



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
MEETING AGENDA OF THE HUMAN RESOURCES COMMITTEE
The Committee will hold a meeting on the date, time and location listed.

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 **Monday, February 24, 2020 @ 6:00 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 by Chairperson Fiene.
2. Roll Call by Recording Secretary Flory.
 - Fiene {c}, Hackbarth, Schuster, Simmons and Zeyghami {vc},
3. [Approval of minutes from previous meeting: January 27, 2020.](#)
4. Public comments.

NEW BUSINESS.

5. [Acknowledge Village of Weston/Everest Metro Police EAP Utilization Report](#)
6. [Discussion of Sec. 5: Job Classification and Compensation of the Employee Personnel Policies and Procedures Handbook](#)
7. [Acknowledge "Ad-Hoc" Tele-Commuting Agreement for Valerie Parker, Planning & Development Department Technician](#)

UNFINISHED BUSINESS.

8. [Update on options for filling vacancy of Aquatic Center Manager/Public Works Maintainer/Operator](#)

FUTURE ITEMS.

9. Next meeting date: March 23, 2020
10. Topics for future meetings
11. Remarks from Staff
12. Remarks from Committee members
13. Announcements

ADJOURNMENT.

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

Monday, January 27, 2019 @ 6:00 p.m.

AGENDA ITEMS.

1. **Call to Order & Welcome by Chairperson Fiene.**
Meeting called to order by Chairperson Fiene at 6:00 p.m.
2. **Roll Call by Recording Secretary Flory.**

MEMBER	PRESENT
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

3. **Approval of minutes from previous meeting.**

Motion by Hackbarth, second by Simmons to approve the minutes of December 16, 2019.

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

MEMBER	VOTING
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

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

NEW BUSINESS

5. **Revision to Sec. 5.14(3) Reimbursement rates for official Village meals**
Weinkauff said she recently received concerns from employees regarding the Village's meal reimbursement rates. She referenced the website of the U.S. General Services Administration (GSA). She said the standard meal breakdown is \$55, and includes \$13 for breakfast, \$14 for lunch, \$23 for dinner and \$5 for incidental expenses. There was a short discussion on tipping. It was suggested the 20% tipping language get added back in the employee handbook.

Motion by Schuster, second by Hackbarth to recommend the Board of Trustees approve the revision to Sec. 5.14 (3) Reimbursement for Travel Expenses of the Employee Personnel Policies and Procedures Handbook. Q/Wodalski asked to clarify the definition of per diem. There was a short discussion on the per diem rate definition. The

consensus of the Committee was to remove the per diem wording and replace with reimbursement expenses in the Employee Handbook.

Motion by Schuster, second by Zeyghami to amend the original motion and remove the per diem wording and replace with reimbursement expenses in the Employee Handbook.

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

MEMBER	VOTING
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

All in favor of original motion as amended:

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

MEMBER	VOTING
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

6. Acknowledge resignation from Parks Maintainer/Aquatic Center Manager Brad Mroczenski

Motion by Hackbarth, second by Simmons to acknowledge the resignation from Brad Mroczenski.

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

MEMBER	VOTING
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

7. Process and Options for filling vacancy of Aquatic Center Manager

Director Osterbrink discussed options for filling the vacancy of the Aquatic Center Manager. He said some of the options include working with the YMCA, Marathon County, the school district and the Rothchild/Schofield Aquatic Center. These discussions are very preliminary.

8. Assistant Planner recruitment update

Administrator Donner said Emily Wheaton was hired to fill the Assistant Planner position. Her first day with the Village is today.

9. Workers compensation experience update

Administrator Donner spoke to the committee about Workers Compensation experience. The Village had zero compensable claims in 2019. This is very rare. He will send a letter to employees congratulating them on their safety efforts. Weinkauff said the modification factor for 2020 is .87.

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

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Resolution No. 2020-001 – 2020 Employee CPI compensation adjustments.

Motion by Zeyghami, second by Simmons to convene into closed session at 6:30 p.m.

Roll call taken by Recording Secretary Flory.

Roll Call:

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

MEMBER	VOTING
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

RECONVENE TO OPEN SESSION

Motion by Zeyghami, second by Simmons to reconvene from closed session.

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

MEMBER	VOTING
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

POSSIBLE ACTION ON CLOSED SESSION ITEMS

10. Resolution No. 2020-001 - 2020 Employee CPI compensation adjustments

Motion by Zeyghami, second by Schuster to recommend the Board of Trustees approve Resolution No. 2020-001 - 2020 Employee CPI compensation adjustments.

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

MEMBER	VOTING
Fiene, Nate	YES

Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

FUTURE ITEMS.

- 11. **Next regular meeting date: February 24, 2020**
- 12. **Topics for future meetings.**
Fiene suggested adding discussion on the next agenda to include the mid-point compensation language which is in Chapter 5 of the Employee Handbook.
- 13. **Remarks from Staff.**
No comments.
- 14. **Remarks from Committee members.**
Simmons asked if the Village had a cell phone policy. Weinkauff said yes. He said he recently saw an employee almost get in an accident because they were on their cell phone.
- 15. **Announcements.**
No comments.

ADJOURN

Motion by Simmons, second by Hackbarth to adjourn the meeting at 8:01 p.m.

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

MEMBER	VOTING
Fiene, Nate	YES
Hackbarth, Linda	YES
Schuster, Fred	YES
Simmons, Ryan	YES
Zeyghami, Hooshang	YES

UTILIZATION REPORT

Village of Weston/Everest Metro Police (8)

January 01, 2019 - December 31, 2019 on New and Open Clients

UTILIZATION RATE SUMMARY

Weighted Population	67	68	69	69	68	67
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Count	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2019 - 12/2019		1/2018 - 12/2018	
	#	%	#	%	#	%	#	%	#	%	#	%
EAP Clients	2	33.33%	3	33.33%	6	54.55%	6	60.00%	6	24.00%	10	30.30%
Organizational Service/CISD	4	66.67%	6	66.67%	5	45.45%	4	40.00%	19	76.00%	23	69.70%
Total	6	100%	9	100%	11	100%	10	100%	25	100%	33	100%
Total Current Period Rate	2.99%		4.41%		8.70%		8.70%		8.82%		14.93%	
Total Annualized Utilization Rate	11.97%		17.50%		34.13%		34.13%		8.82%		14.93%	

Hours	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2019 - 12/2019		1/2018 - 12/2018	
	#	%	#	%	#	%	#	%	#	%	#	%
EAP Clients	0	0.00%	2	25.81%	11.5	68.66%	4	72.73%	17.5	56.45%	11	41.12%
Organizational Service/CISD	1	100.00%	5.75	74.19%	5.25	31.34%	1.5	27.27%	13.5	43.55%	15.75	58.88%
Total	1	100%	7.75	100%	16.75	100%	5.5	100%	31	100%	26.75	100%

Historical Utilization

1/1/2014-12/31/2014	1/1/2015-12/31/2015	1/1/2016-12/31/2016	1/1/2017-12/31/2017	1/1/2018-12/31/2018
No Data	0.84%	2.74%	18.18%	14.93%

GENERAL SUMMARY

New/Ongoing	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/2019 - 12/2019	1/2018 - 12/2018
Total New Files	0	1	3	0	4	1

Referred/Closed	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/2019 - 12/2019	1/2018 - 12/2018
Total Files Closed	0	0	0	4	4	8

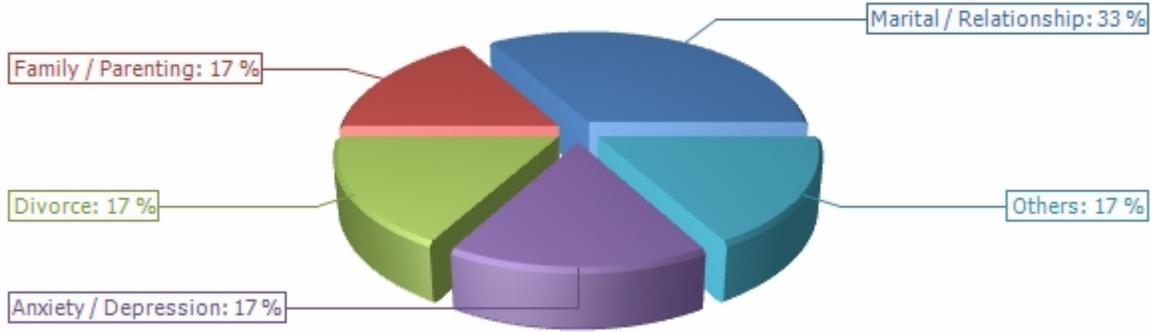
Activity / Session Hours	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/2019 - 12/2019	1/2018 - 12/2018
Total File Activity / Session Hours	0.00	2.00	11.50	4.00	17.50	11.00

UTILIZATION REPORT

Village of Weston/Everest Metro Police (8)

January 01, 2019 - December 31, 2019

Primary Presenting Problem



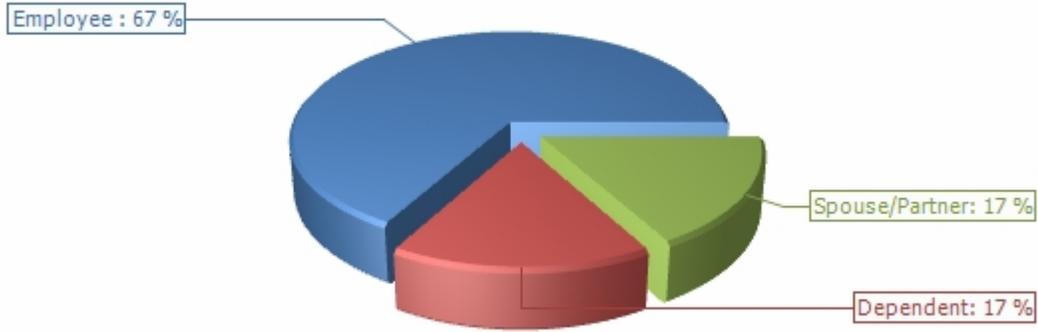
Primary Presenting Problem	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2019 - 12/2019		1/2018 - 12/2018	
	#	%	#	%	#	%	#	%	#	%	#	%
Alcohol / Substance Abuse - Other	0	0.00%	0	0.00%	1	16.67%	1	16.67%	1	16.67%	0	0.00%
Anxiety / Depression	0	0.00%	0	0.00%	1	16.67%	1	16.67%	1	16.67%	0	0.00%
Divorce	0	0.00%	1	33.33%	1	16.67%	1	16.67%	1	16.67%	0	0.00%
Family / Parenting	1	50.00%	1	33.33%	1	16.67%	1	16.67%	1	16.67%	2	20.00%
Grief	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	10.00%
Marital / Relationship	1	50.00%	1	33.33%	2	33.33%	2	33.33%	2	33.33%	4	40.00%
Trauma	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	10.00%
Work Related / Performance / Mandatory	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	10.00%
Work Relations / Conflict	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	10.00%
Total	2	100 %	3	100 %	6	100 %	6	100 %	6	100 %	10	100 %

UTILIZATION REPORT

Village of Weston/Everest Metro Police (8)

January 01, 2019 - December 31, 2019

Client Type



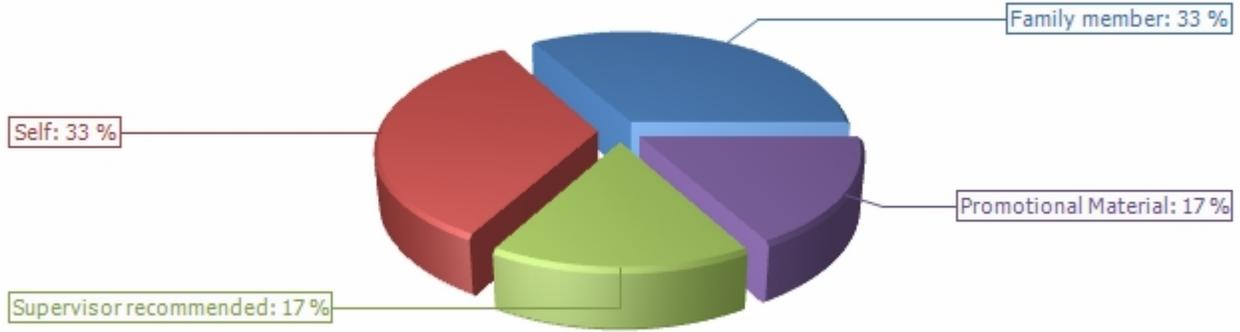
Client Type	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2019 - 12/2019		1/2018 - 12/2018	
	#	%	#	%	#	%	#	%	#	%	#	%
Dependent	0	0.00%	0	0.00%	1	16.67%	1	16.67%	1	16.67%	1	10.00%
Employee	2	100.00%	3	100.00%	4	66.67%	4	66.67%	4	66.67%	7	70.00%
Spouse/Partner	0	0.00%	0	0.00%	1	16.67%	1	16.67%	1	16.67%	2	20.00%
Total	2	100 %	3	100 %	6	100 %	6	100 %	6	100 %	10	100 %

UTILIZATION REPORT

Village of Weston/Everest Metro Police (8)

January 01, 2019 - December 31, 2019

Referred by:



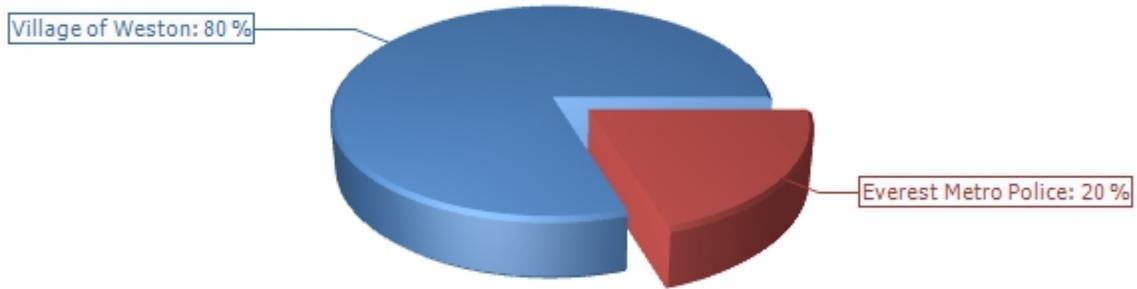
Referred by:	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2019 - 12/2019		1/2018 - 12/2018	
	#	%	#	%	#	%	#	%	#	%	#	%
Family member	0	0.00%	0	0.00%	2	33.33%	2	33.33%	2	33.33%	2	20.00%
Human Resources	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	20.00%
Medical / Employee Health	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	10.00%
Promotional Material	0	0.00%	1	33.33%	1	16.67%	1	16.67%	1	16.67%	1	10.00%
Self	1	50.00%	1	33.33%	2	33.33%	2	33.33%	2	33.33%	2	20.00%
Supervisor recommended	1	50.00%	1	33.33%	1	16.67%	1	16.67%	1	16.67%	2	20.00%
Total	2	100 %	3	100 %	6	100 %	6	100 %	6	100 %	10	100 %

UTILIZATION REPORT

Village of Weston/Everest Metro Police (8)

January 01, 2019 - December 31, 2019

Village of Weston or Everest Metro Police employee



Village of Weston or Everest Metro Police employee	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2019 - 12/2019		1/2018 - 12/2018	
	#	%	#	%	#	%	#	%	#	%	#	%
Everest Metro Police	0	0.00%	0	0.00%	1	20.00%	1	20.00%	1	20.00%	3	42.86%
Village of Weston	1	100.00%	2	100.00%	4	80.00%	4	80.00%	4	80.00%	4	57.14%
Total	1	100 %	2	100 %	5	100 %	5	100 %	5	100 %	7	100 %

UTILIZATION REPORT

Village of Weston/Everest Metro Police (8)

January 01, 2019 - December 31, 2019

Organizational Services Summary

Date	Type	Duration	Location	Attendees
1/2/2019	Admin (promos, phone calls, etc.)			0
2/1/2019	Admin (promos, phone calls, etc.)			0
2/7/2019	Meeting (Account Management, Gro	1		9
2/7/2019	Group Meeting	1		
3/1/2019	Admin (promos, phone calls, etc.)			0
4/1/2019	Admin (promos, phone calls, etc.)			0
5/1/2019	Admin (promos, phone calls, etc.)			0
5/2/2019	Crisis Response (Critical Incident, De	2		15
5/2/2019	Crisis Response	2		
5/29/2019	Crisis Response (Critical Incident, De	2.5		20
5/29/2019	Crisis Response	2.5		
6/1/2019	Admin (promos, phone calls, etc.)			0
6/6/2019	Training (Orientations, Presentation	1.25		10
6/6/2019	Training/Presentation	1.25		
7/1/2019	Admin (promos, phone calls, etc.)			0

UTILIZATION REPORT

Village of Weston/Everest Metro Police (8)

January 01, 2019 - December 31, 2019

Organizational Services Summary

Date	Type	Duration	Location	Attendees
7/24/2019	Training (Orientations, Presentation)	4		26
7/24/2019	Crisis Response	4		
7/31/2019	Meeting (Account Management, Gro	1.25		16
7/31/2019	Group Meeting	1.25		
8/1/2019	Admin (promos, phone calls, etc.)			0
9/1/2019	Admin (promos, phone calls, etc.)			0
10/1/2019	Admin (promos, phone calls, etc.)			0
11/1/2019	Admin (promos, phone calls, etc.)			0
12/1/2019	Admin (promos, phone calls, etc.)			0
12/5/2019	Training (Orientations, Presentation)	1.5		14
12/5/2019	Training/Presentation	1.5		
TOTAL		13.50		110

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

PUBLIC MTG/DATE:	HUMAN RESOURCES COMMITTEE – 02/24/2020
DESCRIPTION:	DISCUSSION OF SEC. 5: JOB CLASSIFICATION AND COMPENSATION OF THE EMPLOYEE PERSONNEL POLICIES AND PROCEDURES HANDBOOK.
FROM:	KEITH DONNER, ADMINISTRATOR SHERRY WEINKAUF, EMPLOYEE RESOURCES MANAGER
QUESTION:	WHAT IS THE MEANING OF THE MID-POINT OR MARKET RATE ON THE CLASS AND COMPENSATION MATRIX?

BACKGROUND

During the January meeting of the Human Resources Committee, the committee expressed a desire to have future discussion of the meaning of the mid-point or market rate on the Village's classification and compensation matrix. This topic is addressed in Chapter 5 of the Village's Employee Handbook a copy of which is attached. Parts of this chapter were discussed in meetings of the committee in October and November 2019 and certain language in Chapter 5 is highlighted which pertained to the discussion. A supplemental briefier presented at the November meeting is also attached.

The meaning of mid-point is discussed in Section 5.08. For Weston this is understood by the Administrator to mean the market rate or average compensation for similar positions in peer organizations. When the Village undertook an in-house compensation study in 2018, we reviewed comparative positions in communities within the Village's population group (12,500 – 17,500) in the "Municipal Facts" publication from the Wisconsin Taxpayers Alliance. We also reviewed area communities as another check but, based any adjustments of the Classification and Compensation matrix on the population group unless none were found.

The premise is we should provide for employees to reach their mid-point after 5 years of experience. This should also coincide with being able to perform the duties in their job description. Certain positions may have other expectations such as for Public Works Operators who may be expected to be proficient in say, 3 of 5 pieces of equipment, since it is not possible or necessary for all employees to be capable of performing every task or operate every piece of equipment but, the organization needs certain minimum capabilities.

COMMITTEE ACTION:	NONE PREVIOUSLY. PREVIOUS DISCUSSION IN MEETINGS OF THE HR COMMITTEE IN OCTOBER AND NOVEMBER 2019 AND JANUARY 2020.
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FISCAL IMPACT:	UNDETERMINED, NOT APPLICABLE AT THIS TIME.
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RECOMMENDATION:	DEPENDENT ON DISCUSSION
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RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

To BE DETERMINED

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

CHAPTER 5

JOB CLASSIFICATIONS AND COMPENSATION

- Sec. 5.01. General Provisions.
- Sec. 5.02. Job Documentation Procedure.
- Sec. 5.03. Vacant Position Control.
- Sec. 5.04. Abolition of Jobs.
- Sec. 5.05. Reclassification Requests Procedure.
- Sec. 5.06. Reclassification Review Procedure.
- Sec. 5.07. Compensation Philosophy and Priorities.
- Sec. 5.08. Salary Range Structure.
- Sec. 5.09. Salary Ranges.
- Sec. 5.10. Salary Adjustment Procedure.
- Sec. 5.11. Annual Review and Adjustment to Salary Schedules.
- Sec. 5.12. Performance Bonuses.
- Sec. 5.13. Clothing and Equipment.
- Sec. 5.14. Reimbursement for Travel Expenses.
- Sec. 5.15. Reimbursement for Meetings and Miscellaneous Expenses.

Sec. 5.01. General Provisions.

It is the policy of the Village to maintain a classification and compensation plan that will provide compensation so as to allow for the recruitment and retention of a high-quality work force. We believe that it is in the best interest of the Village of Weston, our employees, and the community in which we serve, to competitively and fairly compensate employees for their work. The compensation for general Village employees in an allocated position not covered by a labor contract will be established by the Administrator within the budget approved by the Board of Trustees.

Sec. 5.02. Job Documentation Procedure.

Job documentation refers to the collection and maintenance of job content information. Formal job descriptions are used to describe duties and responsibilities required for each job at the Village. The description focuses on the job, not the employee assigned to the job. Appraisal of the employee's performance is treated as a separate issue.

- (1) Job Descriptions. Village job descriptions generally contain the following information: job title; reporting relationships; Fair Labor Standards Act (FLSA) exemption status; purpose; essential duties and responsibilities; additional duties and responsibilities; job requirements; performance specifications; and work environment conditions. A copy of the approved job description is available for each employee on the Village's website, through their manager, or the Administrator. A job description is used to describe every job. It is intended to document the minimum requirements of the job as it exists at the present time. The formal job description is used as the basis for assigning a pay range. Accurate and complete job descriptions will be prepared and maintained.
- (2) Job Documentation Responsibility. Current job documentation is the responsibility of the Department Directors in coordination with the Administrator. The Administrator is responsible for ensuring the consistency and accuracy of the information. The Employee Resources Manager shall be responsible for keeping formal copies and background information on file for all jobs. Department Directors, in coordination with the Administrator, are responsible for writing new and revised job descriptions.

- (3) Job Changes. As a job changes, a revised job description may be needed. Department Directors are required to review job descriptions with their employees on an annual basis in conjunction with the performance appraisal process. If changes are minor, the manager and employee should note the changes on the current job description and forward it to the Employee Resources Manager. The Administrator will make the changes and prepare and distribute an official revised description.
- (4) New Jobs. If a Department Director wants to hire for a new job, a position description questionnaire must be completed listing the minimum requirements and responsibilities for the job. A job description will then be developed and a pay grade and salary range assigned to the job.

Sec. 5.03. Vacant Position Control.

If a job becomes vacant, the manager is required to review the current job description to determine if there should be any changes prior to the position being posted. Revisions should be made before any action is taken to fill the position. Positions which are vacant for a period of fifteen (15) months are deleted from the allocation list unless an extension is granted by the Administrator. Extensions of up to twelve (12) months can be granted by the Administrator in response to requests from Department Directors which involve special circumstances.

Sec. 5.04. Abolition of Jobs.

When it is determined that a classification or classifications are no longer appropriate, the Administrator can abolish them.

Sec. 5.05. Reclassification Requests Procedure.

A request for a reclassification of a current position may be initiated by the employee or his/her Department Director between April 1 and April 30 of any year. The employee can obtain the necessary forms from the Employee Resources Manager, complete them and submit them to his/her Department Director. Completed forms are due in the Employee Resources Manager no later than April 30.

- (1) Department Directors must complete the “New/Expanded Position Request” form and submit it to the Employee Resources Manager by February 28th.
- (2) Prior to April 1st, the Employee Resources Manager will review the “New/Expanded Position Request” forms received for completeness. The Employee Resources Manager may request additional information from the departments submitting requests. In addition, the Finance Director prepares fiscal impact summaries for each position and submits this data to the Employee Resources Manager with the completed new or expanded position proposals.
- (3) Prior to April 30th, the departments present their new/expanded position proposals to the Administrator. The Employee Resources Manager also attend the meeting(s). The Village Administrator will choose to do one of the following:
 - Decide not to further consider the position request because there is not adequate justification or for other reasons related to the department’s operations and/or the Village mission.
 - Direct the Employee Resources Manager to gather additional information relating to the request.
 - Recommend approval of the new or expanded position request and refer to Human Resources Committee for review.
- (4) Prior to May 30th, the Employee Resources Manager further researches the requests submitted by the Department Directors to the Village Administrator and prepares written recommendations to the Administrator.
- (5) Prior to July 15th, the Administrator reviews the Employee Resources Manager’s written recommendations. In addition, the Administrator and Employee Resources Manager may jointly meet with the corresponding departments to allow them to respond to the written recommendations. The Administrator will do one of the following:
 - Decide not to further consider the position request because there is not adequate justification or for other reasons related to the department’s operations and/or the agency’s mission.
 - Recommend approval of the new or expanded position request and refer it to the Human Resources Committee for review.
- (6) During the August meeting, the Human Resources Committee reviews and approves new position creations or expansions after considering recommendations provided by the Administrator. If the new position involves a new classification, the Human Resources Committee will also establish the new classification and approve a pay level.
- (7) Effective January 1st, if the new or expanded position is funded by Board of Trustees through the budget process, it will be effective January 1st of the following calendar year, unless otherwise indicated.

- (8) 100% Non-Tax Levy Funded Positions: Follow the same procedures outlined above. However, these requests can be made whenever funds are available. The funded position is effective upon Human Resources Committee approval or when funds are available, whichever is later.

Sec. 5.06. Reclassification Review Procedure.

- (1) A request for reclassification must be supported with documentation of substantial changes in job duties/responsibilities since the last review. Changes in duties/responsibilities may result from departmental reorganization or from a gradual change occurring over an extended period of time.
- (2) Reclassifications shall not be considered for temporary changes.
- (3) The Employee Resources Manager evaluates the position through study of new and former position questionnaires, class specifications, related positions, market surveys, etc. Interviews may also be conducted with the employee, Department Director, and other appropriate persons. An outside consultant may also conduct position evaluations for positions.
- (4) When a suitable class does not exist, the Administrator shall establish a new class with an appropriate pay range subject to approval of the Human Resources Committee.
- (5) The Administrator submits a written report and recommendation concerning the requested change to the Human Resources Committee.
- (6) Effective Date:
 - (a) The Human Resources Committee will act upon the request after considering the information provided with the authorized changes to become effective in most cases on January 1 of the upcoming year.
 - (b) For mid-year reclassifications or pay grade adjustments, the effective date will be the next pay period after Employee Resources Manager receives the required document from the department.

Sec. 5.07. Compensation Philosophy and Priorities.

Our total compensation system is comprised of both base compensation and employee benefits. Our compensation system will be objective and non-discriminatory in theory, application, and practice. Base compensation is designed to provide competitive and fair compensation to employees for fulfilling the full scope of responsibilities and accountabilities as outlined in our job descriptions. Base compensation salary ranges for each position are established by researching industry and local salary survey data. Base compensation levels within the established range for the position are determined on the basis of an employee's ability to execute the full responsibilities of the position at an acceptable proficiency level. Generally, the Village will administer base compensation to reflect our pay-for-performance culture.

The Village's compensation philosophy is to maintain position classifications and compensation levels that are internally consistent and responsive to changes in local economic conditions and strategic priorities. The Village's compensation priorities include:

- (1) Internal alignment: Employee's jobs and skills will be compared in terms of their relative contributions to the Village's objectives. Pay rates both for employees doing equal work and those doing dissimilar work will continually be evaluated.

- (2) External competitiveness: To be an effective organization the Village must attract and retain high caliber employees while at the same time controlling labor costs to ensure living in the Village provides value to our citizens. The Village will gauge our compensation against both private and public markets to ensure that we are capable of employing a quality work force at market costs.
- (3) Employee contributions to pay: Employee contributions to pay refer to the relative emphasis placed on performance. The Village will evaluate employee performance and determine whether one employee should be paid differently from another depending on relative performance.
- (4) Administration: The Village will continually evaluate our compensation plan and pay model to determine that we are meeting our strategic goals. This review will focus on whether we are attracting and retaining skilled workers, perceived fairness and understanding of the pay plan, and how our labor costs compare to the overall labor market.

Sec. 5.08. Salary Range Structure.

The Village is committed to providing a salary range structure that is responsive to the external market and is internally equitable. Data will be collected and analyzed on a regular basis to determine market movement of jobs and current salary trends.

- (1) Job pricing is the process of matching our jobs at the Village to jobs of the external market. Pay grades are determined through a process of evaluating jobs based upon internal and external conditions and grouping similarly valued jobs together (job groups). The market value for jobs within a job group is used as a factor when computing the pay for the salary range structure.
- (2) The salary range structure consists of a series of overlapping salary ranges. Each salary range has a minimum, a control point, and maximum salary amount. To reflect the Village of Weston's pay for performance philosophy, the range between 87.5% (minimum) and 100% (control point) of each pay grade will be within 12.5% of the market average.
- (3) Each salary range is identified through a minimum, control point, and maximum salary amount.
 - (a) 87.5% Step 1 (Minimum): – The lowest amount the Village will pay an individual for a job assigned to the salary range.
 - (b) 87.5%+ to less than 100%: – Is intended for employees who:
 - ✓ Are continuing to learn job responsibilities while meeting performance standards.
 - ✓ Are fully trained but perform at a level that is less than proficient.
 - ✓ Have not acquired sufficient time in the job to warrant pay at the midpoint level.
 - (c) 100% (the Control Point): – Intended to represent the salary level for employees who are fully qualified and performing at a proficient level over a period of time (the control point of the range is intended to reflect the market rate).
 - (d) Pay for performance area to maximum: – Intended for employees whose performance is continuously excellent or outstanding and exceeds performance objectives over a period of time.
- (4) The Village will conduct a comparative ratio analysis on an annual basis to determine where each employee's pay falls relative to his or her current salary range. As a policy, the Board of Trustees

requires the overall pay plan to maintain a comparative ratio analysis that is competitive with the market place.

- (5) The Village will gather, analyze, and the Administrator shall recommend changes to the salary range structure based on market data and salary trend information. Final approval of these recommendations will be made by the Board of Trustees. A full review of market data for all Village jobs will be conducted approximately once every five (5) years. The Administrator will review market data and develop a comparison of market data to current midpoints and current pay practices.

Sec. 5.09. Salary Ranges.

The current Village of Weston pay grades and salary ranges are reported in the Village of Weston Classification and Compensation Pay Matrix. Beginning in January of each year the Administrator shall consult with Department Directors to prepare/adjust the current year pay matrix. The Administrator shall research; the local job market prevailing local/regional wage studies, and the Consumer Price Index as published by the Bureau of Labor Statistics to determine adjustments, if any for the current year.

The prepared Pay Matrix, shall be presented to the Human Resources Committee for their determination whether to implement the presented Pay Matrix or modify it. The Human Resources Committee shall forward its decision to the Finance Committee for their determination whether to implement the Pay Matrix approved by the Human Resources Committee or modify it, forwarding the final decision to the Board of Trustees for review, modification and implementation.

Sec. 5.10. Salary Adjustment Procedure.

A pay adjustment occurs when the Village adjusts an employee's rate of pay to fall within the parameters of established pay ranges. These adjustments may occur for various reasons.

To ensure credibility and achievement of Village objectives, an effective pay adjustment system must be developed and maintained with guidelines and procedures communicated to users on a timely basis.

The Administrator is responsible for initiating appropriate pay adjustments for employees through the performance management system. Department Directors will communicate all approved pay adjustments to employees.

Salary adjustments for current employees or hiring rates for new employees will be authorized only with a current job description.

The following guidelines and procedures of the base compensation plan are intended to ensure that each employee will be rewarded on the basis of demonstrated performance:

- (1) New Hires: The hiring rate is normally the minimum of the salary range for entry-level individuals. If an individual with prior experience is hired, the hiring rate should reflect the level of experience the individual brings to the Village. The proposed rate should not create inequities with current staff. The proposed hiring rate will be determined and approved by the Administrator. Any hiring rate that exceeds the market rate (control-point) for a position must be presented to and approved by the Administrator.
- (2) Market Adjustments: Market rates are the rate of pay with which the Village compares itself in local, regional or even national markets for our jobs. When necessary and appropriate, salary adjustments not related to performance, but intended to correct market or equity disparities may be proposed for individual jobs, groups of jobs, or the overall pay plan to maintain the Village's

relative position to the market. All market adjustments will be approved by the Board of Trustees.

- (3) **Promotional Increases:** Promotional increases are provided to recognize an increase in the scope and responsibility of a job and should be given at the time the new responsibilities are assumed. The amount of the increase should be consistent with the objectives of the base compensation plan, take into consideration the employee's pay level prior to the promotion, and internal equity issues.
- (4) **Job Reclassification:** As the organization continues to grow, jobs and responsibilities will evolve and change over time. Therefore, as job descriptions change, they will be evaluated to determine if the job needs to be reclassified into a different pay grade. The Department Director, in coordination with the Employee Resources Manager, will have the initial responsibility to recommend the reclassification of positions to the Administrator. All position reclassification requests will require submission of a position description questionnaire, internal equity analysis, and relevant market data prior to consideration.
- (5) **Transfer:** A transfer is the reassignment of an employee from one job to another job in the same pay grade and salary range which normally does not involve a change in pay. Lateral transfers provide employees with the opportunity to acquire new work experience and provide exposure to a different work environment.
- (6) **Temporary Appointments:** Employees temporarily appointed to positions of a higher classification may be eligible for a pay increase during the temporary appointment period. The Administrator will take into consideration the employee's pay level at the time of the appointment, change in scope of duties and responsibilities, duration of the appointment, internal equity issues, and other factors when making the compensation determination.
- (7) **Demotion:** A demotion is the reassignment of an employee from one job to another job in a lower pay grade and salary range with a resulting decrease in the scope and responsibility. Demotions may occur for unsatisfactory job performance, in response to an employee request, and for various organizational reasons. The determination of whether the employee should have their pay reduced will be based on the current pay level of the employee relative to the salary range as well as internal equity considerations.
- (8) **Redlining:** Employees whose salary is determined to be above the maximum pay rate in the pay grade established for their job will have their pay rates redlined until such time that the market adjustments bring their current salary within established salary ranges. The redlining procedure does not allow for an employee's base rate to be adjusted above the salary range maximum rate. Once adjusted to the maximum salary rate, employees remain eligible to receive any portion of any pay increase that exceeds the salary range maximum rate as a lump sum payment to be paid at the time of the adjustment. This payment will not be added to the employee's base salary. The lump sum payment will be calculated by taking the hourly rate that exceeds the salary range maximum rate and multiplying it by the annual hours for the position (usually 2,080 hours). Before an employee is redlined they must be notified in writing prior to and given adequate time to appeal the decision to the Administrator.
- (9) **Exceptions:** In order to make the base compensation plan an effective management tool, exceptions from base compensation administration guidelines may be considered when extenuating circumstance exist. Exceptions to policy should be discussed with the Administrator prior to the preparation of any recommendation. Exceptions must be reviewed and approved by the Administrator.

- (10) Public Record: Village of Weston compensation data is public record. Therefore, any party wishing to acquire specific compensation information may be entitled to receive it provided they make the request in the appropriate manner.

Sec. 5.11. Annual Review and Adjustment to Salary Schedules.

Village employee benefits will be reviewed on an annual basis to ensure they remain competitive within the marketplace and reflect those benefits valued by our employees.

Targeted levels for benefits will be positioned at or slightly above the market median as derived by review of industry and local survey data and discussion with Village insurance representatives and other advisors.

The Village will review the Consumer Price Index for All Urban Consumers (CPI-U) data as well as data from local and national compensation surveys in order to maintain competitive salary ranges.

Sec. 5.12. Performance Bonuses.

Performance bonuses are intended to ensure that performance is recognized and that equity is achieved and maintained. The Administrator will review market conditions and trends to recommend a merit increase budget on an annual basis that will be approved by the Board of Trustees. Recommendations for individual merit increases will be determined by Department Directors within the budget provided and should be on the basis of performance. Merit increases are not permitted if the increase would move the compensation of an employee past the control point established for the salary range. A merit increase is applied by taking the employee's current rate of pay, identifying which quintile that rate of pay is in, and then multiplying the current rate by the percentage increase established in the annual merit increase decision worksheet based on the employee's level of performance. The merit increase worksheet will be determined within the budget approved by the Board of Trustees, employee performance, and both overall and individual comparative ratio analysis on an annual basis.

Sec. 5.13. Clothing and Equipment.

The Village may make arrangements to provide uniforms to employees of the Services Division. When uniforms are provided, employees are expected to wear the provided apparel. The Village will also furnish Personal Protective Equipment (PPE) necessary for employees' safety on the job. Department Directors shall determine the PPE to be provided for their departments. The Village may, from time to time, make special purchases of clothing. The Village, payable when receipts are turned in, shall also contribute one hundred ninety-five dollars (\$195) to a winter clothing allowance for each employee listed (Public Works Leads, Public Works Operator/Maintainer, Parks Director, Aquatic Manager, Arborist/Forester, Building Inspector/Manager, Property Inspector) for such items as jackets, bib overalls, insulated coveralls, boots, hats and gloves.

Sec. 5.14. Reimbursement for Travel Expenses.

Receipts upon return from business-related travel are required for reimbursement rates for authorized local or long-distance travel shall be as follows:

- (1) The two definitions for a business-related activity are as follows:
 - (a) the Village policy, which determines what meals will be reimbursed by the Village and,
 - (b) the IRS guidelines, which determine which meals are taxable to the individual.



Meeting Date: November 4, 2019
Agenda Item Policy for CPI & Merit
increases for Employees.

STAFF REPORT

REPORT FOR: Human Resources Committee, Board of Trustees

REPORT PREPARER: Keith Donner, P.E. Administrator

ITEM DESCRIPTION: Discussion of Policy for CPI & Merit Increases for Employees.

This report is intended to summarize my and the Director team’s understanding of the link(s) between employee performance evaluations and compensation. Further it is to better understand the perceptions desires of the Board of Trustees with respect to categories of compensation such as merit pay and bonuses.

Chapter 5 of the Village’s Employee Handbook is titled “JOB CLASSIFICATIONS AND COMPENSATION.” At the Human Resources Committee meeting of October 7, 2019, an item titled, “2020 Employee compensation; CPI adjustment for employee wages in 2020,” was considered by the Committee. With no discussion the item was recommended to be forwarded to the Board of Trustees. The Board of Trustees approved the item but, in discussion the question was raised as to whether all employees are guaranteed to receive an increase in their compensation based on the Consumer Price Index increase for the 12 month period between September 30, 2018 and September 30 2019 (1.85%).

The policy under which employee compensation increases has not been well explained in the past. To some degree the legacy policy of compensation based on tenure has survived after 2011, Act 10, eliminated employee unions and collective bargaining for municipal government except for Public Safety employees. The implementation of levy limit laws further restricts a municipality’s ability to provide resources for employee compensation to remain competitive. In response to Act 10 policies were adopted to replace work conditions formerly included in labor agreements. Additionally, the Village conducted a wage and compensation study which was not well received by employees for various reasons.

Section 5.07 Compensation Philosophy and Priorities includes the following points:

- Village compensation should be internally consistent and responsive to changes in local economic conditions and strategic priorities
- Compensation of employees should be internally aligned
- Compensation should be externally competitive

Section 5.08 Salary Range Structure contains the following:

- Salary ranges are identified through a minimum, control point, and maximum
 - Minimum Salary in a pay grade is 87.5% of Market Average (“Control Point”)
 - Range between 87.5% to 100% is intended for employees still learning and becoming proficient in their job duties (determination includes some subjectivity and flexibility due to differing specific duties)
 - 100% Control Point = Market Rate and represents employees fully qualified and performing at proficient level
 - *Pay for Performance to Maximum (120%) is intended for employees who are performing at a consistently high level, exceeding performance objectives over a period of time. (This is the area referred to as the merit range and would represent an increase to an employees base pay)*
- Comparative salaries for municipal operations was researched in 2018. This section of the handbook indicates this should be done approximately every 5 years.

Section 5.09 Salary Ranges

- The Pay Matrix is to be reviewed annually. The Pay Matrix is to be presented to the Human Resources Committee for their action, referred to Finance Committee, and then to the Board of Trustees.

Section 5.10 Salary Adjustment Procedure

- Compensation adjustments are initiated by the Administrator through the performance management system and Department Directors are to communicate (this is somewhat backward)
- *Unless an employee’s performance declines, I would think a CPI increase should be the minimum (If CPI increases are not maintained, employees are losing ground).*
- *Promotional increases need to be accommodated*
- *Moving new hires along to remain externally and internally aligned needs to be accommodated*

Section 5.12 Performance Bonuses

This section references merit increases. The language is not consistent with Section 5.08. In discussions with Department Directors there is a divergence of interpretation. *Administrator and Directors have come to a consensus that Performance Bonuses should be one-time rewards that do not change an employee’s base compensation.*

- Using the language in this section with respect to implementing merit increases it would not be normal to have employees at base pay rates exceeding the market average. In our August update of the Class and Compensation Adjustments worksheet we had 11 employees of approximately 42 employees above the market rate and 7 at the market rate. *This is outdated due to recent reclassifications and promotions though*

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
2020 CLASSIFICATION AND COMPENSATION MATRIX
APPROVED 12/16/2019
Adjusted 1.85% Relative to 2019

Grade	Market AVG		120% Maximum
	87.5% Minimum	Mid-Point	
T	\$ 101,192.00	\$ 115,648.00	\$ 138,777.60
	\$ 48.65	\$ 55.60	\$ 66.72
Administrator			
S	\$ 93,121.60	\$ 106,433.60	\$ 127,712.00
	\$ 44.77	\$ 51.17	\$ 61.40
R	\$ 85,716.80	\$ 97,947.20	\$ 117,520.00
	\$ 41.21	\$ 47.09	\$ 56.50
Director of Public Works			
Q	\$ 81,182.40	\$ 92,768.00	\$ 111,321.60
	\$ 39.03	\$ 44.60	\$ 53.52
P	\$ 76,668.80	\$ 87,630.40	\$ 105,164.80
	\$ 36.86	\$ 42.13	\$ 50.56
Director of Finance Director of Planning & Development			
O	\$ 72,134.40	\$ 82,451.20	\$ 98,924.80
	\$ 34.68	\$ 39.64	\$ 47.56
N	\$ 67,641.60	\$ 77,313.60	\$ 92,768.00
	\$ 32.52	\$ 37.17	\$ 44.60
Deputy Director of Public Works Director of Technology			
M	\$ 63,107.20	\$ 72,134.40	\$ 86,590.40
	\$ 30.34	\$ 34.68	\$ 41.63
Clerk/Employee Resources Manager Director of Parks & Recreation Utility Superintendent			
L	\$ 58,177.60	\$ 66,476.80	\$ 79,809.60
	\$ 27.97	\$ 31.96	\$ 38.37
Deputy Director of Finance Economic Development Coordinator Building Inspector/Building Manager			

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
2020 CLASSIFICATION AND COMPENSATION MATRIX
APPROVED 12/16/2019
Adjusted 1.85% Relative to 2019

Grade	Market AVG		
	87.5% Minimum	Mid-Point	120% Maximum
K	\$ 54,080.00	\$ 61,817.60	\$ 74,193.60
	\$ 26.00	\$ 29.72	\$ 35.67
Fleet Foreman Street Foreman Property/Residential Inspector Public Relations & Employee Resources Assistant Utility Foreman Aquatic Center Manager			
J	\$ 49,566.40	\$ 56,638.40	\$ 67,995.20
	\$ 23.83	\$ 27.23	\$ 32.69
Utility Technician Utility Senior Operator Mechanic Assistant Planner			
I	\$ 45,052.80	\$ 51,500.80	\$ 61,796.80
	\$ 21.66	\$ 24.76	\$ 29.71
Arborist/Forester Utility Operator PW Senior Operator			
H	\$ 40,539.20	\$ 46,321.60	\$ 55,619.20
	\$ 19.49	\$ 22.27	\$ 26.74
Planning/Development Technician PW Operator Administrative Support Specialist/Deputy Clerk 3 Utility Clerk Utility Maintainer			
G	\$ 36,046.40	\$ 41,184.00	\$ 49,441.60
	\$ 17.33	\$ 19.80	\$ 23.77
PW Maintainer Administrative Support Specialist/Deputy Clerk 2 Finance Support Specialist			
F	\$ 31,532.80	\$ 36,025.60	\$ 43,222.40
	\$ 15.16	\$ 17.32	\$ 20.78
Administrative Support Specialist/Deputy Clerk 1			

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
2020 CLASSIFICATION AND COMPENSATION MATRIX
APPROVED 12/16/2019
Adjusted 1.85% Relative to 2019

Grade	Market AVG		
	87.5% Minimum	Mid-Point	120% Maximum
E	\$ 28,974.40	\$ 33,134.40	\$ 39,728.00
	\$ 13.93	\$ 15.93	\$ 19.10
D	\$ 27,040.00	\$ 30,888.00	\$ 37,044.80
	\$ 13.00	\$ 14.85	\$ 17.81
C	\$ 25,022.40	\$ 28,579.20	\$ 34,320.00
	\$ 12.03	\$ 13.74	\$ 16.50
B	\$ 23,171.20	\$ 26,457.60	\$ 31,782.40
	\$ 11.14	\$ 12.72	\$ 15.28
A	\$ 21,320.00	\$ 24,460.80	\$ 30,596.80
	\$ 10.25	\$ 11.76	\$ 14.71

Office Assistant
Maintenance Worker/Maintainer II (Seasonal)

Maintenance Worker/Maintainer I (Seasonal)

WAC Head Lifeguard

Ice Rink Attendent
WAC Lifeguard
WAC SlideTop/Cashier

Wisconsin Minimum Wage is \$7.25/hour

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

PUBLIC MTG/DATE: HUMAN RESOURCES COMMITTEE – 02/24/2020

DESCRIPTION: ACKNOWLEDGE “AD-HOC” TELE-COMMUTING AGREEMENT FOR VALERIE PARKER, PLANNING & DEVELOPMENT DEPARTMENT TECHNICIAN

FROM: KEITH DONNER, ADMINISTRATOR
SHERRY WEINKAUF, EMPLOYEE RESOURCES MANAGER
JENNIFER HIGGINS, DIRECTOR OF PLANNING & DEVELOPMENT

QUESTION: SHOULD THE HUMAN RESOURCES COMMITTEE ACKNOWLEDGE AN “AD-HOC” TELE-COMMUTING AGREEMENT FOR VALERIE PARKER, PLANNING & DEVELOPMENT DEPARTMENT TECHNICIAN?

BACKGROUND

Chapter 7 of the Village of Weston Employee Personnel Policy and Procedures Handbook (Handbook) is titled “Work Scheduling.” The chapter is attached. Section 7.11 addresses “Telework and Telecommuting.”

Valerie Parker is currently contending with a personal medical issue which is resulting in an unpredictable work schedule for various reasons. Ms. Parker has requested to be allowed to work from home on an as-needed basis during this time of unknown length. The Administrator and Employee Resources Manager interpret this situation as one which allows an “Ad-Hoc” arrangement for tele-commuting. The arrangement has been approved.

COMMITTEE ACTION: NONE PREVIOUSLY. COMMITTEE CAN ADVISE AS TO THEIR INTERPRETATION OF THE SITUATION.

FISCAL IMPACT: NONE

RECOMMENDATION: ACKNOWLEDGE THE “AD-HOC” TELE-COMMUTING AGREEMENT FOR VALERIE PARKER, PLANNING & DEVELOPMENT DEPARTMENT TECHNICIAN NONE;

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

I MOVE TO ACKNOWLEDGE THE “AD-HOC” TELE-COMMUTING AGREEMENT FOR VALERIE PARKER, PLANNING & DEVELOPMENT DEPARTMENT TECHNICIAN NONE;

OR,

SOMETHING ELSE

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



VILLAGE OF WESTON TELECOMMUTING AGREEMENT

Employee Name: Valerie Parker Department Planning & Development

Home Phone: [REDACTED] Cell Phone: Same

Home FAX: — Work Phone: 715-241-2607

Remote Workplace Address: [REDACTED]

Remote Workplace is: Employee Residence Other Location

Remote Workplace Schedule (days and hours of work): TBD

Equipment provided by the Village for use at remote workplace:

Description	ID Number
Laptop computer	STN104

Any conditions for the remote workplace agreed upon by the employee and supervisor:

Valerie will keep track of her time on her time sheet and request MLB for times she is unable to work. We are hoping this is only for a few days to a week. If it is longer we will come up with a more detailed plan of action.

My signature below indicates that I have read and accepted the terms and conditions defined in the Village of Weston Telecommuting Agreement

Signed: Valerie Parker Date: 02-05-2020

I agree that this employee may telecommute or work at a designated remote work location as identified in the terms and conditions of this agreement.

Department Head Signature: Jennifer Higgins Date: 2/6/2020



VILLAGE OF WESTON TELECOMMUTING AGREEMENT

As a Village of Weston telecommuting employee, I understand and agree to the following:

- 1) I agree to perform services for the Village of Weston as a telecommuting employee. I understand that this agreement is voluntary and may be suspended or terminated at any time, by the Village or me, with or without cause. I agree to report to my Village work location as required by my Department Head and/or supervisor, for department meetings, training, etc.
- 2) I agree that my duties, obligations, responsibilities and conditions of employment with the Village remain unchanged. My salary and benefits remain unchanged.
- 3) I agree that my work hours, overtime compensation (if any), Paid Time Off (PTO), Medical Leave Bank, and other terms and conditions of employment will conform with the Village of Weston Personnel Policies and Procedures Manual and any applicable union contract.
- 4) I agree to restrict use of Village-provided equipment, software, data, supplies and furniture, located in my remote work site, to the same policies that apply to campus-based equipment.
- 5) I agree to designate a remote work space. The work space will accommodate any equipment to be used in my work and I will protect the work space from any hazards and dangers that could affect the equipment and me.
- 6) I agree to abide by the Village's policies covering information, security, software, licensing and data privacy as well as the requirements of applicable state and federal government statutes.
- 7) In the event of equipment malfunction, I agree to notify my Department Head and/or supervisor as soon as practical. If the malfunction precludes me from working on my work assignment, I understand that I will be assigned other work and/or work location.
- 8) With advance notice, I agree that authorized Village representatives can make on site visits to my remote work location to determine that the work area is suitable, safe, and free from hazards and to maintain, repair, inspect, or retrieve University owned equipment, software, data, and/or supplies.
- 9) I agree to be liable for injuries to members of my family or any other persons at my home work location.
- 10) I understand that my remote work space is considered an extension of my Village space and, therefore, I am governed by the provisions of workers compensation. **If I have a job-related accident during my remote work hours, I will report it to my Department Head and/or supervisor or other authorized Village representative within 24 hours.**
- 11) I agree that any software, products, documents, reports or data created as a result of my work-related activities are owned by the Village.
- 12) I agree to return all Village-owned equipment, software, products, supplies, documents and data if I leave my employment with the Village or are requested to do so by my supervisor. I agree to reimburse the Village for any of the foregoing which is not returned. I further understand that if I leave Village employment, any monies owed will be deducted from monies due me.
- 13) I agree to comply with all state laws, municipal ordinances and Village, including the Telecommuting Policy and the campus electronic communication policies. I understand that failure to comply may result in loss of telecommuting privileges and/or disciplinary measures up to and including dismissal.

Termination of Telecommuting Agreement

Whenever possible, the Department Head or the Board of Trustees will give the employee at least two weeks' notice before terminating a telecommuting agreement. However, a Department Head or the Board of Trustees may suspend an agreement at any time without notice.

CHAPTER 7

WORK SCHEDULING

Sec. 7.01.	Work Schedules.
Sec. 7.02.	Time Keeping.
Sec. 7.03.	Payroll.
Sec. 7.04.	Flexible Work Arrangements.
Sec. 7.05.	Shift Differential.
Sec. 7.06.	Overtime.
Sec. 7.07.	Called-into-Work.
Sec. 7.08.	Stand-By and On-Call.
Sec. 7.09.	Jury Duty.
Sec. 7.10.	Severe Weather.
Sec. 7.11.	Telework and Telecommuting.

Sec. 7.01. Work Schedules.

- (1) The normal workday shall commence at 8:00 a.m. and end at 4:30 p.m. with a ½ hour unpaid lunch period. A Department Director may determine a different start and end time to better serve the public and/or to meet operational needs. The workday for full-time employees will generally be considered eight (8) hours and the work week will generally be considered forty (40) hours. The work week shall begin at 12:00 a.m. on Monday and run through 11:59 p.m. on the following Sunday.
- (2) Work schedules for employees vary throughout the Village organization. Scheduled hours of work are set by the Village. Supervisors will advise employees of their individual work schedules. Staffing needs and operation demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.
- (3) The Village places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the department. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job on time each day, and fully able and ready to work. Although there are justifiable reasons to take time off from work, each employee's employment assumes his or her availability for work. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to work until the job is completed, work day ends, or the employee is relieved from duty.
- (4) An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before their shift. Departments may have their particular requirements.
- (5) Absenteeism or tardiness may lead to discipline, including discharge and may also be taken into consideration when the Village reviews each employee for wage changes or promotion. Absenteeism is defined as the practice of regularly staying away from work without good reason. Two or more unexcused tardiness incidents constitute habitual tardiness or a pattern of tardiness and will be considered excessive.
- (6) Employees assigned to restricted duty shall work the hours and days when work is available within their restrictions and adequate supervision can be provided.

- (7) A Department Director, based on operational necessity, budget allocation, and grant funding (if applicable) has the authority to allow an employee to combine paid time off hours with time actually worked to exceed his/her normally scheduled hours.

Sec. 7.02. Time Keeping.

All non-exempt employees must accurately record time worked on a time card for payroll purposes and are required to record their own time at the beginning and end of each work period, and before and after any unpaid break. Employees must record their time whenever they leave the building for any reason other than Village business or with prior approval from the supervisor. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card is strictly prohibited and may be grounds for immediate termination.

No work shall be performed by employees prior to their clocking or logging in at the start of their work day, during their lunch break when they are clocked out, or after they have clocked out at the end of their work day. No one in the Village of Weston has the authority to ask, or encourage, or insinuate that you should work off the clock.

Employees may use paid-time off in units of 1 hour/60 minutes.

Sec. 7.03. Payroll.

Village employees shall participate in the Village's direct deposit program and are paid on a bi-weekly basis. The payroll workweek begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a bank holiday, employees will be paid on the day prior to the bank holiday.

The Village of Weston is required to make certain deductions from your paycheck each time one is prepared. This includes federal income taxes and your contribution to Social Security, where applicable and as required by law. These deductions will be itemized on your payroll statement. The amount of the deductions may depend on your earnings and the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to Employee Resources Manager immediately to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever the Village is ordered to make such deductions.

The Village reserves the right to make deductions and/or withhold compensation from an employee's paycheck as long as such action complies with applicable state and federal law. In addition, it may be possible for you to authorize the Village to make additional deductions from your paycheck for extra income taxes, contributions to retirement savings programs or insurance benefits (if eligible).

Every effort is made to avoid errors in an employee's paycheck. If you believe an error has been made or you have a question about your pay, notify Employee Resources Manager immediately. If you believe your pay has been improperly docked, notify Employee Resources Manager immediately. The Village will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

Sec. 7.04. Flexible Work Arrangements .

All requests for flexible work arrangements will be considered on a case-by-case basis taking into consideration specific organization and department needs.

Alternative work schedule options:

- Flextime; an employee works their standard eight-hour work day, but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening.
- Reduction of FTE; .9 FTE is 36 hours worked in a week, .8 FTE is 32 hours worked in a week and .75 FTE is 30 hours worked in a week. The employee's set scheduled starting and ending times must be pre-approved by the Department Director. Pay and benefits would be reduced according to hours worked in a week. To see how the reduction will affect benefits refer to Sec. 12.03 Insurances, Sec. 13.03 Holidays and Sec. 13.04 Paid-Time off.

The Department Director will determine if an employee's request for a flexible work arrangement is in the best interest of the department, the Village of Weston and the employee by assessing the impact this would have on providing services to the public. The Administrator will have final approval of all flexible work arrangements.

There will be a six-month trial period to assess the impact of the flexible work arrangement. The six-month trial period may end at any time if it is determined the arrangement will not be successful. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by the Administrator, Department Director or Employee Resources Manager. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her Department Director and Employee Resources Manager.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. The following conditions must be met for a flexible work schedule to be approved: The employee must be in good standing, meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing disruption in serving the public.

This policy is in addition to any arrangement a disabled employee may request as a reasonable accommodation under the Americans with Disabilities' Act or similar state law. Employees who believe they need a flexible work arrangement due to a disability must contact the Employee Resources Manager.

Sec. 7.05. Shift Differential for Non-Exempt Employees.

Any non-exempt employee who's assigned to work a schedule that requires four (4) or more work hours after 5:00 p.m. shall receive forty-five cents per hour (\$0.45/hour) in addition to their regular hourly rate. For any regular employee who's assigned to work a schedule that requires four (4) or more work hours after 12:00 midnight shall receive sixty cents per hour (\$0.60/hour) in addition to their hourly rate. No differential shall be paid for an employee working overtime.

Sec. 7.06. Overtime.

- (1) Overtime work begins to accrue for non-exempt employees after the completion of 40 hours actual time worked.
- (2) Prior approval by supervision or management must be obtained for all overtime hours worked. Overtime work is to be held to a minimum consistent with the needs of the service. It is the responsibility of each department to explore all possible alternatives before a decision is made to require employees to work on an overtime basis. Further, it is the responsibility of each department to ensure that the provisions of overtime pay are administered in the best interest of Village service. Each department should develop internal controls that provide a means of reviewing and evaluating the use of overtime.
- (3) Overtime shall be compensated for non-exempt employees at one and one half (1 ½) times the employee's hourly rate of pay. Overtime is defined as any hours worked in excess of 40 hours per week. Hours worked on Saturday or Sunday for work that is not regularly scheduled is considered overtime and shall be compensated at one and one (1 ½) times.
- (4) **Non-Exempt Staff:** The Village non-exempt staff will be eligible for overtime payment (time and one-half) according to the Fair Labor Standards Act requirements.

Administrative Specialists
 Arborist / Forester
 Fleet Lead
 Fleet Maintenance Worker
 Municipal Maintenance Worker
 Parks Maintenance Worker
 Street Lead
 Utility Maintenance Worker
 Utility Lead
 Interns
 Seasonal

- (5) **Exempt Staff:** The Village exempt staff will not be eligible for overtime unless listed in the Professional/Administrative overtime option.

Administrator
 Aquatic Center Manager
 Assistant to the Administrator
 Assistant Planner
 Building Inspector/Building Manager
 Clerk/Employee Resources Manager
 Deputy Finance Director/Treasurer
 Deputy Director of Public Works and Utilities
 Finance Director/Treasurer
 Parks, Recreation and Forestry Director
 Planning and Development Director
 Property Inspector
 Public Works and Utilities Director
 Taxpayer Engagement Coordinator
 Technology Service Director

- (6) The Village Administrator may declare an emergency during periods of disruption resulting from accidents, acts of God, or events of crisis proportions. Department Directors will notify employees by any means available and may instruct them to deploy from home, job, or any other place for the purpose of alleviating such emergency situations. Failure to report to duty under these circumstances may be grounds for disciplinary action.

Sec. 7.07. Call Time Pay.

When employees of the Services Division, which includes Fleet, Park, Streets and Utilities called in to work from home, after the completion of their regular scheduled shift, they shall receive a minimum of two hours of their regular rate (defined as Call Time Pay). Upon arrival from call in, the employee's eight-hour day begins.

If an employee is called in (by pager or phone) they will receive Call Time Pay only if they physically respond to the call or document in writing that the issue was mitigated by phone. In addition, response to additional calls within the first two hours of response to the first call cannot be claimed as a separate call-in event.

All employees are subject to call-in at any time during any day of the year as the needs of the public may require call-in to maintain public health, safety and welfare. Employees put on notice of an impending event, such as an anticipated snow storm, will be compensated for Call Time Pay, whether the event occurs or not. If said overtime is scheduled the day before or during the regular shift, the employee will not receive Call Time Pay.

Sec. 7.08. On Call Pay / Stand-By Duty.

Utility employees shall be assigned weekly standby duty on a rotation basis in order to respond to events occurring outside the workday. The employee designated for standby duty is required to carry a pager and to take a service vehicle home Monday through Sunday night of the designated week. The employee will be compensated \$300.00 per week to carry the pager. The employees shall remain alcohol free during the week he / she carries a pager. During an employee's standby week, he/she shall perform required equipment checks and water quality sampling/testing between 7:00 a.m. and 10:00 a.m. on Saturday, Sunday and any holiday that falls within that week and shall be compensated a minimum of four (4) hours worked each day at the rate of one and one-half times his/her regular hourly rate for work on those days.

A Public Works employee may be assigned weekly standby duty to serve as first responder for events occurring outside the workday. The employee designated to standby duty is required to carry a pager and may take a service vehicle home Monday through Sunday night of the designated week. The employee will be compensated \$150.00 per week to carry the pager. The employee shall remain alcohol free during the week s/he carries the pager.

Sec. 7.09. Jury and Witness Duty.

An employee, when subpoenaed in connection with Village business or called upon to serve jury duty, shall receive the regular rate of pay for such time actually required to be in court based upon the employee's standard (scheduled) work day, excluding shift differential. The employee must return any compensation, less mileage payment, received through Jury Pay or Witness Fee to the Village. If an employee is excused from jury duty, on a particular day, he/she shall return to work, if there are two (2) or more hours remaining in the work day.

Sec. 7.10. Severe Weather.

Employees are expected to report to work at their regularly scheduled time regardless of weather conditions. Any employee experiencing difficulty in complying with this directive shall immediately call and advise the supervisor of the problem. If the employee is unable to contact the supervisor, the employee shall leave the message with the department secretary or whomever else the employee is able to contact in the department.

Employees not reporting to work or employees who are permitted to leave early due to an inclement weather may use paid time off or may take leave without pay with Department Director approval. Medical Leave Bank time may not be used. Employees must obtain approval from their supervisors before leaving the work site.

Village buildings will not close in inclement weather. Offices and departments must maintain at least the minimum staff required to provide essential services to the public. Department Directors shall determine who may be allowed to leave due to inclement weather.

Sec. 7.11. Telework and Telecommuting.**(1) Definitions.**

- (a) **Telecommuting** - means to work part of the approved work schedule at home on a regularly scheduled basis rather than at a designated Village location; short term temporary work-at-home arrangements are not considered telecommuting (See **Ad-Hoc**). See item (12)

- (b) **Extended Work Place** - means an environment in which technology provides the Village employee with a portable office or office in a location other than at the municipal center.
- (c) **Eligible Employee** - means an employee regularly scheduled to work 20 or more hours per week who has completed the Telecommuting Agreement.
- (d) **Telecommuting Agreement** - is a document that describes a specific alternative off-site work arrangement agreed to between the employee and the department head.(Appendix 7-A)
- (e) **Core Hours** - means those hours during which the employee must be available for contact, if appropriate.

(2) **Approval.**

Before implementing a telecommuting agreement in a department, the Administrator and Department Head must present that department's written plan for telecommuting to the Human Resources Committee for their review, modification, denial and/or approval. Thereafter the Board of Trustees shall review the findings of the Human Resources Committee, modifying, denying and/or approving it.

Before implementing a telecommuting agreement with the Village Administrator, the Administrator must present that plan to the Board of Trustees who shall review the findings of the Human Resources Committee, modifying, denying and/or approval.

(3) **Employee Selection Criteria and Conditions.**

The department head will review each telecommuting request on a case-by-case basis. A formal request must be initiated by the employee. The department head will consider the unique circumstances of each request in light of the factors listed below:

- (a) Needs of the department or unit
- (b) Employee's work duties and the ability to measure work performed
- (c) Availability and costs of needed equipment
- (d) Adequate work space at the employee's home or other off-site location
- (e) Employee's current and past job performance
- (f) Employee's work skills; such as time management, organizational skills, self-motivation, and the ability to work independently
- (g) Effect on customer service
- (h) Effect on the rest of the work group, unit or department
- (i) Other items deemed necessary and appropriate by the department head

Telecommuting is a prerogative of the Village, not an entitlement of employees. It is approved on a case-by-case basis consistent with the mission of the Village and the respective department or unit. For example, since many of the services provided to residents, businesses, and visitors by and through our employees must necessarily be delivered at the Municipal Center, such as permitting, site plan review, utility and tax payments, etc. these functions could not be considered for telecommuting arrangement. Each telecommuting arrangement will be cost-justified and will be reviewed for continued mutual benefit at the start of each call year.

Telecommuting is not a substitute for dependent care.

(4) Employee Characteristics.

The best telecommuters are strong performers with a high knowledge of the job and who are self-disciplined, highly motivated, and comfortable working alone. It is recommended that telecommuters have the following set of characteristics regardless of their reasons for wanting to telecommute:

- (a) Proven ability to perform and high level of job knowledge
- (b) Self-motivation, self-discipline, self-direction
- (c) A desire to make telecommuting work
- (d) Above average work skills including good planning, efficient time management, high level of communication skills, and ability to establish and meet clear standards and objectives
- (e) A high degree of comfort working alone

(5) Department Head and Supervisor Characteristics.

The role of the managing supervisor is critical to the success of the telecommuting arrangement. It is recommended that the managing supervisor have the following traits:

- (a) An open, positive attitude toward telecommuting
- (b) A mutual trust and respect in on-going relationships with the telecommuter
- (c) Good organizational and planning skills
- (d) The ability to establish clear objectives and measurements of the job
- (e) Provide regular feedback
- (f) Facilitate an open channel of communication
- (g) Use innovative and flexible approaches to supervising employees

(6) Compensation and Benefits.

Telecommuting is a management tool allowing for flexibility in work options. It does not change the basic terms and conditions of employment. Compensation and benefits will be as set forth in Village policy or union contract, whichever applies. The telecommuter's salary, job responsibilities, and Village benefits do not change as a result of telecommuting.

(7) Telecommunicating Agreement.

A Telecommuting Agreement (see Appendix 7-A of this Chapter) is required and must be signed by the Administrator, Department Head and the telecommuter. The agreement shall be pending and not be in full force and effect until reviewed and approved by the Human Resources Committee, and thereafter by the Board of Trustees. The telecommuting employee agrees to defend and indemnify the Village against any claims arising out of the home work location. A copy of the approved final Agreement will be provided to the Employee Resource Manager and filed in the employee's official personnel file.

(8) Work Schedule and Overtime.

The work schedule and core hours of the telecommuting employee will be determined by the department head and will be documented in the telecommuting agreement.

The working of overtime and/or accrual of compensatory time will be subject to the same rules and regulations as are in place at the designated Village work location.

The department head or designee may make on-site visits to the telecommuter's work location.

(9) Performance Measurements.

The telecommuting employee will be measured against objectives and results mutually agreed to by the employee, Department Head, and/or the supervisor who normally conducts the performance evaluations.

(10) Equipment and Information Security.

- (a) Village provided equipment, if any, at home is not an entitlement of telecommuting employees. Depending on the job, equipment needs for telecommuters will vary and are determined by the Department Head.
- (b) Telecommuting employees using Village provided computer hardware and software to perform their jobs must abide by the Village's policies covering information security, software licensing and data privacy.
- (c) Maintenance of Village-owned equipment will be performed by a Village technician. Generally, the employee will be responsible for bringing the equipment to the employer designated repair location. Necessary maintenance and repairs on Village equipment will be performed at the Village's expense.
- (d) Maintenance and repair of employee-owned equipment is the responsibility of the employee. The Village is not liable for such equipment even if the employee is engaged in Village work at the time of malfunction.
- (e) Employees must return all Village-owned equipment to the Village when requested by their Department Head, or when employment is terminated.

(11) Expenses.

- (a) Long distance telephone calls and/or fax transmissions for conducting Village business will be reimbursed upon verification of the expense.
- (b) Basic office supplies shall be obtained through the normal departmental procurement procedures.
- (c) Any other expense reimbursement related to telecommuting requires prior approval by the Department Head.
- (d) Any costs related to remodeling and/or furnishing the work space shall be non-reimbursable and the responsibility of the employee.
- (e) Normal household expenses such as heating and electricity shall be non-reimbursable.

(12) Ad-hoc Telecommuting:

The Village permits occasional "ad hoc" telecommuting on an individual basis whereby employees are allowed to perform normal job duties and responsibilities through the use of computers or other telecommunications, at home or another place apart from the employee's usual place of work. Telework requests will be considered on an individual basis to determine if the employee has the necessary skills and abilities to be a telecommuter and if the specific duties and responsibilities to be done as telework can be achieved and measured.

Telework requests should be discussed with your immediate supervisor and Department Director. The Department Director should contact the Administrator to discuss the telework plan. An official telework agreement outlining work hours, duties, outcomes, communications, equipment, etc. must be signed by the telecommuter, the telecommuter's Department Director, and the Employee Resource Manager, prior to beginning telework.

APPENDIX A



VILLAGE OF WESTON TELECOMMUTING AGREEMENT

As a Village of Weston telecommuting employee, I understand and agree to the following:

- 1) I agree to perform services for the Village of Weston as a telecommuting employee. I understand that this agreement is voluntary and may be suspended or terminated at any time, by the Village or me, with or without cause. I agree to report to my Village work location as required by my Department Head and/or supervisor, for department meetings, training, etc.
- 2) I agree that my duties, obligations, responsibilities and conditions of employment with the Village remain unchanged. My salary and benefits remain unchanged.
- 3) I agree that my work hours, overtime compensation (if any), Paid Time Off (PTO), Medical Leave Bank, and other terms and conditions of employment will conform with the Village of Weston Personnel Policies and Procedures Manual and any applicable union contract.
- 4) I agree to restrict use of Village-provided equipment, software, data, supplies and furniture, located in my remote work site, to the same policies that apply to campus-based equipment.
- 5) I agree to designate a remote work space. The work space will accommodate any equipment to be used in my work and I will protect the work space from any hazards and dangers that could affect the equipment and me.
- 6) I agree to abide by the Village's policies covering information, security, software, licensing and data privacy as well as the requirements of applicable state and federal government statutes.
- 7) In the event of equipment malfunction, I agree to notify my Department Head and/or supervisor as soon as practical. If the malfunction precludes me from working on my work assignment, I understand that I will be assigned other work and/or work location.
- 8) With advance notice, I agree that authorized Village representatives can make on site visits to my remote work location to determine that the work area is suitable, safe, and free from hazards and to maintain, repair, inspect, or retrieve University owned equipment, software, data, and/or supplies.
- 9) I agree to be liable for injuries to members of my family or any other persons at my home/work location.
- 10) I understand that my remote work space is considered an extension of my Village space and, therefore, I am governed by the provisions of workers compensation. **If I have a job-related accident during my remote work hours, I will report it to my Department Head and/or supervisor or other authorized Village representative within 24 hours.**
- 11) I agree that any software, products, documents, reports or data created as a result of my work-related activities are owned by the Village.
- 12) I agree to return all Village-owned equipment, software, products, supplies, documents and data if I leave my employment with the Village or are requested to do so by my supervisor. I agree to reimburse the Village for any of the foregoing which is not returned. I further understand that if I leave Village employment, any monies owed will be deducted from monies due me.
- 13) I agree to comply with all state laws, municipal ordinances and Village, including the Telecommuting Policy and the campus electronic communication policies. I understand that failure to comply may result in loss of telecommuting privileges and/or disciplinary measures up to and including dismissal.

Termination of Telecommuting Agreement

Whenever possible, the Department Head or the Board of Trustees will give the employee at least two weeks' notice before terminating a telecommuting agreement. However, a Department Head or the Board of Trustees may suspend an agreement at any time without notice.

Created 03/05/2018



VILLAGE OF WESTON TELECOMMUTING AGREEMENT

Employee Name: _____ Department _____

Home Phone: _____ Cell Phone: _____

Home FAX: _____ Work Phone: _____

Remote Workplace Address: _____

Remote Workplace is: _____ Employee Residence _____ Other Location

Remote Workplace Schedule (days and hours of work): _____

Equipment provided by the Village for use at remote workplace:

Description	ID Number
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Any conditions for the remote workplace agreed upon by the employee and supervisor:

My signature below indicates that I have read and accepted the terms and conditions defined in the Village of Weston Telecommuting Agreement

Signed: _____ Date: _____

I agree that this employee may telecommute or work at a designated remote work location as identified in the terms and conditions of this agreement.

Department Head Signature: _____ Date: _____

Created 03/05/2018

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REQUEST FOR CONSIDERATION

Public Mtg/Date:	Park & Recreation Committee – 2/24/2020
Description:	Management of the Weston Aquatic Center
From:	Shawn Osterbrink, Director of Parks, Recreation & Forestry Keith Donner, Administrator
Question:	Possible options for moving forward for future management of the Weston Aquatic Center.

Background

Staff has met with different groups and discussed options for future management of the Aquatic Center. These options include possible partnerships with Wausau/Marathon County Parks, YMCA, Wausau and D.C. Everest Schools, Marathon Swim Association and Darwin E. Smith Aquatic Center. Contact with other organizations has only drawn interest from Wausau/Marathon County and the YMCA so, we have continued discussions with them on various options for operating the facility.

We also drafted a job announcement and are currently recruiting for a direct replacement of the previous manager. We currently have three applicants for the position. The current applicants do not have any aquatics background but do have some management experience however, their indicated salary requirements are too high for the off-season duties.

The current options that are available are:

- 1) Hire our own seasonal manager with the intention to build back the capabilities we had with our former Aquatic Center Manager.** A direct replacement would manage the pool and, also, work as a Public Works Maintainer the remainder of the year. We realize we have been fortunate to have had an employee in this position with the willingness, skills, and abilities to perform the wide variety of duties the situation requires. To duplicate this situation will require us to work with the county and YMCA to fill gaps in the operation, such as lifeguard training, until we have restored the capabilities in-house. The risk and future vulnerability with the direct replacement scenario is being in a similar situation unless there is back-up capability created at the same time. A direct replacement would also be expected to serve as a Public Works and Parks Maintainer in the off-season.

- 2) Contract with the YMCA who would like to take over the entire management of the facility along with staffing the facility.** The village would still be responsible for all the general maintenance of the facility, repairs, upgrades, etc. The YMCA currently partners with the City of Mosinee for their pool/aquatic center management. Dependent on the cost, we could lose capacity for Public

REQUEST FOR CONSIDERATION

Works and Park maintenance if we are unable to hire a full-time employee for the full year. An option would also be hiring seasonal help for summer and winter maintenance.

- 3) Contract with Wausau/Marathon County who would hire a manager for the facility and oversee this individual.** They would work directly with the manager and provide other support and oversight of the operation, but all the other employees would be village employees. Replacing Public Works and Park Maintenance capacity would involve the same issues as with the YMCA partnership.

Preferred Option

At the time of preparing this report all cost proposal information was not received. Staff is leaning toward either the partnership with the YMCA or Wausau/Marathon County. These partnerships provide the Village some relief from having to fully develop the specialized expertise in-house which would otherwise be necessary. The partnerships with either Wausau/Marathon County could develop relationships which could lead to a higher level of cooperation in the future with park maintenance and operation and/or recreational program development. Staff expects to have better information for further discussion at the Park Meeting on Monday. Ideally, we would be able to bring in a new Public Works and Park Maintainer on a full-time, annual basis, and increase our overall operation and maintenance capacity working within the existing budgets. Alternatively, if we are not able to do so, we would consider reliance on seasonal help for both summer and winter.

Attached Docs: **None**

Committee Action: **No previous review.**

Fiscal Impact: **The goal is to work toward, at worst, a fiscally neutral option between the Aquatic Center budget and the Village general fund budget.**

Recommendation: **Pending evaluation of proposals from the YMCA and Wausau/Marathon County**

Recommended Language for Official Action

To Be Determined

Additional action: