

Town of Milltown
Labor Policy
Policy 18-1 (See Addendums)

The purpose is to guide the supervision and compensation of Town of Milltown employees.

The Board Chairperson is the employee's direct supervisor.

Definitions

Workday: Workday is eight (8) hours.

Workweek: Workweek is forty (40) hours per week, which may begin on a weekend day, and may end on Friday. A typical work day is 8 ½ hours, week starts on Monday and ends on Friday.

Work Hours: The Town reserves the right to assign work hours, days, and work week.

Breaks: There are 2, 10 min paid breaks, 1 in the morning and 1 in the afternoon of each work day, with 30-minute lunch break of which ½ hour is unpaid. Employees are expected to take their breaks, routine working through a break is not allowed and overtime will not be paid for missed breaks. Employees may combine one or both breaks into the lunch break.

Overtime: Overtime occurs when hours worked per week is greater than forty (40) hours.

Overtime is approved and supervised by the Chairperson.

Emergency call out does not require approval.

Overtime is paid after accumulating forty (40) hours during Saturday through Friday workweek and paid at one and one-half times the hourly payrate.

Weekend pay: Saturday and Sunday are weekend days and are paid at 1 ½ the hourly rate.

Weekend work is directed and approved by the Chairperson.

Sick Day: Sick day is equal to a workday (8) hours and is paid out for a workday eight (8) hours missed during a forty (40) hour workweek.

Accumulated at 8 hours per month, not to exceed 96 hours in 12 months. To be taken and paid out in 1 workday (8 hour) increments. Employee can have up to 30 work days (240 hours) of sick time accumulated at any given time. Sick time must be accumulated before it can be used. Sick time may not be used to create overtime. Employees must notify the Town Board Chair as soon as reasonably possibly when using unscheduled sick time. Head of Maintenance must also be notified of use of unscheduled sick time by other maintenance employees. Scheduled sick time must be approved by the Town Board Chair (example of scheduled sick time is a scheduled DR's appointment). A request for Time Off form must be completed as soon as reasonably possible and submitted to the Town Board Chair.

NOTE: Unused sick time from years previous to 2018 must be disclosed and accounted for within 5 work days of this policy being adopted. These hours will be counted as part of the allowed accumulated sick time, but can at no time be used to exceed the 240 hour accrued cap.

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Vacation Day: Vacation day is equal to a workday (8) hours and is paid out for a workday eight (8) hours missed during a forty (40) hour workweek.

Accumulated 10 (80 hours) days in each of the first 9 years, 12 (96 hours) days at 10 years, 1 additional day (8 hours) per year after 10 years, and 22 (176 hours) days at 20 years. An employee may carry the equivalent of 1 year's accumulated vacation over at their employment anniversary date. Vacation time is accumulated by month. For example, an employee receiving 10 days (80 hours) a year would accumulate that time over the year at a rate of 6.66 hours per month. Vacation must be accumulated before it can be used. Vacation time may not be used to create overtime. All vacation time must be pre-approved by the Town Board Chair. Employees must request time off by completing the Request for Time Off form and submitting the form to the Town Board Chair. The Town Board Chair has 14 calendar days to approve or deny the request. If no action is taken by the Town Board Chair within the 14 calendar days, the request is automatically granted.

(NOTE) The current (as of 7-2018) Town of Milltown Head of Maintenance shall accrue vacation at 20 (8hour) days a year, or 160 hours a year. This will continue until the above formula exceeds 160 hours a year, at which time vacation will be accrued at the rate listed above.

Holiday Pay: Holiday pay is a paid day off and equal to an (8) hours workday and is part of a forty (40) hour workweek.

Holidays are New Year's Day, Martin Luther Day (may also be used as a personal floating holiday during the current year), Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving and Christmas. If a holiday falls on a Saturday, then the holiday is observed on the preceding day (Friday). If the holiday falls on a Sunday, the holiday is observed on the next day, (Monday).

Pay Period: Payroll is processed every two weeks. Timesheet are collected at the end of business on Friday or Monday and paid out on the following Friday.

Retirement: The Town of Milltown is part of the Wisconsin Retirement System and makes deduction and contribution through their payroll processing.

On Call: Due to the nature of maintaining public road ways, it is imperative that maintenance occurs in a reasonable and timely fashion.

While on-call, the employee must be able and ready to complete work tasks.

The Chairperson and the Head of Maintenance will determine when employees are called in to preform work outside normal work hours.

Employees receive premium pay, each pay period.

On Call Pay: The Board will determine the on call payrate.

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Town Board Meeting Attendance:

The Head of Maintenance shall attend all monthly Town Board meetings (or other Town meetings as requested by the Board Chair). On Board meeting days the head of maintenance shall work a 6 ½ hour work day with 1 ½ hour being reserved for the Town Board meeting.

Comp Time Bank:

Employees may elect to place overtime hours worked in a comp bank instead of taking the overtime as cash. The comp bank may never exceed 80 hours, time is carried year to year. Every hour of overtime worked goes into the comp bank at time and ½ rate.

Example: employee works 41 hours in a work week, they may elect to place 1 ½ hours in their comp bank instead of taking the 1 ½ hours as cash. Placing time in a comp bank is at the sole discretion of the employee. Comp time may not be used to create overtime. Comp time must be taken in 8 hour blocks.

Compensation

Employees Title Wage Rate, Overtime Rate, and On Call Premium rate. (2018).

Head of Maintenance: Wage: \$25.29

Overtime: \$37.94

On Call Rate: \$400.00 per 2 week pay period (\$800.00 / month).

Maintenance Worker: Wage: \$21.16

Overtime: \$31.74

On Call Rate: \$300.00 per 2 week pay period (\$600.00 / month).

Compensation Changes:

All compensation changes shall be determined by the Milltown Town Board.

Any compensation changes become effective on January 1 of each year, unless special action is taken by the Town of Milltown Board. (See Addendums)

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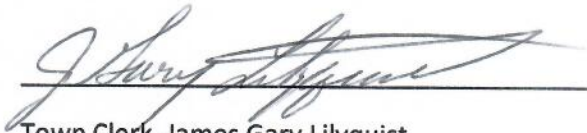
Passed this 14 Day of January, 2019

By the Town of Milltown Board



Deputy Chairman, Chris Nelson

Attested by:



Town Clerk, James Gary Lilyquist

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Addendum to Town of Milltown Labor Policy by Board action December 10, 2019.

Motion by Jon Eckel and Second Chris Nelson by to increase the compensation for Town employees by 1.5% (\$25.67 Jeff Erickson and \$21.48 Myland Simonson) the first pay period in January, 2019. Passed.

Employees Title Wage Rate, Overtime Rate, and On Call Premium rate. (2019).

Head of Maintenance: Wage: \$25.67

Overtime: \$38.50

On Call Rate: \$400.00 per 2 week pay period (\$800.00 / month).

Maintenance Worker: Wage: \$21.48

Overtime: \$32.22

On Call Rate: \$300.00 per 2 week pay
period (\$600.00 / month).

J. Gary Lilyquist, Clerk