Keith Donner, Sherry Weinkauf, Jennifer Higgins, Jessica Trautman, Jenna Trittin, Renee Hodell, and Nathan Crowe. Mark Maloney and Loren White were in attendance as well.

3. **Approval of minutes from previous meeting November 5, 2018.**

***Motion by Schuster, second by Ostrowski to approve the meeting minutes of November 5, 2018, with the corrections as stated by Hegg.***

**Yes Vote: 5      No Votes: 0      Abstain: 0      Not Voting: 0      Result: Pass**

| <b>Trustee</b>   | <b>Voting</b> |
|------------------|---------------|
| Sparks, Wally    | YES           |
| Ostrowski, Kevin | YES           |
| Porlier, Mark    | YES           |
| Schuster, Fred   | YES           |
| Hegg, Robin      | YES           |

4. **Public comments.**  
There were no public comments.

**NEW BUSINESS**

5. **Discussion and Possible Action on Proposed 2019 Classification and Compensation Matrix.**

Donner reviewed the comparable study completed by staff. The study included municipalities with comparable populations. Hegg asked about the duties beyond just salary for grade levels. Donner stated there may be some job duties that would need to be compared to other municipalities for certain positions.

Porlier questioned the placement of grade level “L” for the new Economic Development Coordinator position. Donner explained it was based on comparables with other communities.

***Motion by Ostrowski, second by Porlier to recommend the Board of Trustees approve grade level L for the new Economic Development Coordinator position and move forward with the recruitment.***

**Yes Vote: 5      No Votes: 0      Abstain: 0      Not Voting: 0      Result: Pass**

| <b>Trustee</b>   | <b>Voting</b> |
|------------------|---------------|
| Sparks, Wally    | YES           |
| Ostrowski, Kevin | YES           |
| Porlier, Mark    | YES           |
| Schuster, Fred   | YES           |
| Hegg, Robin      | YES           |

Donner reported the current Utility Clerk, Donna Van Swol is retiring in March. He said staff would like to post the position internally, as there is some interest within the organization. Deputy Clerk Theresa Coleman has showed some interest in the position. Donner stated Coleman would be a good fit for the position. If the position is offered to her, and she accepts, that would leave a vacancy in the Clerks Department for a Deputy Clerk. Staff would need to begin the recruitment process to fill the Deputy Clerk position. Weinkauff would like to see the Deputy Clerk position filled before the upcoming elections in February and April. Weinkauff will work on an internal job posting for the Utility Clerk position.

***Motion by Sparks, second by Ostrowski to recommend the Village Board allow staff to fill the vacant Utility Clerk position internally.***

**Yes Vote: 5      No Votes: 0      Abstain: 0      Not Voting: 0      Result: Pass**

| <b>Trustee</b>   | <b>Voting</b> |
|------------------|---------------|
| Sparks, Wally    | YES           |
| Ostrowski, Kevin | YES           |
| Porlier, Mark    | YES           |
| Schuster, Fred   | YES           |
| Hegg, Robin      | YES           |

**6. Organization Chart.**

Donner stated we have a lot of experienced staff in the organization but are lacking back-up support in several departments.

**7. Recruitments Update**

**a) Economic Development Coordinator**

a. Higgins stated she will adjust the grade level before it is considered by the Board of Trustees.

**b) Utility Clerk**

- a. Sparks suggested staff move forward with posting the Utility Clerk position immediately, so the Board of Trustees can officially approve the hire at their December 17th meeting.

**c) Finance Support Specialist**

Donner indicated Sara Pinsonneault, our current Finance Support Specialist, is working part time processing accounts payable checks and other tasks as assigned, which is working out well. Staff has been talking about the possibility of changing the position to an Assistant Utility Clerk/Finance Specialist Support position, which would be a full-time position. Staff feels the Utility Clerk will need additional help when the Village moves to monthly billing next year.

**8. Employee Committees.**

Donner discussed the different Employee Committees and their roles. Hegg and Sparks said if employee attendance at these meetings do not affect service to the residents they would be fine with it. Hegg also said allowing employees to take part in this helps with employee engagement within the organization.

Sparks said staff should be cautious with employee recognition. He said service awards are fine, but feels monetary awards, such as gift cards, is questionable.

**9. Business Writing Class.**

Weinkauf stated staff currently uses an on-line training called Linda.com that offers a variety of courses for businesses. She said they also offer training for writing classes. Crowe said the company is owned by LinkedIn. He also said he will send the information about the course to Schuster for his review.

**RESOLUTIONS & ORDINANCES.**

There were no Resolutions or Ordinances to consider.

**FUTURE ITEMS.**

**10. Next regular meeting date: January 7, 2019.**

- a. Sparks and Porlier will be absent.

**11. Topics for future meetings.**

Possible Deputy Clerk recruitment.  
Longevity.  
2019 Classification and Compensation Matrix.

**12. Remarks from Staff.**

There were no remarks from staff.

**13. Remarks from Committee members.**

There were no remarks from Committee members.

**14. Announcements.**

There were no Announcements.

**ADJOURNMENT**

The meeting was adjourned by Chairperson Sparks at 5:41 p.m.

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**5500 SCHOFIELD AVENUE, WESTON, WI 54476**  
**REQUEST FOR CONSIDERATION**

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|                         |   |
|-------------------------|---|
| <b>PUBLIC MTG/DATE:</b> | <b>HUMAN RESOURCES COMMITTEE – 01/15/2019</b>   |
| <b>DESCRIPTION:</b>     | <b>DISCUSSION AND ACTION ON PROPOSED 2019 CLASS AND COMPENSATION MATRIX</b>   |
| <b>FROM:</b>            | <b>KEITH DONNER, DIRECTOR OF PUBLIC WORKS / ACTING ADMINISTRATOR<br/>DEPARTMENT DIRECTORS AND DEPUTY DIRECTORS; MICHAEL WODALSKI,<br/>JENNIFER HIGGINS, NATHAN CROWE, SHERRY WEINKAUF, AND JESSICA<br/>TRAUTMAN</b> |
| <b>QUESTION:</b>        | <b>SHOULD THE HUMAN RESOURCES COMMITTEE RECOMMEND THE BOARD<br/>OF TRUSTEES APPROVE THE PROPOSED 2019 VILLAGE CLASS AND<br/>COMPENSATION MATRIX FOR 2019?</b>   |

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**BACKGROUND**

The Village of Weston's Employee Handbook provides for annual review of the class and compensation plan. Additionally, review of specific positions may be reviewed on a periodic basis as unexpected circumstances may dictate. Update of the Class and Compensation matrix is in order for 2019.

The Acting Administrator and Department Directors presented some initial findings on the matrix at the committee meeting of November 5, 2018. Village staff presented information obtained from selected comparable communities the City of Onalaska, Village of Kaukauna, City of Wausau, City of Wisconsin Rapids, City of Marshfield, Marathon County, City of Manitowoc, and City of Menasha. Current pay rates for positions were obtained from the Village of Plover and City of Allouez. Supplemental information was obtained in the form of position recruitments.

After discussion staff was directed to use comparative communities from the Village's population group, 12,500 – 17,500, as listed in the "Wisconsin Taxpayers Alliance, Municipal Facts, 2017," publication. Those were, the Allouez, Ashwaubenon, Beaver Dam, Bellevue, Chippewa Falls, Glendale, Greendale, Hartford, Hudson, Kaukauna, Menomonie, Oconomowoc, Pewaukee, Platteville, Plover, River Falls, Shorewood, Stoughton, Waunakee, Whitefish Bay, and Whitewater. Staff also obtained supplemental information from local communities, Wausau, Marshfield, Wisconsin Rapids, Merrill, Kronenwetter, Rib Mountain, Rothschild, Mosinee, and Schofield. Staff presented findings for positions at the December meeting of the Human Resources Committee.

The summary of findings from the staff study is attached along with the proposed Class and Compensation matrix. Proposed reclassifications are shown in red on the matrix. The revised matrix uses only a minimum (87.5% of mid-point), mid-point (or market rate point) and maximum (120% of market rate) rather than steps.

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**COMMITTEE ACTION:**     **NONE.**

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**FISCAL IMPACT:**       **TO BE DETERMINED**

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Are there additional reference documents which have been attached to this report?



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
5500 SCHOFIELD AVENUE, WESTON, WI 54476  
REQUEST FOR CONSIDERATION

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RECOMMENDATION: DISCUSS STATUS OF THE CLASS AND COMPENSATION PLAN REVIEW BY STAFF AND RECOMMEND/REQUEST ADDITIONAL INFORMATION, OR APPROVE RECOMMENDED CLASS COMPENSATION MATRIX AS PRESENTED, OR ...

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

I MOVE TO APPROVE/DENY THE RECOMMENDED CLASS COMPENSATION MATRIX AS PRESENTED.

OR

I MOVE TO DEFER ACTION ON THE RECOMMENDED CLASS COMPENSATION MATRIX UNTIL THE DECEMBER MEETING AND DIRECT STAFF TO ...

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Are there additional reference documents which have been attached to this report?

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**2019 CLASSIFICATION AND COMPENSATION MATRIX (Proposed 01/15/2019 2018+2.9%)**

| Grade   | Market AVG       |               |                 |
|---|------------------|---------------|-----------------|
|   | 87.5%<br>Minimum | Mid-Point     | 120%<br>Maximum |
| T   | \$ 99,444.80     | \$ 113,651.20 | \$ 136,385.60   |
|   | \$ 47.81         | \$ 54.64      | \$ 65.57        |
| <b>Administrator (CAO)</b>                          |                  |               |                 |
| S   | \$ 91,520.00     | \$ 104,603.20 | \$ 125,507.20   |
|   | \$ 44.00         | \$ 50.29      | \$ 60.34        |
| R   | \$ 84,240.00     | \$ 96,262.40  | \$ 115,502.40   |
|   | \$ 40.50         | \$ 46.28      | \$ 55.53        |
| <b>Director of Public Works (COO)</b>               |                  |               |                 |
| Q   | \$ 79,788.80     | \$ 91,166.40  | \$ 109,408.00   |
|   | \$ 38.36         | \$ 43.83      | \$ 52.60        |
| P   | \$ 75,337.60     | \$ 86,112.00  | \$ 103,355.20   |
|   | \$ 36.22         | \$ 41.40      | \$ 49.69        |
| <b>Director of Finance (CFO)</b>                    |                  |               |                 |
| <b>Director of Planning &amp; Development (CDO)</b> |                  |               |                 |
| O   | \$ 70,907.20     | \$ 81,036.80  | \$ 97,240.00    |
|   | \$ 34.09         | \$ 38.96      | \$ 46.75        |
| <b>Director of Planning &amp; Development (CDO)</b> |                  |               |                 |
| N   | \$ 66,476.80     | \$ 75,982.40  | \$ 91,166.40    |
|   | \$ 31.96         | \$ 36.53      | \$ 43.83        |
| <b>Deputy Director of Public Works</b>              |                  |               |                 |
| <b>Director of Technology (CTO)</b>                 |                  |               |                 |
| M   | \$ 62,025.60     | \$ 70,907.20  | \$ 85,092.80    |
|   | \$ 29.82         | \$ 34.09      | \$ 40.91        |
| <b>Clerk/Employee Resources Manager (CIO)</b>       |                  |               |                 |
| <b>Building Inspector/Building Manager</b>          |                  |               |                 |
| <b>Parks &amp; Recreation Manager</b>               |                  |               |                 |
| <b>Director of Technology (CTO)</b>                 |                  |               |                 |

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**2019 CLASSIFICATION AND COMPENSATION MATRIX (Proposed 01/15/2019 2018+2.9%)**

| Grade  | Market AVG       |              |                 |
|--|------------------|--------------|-----------------|
|  | 87.5%<br>Minimum | Mid-Point    | 120%<br>Maximum |
| L  | \$ 57,158.40     | \$ 65,353.60 | \$ 78,416.00    |
|  | \$ 27.48         | \$ 31.42     | \$ 37.70        |
| Deputy Director of Finance<br>Economic Development Coordinator<br>Building Inspector/Building Manager  |                  |              |                 |
| K  | \$ 53,164.80     | \$ 60,756.80 | \$ 72,904.00    |
|  | \$ 25.56         | \$ 29.21     | \$ 35.05        |
| Fleet Foreman<br>Streets Foreman<br>Property/Residential Inspector<br>Taxpayer Engagement Coordinator<br>Utility Foreman   |                  |              |                 |
| J  | \$ 48,713.60     | \$ 55,681.60 | \$ 66,830.40    |
|  | \$ 23.42         | \$ 26.77     | \$ 32.13        |
| Property Inspector<br>Utility Technician<br>Utility Senior Operator<br>Mechanic (Proposed New Position)  |                  |              |                 |
| I  | \$ 44,304.00     | \$ 50,627.20 | \$ 60,736.00    |
|  | \$ 21.30         | \$ 24.34     | \$ 29.20        |
| Arborist/Forester<br>Aquatic Center Manager<br>Assistant Planner<br>Utility Operator<br>Economic Development Coordinator<br>Assistant to the Administrator<br>PW Senior Operator<br>Utility Technician |                  |              |                 |
| H  | \$ 39,852.80     | \$ 45,552.00 | \$ 54,641.60    |
|  | \$ 19.16         | \$ 21.90     | \$ 26.27        |
| Administrative Specialist 3<br>Planning/Environmental Technician<br>PW Operator<br>Deputy Clerk 3<br>Utility Clerk 3<br>Utility Maintainer   |                  |              |                 |

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**2019 CLASSIFICATION AND COMPENSATION MATRIX (Proposed 01/15/2019 2018+2.9%)**

| Grade   | Market AVG       |              |                 |
|---|------------------|--------------|-----------------|
|   | 87.5%<br>Minimum | Mid-Point    | 120%<br>Maximum |
| G   | \$ 35,422.40     | \$ 40,476.80 | \$ 48,588.80    |
|   | \$ 17.03         | \$ 19.46     | \$ 23.36        |
| Administrative Specialist 2<br>PW Maintainer<br>Deputy Clerk 2    |                  |              |                 |
| F   | \$ 30,992.00     | \$ 35,401.60 | \$ 42,473.60    |
|   | \$ 14.90         | \$ 17.02     | \$ 20.42        |
| Deputy Clerk 1  |                  |              |                 |
| E   | \$ 28,496.00     | \$ 32,552.00 | \$ 39,041.60    |
|   | \$ 13.70         | \$ 15.65     | \$ 18.77        |
| D   | \$ 26,561.60     | \$ 30,347.20 | \$ 36,420.80    |
|   | \$ 12.77         | \$ 14.59     | \$ 17.51        |
| Office Assistant 3<br>Maintenance Worker/Maintainer II (Seasonal) |                  |              |                 |
| C   | \$ 24,564.80     | \$ 28,059.20 | \$ 33,696.00    |
|   | \$ 11.81         | \$ 13.49     | \$ 16.20        |
| Office Assistant 2<br>Maintenance Worker/Maintainer I (Seasonal)  |                  |              |                 |
| B   | \$ 22,776.00     | \$ 26,020.80 | \$ 31,220.80    |
|   | \$ 10.95         | \$ 12.51     | \$ 15.01        |
| Office Assistant 1<br>WAC Head Lifeguard                          |                  |              |                 |
| A   | \$ 20,945.60     | \$ 24,065.60 | \$ 30,076.80    |
|   | \$ 10.07         | \$ 11.57     | \$ 14.46        |
| Ice Rink Attendent<br>WAC Lifeguard<br>WAC SlideTop/Cashier       |                  |              |                 |

Wisconsin Minimum Wage is \$7.25/hour

### Summary of Salary Survey Results - 2018

| Administrator                    | Avg Min Range   | Calc. Mid Point  | Avg Max Range    | Act Salary (Min) | Act Salary (Max) | Recommendation at 11/05/18 HR meeting was to keep this at Grade T on the basis of original Class Comp Study by Carlson Dettman |
|----------------------------------|-----------------|------------------|------------------|------------------|------------------|--|
| Village of Weston - Grade T      | \$99,445        | \$113,651        | \$136,386        | N/A              |                  |  |
| Study Average - Population Group | \$100,886       | \$108,505        | \$122,053        | \$100,052        | \$130,260        |  |
| Study Average - Local Group      | \$93,046        | \$102,942        | \$119,455        | \$79,186         | \$112,574        |  |
| <b>Recommended Grade - T</b>     | <b>\$91,520</b> | <b>\$104,603</b> | <b>\$125,507</b> |                  |                  |  |

  

| Clerk/Employee Resources Manager | Avg Min Range | Calc. Mid Point | Avg Max Range | Act Salary (Min) | Act Salary (Max) | Population group sample includes elected Clerks (2) and Clerk Finance Directors (2) |
|----------------------------------|---------------|-----------------|---------------|------------------|------------------|---|
| Village of Weston - Grade M      | \$62,026      | \$70,907        | \$85,093      | \$73,840         |                  |   |
| Study Average - Population Group | \$63,320      | \$69,616        | \$80,239      | \$50,149         | \$79,093         |   |
| Study Average - Local Group      | \$52,658      | \$58,372        | \$67,877      | \$42,432         | \$79,093         |   |
| <b>Recommended Grade - M</b>     |               |                 |               |                  |                  |   |

  

| Taxpayer Engagement Coordinator                             | Avg Min Range | Calc. Mid Point | Avg Max Range | Act Salary (Min) | Act Salary (Max) | Only 1 population group and 1 local comparative . Position will be re-evaluated relative to organizational and community needs. |
|---|---------------|-----------------|---------------|------------------|------------------|---|
| Village of Weston - Grade K                                 | \$53,165      | \$60,757        | \$72,904      | \$59,800         |                  |   |
| Study Average - Population Group                            | \$47,112      | \$52,054        | \$60,320      | N/A              | N/A              |   |
| Study Average - Local Group                                 | \$47,486      | \$56,818        | \$71,240      | N/A              | N/A              |   |
| <b>Recommended Grade - Position being further evaluated</b> |               |                 |               |                  |                  |   |

  

| Deputy Clerks                       | Avg Min Range | Calc. Mid Point | Avg Max Range | Act Salary (Min) | Act Salary (Max) | Minimum is based on Grade F, Midpoint on Grade G, and Max on Grade H |
|-------------------------------------|---------------|-----------------|---------------|------------------|------------------|--|
| Village of Weston - Grades F, G, H  | \$30,992      | \$40,477        | \$54,642      | \$33,280         | \$36,400         |  |
| Study Average - Population Group    | \$35,979      | \$42,777        | \$53,322      | \$40,851         | \$47,715         |  |
| Study Average - Local Group         | \$35,010      | \$40,348        | \$48,822      | \$31,616         | \$47,715         |  |
| <b>Recommended Grades - F, G, H</b> |               |                 |               |                  |                  |  |

  

| Finance Director                 | Avg Min Range | Calc. Mid Point | Avg Max Range | Act Salary (Min) | Act Salary (Max) |  |
|----------------------------------|---------------|-----------------|---------------|------------------|------------------|--|
| Village of Weston - Grade P      | \$75,338      | \$86,112        | \$103,355     | \$85,280         |                  |  |
| Study Average - Population Group | \$77,180      | \$84,578        | \$97,140      | \$74,328         | \$103,000        |  |
| Study Average - Local Group      | \$78,597      | \$88,111        | \$103,676     | \$49,566         | \$92,183         |  |
| <b>Recommended Grade - P</b>     |               |                 |               |                  |                  |  |

  

| Deputy Director of Finance       | Avg Min Range | Calc. Mid Point | Avg Max Range | Act Salary (Min) | Act Salary (Max) | Population group and average of population group +local fits Grade K. Local comparatives (2) support current Grade L. Position was put in Grade L during previous recruitment |
|----------------------------------|---------------|-----------------|---------------|------------------|------------------|---|
| Village of Weston - Grade L      | \$57,158      | \$65,354        | \$78,416      | \$55,557         |                  |   |
| Study Average - Population Group | \$51,060      | \$55,908        | \$64,154      | \$51,500         | \$59,364         |   |
| Study Average - Local Group      | \$60,047      | \$69,048        | \$83,366      | N/A              | N/A              |   |
| <b>Recommended Grade L</b>       |               |                 |               |                  |                  |   |

## Summary of Salary Survey Results - 2018

| <b>Finance Support Specialist</b>  | Avg Min Range   | Calc. Mid Point | Avg Max Range   | Act Salary (Min) | Act Salary (Max) |
|------------------------------------|-----------------|-----------------|-----------------|------------------|------------------|
| <i>Village of Weston - Grade G</i> | \$35,422        | \$40,477        | \$48,589        | \$36,920         |                  |
| Study Average - Population Group   | \$43,077        | \$47,690        | \$55,379        | \$49,712         | \$49,712         |
| Study Average - Local Group        | \$43,290        | \$49,085        | \$58,434        | \$45,482         | \$45,482         |
| <b>Recommended Grade H?</b>        | <b>\$39,853</b> | <b>\$45,552</b> | <b>\$54,642</b> |                  |                  |

May want to review comparative job descriptions relative to Weston position. Currently titled Administrative Coordinator

| <b>Planning &amp; Development Director</b>   | Avg Min Range   | Calc. Mid Point | Avg Max Range    | Act Salary (Min) | Act Salary (Max) |
|--|-----------------|-----------------|------------------|------------------|------------------|
| <i>Village of Weston - Grade O</i>           | \$70,907        | \$81,037        | \$97,240         | \$75,920         |                  |
| Study Average - Population Group             | \$77,389        | \$84,414        | \$96,461         | \$71,400         | \$103,760        |
| Study Average - Local Group                  | \$73,721        | \$82,597        | \$97,130         | \$59,575         | \$87,156         |
| <b>Fits Grade (O or P) Recommend Grade P</b> | <b>\$75,338</b> | <b>\$86,112</b> | <b>\$103,355</b> |                  |                  |

| <b>Economic Development Coordinator (New Position)</b> | Avg Min Range   | Calc. Mid Point | Avg Max Range   | Act Salary (Min) | Act Salary (Max) |
|--|-----------------|-----------------|-----------------|------------------|------------------|
| <i>Village of Weston - Grade L</i>                     | \$57,158        | \$65,354        | \$78,416        | N/A              |                  |
| Study Average - Population Group                       | \$60,705        | \$68,241        | \$80,527        | \$67,336         | \$67,336         |
| Study Average - Local Group                            | \$48,952        | \$56,261        | \$67,892        | N/A              | N/A              |
| <b>Recommended Grade (L)</b>                           | <b>\$57,158</b> | <b>\$65,354</b> | <b>\$78,416</b> |                  |                  |

The proposed Grade in position recruitment was K

| <b>Assistant Planner</b>           | Avg Min Range   | Calc. Mid Point | Avg Max Range   | Act Salary (Min) | Act Salary (Max) |
|------------------------------------|-----------------|-----------------|-----------------|------------------|------------------|
| <i>Village of Weston - Grade I</i> | \$44,304        | \$50,627        | \$60,736        | \$44,720         |                  |
| Study Average - Population Group   | \$54,109        | \$58,782        | \$66,870        | N/A              | N/A              |
| Study Average - Local Group        | \$49,587        | \$57,308        | \$69,534        | N/A              | N/A              |
| <b>Recommended Grade (I)</b>       | <b>\$48,714</b> | <b>\$55,682</b> | <b>\$66,830</b> |                  |                  |

Comparative positions have titles indicating higher level of responsibility. Recommend remaining at current Grade I subject to further review.

| <b>Building Inspector</b>                            | Avg Min Range   | Calc. Mid Point | Avg Max Range   | Act Salary (Min) | Act Salary (Max) |
|--|-----------------|-----------------|-----------------|------------------|------------------|
| <i>Village of Weston - Grade J, M</i>                | \$55,682        | \$63,295        | \$85,093        | \$47,840         | \$73,528         |
| Study Average - Population Group                     | \$55,028        | \$61,913        | \$73,126        | \$54,170         | \$77,164         |
| Study Average - Local Group                          | \$52,491        | \$60,840        | \$74,029        | \$54,797         | \$70,734         |
| <b>Recommended Grade (K) - Residential Inspector</b> | <b>\$53,165</b> | <b>\$60,757</b> | <b>\$72,904</b> |                  |                  |
| <b>Recommended Grade (L) - Comm Inspector?</b>       | <b>\$57,158</b> | <b>\$65,354</b> | <b>\$78,416</b> |                  |                  |

Minimum is based on Grade J, Midpoint is AVG of J & M, and Max on Grade M

Property Inspector  
Building Inspector/Bldg. Mgr.

| <b>Planning Technician</b>         | Avg Min Range | Calc. Mid Point | Avg Max Range | Act Salary (Min) | Act Salary (Max) |
|------------------------------------|---------------|-----------------|---------------|------------------|------------------|
| <i>Village of Weston - Grade H</i> | \$39,853      | \$45,552        | \$54,642      | \$44,720         |                  |
| Study Average - Population Group   | \$45,917      | \$48,113        | \$52,500      | N/A              | N/A              |
| Study Average - Local Group        | \$39,874      | \$44,140        | \$51,251      | \$42,750         | \$47,840         |
| <b>Recommended Grade H</b>         |               |                 |               |                  |                  |

## Summary of Salary Survey Results - 2018

| Technology Director                                | Avg Min Range   | Calc. Mid Point | Avg Max Range   | Act Salary (Min) | Act Salary (Max) |
|--|-----------------|-----------------|-----------------|------------------|------------------|
| <i>Village of Weston - Grade M</i>                 | \$62,026        | \$70,907        | \$85,093        | \$73,840         |                  |
| Study Average - Population Group                   | \$61,877        | \$68,579        | \$79,728        | \$53,747         | \$74,328         |
| Study Average - Local Group                        | \$76,511        | \$84,979        | \$99,019        | \$71,091         | \$71,091         |
| <b>Recommended Grade N (See Combined Analysis)</b> | <b>\$66,477</b> | <b>\$75,982</b> | <b>\$91,166</b> |                  |                  |

When looking at Pop Group, Grade M is the recommended grade, when looking at Local Group, Grade O Meets, Grade N fits when combining both groups

| Utility Technician                 | Avg Min Range   | Calc. Mid Point | Avg Max Range   | Act Salary (Min) | Act Salary (Max) |
|------------------------------------|-----------------|-----------------|-----------------|------------------|------------------|
| <i>Village of Weston - Grade I</i> | \$44,304        | \$50,627        | \$60,736        | \$43,056         |                  |
| Study Average - Population Group   | \$50,343        | \$55,489        | \$64,132        | \$54,142         | \$59,051         |
| Study Average - Local Group        | \$48,724        | \$55,038        | \$65,271        | \$62,338         | \$62,338         |
| <b>Recommended Grade J</b>         | <b>\$48,714</b> | <b>\$55,682</b> | <b>\$66,830</b> |                  |                  |

| Parks & Recreation Manager       | Avg Min Range | Calc. Mid Point | Avg Max Range | Act Salary (Min) | Act Salary (Max) |
|----------------------------------|---------------|-----------------|---------------|------------------|------------------|
| <i>Village of - Grade M</i>      | \$62,026      | \$70,907        | \$85,093      | \$73,840         |                  |
| Study Average - Population Group | \$64,417      | \$71,570        | \$83,425      | \$69,264         | \$101,230        |
| Study Average - Local Group      | \$66,905      | \$74,282        | \$86,521      | \$74,578         | \$74,578         |
| <b>Recommended Grade M</b>       |               |                 |               |                  |                  |

| Aquatic Center Manager             | Avg Min Range | Calc. Mid Point | Avg Max Range | Act Salary (Min) | Act Salary (Max) |
|------------------------------------|---------------|-----------------|---------------|------------------|------------------|
| <i>Village of Weston - Grade I</i> | \$44,304      | \$50,627        | \$60,736      | \$49,192         |                  |
| Study Average - Population Group   | \$45,678      | \$49,787        | \$56,844      | \$47,595         | \$59,124         |
| Study Average - Local Group        | \$46,883      | \$52,444        | \$61,568      | N/A              | N/A              |
| <b>Recommended Grade I</b>         |               |                 |               |                  |                  |

Position is currently salaried for 1/3 of the year for Aquatic Center duties and hourly for off-season - park and street maintenance.

| Arborist/Forester                  | Avg Min Range | Calc. Mid Point | Avg Max Range | Act Salary (Min) | Act Salary (Max) |
|------------------------------------|---------------|-----------------|---------------|------------------|------------------|
| <i>Village of Weston - Grade I</i> | \$44,304      | \$50,627        | \$60,736      | \$47,840         |                  |
| Study Average - Population Group   | \$48,141      | \$53,762        | \$63,005      | \$57,801         | \$57,801         |
| Study Average - Local Group        | #DIV/0!       | #DIV/0!         | #DIV/0!       | \$39,520         | \$39,520         |
| <b>Recommended Grade I</b>         |               |                 |               |                  |                  |

Very few comparatives, position is involved with park and street maintenance plus assisting in office during tax collection season.

**Summary of Salary Survey Results - 2018**

| <b>Public Works Director</b>       | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|------------------------------------|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grade R</i> | \$84,240             | \$96,262               | \$115,502            | \$100,880               |                         |
| Study Average - Population Group   | \$82,844             | \$90,955               | \$104,677            | \$84,350                | \$113,905               |
| Study Average - Local Group        | \$81,805             | \$91,661               | \$107,798            | \$58,000                | \$101,682               |
| <b>Recommended Grade R</b>         |                      |                        |                      |                         |                         |

| <b>Deputy Director of Public Works</b> | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|--|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grade N</i>     | \$66,477             | \$75,982               | \$91,166             | \$73,840                |                         |
| Study Average - Population Group       | \$72,788             | \$79,753               | \$91,584             | \$66,587                | \$88,000                |
| Study Average - Local Group            | \$70,654             | \$78,030               | \$90,376             | \$77,652                | \$77,652                |
| <b>Recommended Grade N</b>             |                      |                        |                      |                         |                         |

| <b>Operations Manager/Engineer</b> | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|------------------------------------|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grade M</i> | \$57,158             | \$70,907               | \$78,416             | N/A                     |                         |
| Study Average - Population Group   | \$61,186             | \$68,006               | \$79,303             | \$64,212                | \$84,549                |
| Study Average - Local Group        | \$64,671             | \$73,448               | \$87,583             | \$65,478                | \$67,919                |
| <b>Recommended Grade M</b>         |                      |                        |                      |                         |                         |

Future Position

| <b>Fleet Foreman</b>               | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|------------------------------------|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grade K</i> | \$53,165             | \$60,757               | \$72,904             | \$57,720                |                         |
| Study Average - Population Group   | \$57,481             | \$62,473               | \$71,105             | \$64,867                | \$72,595                |
| Study Average - Local Group        | \$54,912             | \$65,698               | \$82,368             | N/A                     | N/A                     |
| <b>Recommended Grade K</b>         |                      |                        |                      |                         |                         |



**Summary of Salary Survey Results - 2018**

| <b>Street Foreman</b>              | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|------------------------------------|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grade K</i> | \$53,165             | \$60,757               | \$72,904             | \$57,720                |                         |
| Study Average - Population Group   | \$54,238             | \$59,387               | \$68,146             | \$55,806                | \$71,251                |
| Study Average - Local Group        | \$52,490             | \$59,846               | \$71,644             | \$53,789                | \$61,027                |
| <b>Recommended Grade K</b>         |                      |                        |                      |                         |                         |

| <b>Mechanic</b>                    | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|------------------------------------|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grade J</i> | \$48,714             | \$55,682               | \$66,830             | N/A                     |                         |
| Study Average - Population Group   | \$51,542             | \$55,828               | \$63,301             | \$55,806                | \$62,085                |
| Study Average - Local Group        | \$42,248             | \$48,950               | \$59,540             | \$48,797                | \$56,971                |
| <b>Recommended Grade J</b>         |                      |                        |                      |                         |                         |

| <b>Public Works/Parks Operators</b>       | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|---|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grades G, H, I</i> | \$35,422             | \$45,552               | \$60,736             | \$36,400                | \$52,749                |
| Study Average - Population Group          | \$41,630             | \$47,901               | \$57,870             | \$52,485                | \$58,671                |
| Study Average - Local Group               | \$35,505             | \$43,624               | \$56,006             | \$44,600                | \$56,209                |
| <b>Recommended Grades - G, H, I</b>       |                      |                        |                      |                         |                         |

Grade G for Min, Grade H for  
Mid, Grade I for Max

**Summary of Salary Survey Results - 2018**

| <b>Utility Superintendent</b>      | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|------------------------------------|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grade M</i> | \$62,026             | \$70,907               | \$85,093             | N/A                     |                         |
| Study Average - Population Group   | \$65,646             | \$72,389               | \$83,704             | \$64,212                | \$85,059                |
| Study Average - Local Group        | \$72,561             | \$79,282               | \$90,765             | \$79,725                | \$85,059                |
| <b>Recommended Grade M</b>         |                      |                        |                      |                         |                         |

Future Position (2019)

| <b>Utility Foreman</b>             | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|------------------------------------|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grade K</i> | \$53,165             | \$60,757               | \$72,904             | \$57,720                |                         |
| Study Average - Population Group   | \$56,501             | \$61,604               | \$70,362             | \$59,465                | \$70,800                |
| Study Average - Local Group        | \$53,775             | \$61,198               | \$73,126             | \$57,158                | \$59,925                |
| <b>Recommended Grade K</b>         |                      |                        |                      |                         |                         |

| <b>Utility Operators</b>                  | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|---|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grades H, I, J</i> | \$38,730             | \$50,627               | \$64,938             | \$44,262                | \$53,560                |
| Study Average - Population Group          | \$47,669             | \$53,091               | \$62,043             | \$56,493                | \$59,530                |
| Study Average - Local Group               | \$39,707             | \$47,765               | \$60,181             | \$47,382                | \$59,530                |
| <b>Recommended Grades - H, I, J</b>       |                      |                        |                      |                         |                         |

Grade H for Min, Grade I for Mid,  
Grade J for Max

| <b>Utility Clerk</b>               | <b>Avg Min Range</b> | <b>Calc. Mid Point</b> | <b>Avg Max Range</b> | <b>Act Salary (Min)</b> | <b>Act Salary (Max)</b> |
|------------------------------------|----------------------|------------------------|----------------------|-------------------------|-------------------------|
| <i>Village of Weston - Grade H</i> | \$39,853             | \$45,552               | \$54,642             | \$47,320                |                         |
| Study Average - Population Group   | \$41,807             | \$45,258               | \$51,285             | \$48,318                | \$55,073                |
| Study Average - Local Group        | \$46,406             | \$48,898               | \$53,713             | \$38,563                | \$55,073                |
| <b>Recommended Grade H</b>         |                      |                        |                      |                         |                         |

# REQUEST FOR CONSIDERATION

**Public Mtg/Date:** Human Resources (HR) Committee, January 15, 2019

**Description:** Village of Weston Longevity Policy

**From:** Sherry Weinkauf, Clerk/Employee Resources Manager

**Question:** Should the Board of Trustees approve the longevity policy?

## Background

Last April the former Administrator sent an email to staff indicating the Village was bringing back longevity for the employees. In April and May of 2018, I processed the longevity checks for employees. I did try to find minutes from 2017 approving the longevity incentive, but there does not seem to be any. From what I can tell the HR committee went into closed session on 9/5/17 to discuss employee compensation, but no action was ever taken. The former Administrator's email also indicates the Human Resources Committee will work on updating the Employee Handbook to include the longevity incentive. Staff has put together a proposed policy, which is attached. Finance did include the longevity in the 2019 budget.

**Attached Docs:** Proposed Longevity Policy, e-mail from pervious Administrator Guild, fiscal impact spreadsheet.

**Committee Action:** Discussion and Recommendation to the Board of Trustees to approve the proposed Longevity policy.

**FISCAL IMPACT:** The fiscal impact is \$6,970 for 2019.

**Recommendation:** Village Clerk recommends approval.

## Recommended Language for Official Action

**I move to recommend to the Board of Trustees approve the proposed Longevity Policy for Village of Weston Employees.**

**Additional action:** Human Resources Committee recommendation to the BOT for their 1/21/19 Meeting.

**Sec. X.XX. Longevity.**

Each regular full-time and part-time employee of the Village of Weston will receive longevity pay (1) one time per year on the first pay day in January. Longevity pay will be \$15 per year of service, or a minimum of \$50, whichever is greater. Years of service will be determined annually on the 31<sup>st</sup> of December. Longevity will be calculated based on the number of full years of service from the employee's anniversary to December 31 of any year. Longevity pay will not start until an employee has served one full year of employment.

**From:** [Daniel Guild](#)  
**Cc:** [Victoria Henschel](#); [Sherry Weinkauf](#)  
**Subject:** All Staff - Longevity Incentive  
**Date:** Monday, April 30, 2018 8:14:45 PM  
**Importance:** High

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Over the past few days, I have been sending out emails with your personal information about 2017 Longevity Incentive.

This compensation award was eliminated in the 2013 budget, but I am excited that the Village is able to start bringing this incentive back to our employees.

The 2017 compensation award had a \$50 minimum regardless of number of years served. Above the minimum was calculated at \$15/year.

We still need the Human Resources Committee to work on updating the Employee Handbook and memorializing this program into Chapter 5.

If anyone has any questions, please let me know.

Best regards,

**Daniel Guild**

**Chief Administrative Officer**

**Executive Director of Weston Community Development Authority**

**Village of Weston, Wisconsin**

5500 Schofield Ave, Weston, WI 54476

**Office:** [715-359-6114](tel:715-359-6114)

**Email:** [DGuild@westonwi.gov](mailto:DGuild@westonwi.gov) | **Website:** [www.westonwi.gov](http://www.westonwi.gov)

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**For additional assistance, please contact:**

**Victoria Henschel**

Assistant to the Administrator

715-241-2613

[VHenschel@westonwi.gov](mailto:VHenschel@westonwi.gov)

## LONGEVITY

Min  
\$50.00

| #  | Employee Name        | Position                   | HIRE DATE<br>12/31/2018 | YOS | Lngvty<br>\$15.00 |
|----|----------------------|----------------------------|-------------------------|-----|-------------------|
| 1  | Behnke, Doug         | PW Fleet Lead 4            | 6/6/94                  | 24  | \$360             |
| 2  | Blarek, Forrest      | Operator/Maintainer 3      | 1/5/04                  | 14  | \$210             |
| 3  | Borth, John          | PW Utility Lead 4          | 6/27/94                 | 24  | \$360             |
| 4  | <i>Brown, Nathan</i> | <i>Office Assistant 3</i>  | <i>8/8/14</i>           | 4   | \$60              |
| 5  | Coleman, Theresa     | Deputy Clerk 1             | 2/12/18                 | 0   | \$50              |
| 6  | Crowe, Nathan        | CTO                        | 6/14/04                 | 14  | \$210             |
| 7  | Dietsche, Chad       | Operator/Maintainer 3      | 11/15/99                | 19  | \$285             |
| 8  | Donner, Keith        | COO                        | 7/7/97                  | 21  | \$315             |
| 9  | Falkowski, Jessica   | Arborist/Forester          | 6/12/00                 | 18  | \$270             |
| 10 | <i>Flory, Sara</i>   | <i>Deputy Clerk 1</i>      | <i>6/2/15</i>           | 3   | \$50              |
| 12 | Harrison, Will       | Utility Technician         | 9/5/17                  | 1   | \$50              |
| 14 | Higgins, Jennifer    | CDO                        | 5/5/03                  | 15  | \$225             |
| 15 | Hodell, Renee        | Taxpayer Engagement Coord  | 10/17/05                | 13  | \$195             |
| 17 | Huerth, Clayton      | Operator/Maintainer        | 5/14/18                 | 0   | \$50              |
| 17 | Krause, David        | Operator/Maintainer 3      | 9/9/02                  | 16  | \$240             |
| 18 | Lake, Steven         | Operator/Maintainer 2      | 11/10/14                | 4   | \$60              |
| 19 | Lenhard, Jason       | Operator/Maintainer 3      | 9/6/05                  | 13  | \$195             |
| 20 | Maguire, Roman       | Property Inspector         | 4/4/16                  | 2   | \$50              |
| 21 | Mroczenski, Brad     | Aquatic Center Manager     | 4/21/03                 | 15  | \$225             |
| 22 | Osterbrink, Shawn    | Parks Director             | 4/10/00                 | 18  | \$270             |
| 23 | Parker, Valerie      | P/D Technician             | 3/13/00                 | 18  | \$270             |
| 24 | Pinsonneault, Sara   | Administrative Coordinator | 11/10/17                | 1   | \$50              |
| 25 | Platta, James        | Operator/Maintainer 2      | 1/1/00                  | 18  | \$270             |
| 26 | Reich, Heather       | Deputy Clerk 2             | 8/21/12                 | 6   | \$90              |
| 28 | Skerven, Trevor      | Operator/Maintainer 1      | 2/2/16                  | 2   | \$50              |
| 29 | Skrzypchak, Tony     | PW Streets Lead 4          | 6/9/86                  | 32  | \$480             |
| 30 | Suchmonski, Jen      | Operator/Maintainer 1      | 11/10/14                | 4   | \$60              |
| 31 | Tatro, Shaun         | Building Inspector/Manager | 3/5/07                  | 11  | \$165             |
| 32 | Trautman, Jessica    | CFO                        | 10/15/07                | 11  | \$165             |
| 33 | Trittin, Jenna       | Deputy CFO                 | 12/17/15                | 3   | \$50              |
| 34 | VanSwol, Donna       | Utility Clerk              | 4/25/88                 | 30  | \$450             |
| 35 | Vliestra, Randy      | Operator/Maintainer 3      | 7/8/91                  | 27  | \$405             |
| 36 | Wehner, Jared        | Assistant Planner          | 6/10/13                 | 5   | \$75              |
| 37 | Weinkauf, Sherry     | CIO/Clerk                  | 11/8/93                 | 25  | \$375             |
| 38 | Wodalski, Michael    | Deputy COO                 | 9/27/10                 | 8   | \$120             |
| 40 | Yonker, John         | Operator/Maintainer 2      | 7/2/07                  | 11  | \$165             |
|    |                      |                            |                         | 450 | \$6,970           |

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
5500 SCHOFIELD AVENUE, WESTON, WI 54476  
REQUEST FOR CONSIDERATION

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|                         |  |
|-------------------------|--|
| <b>Public Mtg/Date:</b> | <b>Human Resources Committee – 1/7/2019</b>  |
| <b>Description:</b>     | <b>Discussion and possible action on Results Based Wellness Program incentives for Village employees not on Village health Insurance.</b>                    |
| <b>From:</b>            | <b>Wellness Committee</b>  |
| <b>Question:</b>        | <b>Should the Village offer Results Based Wellness Program Incentives to Village employees not on the Village health insurance to promote participation?</b> |

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## Background

The Village Board approved a Results Based Wellness Program for Village Employees that receive health insurance through the Village of Weston at the September 17, 2018 Board Meeting. The goal of this program is to improve employee health, which will in turn hopefully result in lower health care costs and increased productivity from healthy employees. The current program consists of four components.

- 1) The first component is the Health Coaching that is required to participate in the program. You need to participate in this component to be eligible for the incentives.
- 2) The second component is a Preventive Screening Form.
- 3) The third component is a Tobacco Use Affidavit.
- 4) The final component is Biometrics.

Employees that choose to participate can earn reduced premiums as the incentive.

- All employees that complete **all four components** are eligible for a reduced premium of **10%** employee contribution.
- For employees that complete the **first component** and **two of the other three components** are eligible for a reduced premium of **12%** employee contribution.
- Those that **do not complete** the components outlined above will remain at the **current 15%** employee contribution.

These incentives only apply to the employees that would be carrying the insurance offered by the Village. That brings up the question of how we promote participation to employees not on the Village insurance since the incentives wouldn't apply to them.

The Wellness Committee proposes that employees not on the Village insurance would be eligible for a cash incentive equivalent to the savings of an employee with a single plan. Example: An employee on the single plan insurance pays about \$102 per month

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**5500 SCHOFIELD AVENUE, WESTON, WI 54476**  
**REQUEST FOR CONSIDERATION**

at the current 15% employee contribution. If the employee qualifies for a 12% premium, they would then pay \$82 per month for a saving of \$20/month. If the employee qualifies for the 10% premium, they would then pay \$68 per month for a savings of \$34/month. For an employee not on the Village insurance they would then qualify for the equivalent payout of \$20 or \$34 depending on the components completed.

Baseline biometrics were taken in December of this year with final biometrics taking place next November. Qualifying participants will see the reduced premiums or payouts in 2020.

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**Attached Docs:**            **Wellness Incentive Calculation sheet**

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**Committee Action:**    **Results Based Program and reduced premium incentives approved by Village Board in September of 2018.**

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**Fiscal Impact:**            **\$240 (3 components completed) to \$408 (4 components completed) per qualifying employee not on the Village insurance. *\*This is based on 2018/2019 premiums – actual incentive will be based on 2019/2020 premiums.***

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**Recommendation:**    **Staff recommends approval.**

**Recommended Language for Official Action**

**I move to Recommend to the Board of Trustees approval of the Results Based Wellness incentives for Village employees not on Village health insurance.**

**I move to Recommend to the Board of Trustees not to approve the Results Based Wellness incentives for Village employees not on Village health insurance.**

**Or, something else.**

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Additional action:



**Proposed 2.9% Increase 2018 - 2019 for Current Weston Staff**

Created By: Keith Donner on: 01/11/19  
 Longevity Date: 4/17/2018

| #  | Employee Name      | Position                         | HIRE DATE | YOS | 2018 Salary |           |                |           |              | 2019 Wage with 2.9% CPI |           | Placement on Proposed Pay Matrix |          |       |           | Net 2019 Increase |          |  |
|----|--------------------|----------------------------------|-----------|-----|-------------|-----------|----------------|-----------|--------------|-------------------------|-----------|----------------------------------|----------|-------|-----------|-------------------|----------|--|
|    |                    |                                  |           |     | Hourly 2080 | Salary    | Lngvty \$15.00 | D-Rewards | Total        | Hourly 2080             | Salary    | Grade                            | Market   | Ratio | Target    | Hourly            | Annual   |  |
| 11 | N/A                | CAO                              | 5/29/12   | 5   | \$50.50     | \$105,040 | \$75           |           | \$105,115.00 |                         |           |                                  |          |       |           |                   |          |  |
| 8  | Donner, Keith      | Director of Public Works, COO    | 7/7/97    | 20  | \$48.50     | \$100,880 | \$300          | \$100.00  | \$101,280.00 | \$49.91                 | \$103,806 | R                                | \$ 46.28 | 108%  | \$ (3.63) | \$1.41            | \$2,926  |  |
| 32 | Trautman, Jessica  | Finance Director, CFO            | 10/15/07  | 10  | \$41.00     | \$85,280  | \$150          | \$100.00  | \$85,530.00  | \$42.19                 | \$87,753  | P                                | \$ 41.40 | 102%  | \$ (0.79) | \$1.19            | \$2,473  |  |
| 14 | Higgins, Jennifer  | Plan/Dev Director, CDO           | 5/5/03    | 14  | \$36.50     | \$75,920  | \$210          | \$100.00  | \$76,230.00  | \$37.56                 | \$78,122  | P                                | \$ 41.40 | 91%   | \$ 3.84   | \$1.06            | \$2,202  |  |
| 38 | Wodalski, Michael  | Deputy Dir. of Public Works, COO | 9/27/10   | 7   | \$35.50     | \$73,840  | \$105          | \$100.00  | \$74,045.00  | \$36.53                 | \$75,981  | N                                | \$ 36.53 | 100%  | \$ 0.00   | \$1.03            | \$2,141  |  |
| 6  | Crowe, Nathan      | CTO                              | 6/14/04   | 13  | \$35.50     | \$73,840  | \$195          | \$100.00  | \$74,135.00  | \$36.53                 | \$75,981  | N                                | \$ 36.53 | 100%  | \$ 0.00   | \$1.03            | \$2,141  |  |
| 22 | Osterbrink, Shawn  | Parks Director                   | 4/10/00   | 18  | \$35.50     | \$73,840  | \$270          | \$100.00  | \$74,210.00  | \$36.53                 | \$75,981  | M                                | \$ 34.09 | 107%  | \$ (2.44) | \$1.03            | \$2,141  |  |
| 31 | Tatro, Shaun       | Building Inspector/Manager       | 3/5/07    | 11  | \$35.35     | \$73,528  | \$165          |           | \$73,693.00  | \$36.38                 | \$75,660  | M                                | \$ 31.42 | 116%  | \$ (4.96) | \$1.03            | \$2,132  |  |
| 37 | Weinkauf, Sherry   | CIO/Clerk                        | 11/8/93   | 24  | \$35.50     | \$73,840  | \$360          | \$100.00  | \$74,300.00  | \$36.53                 | \$75,981  | M                                | \$ 34.09 | 107%  | \$ (2.44) | \$1.03            | \$2,141  |  |
| 33 | Trittin, Jenna     | Deputy CFO                       | 12/17/15  | 2   | \$26.71     | \$55,557  | \$50           | \$100.00  | \$55,706.80  | \$27.48                 | \$57,168  | L                                | \$ 31.42 | 87%   | \$ 3.94   | \$0.77            | \$1,611  |  |
|    |                    | Eco Dev Coordinator              |           |     |             |           |                |           |              | \$27.48                 | \$57,158  | L                                | \$ 31.42 | 87%   | \$ 3.94   | \$27.48           | \$57,158 |  |
| 1  | Behnke, Doug       | PW Fleet Lead 4                  | 6/6/94    | 23  | \$27.75     | \$57,720  | \$345          |           | \$58,065.00  | \$28.55                 | \$59,394  | K                                | \$ 29.21 | 98%   | \$ 0.66   | \$0.80            | \$1,674  |  |
| 3  | Borth, John        | PW Utility Lead 4                | 6/27/94   | 23  | \$27.75     | \$57,720  | \$345          |           | \$58,065.00  | \$28.55                 | \$59,394  | K                                | \$ 29.21 | 98%   | \$ 0.66   | \$0.80            | \$1,674  |  |
| 15 | Hodell, Renee      | Taxpayer Engagement Coord        | 10/17/05  | 12  | \$28.75     | \$59,800  | \$180          |           | \$59,980.00  | \$29.58                 | \$61,534  | K                                | \$ 29.21 | 101%  | \$ (0.37) | \$0.83            | \$1,734  |  |
| 29 | Skrzypchak, Tony   | PW Streets Lead 4                | 6/9/86    | 31  | \$27.75     | \$57,720  | \$465          |           | \$58,185.00  | \$28.55                 | \$59,394  | K                                | \$ 29.21 | 98%   | \$ 0.66   | \$0.80            | \$1,674  |  |
| 20 | Maguire, Roman     | Property/Residential Inspector   | 4/4/16    | 2   | \$23.00     | \$47,840  | \$50           |           | \$47,890.00  | \$23.67                 | \$49,227  | K                                | \$ 29.21 | 81%   | \$ 5.54   | \$0.67            | \$1,387  |  |
| 7  | Dietsche, Chad     | Utility Senior Operator          | 11/15/99  | 18  | \$25.75     | \$53,560  | \$270          |           | \$53,830.00  | \$26.50                 | \$55,113  | J                                | \$ 26.77 | 99%   | \$ 0.27   | \$0.75            | \$1,553  |  |
| 17 | Krause, David      | Utility Senior Operator          | 9/9/02    | 15  | \$25.75     | \$53,560  | \$225          |           | \$53,785.00  | \$26.50                 | \$55,113  | J                                | \$ 26.77 | 99%   | \$ 0.27   | \$0.75            | \$1,553  |  |
| 19 | Lenhard, Jason     | Operator/Maintainer 3            | 9/6/05    | 12  | \$24.75     | \$51,480  | \$180          |           | \$51,660.00  | \$25.47                 | \$52,973  | J                                | \$ 26.77 | 95%   | \$ 1.30   | \$0.72            | \$1,493  |  |
| 12 | Harrison, Will     | Utility Technician               | 9/5/17    | 0   | \$20.70     | \$43,056  | \$0            |           | \$43,056.00  | \$21.30                 | \$44,305  | J                                | \$ 26.77 | 80%   | \$ 5.47   | \$0.60            | \$1,249  |  |
| 2  | Blarek, Forrest    | Operator/Maintainer 3            | 1/5/04    | 14  | \$25.36     | \$52,749  | \$210          |           | \$52,958.80  | \$26.10                 | \$54,279  | I                                | \$ 24.34 | 107%  | \$ (1.76) | \$0.74            | \$1,530  |  |
| 35 | Vliestra, Randy    | Operator/Maintainer 3            | 7/8/91    | 26  | \$25.36     | \$52,749  | \$390          |           | \$53,138.80  | \$26.10                 | \$54,279  | I                                | \$ 24.34 | 107%  | \$ (1.76) | \$0.74            | \$1,530  |  |
| 9  | Falkowski, Jessica | Arborist/Forester                | 6/12/00   | 17  | \$23.00     | \$47,840  | \$255          |           | \$48,095.00  | \$23.67                 | \$49,227  | I                                | \$ 24.34 | 97%   | \$ 0.67   | \$0.67            | \$1,387  |  |
| 21 | Mroczenski, Brad   | Aquatic Center Manager           | 4/21/03   | 14  | \$23.65     | \$49,192  | \$210          | \$100.00  | \$49,502.00  | \$24.34                 | \$50,619  | I                                | \$ 24.34 | 100%  | \$ 0.00   | \$0.69            | \$1,427  |  |
| 36 | Wehner, Jared      | Assistant Planner                | 6/10/13   | 4   | \$21.50     | \$44,720  | \$60           |           | \$44,780.00  | \$22.12                 | \$46,017  | I                                | \$ 24.34 | 91%   | \$ 2.22   | \$0.62            | \$1,297  |  |
| 28 | Skerven, Trevor    | Utility Operator                 | 2/2/16    | 2   | \$21.28     | \$44,262  | \$50           |           | \$44,312.40  | \$21.90                 | \$45,546  | I                                | \$ 24.34 | 90%   | \$ 2.44   | \$0.62            | \$1,284  |  |
| 18 | Lake, Steven       | Operator/Maintainer 2            | 11/10/14  | 3   | \$20.70     | \$43,056  | \$50           |           | \$43,106.00  | \$21.30                 | \$44,305  | H                                | \$ 21.90 | 97%   | \$ 0.60   | \$0.60            | \$1,249  |  |
| 25 | Platta, James      | Operator/Maintainer 2            | 1/1/00    | 18  | \$23.65     | \$49,192  | \$270          |           | \$49,462.00  | \$24.34                 | \$50,619  | H                                | \$ 21.90 | 111%  | \$ (2.44) | \$0.69            | \$1,427  |  |
| 40 | Yonker, John       | Operator/Maintainer 2            | 7/2/07    | 10  | \$23.65     | \$49,192  | \$150          |           | \$49,342.00  | \$24.34                 | \$50,619  | H                                | \$ 21.90 | 111%  | \$ (2.44) | \$0.69            | \$1,427  |  |
| 23 | Parker, Valerie    | P/D Technician                   | 3/13/00   | 18  | \$21.50     | \$44,720  | \$270          |           | \$44,990.00  | \$22.12                 | \$46,017  | H                                | \$ 21.90 | 101%  | \$ (0.22) | \$0.62            | \$1,297  |  |
| 34 | VanSwol, Donna     | Utility Clerk                    | 4/25/88   | 29  | \$22.75     | \$47,320  | \$435          |           | \$47,755.00  | \$23.41                 | \$48,692  | H                                | \$ 21.90 | 107%  | \$ (1.51) | \$0.66            | \$1,372  |  |
| 24 | Pinsonneault, Sara | Administrative Coordinator       | 11/10/17  | 0   | \$17.75     | \$36,920  | \$0            |           | \$36,920.00  | \$18.26                 | \$37,991  | G                                | \$ 19.46 | 94%   | \$ 1.20   | \$0.51            | \$1,071  |  |
| 26 | Reich, Heather     | Deputy Clerk 2                   | 8/21/12   | 5   | \$17.50     | \$36,400  | \$75           |           | \$36,475.00  | \$18.01                 | \$37,456  | G                                | \$ 19.46 | 93%   | \$ 1.45   | \$0.51            | \$1,056  |  |
| 30 | Suchmonski, Jen    | Operator/Maintainer 1            | 11/10/14  | 3   | \$18.42     | \$38,314  | \$50           |           | \$38,363.60  | \$18.95                 | \$39,425  | G                                | \$ 19.46 | 97%   | \$ 0.51   | \$0.53            | \$1,111  |  |
| 16 | Huerth, Clayton    | Operator/Maintainer 1            | 5/14/2018 |     | \$17.50     | \$36,400  |                |           |              | \$18.01                 | \$37,456  | G                                | \$ 19.46 | 93%   | \$ 1.45   | \$0.51            | \$1,056  |  |
| 5  | Coleman, Theresa   | Deputy Clerk 1                   | 2/12/18   | 0   | \$16.00     | \$33,280  | \$0            |           | \$33,280.00  | \$16.46                 | \$34,245  | F                                | \$ 17.02 | 97%   | \$ 0.56   | \$0.46            | \$965    |  |
| 10 | Flory, Sara        | Deputy Clerk 1                   | 6/2/15    | 2   | \$16.00     | \$33,280  | \$50           |           | \$33,330.00  | \$16.46                 | \$34,245  | F                                | \$ 17.02 | 97%   | \$ 0.56   | \$0.46            | \$965    |  |
| 4  | Brown, Nathan      | Office Assistant 3               | 8/8/14    | 3   | \$13.50     | \$28,080  | \$50           |           | \$28,130.00  | \$13.89                 | \$28,894  | D                                | \$ 14.59 | 95%   | \$ 0.70   | \$0.39            | \$814    |  |

Effect of increasing CPI for all employees

| Fund  | Annual Salary | Annual Hourly | FICA     | WRS      | Workers Comp |
|-------|---------------|---------------|----------|----------|--------------|
| 10    | 15,840.00     | 18,455.00     | 2,625.00 | 2,130.00 | 1,288.00     |
| 18    | -             | 1,352.00      | 104.00   | 88.00    | 75.00        |
| 21    | 2,235.00      | -             | 172.00   | 145.00   | 67.00        |
| 22    | -             | 494.00        | 38.00    | 32.00    | 32.00        |
| 26    | 445.00        | -             | 33.00    | 29.00    | -            |
| 27    | -             | 6.00          | -        | -        | -            |
| 28    | -             | 6.00          | -        | -        | -            |
| 29    | -             | -             | -        | -        | -            |
| 60    | 3,530.00      | 5,930.63      | 724.00   | 623.00   | 341.00       |
| 61    | 3,530.00      | 2,014.63      | 421.00   | 361.00   | 171.00       |
| 63    | -             | 1,278.00      | 97.00    | 82.00    | 73.00        |
| Total | 25,580.00     | 29,536.26     | 4,214.00 | 3,490.00 | 2,047.00     |

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|-------|
| Total |
|-------|

40,348.00

1,637.00

2,640.00

618.00

533.00

33.00

34.00

29.00

11,208.63

6,558.63

1,593.00

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65,232.26

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