

ORDINANCE NO. 18-010

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN AN ORDINANCE
AMENDING:**

**Sec. 2.214.(d)(2)c. of CHAPTER 2. Administration, ARTICLE II, Village Board
DIVISION 3 COMMITTEES, Sec. 2.214. Standing Committees,**

and,

**Repealing Sec. 2.214(d)(2)f. of CHAPTER 2. Administration, ARTICLE II, Village
Board DIVISION 3 COMMITTEES Sec. 2.214 Standing Committees, and
Recreating same as Sec. 2.214(d)(2)f. of CHAPTER 2. Administration, ARTICLE
II, Village Board DIVISION 3 COMMITTEES**

Amending;

**Sec. 2.303.(3)b. of CHAPTER 2. Administration, ARTICLE III, OFFICER AND
EMPLOYEE, DIVISION 2 - ADMINISTRATOR, Personnel.**

**Sec. 2.303.(3)c. of CHAPTER 2. Administration, ARTICLE III, OFFICER AND
EMPLOYEE, DIVISION 2 - ADMINISTRATOR, Personnel.**

**Sec. 2.307. of CHAPTER 2. Administration, ARTICLE III, OFFICER AND
EMPLOYEE, DIVISION 3 - CLERK/HUMAN RESOURCES DIRECTOR,**

**OF THE MUNICIPAL CODE FOR THE VILLAGE OF WESTON, MARATHON
COUNTY, WISCONSIN**

The Village Board of the Village of Weston, Marathon County, Wisconsin, do ordain as follows:

WHEREAS the Village of Weston has reviewed it's Employee Personnel Policy and Procedures Manual and has determined that there exists a need to amend certain duties assigned by ordinance to the Human Resources Committee, the Administrator and a title change for the Clerk/Human Resources Director.

THEREFORE, the Village board hereby ordains,

SECTION 1:

**Sec. 2.214.(d)(2). of CHAPTER 2. Administration, ARTICLE II, Village Board
DIVISION 3 COMMITTEES, Sec. 2.214. Standing Committees, is amended as
follows:**

Sec. 2.214. Standing committees.

(2) Human Resources.

- a. Advise the board regarding potential and pending litigation involving the Village.
- b. In cooperation with the Administrator, recommend for Board consideration policies and procedures regarding personnel issues of the Village.
- c. Oversee the selection of contract services ~~Negotiate contracts~~ for labor negotiation services.
- d. Monitor, in cooperation with the Administrator, the general personnel policies for the Village, including such things as sick leave, vacations, holidays and leaves of absence.
- e. In cooperation with the Administrator, review and make recommendations for additions and deletions of positions to the Board and make recommendations regarding disciplinary actions involving Village employees.
- ~~f. Consider and recommend departmental organization, reorganization and staffing levels and make appropriate recommendations to the Board.~~
- f. Act on all matters so enumerated in the Village of Weston Employee Policy and Procedure Manual as being assigned to the Human Resources Committee.
- g. Consider any other matter the Board may refer.

SECTION 2:

Sec. 2.303.(3). of **CHAPTER 2. Administration, ARTICLE III, OFFICER AND EMPLOYEE, DIVISION 2 - ADMINISTRATOR, Personnel.** is amended as follows:

(3) Personnel.

- a. Be responsible for the administrative direction and coordination of all employees of the Village according to established organization procedures.
- b. Recommend to the board the hiring, appointment, promotion, and suspension of department heads. Recommend to the board the termination of certain department heads, except for statutory officers.

- c. In consultation with the appropriate department head, be responsible for the hiring, appointment, promotion, and when necessary for the good of the Village, the suspension or termination of employees below the department head level.
- d. Nothing in this section shall preclude an employee from exercising their grievance rights under state law.
- e. Serve as personnel officer for the Village with responsibilities to see that complete and current personnel records, including specific job descriptions, for all village employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for village employees not covered by collective bargaining agreements; develop and enforce high standards of performance by village employees; assure that village employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances.
- f. Assist in labor contract negotiations and collective bargaining issues.
- g. Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.
- h. All duties as so enumerated in the Village of Weston Employee Policy and Procedure Manual as being assigned to the Administrator.

SECTION 3:

Sec. 2.307.(3). of **CHAPTER 2. Administration, ARTICLE III, OFFICER AND EMPLOYEE, DIVISION 3 - CLERK/HUMAN RESOURCES DIRECTOR**, is amended as follows:

DIVISION 3 CLERK/EMPLOYEE RESOURCE MANAGER~~HUMAN RESOURCE~~
~~DIRECTOR~~

Sec. 2.307. Appointment.

Pursuant to Wis. Stat. § 61.197(1), the combined position of Village Clerk/Employee Resources Manager~~Human Resource Director~~ shall be through the appointment of a person by a majority of the members of the Board and for the term specified in Wis. Stat. § 61.23(1).

(Ord. of 9-17-1996, § 1(a); Ord. of 12-10-2011)

Sec. 2.308. Duties.

The Village Clerk/~~Employee Resources Manger~~~~Human Resource Director~~ shall have those duties as provided by statute and this Code.

(Ord. of 9-17-1996, § 1(b); Ord. of 12-10-2011)

Sec. 2.309. Compensation.

The Village Clerk/~~Employee Resources Manager~~~~Human Resource Director~~ shall receive such compensation as the Board shall prescribe and pursuant to the provisions of this Code.

SECTION 4: SEVERABILITY. If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

SECTION 5: EFFECTIVE DATE. This Ordinance shall take effect upon approval and publication.

Dated the 19th day of March, 2018

VILLAGE BOARD, VILLAGE OF WESTON

By: Barbara J. Jameling
(name), President

ATTEST: Sheryl Winters
(name), Clerk

APPROVED: 3-19-18

ADOPTED: 3-19-18

PUBLISHED: 3-29-18

DAILY HERALD media

A GANNETT COMPANY

STATE OF WISCONSIN
BROWN COUNTY

VILLAGE OF WESTON
5500 SCHOFIELD AVE
WESTON

WI 544764333

VOUCHER APPROVAL

Account Number:

10-01-51420-321-000

Description:

Chapter 2 Ord. Publication

Approved by

J.W.
Initials

4-18-18
Date

I, being duly sworn, doth depose and say I am an authorized representative of The Wausau Daily Herald, a newspaper at Wausau Wisconsin and that an advertisement of which the annexed is a true copy, taken from said paper, which published therein on:

Account Number: GWM-1081606
Order Number: 0002824202
No. of Affidavits: 1
Total Ad Cost: \$28.74
Published Dates: 03/29/18

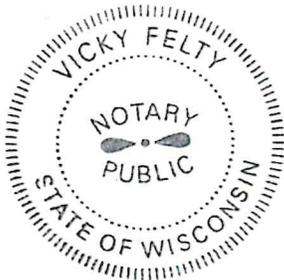
(Signed)

Sam Beaton

(Date)

3/29/18

Legal Clerk



Signed and sworn before me

Vicky Felty

My commission expires

9-19-21

VILLAGE OF WESTON
Re: Chapter 2 Changes

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VILLAGE OF WESTON
NOTICE IS HEREBY GIVEN that the Village Board of the Village of Weston adopted, on March 19, 2018 an ordinance to amend Sec. 2.214(d)(2)c. of CHAPTER 2. Administration, ARTICLE II, Village Board, DIVISION 3 COMMITTEES, Sec. 2.214. Standing Committees, and repeal Sec. 2.214(d)(2)f. of CHAPTER 2. Administration, ARTICLE II, Village Board DIVISION 3 COMMITTEES Sec. 2.214 Standing Committees, and recreate same as Sec. 2.214(d)(2)i. of CHAPTER 2. Administration, ARTICLE II, Village Board DIVISION 3 COMMITTEES and amend; Sec. 2.303(3)b. of CHAPTER 2. Administration, ARTICLE III, OFFICER AND EMPLOYEE, DIVISION 2 - ADMINISTRATOR, Personnel, and amend Sec. 2.303(3)c. of CHAPTER 2. Administration, ARTICLE III, OFFICER AND EMPLOYEE, DIVISION 2 - ADMINISTRATOR, Personnel

and amend Sec. 2.307, 2.308 and 2.309. of CHAPTER 2. Administration, ARTICLE III, OFFICER AND EMPLOYEE, DIVISION 3 - CLERK/HUMAN RESOURCES DIRECTOR, of the Municipal Code for the Village of Weston, Marathon County, Wisconsin.

The full text of the above Ordinances may be obtained at the office of the Village Clerk, 5500 Schofield Avenue, Weston, Wisconsin or online at: <http://westonwi.gov/DocumentCenter/View/4128>

Dated this 27th day of March 2018.

VILLAGE OF WESTON

By: Sherry Weinkauff, Village Clerk

Run: March 29, 2018 WNAJLP