

# Town of Milltown Labor Policy

## **Effective January 1, 2023**

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 ending on Friday.

**Work Hours:** The Town reserves the right to assign work hours, days, and work week. A typical work day is 8 ½ hours, week starts on Monday and ends on Friday.

**Breaks:** There are 2, 10 min paid breaks, 1 in the morning and 1 in the afternoon of each work day, with 45-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.

**Overtime:** Overtime is when hours paid per week is greater than forty (40) hours. Overtime calculation is all paid hours which includes sick, holiday and vacation.

Overtime is approved and supervised by the Chairperson.

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

**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 each year, full amount available January 1<sup>st</sup> of each year. Not to exceed 96 hours per calendar year. 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.

**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 at a rate of 10 days (80 hours) in each of the first 9 years, 12 days (96 hours) 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 year, meaning the total vacation for the year is available January 1<sup>st</sup> of every year.

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## **Effective January 1, 2021**

**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. Holiday pay is at the rate of time and one-half.

Holidays are New Year's Day, Martin Luther King Day, Memorial Day, July 4<sup>th</sup>, 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 week. Timesheet are collected at the end of business on Friday 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 perform work outside normal work hours.

Employees receive a premium each pay period.

**On Call Pay:** The Board will determine the on call pay rate.

## **Compensation 2023 RATE**

<b>Employees Title</b>	<b>Wage Rate</b>	<b>Overtime Rate</b>	<b>On-Call Rate</b>
Head of Maintenance:	Wage: \$30.19	Overtime: \$45.28	On-Call Rate: \$400.00 per pay period.
Maintenance Worker:	Wage: \$25.12	Overtime: \$37.68	On-Call Rate: \$300.00 per pay period.

**Total Vacation and Sick Days are available the 1<sup>st</sup> of the year for that year.**

**Sick Days** 12 per year.

**Vacation:** Mylan Simonson as of January 1, 2023 will receive 2 weeks for the year.

Justin Gamache will receive 2 weeks for the year 2023.