



**VILLAGE OF WAUSAUKEE  
PERSONNEL COMMITTEE MEETING**  
*(Committee members: Ray Gordon, Mack McKim, Joleen Christ)*  
**MONDAY, MAY 1<sup>st</sup>, 2017**  
**WAUSAUKEE VILLAGE HALL**  
**428 HARRISON AVENUE**

**10:00 AM**

**MINUTES**

1. Call to Order – Chair Ray Gordon called the meeting to order at 10:03 am. Committee members in attendance were Joleen Christ and Mack McKim. Also present were President Hilbert Radtke and Clerk/Treasurer Sara Pullen.
2. Approval of Agenda – McKim made a motion seconded by Christ to approve the agenda as printed. Motion carried.
3. Discussion – Employee Handbook revisions. – The Committee reviewed the changes made to the handbook from their last meeting. They will recommend the following revisions to the current employee handbook to the full Board:
  - a. Change all references to the ‘Village Clerk’ to ‘Village Clerk/Treasurer’
  - b. Change all references to ‘Vacation’ to ‘PTO’
  - c. Table of Contents – correct page number references
  - d. Title III: Employment Status and Records
    - i. Orientation Period – Change all references from ‘90 days’ to ‘60 days’
  - e. Title IV: Employee Pay and Benefits
    - i. Wages and Pay Scales
      1. Recommend ‘Pay scales will be reviewed annually by the Personnel Committee. All revisions must be approved by the Village Board.’ Current handbook states that the full Board will review bi-annually.  
(Pay scale changes)
      2. Change ‘Clerk’ to ‘Clerk Treasurer’
      3. Add ‘Deputy Clerk/Treasurer’
      4. Increase Clerk/Treasurer and Deputy Clerk/Treasurer entry level wage from \$9 to \$11
      5. Change ‘Seasonal and Temporary’ to ‘Summer Seasonal’
      6. Increase ‘Summer Seasonal’ entry level wage from \$7.25 to \$8.50, and the average wage level from \$8.63 to \$9
      7. Add ‘Winter Seasonal’ with a \$14 average wage across the board
      8. Add ‘W/S Assistant’ with an entry wage of \$10, average of \$12, and experienced of \$14
    - ii. Personal Time Off (PTO)
      1. Change ‘Part-time Clerk and Treasurer’ to ‘Permanent part-time employees’ in the section that references PTO eligibility for part-time employees.

- iii. Clothing Allowance
    - 1. Add 'The Village will reimburse the regular part-time W/S Assistant up to \$150 per fiscal year for work clothes.'
  - f. Title V: Work Conditions and Hours of Work
    - i. General Work Schedules/Daily Timecards
      - 1. Add to paragraph 1 – 'The normal workweek for permanent part time and seasonal employees shall be the number of hours as assigned upon hire within the period beginning 12:00 AM Saturday through 11:59 PM Friday, including alternating weekends for work scheduled, lift station rounds, and campground checks.'
      - 2. Paragraph 3 – Sentence 2 should read, 'Logging work activities will be done on a daily basis by full time employees.'
      - 3. Paragraph 3 – Eliminate sentence 3
    - ii. Work Schedules for Water and Wastewater Utility
      - 1. Eliminate this section
    - iii. Breaks (new)
      - 1. Add a new section which states 'A ten (10) minute paid break shall be allowed for every four hours worked.'
    - iv. Inter-Department Work
      - 1. Replace the 2<sup>nd</sup> and 3<sup>rd</sup> sentence with 'Employees may assist in other departments on request by that Department Supervisor, the Village President, or the appropriate Committee Chairman.'
    - v. Reporting Absences or Tardiness
      - 1. Line 1 – '...the employee must notify their Supervisor or another Supervisor no less than 30 minutes before the start of a normal work day.'
  - g. Appendix A – Duties by Department
    - i. Add Clerk/Treasurer job description – Combine Clerk and Treasurer job descriptions into one; eliminate duplicates
    - ii. Add 'Deputy Clerk/Treasurer' job description
    - iii. Add 'Water/Sewer Assistant' job description
    - iv. Add 'DPW' to Street Supervisor's title
    - v. Change 'Public Works Temporary Laborer' job description to 'Seasonal Laborer'; job description includes language for both groundskeepers and snow plow drivers.
4. Motion to Adjourn – Christ made a motion seconded by McKim to adjourn the meeting at 11:03 am. Motion carried.

Submitted by SP