



**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, November 4, 2019 @ 4:30 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}, Zeyghami {vc}, Schuster, Simmons
3. [Approval of minutes from previous meeting: October 7, 2019.](#)
4. Public comments.

**NEW BUSINESS.**

5. [Discussion and possible action on Seasonal Park Staff Wages.](#)
6. [Discussion and possible action on Policy for CPI & Merit increases for Employees.](#)
7. [Discussion and possible action on 2020 Classification Compensation Matrix.](#)
  - [Chapter 5 – Job Classifications and Compensation of the Employee Handbook.](#)
8. [Schedule change for Human Resources Committee.](#)

**FUTURE ITEMS.**

9. Next meeting date: TBD
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**

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**Monday, October 7, 2019 @ 4:30 p.m.**

1. **Call to Order & Welcome by Chairperson Fiene.**  
Meeting called to order by Chairperson Fiene at 4:30 p.m.
2. **Roll Call by recording secretary Flory.**

<b>MEMBER</b>	<b>PRESENT</b>
Fiene, Nate	YES
Zeyghami, Hooshang	YES
Simmons, Ryan	YES ( <i>Joined the meeting at 4:31 p.m.</i> )
Schuster, Fred	YES
Vacant	-

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

***Motion by Schuster, second by Zeyghami to approve the minutes of August 5, 2019.***

**Yes Vote: 3      No Votes: 0      Abstain: 0      Not Voting: 1      Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Fiene, Nate	YES
Zeyghami, Hooshang	YES
Simmons, Ryan	-
Schuster, Fred	YES
Vacant	-

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

**NEW BUSINESS.**

5. **Acknowledge job status change from part-time to full-time for Sarah Flory.**

***Motion by Zeyghami, second by Schuster to acknowledge the job status change for Flory from part-time to full time.***

**Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Fiene, Nate	YES
Zeyghami, Hooshang	YES
Simmons, Ryan	-
Schuster, Fred	YES
Vacant	-

6. **Consider step increase and/or grade change on the Classification and Compensation Matrix for Jessica Falkowski, Leah Romanowski and Sarah Flory.**

*Motion by Schuster, second by Zeyghami to recommend the Board of Trustees approve step increases and/or Grande changes for Falkowski, Romanowski and Flory.*

**Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Fiene, Nate	YES
Zeyghami, Hooshang	YES
Simmons, Ryan	YES
Schuster, Fred	YES
Vacant	-

7. **CPI adjustment for employee wages in 2020 and a contingency for merit increases.**

*Motion by Schuster, second by Zeyghami to recommend the Board of Trustees approve a CIP adjustment for employee wages in 2020 and a contingency for merit increases.*

**Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Fiene, Nate	YES
Zeyghami, Hooshang	YES
Simmons, Ryan	YES
Schuster, Fred	YES
Vacant	-

8. **Return to Work Policy for workplace and non-workplace injuries/illnesses**

*Motion by Schuster, second by Simmons to recommend the Board of Trustees approve the return to work policy.* Q/Donner pointed out that this policy was included in the old employee handbook but was never carried over to the new handbook. He said employees are encouraged to come back to work as soon as possible. If the employee cannot resume their regular duties, they can be offered other tasks. Schuster stated the sooner they get back to work the sooner they will fit back in. A letter from a physician, showing any job restrictions, is required before an employee can return to work.

**Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Fiene, Nate	YES
Zeyghami, Hooshang	YES
Simmons, Ryan	YES
Schuster, Fred	YES
Vacant	-

**9. Authority to Approve Staff Morale Programs**

Weinkauf stated she had discussions with Fiene regarding staff morale when he began his term. She said having casual Friday's and Packer day apparel on game day really helps boost employee morale and she would like to see it continue. Linda Hackbarth, an audience member, said employee morale is important. At her workplace they use recognition cards. Fiene said the Administrator should be able to approve any staff morale programs or suggestions.

***Motion by Schuster, second by Zeyghami to recommend the Board of Trustees authorize the Administrator to approve any staff morale programs.*** Q/ Sparks said if any of these programs would impact the budget, they should come before the Human Resources Committee and the Board of Trustees for approval.

***Motion by Schuster, second by Simmons to amend the original motion and add any programs that could have a financial impact on the budget need to be approved by the Human Resources Committee and Board of Trustees.***

**Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Fiene, Nate	YES
Zeyghami, Hooshang	YES
Simmons, Ryan	YES
Schuster, Fred	YES
Vacant	-

***All in favor of the original motion as amended.***

**Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Fiene, Nate	YES
Zeyghami, Hooshang	YES
Simmons, Ryan	YES
Schuster, Fred	YES
Vacant	-

**10. Employee Holiday Party**

Donner discussed how the party is conducted on-site and suggested moving the party off-site. He mentioned there is alcohol, but it's purchased from the "Sunshine Fund", which comes from recycling cans and scrap metal. The date of the party is January 11. Weinkauf said the employees don't like the idea of moving the party off-site. She said they really enjoy cooking their own steaks. It's become a fun tradition. Moving the party off-site could be more expensive. There was a short discussion regarding liability to the Village with allowing employees to drink alcohol on-site. Fiene suggested checking with the Village attorney. Donner will do that and put this item on the next meeting agenda.

**11. Business writing class update**

Weinkauf stated she finally got the agreement signed and sent over to UWSP. There will be 25 employees attending the class. She said she invited EMPD and SAFER but has not heard back if they would like to participate. As of now, there are 21 employees that will be attending on November 11 from 1:00 – 4:00 p.m.

**12. Annual review update**

Donner said employee reviews are in the process of being set up for the Directors. The goal for completion is November 15<sup>th</sup>.

**FUTURE ITEMS.**

**13. Next regular meeting date: Monday, November 4**

**14. Topics for future meetings.**

No comments

**15. Remarks from Staff.**

No comments

**16. Remarks from Committee members.**

Robin Hegg resigned.

**17. Announcements.**

None

**ADJOURNMENT**

***Motion by Schuster, second by Simmons to adjourn the meeting at 5:00 p.m.***

**Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Fiene, Nate	YES
Zeyghami, Hooshang	YES
Simmons, Ryan	YES
Schuster, Fred	YES
Vacant	-

**REQUEST FOR CONSIDERATION**

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<b>Public Mtg/Date:</b>	<b>Human Resources Committee – 11/4/2019 Board of Trustees – 11/4/2019</b>
<b>Description:</b>	<b>Discussion and possible action on seasonal park staff hourly wage rates.</b>
<b>From:</b>	<b>Shawn Osterbrink, Director of Parks, Recreation &amp; Forestry</b>
<b>Question:</b>	<b>Should the Human Resources Committee and Board of Trustees approve increasing the hourly wage rates for seasonal park staff?</b>

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**Background**

Over the past few years the village has struggled to recruit and retain quality applicants for seasonal park maintainers and ice rink attendants. Staff feels that due to not offering competitive pay in the current market is part of the reason for this problem. Staff feels that if we offer a higher hourly wage that it should improve in recruiting and retaining seasonal staff.

Village staff also feels that since these positions are included in the current pay matrix that they should be compensated within the ranges listed for these positions. Unfortunately, the current pay for these positions does not even meet the minimum wage rates for these positions as they are listed in the matrix.

Currently Ice Rink Attendants are compensated at \$9.79 per hour but the matrix lists them at Grade A with a minimum of \$10.25, mid-point of \$11.76 and maximum of \$14.71. Staff is proposing to increase the wage to **\$11.00 per hour**, which is \$.76 cents less than mid-point for these positions on the matrix.

Staff is also proposing to increase the hourly wage for the seasonal maintainer I positions. Currently these positions are compensated at \$10.70 per hour but the matrix lists them at Grade C with a minimum of \$12.03, mid-point of \$13.74 and maximum of \$16.50. Staff is proposing to increase the wage to **\$13.00**, which is \$.74 cents less than mid-point for these positions on the matrix.

Based on the budget history from 2016, 2017 and 2018 for these positions the current park operations budget will be able to fund these increases within the current proposed budget.

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<b>Attached Docs:</b>	<b>Current pay matrix.</b>
<b>Committee Action:</b>	<b>The Park and Recreation Committee recommended approval at their 10/28/19 meeting.</b>
<b>Fiscal Impact:</b>	<b>The annual fiscal impact based on budget history from 2016, 2017 and 2018 for the park seasonal maintainer positions will be approximately \$1,500 and \$275 for the ice rink attendant positions.</b>

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**REQUEST FOR CONSIDERATION**

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**Recommendation: To increase the wage rates for seasonal park staff.**

**Recommended Language for Official Action**

**I move to approve increasing the wage rates for seasonal park staff.**

**I move to deny increasing the wage rates for seasonal park staff.**

**Or, something else.**

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Additional action:

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**2020 CLASSIFICATION AND COMPENSATION MATRIX**  
**PROPOSED 10/17/2019**  
**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**  
**PROPOSED 10/17/2019**  
**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			
I	\$ 45,052.80	\$ 51,500.80	\$ 61,796.80
	\$ 21.66	\$ 24.76	\$ 29.71
Arborist/Forester Assistant Planner 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**  
**PROPOSED 10/17/2019**  
**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

# REQUEST FOR CONSIDERATION

<b>Public Mtg/Date:</b>	Human Resources Committee, November 4, 2019
<b>Description:</b>	Discussion/Action on CPI and Merit Increases for Employees for 2020.
<b>From:</b>	Keith Donner, P.E., Administrator
<b>Question:</b>	How should Employee Compensation be Adjusted Relative to CPI? When does Merit Increase become appropriate?

## Background

The Village's compensation philosophy is outlined in Chapter 5 of the Employee Handbook. A policy for implementing increases in compensation has not been articulated. Dependent on resources the total amount of compensation in each year will fluctuate. Defining employee expectations and how that is reflected in compensation adjustments is likely thought to be the traditional basis for employee compensation adjustments. Market demand for certain types of positions and skills, employee retention, job satisfaction, and other factors also play a role in employee compensation. The Administrator and Human Resources Director may have a draft guideline for distribution at Monday's meeting. Input from the committee is desired.

<b>Attached Docs:</b>	Chapter 5 of Employee Handbook – linked in packet
<b>Prior Review:</b>	October 7, 2019, meeting of the Human Resources Committee October 21 meeting of the Board of Trustees.
<b>FISCAL IMPACT:</b>	Up to \$44,172 across all funds for CPI. Up to \$25,000 contingency for Merit Increases
<b>Recommendation:</b>	Dependent on discussion.

## Recommended Language for Official Action

**Proposed Motion:** I move to direct the Administrator and Human Resources Director to draft a policy....

**OR – Something else**

**Additional action:**

# REQUEST FOR CONSIDERATION

<b>Public Mtg/Date:</b>	Human Resources Committee, November 4, 2019
<b>Description:</b>	Discussion/Action on 2020 Classification and Compensation Matrix.
<b>From:</b>	Keith Donner, P.E., Administrator
<b>Question:</b>	Should the Village Adopt a 2020 Classification and Compensation Matrix Adjusting Market Rates by 1.85% relative to 2019?

## Background

Annual review of the Classification and Compensation Matrix is discussed Chapter 5, Section 5.09. Since a comprehensive compensation review was done in 2018, an adjustment of the Class Comp Matrix based on the Consumer Price Index is recommended for 2020 relative to 2019. The Administrator and Finance Director have discussed basing any annual CPI adjustments on the index used by the Wisconsin Department of Revenue as the expenditure restraint threshold. This is calculated between September 30 of the current year and the preceding year. The recommendation is for compensation rates in the Class Comp Matrix to be increased by 1.85% relative to 2019.

<b>Attached Docs:</b>	2019 Classification and Compensation Matrix. 2020 Classification and Compensation Matrix
<b>Prior Review:</b>	October 7, 2019, meeting of the Human Resources Committee October 21 meeting of the Board of Trustees.
<b>FISCAL IMPACT:</b>	Up to \$44,172 across all funds.
<b>Recommendation:</b>	Approve the 2020 Classification and Compensation Matrix Adjusting Market Rates by 1.85% relative to 2019.

## Recommended Language for Official Action

**Proposed Motion: I move to approve the 2020 Classification and Compensation Matrix Adjusting Market Rates by 1.85% relative to 2019**

**OR – Something else**

**Additional action:**

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**2019 CLASSIFICATION AND COMPENSATION MATRIX (02/25/2019)**  
Adjusted 2.8% Relative to 2018

Grade	Market AVG		
	87.5% Minimum	Mid-Point	120% Maximum
T	\$ 99,361.60	\$ 113,547.20	\$ 136,260.80
	\$ 47.77	\$ 54.59	\$ 65.51
Administrator			
S	\$ 91,436.80	\$ 104,499.20	\$ 125,382.40
	\$ 43.96	\$ 50.24	\$ 60.28
R	\$ 84,156.80	\$ 96,158.40	\$ 115,377.60
	\$ 40.46	\$ 46.23	\$ 55.47
Director of Public Works			
Q	\$ 79,705.60	\$ 91,083.20	\$ 109,304.00
	\$ 38.32	\$ 43.79	\$ 52.55
P	\$ 75,275.20	\$ 86,028.80	\$ 103,251.20
	\$ 36.19	\$ 41.36	\$ 49.64
Director of Finance Director of Planning & Development			
O	\$ 70,824.00	\$ 80,953.60	\$ 97,136.00
	\$ 34.05	\$ 38.92	\$ 46.70
N	\$ 66,414.40	\$ 75,899.20	\$ 91,083.20
	\$ 31.93	\$ 36.49	\$ 43.79
Deputy Director of Public Works Director of Technology			
M	\$ 61,963.20	\$ 70,824.00	\$ 85,009.60
	\$ 29.79	\$ 34.05	\$ 40.87
Clerk/Employee Resources Manager Director of Parks & Recreation Utility Superintendent			
L	\$ 57,116.80	\$ 65,270.40	\$ 78,353.60
	\$ 27.46	\$ 31.38	\$ 37.67
Deputy Director of Finance Economic Development Coordinator Building Inspector/Building Manager			

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**2019 CLASSIFICATION AND COMPENSATION MATRIX (02/25/2019)**  
Adjusted 2.8% Relative to 2018

Grade	Market AVG		
	87.5% Minimum	Mid-Point	120% Maximum
K	\$ 53,102.40	\$ 60,694.40	\$ 72,841.60
	\$ 25.53	\$ 29.18	\$ 35.02
Fleet Foreman Street Foreman Property/Residential Inspector Public Relations & Employee Resources Assistant Utility Foreman Aquatic Center Manager			
J	\$ 48,672.00	\$ 55,619.20	\$ 66,768.00
	\$ 23.40	\$ 26.74	\$ 32.10
Utility Technician Utility Senior Operator Mechanic			
I	\$ 44,241.60	\$ 50,564.80	\$ 60,673.60
	\$ 21.27	\$ 24.31	\$ 29.17
Arborist/Forester Assistant Planner Utility Operator PW Senior Operator			
H	\$ 39,811.20	\$ 45,489.60	\$ 54,600.00
	\$ 19.14	\$ 21.87	\$ 26.25
Planning/Development Technician PW Operator Administrative Support Specialist/Deputy Clerk 3 Utility Clerk Utility Maintainer			
G	\$ 35,401.60	\$ 40,435.20	\$ 48,547.20
	\$ 17.02	\$ 19.44	\$ 23.34
PW Maintainer Administrative Support Specialist/Deputy Clerk 2 Finance Support Specialist			
F	\$ 30,950.40	\$ 35,380.80	\$ 42,432.00
	\$ 14.88	\$ 17.01	\$ 20.40
Administrative Support Specialist/Deputy Clerk 1			

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**2019 CLASSIFICATION AND COMPENSATION MATRIX (02/25/2019)**  
**Adjusted 2.8% Relative to 2018**

Grade	Market AVG		
	87.5% Minimum	Mid-Point	120% Maximum
E	\$ 28,454.40	\$ 32,531.20	\$ 39,000.00
	\$ 13.68	\$ 15.64	\$ 18.75
D	\$ 26,540.80	\$ 30,326.40	\$ 36,379.20
	\$ 12.76	\$ 14.58	\$ 17.49
Office Assistant Maintenance Worker/Maintainer II (Seasonal)			
C	\$ 24,564.80	\$ 28,059.20	\$ 33,696.00
	\$ 11.81	\$ 13.49	\$ 16.20
Maintenance Worker/Maintainer I (Seasonal)			
B	\$ 22,755.20	\$ 25,979.20	\$ 31,200.00
	\$ 10.94	\$ 12.49	\$ 15.00
WAC Head Lifeguard			
A	\$ 20,924.80	\$ 24,024.00	\$ 30,035.20
	\$ 10.06	\$ 11.55	\$ 14.44
Ice Rink Attendent WAC Lifeguard WAC SlideTop/Cashier			

Wisconsin Minimum Wage is \$7.25/hour

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**2020 CLASSIFICATION AND COMPENSATION MATRIX**  
**PROPOSED 10/17/2019**  
**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
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	\$ 41.21	\$ 47.09	\$ 56.50
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	\$ 32.52	\$ 37.17	\$ 44.60
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	\$ 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**  
**PROPOSED 10/17/2019**  
**Adjusted 1.85% Relative to 2019**

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	\$ 15.16	\$ 17.32	\$ 20.78
Administrative Support Specialist/Deputy Clerk 1			

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**2020 CLASSIFICATION AND COMPENSATION MATRIX**  
**PROPOSED 10/17/2019**  
**Adjusted 1.85% Relative to 2019**

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	\$ 13.93	\$ 15.93	\$ 19.10
D	\$ 27,040.00	\$ 30,888.00	\$ 37,044.80
	\$ 13.00	\$ 14.85	\$ 17.81
Office Assistant Maintenance Worker/Maintainer II (Seasonal)			
C	\$ 25,022.40	\$ 28,579.20	\$ 34,320.00
	\$ 12.03	\$ 13.74	\$ 16.50
Maintenance Worker/Maintainer I (Seasonal)			
B	\$ 23,171.20	\$ 26,457.60	\$ 31,782.40
	\$ 11.14	\$ 12.72	\$ 15.28
WAC Head Lifeguard			
A	\$ 21,320.00	\$ 24,460.80	\$ 30,596.80
	\$ 10.25	\$ 11.76	\$ 14.71

Ice Rink Attendent  
WAC Lifeguard  
WAC SlideTop/Cashier

Wisconsin Minimum Wage is \$7.25/hour

## Highlights of the 2020 Budget - Draft #2

Health insurance increased 1.08% plus an incentive was added, for a total increase of

39,889	General Fund
26,855	All Other Funds
<u>\$ 66,744</u>	

Total amount in the Budget for Health insurance + Incentive

335,753	General Fund
176,435	All Other Funds
<u>\$ 512,188</u>	

2% CPI increases was added for all employees, it was an increase of

25,409	General Fund
18,763	All Other Funds
<u>\$ 44,172</u>	

Total amount of wages in the Budget for Wages and Salaries (does not include OT)

1,295,705	General Fund
955,809	All Other Funds
<u>\$ 2,251,514</u>	

2020 is a presidential election year, the election budget went up \$26,000

An additional \$100,000 is budgeted for Street Maintenance

An additional \$25,000 is budgeted for salt (we used a lot of reserves last year)

Gas has an increase of \$10,000

Overtime for winter maintenance has an increase of \$5,500

EMPD increase is \$85,722; includes an additional officer and \$86,120 moved to capital for squad cars

SAFER increase is \$31,560; includes a 6% levy increase

Contingency budget includes \$25,000 for merit increases and increase to misc contingency of \$4,250

## 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 28<sup>th</sup>.
- (2) Prior to April 1<sup>st</sup>, 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 30<sup>th</sup>, 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 30<sup>th</sup>, 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 15<sup>th</sup>, 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 1<sup>st</sup>, if the new or expanded position is funded by Board of Trustees through the budget process, it will be effective January 1<sup>st</sup> 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.

(2) Reimbursement rates for official Village business travel shall be as follows:

- (a) Airplane or Other Commercial Transportation: Actual fare at coach or economy class for the most direct route, receipts required. Alternate forms of transportation may be reimbursed at the equivalent of air fare at coach or economy for the most direct route not to exceed actual costs.
- (b) Lodging: Actual amount, receipts required.

(3) Reimbursement rates for official Village meals shall be as follows:

- (a) Meals: Meal claims will be paid based on a daily per diem rate. The meal claims must be reasonable, necessary and closely represent the amount actually spent. To be allowed breakfast, departure must be before 6:00 a.m.; lunch, departure must be before 10:30 a.m., and return after 2:30 pm.; dinner, employee must return after 7:00 p.m., or depart his/her headquarters for overnight travel before 6:00 p.m.

Subject to the Department Director or their designee's approval, meal reimbursement is allowed when the employee is on Village business related activities outside of the Village. Reimbursement for meals consumed in the Village may be approved in conjunction only with a business meeting at the discretion of the Village Administrator or his/her designee.

- (b) Under the Village's policy, a business-related activity for meals reimbursed outside the Village includes the following:

- 1. Business meeting including a third-party or non-Village employee in which business is conducted or,
- 2. Business related situation that would occur in the normal performance of your job duties. A third-party or non-Village employee would generally include but is not limited to the following: outside experts (consultants, lawyers, auditors, etc.), visiting dignitaries (state and local officials or members of commissions, committees or boards) and interviewees. Reimbursements for other business-related situations outside of the Village, could include, but are not limited to the following:
  - a. meals at conferences/conventions/etc. that are not included in the registration fee or
  - b. meals incurred that are not considered business meetings but are considered necessary and reasonable while performing your normal job duties

- (c) Under the IRS guidelines, meal reimbursements for business meetings that include a third-party or non-Village employee as defined above, are not taxable to the individual if submitted for reimbursement within 60 (sixty) calendar days of the date incurred. However, meal reimbursements made for other business-related activities (as defined previously), which are not overnight, are considered a fringe benefit and are taxable to the employee (see criteria listed previously) or are not reimbursable by Village policy.

- (d) Claims for meals shall be paid on a standard daily per diem basis. The maximum daily amount permitted, including tax and tip (tip not to exceed 20% of meal cost), for all meal reimbursements within the State of Wisconsin, is \$42 per day. The meal reimbursement for meals outside the State of Wisconsin will be \$50 per day. Employees must submit the

Statement of Expenses Incurred for Village form (Appendix 5-A) in order to receive reimbursement.

The Village *in-state rate* is \$42. Therefore, maximum amounts for each meal are as follows:

Breakfast	=	\$8.50
Lunch	=	\$12.50
<u>Dinner</u>	=	<u>\$21.00</u>
Total	=	\$42

The Village *out-of-state rate* is \$50. Therefore, maximum amounts for each meal are as follows:

Breakfast	=	\$10
Lunch	=	\$15
<u>Dinner</u>	=	<u>\$25</u>
Total	=	\$50

- (e) When an employee claims reimbursement for two or more meals in a day and exceeds the maximum on one or more meals, the employee may claim per diem for each allowable meal on that day not to exceed actual costs of meals. An employee must request reimbursement for three meals to be eligible for the full daily per diem rate. Each day is considered separately for application of this policy. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day or for other costs such as lodging.
- (f) Expenditures for alcoholic beverages, or any spouse or guest, are not reimbursable. Meals included in the cost of airfare or registration fees are not reimbursable.
- (4) Reimbursement rates for official Village travel mileage shall be as follows:
- (a) Mileage when traveling by personal automobile on official Village business shall be reimbursed at the rate determined by the IRS <https://www.irs.gov/>. Employees shall maintain a policy of personal auto insurance policy that meets minimum financial responsibility liability limits of: Bodily Injury: \$25,000 for each person and \$50,000 for each occurrence; Property Damage: \$10,000 for each occurrence (or a Combined Single Liability Limit of \$50,000); and Uninsured Motorists and Underinsured Motorists coverage of \$ 50,000 per person/\$50,000 per occurrence (or a Combined Single Limit of \$50,000).
- (b) Those individuals who maintain a personal auto insurance policy of not less than Bodily Injury: \$100,000 for each person and \$300,000 for each occurrence; Property Damage: \$100,000 per accident (or a Combined Single Limit of \$300,000); Medical Payments: \$5,000 and Uninsured Motorists and Underinsured Motorists coverage of \$100,000 per person/\$300,000 per occurrence (or a Combined Single Limit of \$300,000) shall qualify for a higher level of reimbursement equal to the IRS business mileage rate commencing on the effective date established by the IRS. During the course of any given year, if the IRS adjusts the business mileage rate, either up or down, Village reimbursement will be adjusted the same amount as of the effective date of any change.
- (c) Request for reimbursement shall be made on forms which indicate that the responsible Department Director has been provided with the necessary documentation certifying that the driver's personal insurance coverage meets or exceeds the established standards. Employees must also provide their Department Director with a photocopy of their auto declarations page

or a certificate of insurance to qualify for mileage reimbursement and shall sign an Employee Acknowledgment of Personal Automobile Liability Insurance Form which remains on file in the department files. (See Appendix 5-B of this Chapter).

(5) Travel Reimbursement:

- (a) Requests for reimbursement shall be reported on forms as determined appropriate by the Employee Resources Manager and Finance Director.
- (b) Employee expense reimbursement forms need to be approved and signed by someone in a higher management position than the employee submitting the reimbursement request. Department Director requests shall be signed by the Administrator.
- (c) Actual receipts are required before reimbursement will be made to any employee.
- (d) Employees and officials shall make a reasonable effort to save Village funds by sharing transportation and lodging arrangements wherever practical.

(6) Conferences:

- (a) Conferences should relate to the attendees' work as well as the mission statements of the department and the Village. This requirement is in effect regardless of which funding source will cover the cost of the conference.
- (b) Employees wishing to attend a conference with a registration fee costing more than \$1,500 requires prior approval from the Administrator.
- (c) Employees planning to attend more than two (2) out-of-state conferences during a calendar year requires approval from the Administrator, regardless of cost.
- (d) Employees planning to attend any conference out of the country requires approval from the Administrator prior to travel.
- (e) Employees planning to travel out of town for multiple days should calculate the cost difference between driving to the event each day and returning home each night versus hotel and meal(s) costs at the event location and balance the economic considerations against the practical considerations.
- (f) In the event that an employee cannot travel to scheduled conference:
  - 1. An attempt to recoup any payments already made (hotel, conference registration, etc.) should be started immediately. This includes obtaining credit for unused airline tickets.
  - 2. When the above is not possible, consideration should be given to sending a substitute attendee to obtain notes or other conference materials.

*Modified by an act of the Board of Trustees on August 18<sup>th</sup>, 2014.*

**Sec. 5.15. Reimbursement for Meetings and Miscellaneous Expenses.**

Employees may be reimbursed for meeting/miscellaneous expenses related to their employment. Requests for such reimbursement shall be reported on form (Appendix 5-A) as determined appropriate by the Employee Resources Manager and Finance Director. Actual receipts are required before reimbursement

will be made to any employee and shall be provided on separate receipts (no personal items should be included on receipts).

APPENDIX 5-A



## VILLAGE OF WESTON EXPENSE CLAIM REPORT

Employee Name:								
DATE	LOCATION	DESCRIPTION	TRANSPORTATION Employee Paid (e.g. airfare)	LODGING	PERSONAL AUTO (@ \$0.545/mile)	OTHER (e.g. tolls, taxi, etc)	*MEALS (PER DAY)	TOTAL EMPLOYEE EXPENSES
<b>TOTALS</b>								
EMPLOYEE SIGNATURE			DATE	Amount due employee				
APPROVAL SIGNATURE			DATE					
Retain a copy of this report for your records and forward original with supporting receipts to the Village of Weston Employee Resource Manager							Please send payment:	
<b>ALL EXPENSES SHOULD BE SUBMITTED BEFORE RETURNING TO WORK OR AS SOON AS PRACTICAL.</b>							<input type="checkbox"/> Direct deposit <input type="checkbox"/> Check	
<b>GENERAL INSTRUCTIONS</b> - Report is to be prepared in ink or typed. Included the date and description of all expenditures. <b>All columns are to be totaled.</b> If more than one page is required, number all pages and carry forward sub-totals.  <b>RECEIPTS REQUIRED</b> - Receipts are required for: 1) all transportation, lodging, and car rental expenses 2) any other travel expense (e.g. taxi services, tolls)  The travel itinerary should be attached to this expense report  <b>TRANSPORATION</b> - identify the total transportation costs EXCLUDING: taxi, and personal auto mileage allowance.				<b>LODGING</b> - Identify lodging costs on a total basis (Miscellaneous charges excluded)  <b>PERSONAL AUTO</b> - Include mileage (Description Column) and multiply by current mileage allowance rate. Total amount should not exceed the cash equivalent for airfare.  <b>OTHER TRAVEL EXPENSE</b> - travel related costs including, tolls, parking, telephone (business), taxi fares, postage and miscellaneous.  <b>*MEALS</b> - In State            Breakfast \$8.50    Lunch \$12.50    Dinner \$21.00    * When meals are not provided Out of state        Breakfast \$10.00    Lunch \$15.00    Dinner \$25.00				

APPENDIX 5-B



VILLAGE OF WESTON  
 ACKNOWLEDGMENT OF PERSONAL AUTOMOBILE  
 LIABILITY INSURANCE

The Village of Weston reimburses employees for the authorized use of their personal vehicle when necessary. In order assure that the employee has sufficient liability insurance in accordance with the Village of Weston Personnel Policies & Procedure Manual Chapter 5 Job Classifications and Compensation, **Sec. 5.15. Reimbursement for Travel Expenses**, employees must fill out this form and update same whenever changes occur.

Provide this form and any other copies of proof of insurance to your Department Head for approval. Your Department Head will forward this acknowledgment with attachments to the Employee Resource Manager.

Proof of Insurance is evidence that you hold Wisconsin or other applicable state’s minimum requirements for motor vehicle insurance.

Your Department Head must approve the use of your personal vehicle for Village of Weston purposes.

Last Name		First Name		MI	Phone Number	<input type="checkbox"/> Cell	<input type="checkbox"/> Other
Address			City		State		ZIP
Vehicle Make		Vehicle Model			License Number		Expiration (Mon/Year)
*Insurance Company Name		*Insurance Policy Number			*Policy Expiration Date		

Note: All policies must be current and employees are required to provide photocopies of updates as they occur.

\* In lieu of this information you may provide a photocopy of one of the following:

- Vehicle insurance card. The card that your insurance company issues to you to carry in your vehicle’s glove box.
- Declarations page (sometimes referred to as the “*dec page*”) that your insurance company issues when you cover your vehicle(s).
- A copy of the insurance binder signed by a licensed insurance agent or broker.
- A copy of the application for any state-specific insurance program.
- A copy of a letter from the insurance company stating details about your coverage.
- An electronic view of your information.
- A copy of the SR-22 if you are required to have this document in order to drive.

\_\_\_\_\_  
 Department Head Signature

\_\_\_\_\_  
 Date (MM/DD/YYYY)

Created 03/05/2018