

**PERSONNEL
COMMITTEE**

Monday, March 4, 2019

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes of the meeting held on February 4, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description and status for the Clerk III position within the Community Development Department.
 - b. Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and approval to fill the vacancies for the Public Works Seasonal Crewperson position within the Public Works Department.
 - c. Discussion regarding revisions to Chapter 29 on Harassment within the Personnel Policy Manual.
5. SCHEDULE NEXT MEETING DATE.
 - a. Monday, April 1, 2019 at 6:30 pm.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, February 4, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village President Czebotar called the regular meeting of the Personnel Committee to order at 6:30 PM in Conference Room A.

2. PUBLIC APPEARANCES.

None

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes of the regular meeting on January 7, 2019.*

The minutes were approved by unanimous consent with the correction of 'members' being removed from the minutes.

4. BUSINESS.

- a. Discussion and presentation regarding the 2018 Employee Performance Evaluations.*

Village Administrator Schuenke provided an overview of the 2018 employee performance evaluations and the administration of the merit pay program which put wage increases effective January 1st. Additionally, he reported the addition of the 'above average' category was helpful for department heads in the evaluation process.

- b. Discussion and action in order to conduct a comparable market survey of wages for Village positions contained within the current wage grid.*

Village Administrator Schuenke provided an overview on the proposal to conduct a comparable market survey for the wages of all Village positions. He reported the current manual provides that this update occur every 3 to 4 years. The plan was put in place in 2015, and therefore should be conducted. The purpose would be to re-evaluate the current Village wage grid to ensure the Village is in line with its comparables for each position. The committee agreed maintenance of this nature is crucial to the success of the merit pay program.

Motion by Village Trustee Dan Kolk, second by Ken Machtan, to approve conducting a comparable market survey of wages for Village positions contained within the current wage grid. Motion carries 6 - 0 - 0 by acclamation.

- c. Discussion and action to recommend approval to the Village Board the position description, classification, and authorization to fill the vacancy for the Assistant to the Public Works Director position within the Public Works Department.

Village Administrator Schuenke provided an overview of the changes to the position description as suggested by the other committees who reviewed the job description including the Public Utilities Committee, Public Works Committee, and Parks, Recreation and Natural Resources Committee. The Committee reviewed the position description and provided feedback on revisions.

Motion by Village Trustee Dan Kolk, second by Ken Machtan, to approval to the Village Board the position description, classification, and authorization to fill the vacancy for the Assistant to the Public Works Director position within the Public Works Department at pay range 15. Motion carries 6 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, March 4, 2019 at 6:30 pm.

The Committee set the next meeting of the Personnel Committee to March 4, 2018 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Ken Machtan, second by Ken Machtan, to adjourn at 8:13 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Clerk/Trea



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 4, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding revisions to the position description and status for the Clerk III position within the Community Development Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The 2019 Budget included funds in order to elevate the Clerk III position within the Community Development Department from part-time to full-time. The current schedule of this position is 32 hours per week (essentially 8-4:30 pm on M, W-F) and this would take it to the standard 40 hours. The reason for the change is to keep up with the expanding workload for the Department. This position supports the administrative functions of the Director and Inspectors within the Department while also serving as the main point of contact for the public at their front desk. The scope of the Department may expand or evolve later this year also through the recruitment of a new Director as our current Director has announced her retirement in July. There were two other changes presented within the document unrelated to the status with the remainder left as is since it was last considered about 5 years ago.

FINANCIAL/BUDGET IMPACT:

The funding is already approved and included within the 2019 Budget. Simply changing the status will move it from part to full-time which will fall within the funds provided. The position is already established within the wage grid and no further adjustments are recommended at this time.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended for approval to the Village Board.

ATTACHMENTS:

1. 02.27.2019 - Comm Devel Clerk III mgs

Community Development Clerk III

POSITION DESCRIPTION

Position Title:	Community Development Clerk III	FLSA: Non-Exempt
Department:	Community Development	Represented: AFSCME No
Reports to:	Community Development Director	Employment Status: <u>Full</u> -Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a variety of clerical, secretarial, and administrative support work for the Community Development Department. The work involves: functioning as a receptionist for the department; providing customer service and answering inquiries about municipal services, ordinances, and building codes; issuing permits and collecting and recording fees; scheduling appointments for building inspections; and preparing and distributing agendas for various committee meetings and taking minutes of meetings.

Supervision Received

Clerk works under the supervision of the Community Development Director, but exercises independent judgment in establishing work priorities and determining work methods.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Provides customer assistance in person or by answering phones or email, including answering questions, responding to inquiries, receiving payments, and providing copies. Screens and routes incoming calls to appropriate personnel.
- Issues various types of building permits and calculates and collects fees.
- ~~Schedules inspections for building inspectors.~~
- Prepares agendas and packets for meetings of the Plan Commission, Board of Zoning Appeals, Community Development Authority, and Landmarks Commission.
- Prepares and publishes legal notices of public hearings and mails notices of public hearings and pending committee actions to affected parties.
- Attends evening meetings of the Plan Commission, Board of Zoning Appeals, Community Development Authority, and Landmarks Commission. Takes and prepares Minutes of the proceedings.

- Maintains statistical data on building permit activity and prepares summary reports.
- Records, balances, and prepares bank deposits of fees collected by the department.
- Maintains departmental petty cash fund.
- Establishes and maintains records filing systems.
- Updates and maintains maps and parcel information.
- Types, composes, and edits a variety of correspondence, reports, and memoranda.
- Provides back-up coverage to the Administration offices.
- Updates and maintains departmental website pages.
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications, calculator, telephone, copy machine, fax machine, and motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Hours beyond the normal work week are required on occasion; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

- Current office equipment, terminology, procedures, and methods.
- Design and maintenance of filing systems.
- Village ordinances pertaining to zoning and subdivisions.
- Data entry, spreadsheet, data base management, word processing techniques and procedures, and basic website functions.
- Proper grammar, spelling, and punctuation.
- Plat maps, certified survey maps, zoning maps, and property assessment information.
- Working knowledge of basic building and zoning code requirements.

Ability to

- Type and proofread a variety of written materials.
- Understand and carry out complex oral and written directions.
- Handle routine clerical and bookkeeping details independently.
- Maintain confidentiality of sensitive records and materials.
- Employ tact, courtesy, composure, and good judgment in dealing with the public.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Maintain a valid Wisconsin driver's license.
- Respond to basic building and zoning code questions.
- Employ basic map reading skills.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.

- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

Graduation from high school; advanced training in current office practices and procedures; a minimum of three (3) years of prior work experience in a clerical, secretarial, or administrative field, preferably in the planning, zoning or building inspection area. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered. Must possess or be able to obtain a valid Wisconsin driver's license.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: September 25, 2012

Amended: May 1, 2014



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 4, 2019

SECTION: Approval of Minutes

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Assistant Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and approval to fill the vacancies for the Public Works Seasonal Crewperson position within the Public Works Department.

PREVIOUS ACTION:

The Public Works Committee reviewed the job description at their meeting on February 12th and recommended approval.

ISSUE SUMMARY:

The Village Board approved funding in 2019 for two additional seasonal employees to assist the Public Works Department with general service support. This position was informally referred to as "Summer Help" where it is expected to be filled from approximately June through August each year by two individuals. In general the duties would include assisting full-time staff, minor road maintenance, debris removal, storm drain cleanup, public right of way cleanup, sign maintenance, landscaping assistance, painting, facility cleaning, and other related functions. The main idea is to have these individuals focus on items of lower priority to help take some pressure off the full-time personnel with these tasks. This is different from the Parks Seasonal Crewperson positions which focus almost exclusively on mowing, general landscaping, and other park operations.

Approval is needed for the position description and classification to create the position followed by the board's approval to fill the vacancies. Included within your packet is the job description, questionnaire, pointing assessment, and grade assignment recommended for the position.

FINANCIAL/BUDGET IMPACT:

The positions were budgeted at Grade 2 for 500 hours each this year. This afforded a total budget for the positions of \$13,284. The final assignment is presented at Grade 3 which would suggest an actual cost of \$14,081. The difference between budget to actual will be absorbed into other wage allocations not realized thus far due to vacancies.

VILLAGE PLAN REFERENCE:



None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval to the Village Board.

ATTACHMENTS:

1. 1 - PW Seasonal Crewperson - Job Description
2. 2 - PW Seasonal Crewperson - Position Analysis Questionnaire
3. 3 - PW Seasonal Crewperson - Position Points Assessment
4. 4 - PW Seasonal Crewperson - Grade Assignment

Public Works Seasonal Crewperson

POSITION DESCRIPTION

Position Title:	Public Works Seasonal Crewperson	FLSA:	Non-Exempt
Department:	Public Works	Represented:	No
Reports to:	Streets/Utilities Superintendent	Employment Status:	Seasonal

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a variety of unskilled and semi-skilled work associated with the public works, utilities, solid waste, facilities, and park services provided by the Department. The work associated with these services includes but is not limited to basic construction, landscaping, cleaning, repair, and other assigned tasks related to general upkeep within the Village. The position will require the operation and routine care of a variety of light duty vehicles, machinery, power tools, and equipment as assigned.

Supervision Received

Performs under the direction and general supervision of the Streets/Utilities Superintendent.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Assists Parks and Public Works Crewperson(s) as needed with fulfillment of services within the Department.
- Conducts road maintenance activities including pot hole filling and other repairs.
- Assists in debris removal following receipt of storm damage including the clearing of storm drains.
- Removal of weeds, trash, debris, and other nuisances from public right of way.
- Conducts sign maintenance including the replacement, restoration, painting, cleaning, and other work as needed.
- Plants, removes, and waters trees and shrubs within Village facilities, parks, and other public areas as needed.

- Maintains, paints, and cleans Municipal facilities.
- Insures proper maintenance of equipment and tools by cleaning and checking them before and after each use.
- Operates a variety of light duty power tools and related small engine equipment.
- Drives pickup trucks and/or light utility vehicles with or without trailers of various sizes in the loading, hauling, and unloading of various equipment and materials.
- Performs other related duties as assigned.

Equipment Used

A variety of smaller motorized vehicles and equipment, including utility vehicles, trailers, mowers and trimmers, common hand and power tools; telephone, mobile phone, and portable radio.

Work Environment and Working Conditions

Works under uncontrolled field conditions. While performing the duties of this job, the employee frequently works near moving mechanical parts and in a work environment where the noise level is moderately noisy. The employee regularly works in outside weather conditions and may be exposed to extreme heat and wet and/or humid conditions. The employee is occasionally exposed to fumes and toxic/caustic chemicals.

TECHNICAL REQUIREMENTS

Knowledge of

- Methods, materials, tools, and equipment used in the construction, operation, maintenance and service delivery of public works services.
- The operation of equipment and power tools used in the maintenance of grounds and buildings.
- Occupational hazards and standard safety precautions common to this field of work.

Ability to

- Operate and care for a variety of vehicles, equipment, hand and power tools.
- Perform heavy manual tasks for extended periods of time.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Traverse uneven terrain and varying degrees of slopes.
- Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of crewperson type functions. The employee must use power and hand tools, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, and on rare occurrences lift and/or move up to 100 pounds with assistance. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

Graduation from high school or equivalency, or enrollment within High School or equivalency. A minimum of one (1) year of either personal or professional experience related to public works services. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered. Must possess or be able to obtain a valid Wisconsin driver's license.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20____.

Employee Signature

Department Head Signature

Created: XXXX XX, 2019

Amended: None.

Village of McFarland, Wisconsin

Position Analysis Questionnaire

1. Name (Last, First)	2. Current Position Title Public Works Seasonal Crewperson	3. Current Annual Salary TBD
4. Immediate Supervisor's Title Streets/Utilities Superintendent	5. Department/Division Public Works	6. Date of Hire with Village TBD
7. How many hours are you scheduled to work in a week? ☐ 35 ☐ 37.5 ☒ 40 ☐ 43 ☐ 56 ☐ Other <i>Explain shift rotation, stand-by, call back, etc.</i>		8. Date of Hire in Position TBD
9. Is the content listed in the applicable position/class description accurate? ☒ Yes, it is complete and accurate ☒ ☐ No, it is not complete and/or accurate ☐ If no, please use the word version of your position/class description to track/mark/record any changes needed to the content. The remainder of this form must also be filled out.		
10. Education and Experience - Please indicate the <u>minimum</u> education and <u>minimum</u> experience level needed to complete the normal, day-to-day tasks: <i>Employee (check one)</i> ☒ Less than High School Diploma or GED ☐ High School Diploma or GED ☐ Associates Degree ☐ Bachelors Degree ☐ Masters Degree ☐ PhD ☐ Other <i>Supervisor (check one)</i> ☒ ☐ ☐ ☐ ☐ ☐ ☐ Major/Coursework: <u>General Studies</u> Type of Experience <u>Manual labor, painting, landscaping, trash collection, cleaning, hand tools.</u> Years of Experience ☐ No experience ☐ ☒ Less than one year (minimal) ☒ ☐ One to three years (moderate) ☐ ☐ Three through five years (considerable) ☐ ☐ Six or more years (extensive) ☐		
11. Licenses, Certificates and Registrations Please indicate if there are any licenses, certificates and/or registrations required to perform your job (e.g. driver's license) <i>(Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section)</i> Wisconsin Drivers License Are these required: ☒ Upon Hire ☐ Within 6 months ☐ Within 1 year ☐ Within 2 years <i>If requirement is specific to the license, certification or registration, please indicate timeframe by each one individually.</i>		
12. Special Training Please indicate if there is any special training required to perform your job. <i>(Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section)</i> Are these required: ☒ Upon Hire ☐ Within 6 months ☒ Within 1 year ☐ Within 2 years <i>If requirement is specific to the training, please indicate timeframe by each one individually.</i>		

13. Work Level

Level of work required to complete your normal, day-to-day duties satisfactorily.

- ☐ Handles every day, reoccurring basic assignments and problems.....☐
- ☒ Handles a variety of typical assignments and problems independently.....☒
- ☐ Senior or supervisory level; handles all assignments and problems except those requiring policy or procedural change☐
- ☐ Managerial in nature; directs all assignments and deals with all problems☐

14. Work Complexity

Complexity and difficulty level associated with the tasks necessary to complete your work. Consider the level of judgment, analytical ability and creativity required and whether there are standards, policies and procedures that guide your actions.

- ☒ Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures.....☒
- ☐ Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions.☐
- ☐ Requires the application of a variety of procedures, policies and/or precedents and moderate analytic ability in adapting standard methods to fit facts and conditions.☐
- ☐ Considerable analytical ability is needed to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.....☐
- ☐ Widely varied and involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.☐

15. Interpersonal Skills and Communication Skills

Skills required during your day-to-day duties:

- ☒ Little or no contact required except with immediate associates and direct supervisor.☒
- ☐ Regular contact within the department and periodic contacts with other departments, outside agencies and the general public.☐
- ☐ Regular contact within the department and other departments, outside agencies and general public (supplying or seeking information) on specialized matters.☐
- ☐ Outside and inside contacts to carry out organization programs or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, or work requiring enforcement of laws, ordinances, policies and procedures.☐
- ☐ Regular contact with persons of importance and influence involving considerable tact, discretion and persuasion.☐
- ☐ Continuing contact involving difficult negotiations calling for well-developed sense of timing and strategy; representing department or organization in policy settings☐

Please list people or groups with whom you must interact and/or communicate in the performance of your job.

(e.g.: citizens, customers, clients, elected officials, supervisors, subordinates, consultants, engineers, etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

16. Working Conditions

Conditions you are subjected to during your day-to-day duties:

- ☐ Absence of disagreeable conditions.....☐
- ☐ Involves occasional exposure to some disagreeable elements (*dust, heat, fumes, cold, noise, vibration or wetness*) and accidents are improbable other than minor injuries.☐
- ☒ One or more elements above; involves frequent exposure to hazards where lost-time accidents are definitely possible☒
- ☐ Several elements above are occasionally present to the extent of being objectionable or regular exposure to work situations that could result in incapacitating accidents or, on occasion, loss of life.☐
- ☐ One or more of the above elements are regularly present and objectionable, or continuing exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness or loss of life☐
- ☐ Continuous exposure to work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures.☐

17. Mental Stress and/or Effort

Conditions you are subjected to during your day-to-day duties:

- ☒ Limited mental effort and/or stress ☒
- ☐ Some mental effort and stress involved resulting in inconvenience and frustration. ☐
- ☐ Considerable mental effort and stress..... ☐
- ☐ Serious mental stress involved that could, over a period of time, result in temporary nervous disorder and severe mental anguish. ☐
- ☐ Severe mental stress involved that could result in permanent nervous disorder/mental instability ☐

18. Level of Responsibility

How much freedom or independence is required or allowed in the performance of your normal day-to-day duties:

- ☐ Close supervision, or tasks are so routine and standardized that they do not require supervision. ☐
- ☒ Moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work..... ☒
- ☐ Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives ☐
- ☐ General direction, based on broad goals and policies ☐
- ☐ Involves setting policies and goals for the department or organization operation ☐

19. Organizational Impact and Consequences

How your day-to-day duties impact the organization and the consequences of those duties:

- ☒ Supportive, informational, recording or other services to assist others in producing correct and effective results; minor consequences ☒
- ☐ Assisting and supporting others or individually providing data or facilitating services for use by others; minor to moderate consequences ☐
- ☐ Daily actions or services affect individual clients/citizens; activity has moderate impact on specific cases in service area. ☐
- ☐ Participating with others (within and/or outside of community/agency) in program development, service delivery and supervision of subordinate staff; moderate to serious impact ☐
- ☐ Major individual impact on and accountability for end results affecting organizational unit or total community/agency..... ☐

20. Financial

Please indicate the dollar amount over which you have accountability, approval and/or authority. *(Supervisor's comments regarding this information may be provided on Page 5 in the Supervisor's Comments section)*

- | | | |
|---|--|---|
| ☒ \$0 (N/A) | ☐ \$20,000 - \$49,000 | ☐ \$1,000,000 - \$4,999,999 |
| ☐ \$1 - \$999 | ☐ \$50,000 - \$99,999 | ☐ \$5,000,000 - \$19,999,999 |
| ☐ \$1,000 - \$4,999 | ☐ \$100,000 - \$499,999 | ☐ \$20,000,000 - 49,999,999 |
| ☐ \$5,000 - \$19,999 | ☐ \$500,000 - \$999,999 | ☐ \$50,000,000 + |

21. **Supervision and/or Oversight**

The scope and type of responsibility that you exercise as a supervisor or lead worker of other employees. (*Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section*)

Do you supervise or have oversight of other positions: ☐ Yes, continue in this box ☒ No, continue to next section

Please check all that apply:

☐ N/A ☐ Work Group/Team ☐ Unit/Section ☐ Department ☐ Division ☐ Organization

List the positions by title, along with number of individuals within the position, that you have responsibility for:

_____	_____
_____	_____
_____	_____
_____	_____

For the positions listed above, do you effectively recommend or take action on the following:

Effectively Recommend	Take Action		Effectively Recommend	Take Action	
☐	☐	Hire	☐	☐	Suspend
☐	☐	Assign Work	☐	☐	Terminate
☐	☐	Direct Work	☐	☐	Discipline (Oral Reprimand)
☐	☐	Reward	☐	☐	Discipline (Written Reprimand)
☐	☐	Transfer	☐	☐	Evaluate Performance
☐	☐	Promote	☐	☐	Demote
☐	☐	Adjust Grievances	☐	☐	Coach and/or Counsel
☐	☐	Train	☐	☐	Develop Staff Schedules
☐	☐	Inspect Work	☐	☐	Other

Supervisor's Comments (*To be completed by immediate supervisor of employee*)

Are the statements provided by the employee accurate and complete? ☐ Yes ☐ No Please indicate any inaccuracies or incomplete items.

I certify that the answers to the above questions are my own and to the best of my knowledge and belief are correct and complete.

N/A - Classifying Newly Created Position

Employee Signature

Date

Supervisor or Dept/Div Head Signature

Date

Americans with Disabilities Act Supplemental Information Form

In order to assist in developing class descriptions which recognize and accommodate the requirements of the Act, each employee is requested to complete the attached ADA supplemental information form. Please check only those physical requirements or activities and sensory requirements that are **absolutely necessary** to perform the essential functions of your job and those environmental conditions which apply. **If options provided are not applicable, please do not check the corresponding box.**

The employee should check the appropriate box on the left side of the form. Supervisors should review information provided by the employee and verify the requirements of the position by checking the appropriate box on the right side of the form.

1. The physical requirements of this position.

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	☐	☐	☐	☒	☐	☐	☐	☒
Up to 25 pounds of force	☐	☐	☒	☐	☐	☐	☒	☐
Up to 50 pounds of force	☐	☒	☐	☐	☐	☒	☐	☐
Up to 100 pounds of force	☐	☒	☐	☐	☐	☒	☐	☐
In excess of 100 pounds of force	☒	☐	☐	☐	☒	☐	☐	☐

What is being lifted: _____

2. The physical activity of this position.

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	☐	☐	☐	☒	☐	☐	☐	☒
Walk	☐	☐	☐	☒	☐	☐	☐	☒
Sit	☐	☒	☐	☐	☐	☒	☐	☐
Speak or hear	☐	☐	☐	☒	☐	☐	☐	☒
Use hands to finger, handle or feel	☐	☐	☐	☒	☐	☐	☐	☒
Climb or balance	☐	☐	☒	☐	☐	☐	☒	☐
Stoop, kneel, crouch or crawl	☐	☐	☒	☐	☐	☐	☒	☐
Reach with hands and arms	☐	☐	☒	☐	☐	☐	☒	☐
Taste or smell	☒	☐	☐	☐	☒	☐	☐	☐
Push or pull	☐	☐	☒	☐	☐	☐	☒	☐
Lifting	☐	☐	☒	☐	☐	☐	☒	☐
Repetitive Motions	☐	☐	☐	☒	☐	☐	☐	☒

Employee (check all that apply)

Supervisor (verify job requirement)

3. The sensory requirements of the position are:

Visual Acuity

- | | |
|---|-------------------------------------|
| ☒ Standard vision requirements..... | ☒ |
| ☐ Close vision | ☐ |
| ☐ Distance vision | ☐ |
| ☐ Ability to adjust focus | ☐ |
| ☐ Depth perception..... | ☐ |
| ☐ Color perception | ☐ |
| ☐ Night vision | ☐ |
| ☐ Peripheral vision..... | ☐ |

Vocal Communication

- ☒ Expressing or exchanging ideas by means of the spoken word. ☒
- ☐ Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly. ☐

Hearing Perception

- ☒ Ability to recognize information at normal spoken word levels. ☒
- ☒ Ability to receive detailed information through oral communications and/or to make fine distinctions in sound. ☒

Sensory Utilization

- ☐ Preparing and analyzing written or computer data. ☐
- ☒ Visual inspection involving small defects and/or small parts ☒
- ☒ Use of measuring devices ☒
- ☒ Assembly or fabrication of parts within arms length. ☒
- ☒ Operating machines, including office equipment. ☒
- ☒ Operating motor vehicles or equipment. ☒
- ☒ Observing general surroundings and activities ☒

4. The environmental conditions the worker will be subject to in this position.

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	☐	☐	☒	☐	☐	☐	☒	☐
Work near moving mechanical parts	☐	☐	☒	☐	☐	☐	☒	☐
Work in high, precarious places	☐	☒	☐	☐	☐	☒	☐	☐
Fumes or airborne particles	☐	☐	☒	☐	☐	☐	☒	☐
Toxic or caustic chemicals	☐	☒	☐	☐	☐	☒	☐	☐
Outdoor weather conditions	☐	☐	☐	☒	☐	☐	☐	☒
Extreme cold (non-weather)	☒	☐	☐	☐	☒	☐	☐	☐
Extreme heat (non-weather)	☐	☐	☒	☐	☐	☐	☒	☐
Risk of electrical shock	☐	☒	☐	☐	☐	☒	☐	☐
Work with explosives	☒	☐	☐	☐	☒	☐	☐	☐
Vibration	☐	☐	☒	☐	☐	☐	☒	☐
Breathing apparatus	☒	☐	☐	☐	☒	☐	☐	☐
Exposure to blood borne pathogens	☒	☐	☐	☐	☒	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐

5. Typical Noise Level

Employee (check only one)

Supervisor (verify job requirement)

- ☐ Very Quiet (e.g. park trail, storage or file room) ☐
- ☐ Quiet (e.g. library, private offices) ☐
- ☐ Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic) ☐
- ☒ Loud Noise (e.g. heavy traffic, large earth-moving equipment) ☒
- ☐ Very Loud Noise (e.g. jack hammer work, garbage recycle plant) ☐

5. Characteristics of Work by Skill Level

Characteristics of work can be defined as that general of the scope of the work performed by a position or class of positions that serves to distinguish it from other positions and serves to designate the position in an organizations classification system.

Listed and defined below are sixteen (16) work characteristics grouped by skill level that, when used in conjunction with the nine (9) job factors, determines the value of the position or class of positions as it relates to all other positions within the organization. As the first step of job evaluation the work characteristic and skill level for the position must be determined.

Skill Level I

Manual – work requiring the use of basic physical skills in performing uncomplicated tasks.

Skill Level II

Administrative Support – work requiring the use of basic language, mathematical and social skills in the orderly reproduction, processing, recording and maintenance of informational and financial documents requiring word-processing, data entry and/or typing skills.

Human Support – work requiring the use of basic social and physical skills in aiding in the care, comfort, and well-being of human beings.

Semiskilled – work requiring the use of specialized physical skills in performing routine to complicated tasks.

Skill Level III

Skilled Administrative Support – work requiring the use of highly developed language, mathematical, social and specialized skills in the orderly production, processing, recording and maintenance of informational and financial documents and requiring word-processing, data entry and/or spreadsheet skills.

Skilled Human Support – work requiring the use of specialized social and physical skills in aiding in the care, comfort, and well being of human beings.

Skilled Trades – work requiring the use of specialized physical skills and heavy and specialized equipment in performing complicated tasks.

Technical – work requiring the use and application of basic technical procedures and techniques in performing and responding to routine tasks, situations or problems. Work may also require specialized physical skills.

Skill Level IV

Administrative – work requiring the application of specialized procedural knowledge and communication skills in the planning, organizing, coordinating, supervising, managing, and or directing programs, department or division activities, procedures and practices.

Advanced Human Support – work requiring the use of highly developed and specialized social and physical skills in aiding in the care, comfort and well-being of human beings.

Protective Services – work requiring the use of basic and specialized social and physical skills and the application of specialized knowledge in the protection of life and property from criminal, negligent or natural acts in accordance with federal, state and local laws, regulations and procedures.

Skilled Technical – work requiring the use and skilled application of detailed technical procedures and techniques to recurring situations or problems. Work may also require specialized physical skills.

Skill Level V

Advanced Protective Services – work requiring the use of highly developed and specialized social and physical skills and the application of specialized knowledge in the protection of life and property from criminal, negligent or natural acts in accordance with federal, state and local laws, regulations and procedures.

Advanced Technical – work requiring the use and application of highly developed and detailed technical procedures and techniques to a variety of situations or problems. Work may also require specialized physical skills.

Professional – work in providing highly developed planning or implementation of professional activities requiring the application of advanced knowledge and communication skills, research, data the analysis, client assistance and/or other activities.

Skill Level VI

Executive – work requiring the application of advanced knowledge, communication skills, personal integrity, creativity, judgment, evaluation or related input to the solution of complex problems or situations.

6. Job Factors

Listed and defined below are the nine (9) job factors that, when used in conjunction with the skill level of the work characteristic, determine the value of the position as it relates to all of the positions in the organization. The sum of the numerical values for each factor determines the total point value for each position.

Factors	Point Brackets
I. Training and Ability	10 - 160
II. Experience	0 - 125
III. Level of Work	10 - 140
IV. Human Relations Skills	0 - 80
V. Physical Demands	0 - 50
VI. Working conditions and Hazards	0 - 70
VII. Independence of Action	0 - 120
VIII. Impact on End Results	0 - 140
IX. Supervision Exercised	0 - 140

It should be noted that some factors have degrees at “0” point value, indicating that the factor may not be present at all in some positions. Other factors are presumed to be present at least to some extent, in all positions.

Training and Ability This factor evaluates the job requirements in terms of training and ability which an employee must have acquired to satisfactorily perform the essential functions of the position, whether acquired in school or by independent study.

Point Value

10	Less than High School Diploma/GED Can read sentences with common vocabulary; can copy information from one record to another accurately; can add, subtract, multiply and divide whole numbers. (Equivalent - less than high school graduation.)
20	High School/GED Can read and prepare a variety of written or non-technical reports; communicates effectively with others; can make a variety of mathematical calculations, such as fractions, decimals and percentages, or can operate machines, tools or equipment requiring extended instruction and some formal on-the-job training; comprehends moderately complex technical instructions and graphic material. (Equivalent to high school/vocational school graduation.)
40	Associates/Technical Fundamental study of a specialized field such as sociology, accounting, sub-professional engineering, recreation, business studies; or high school diploma or GED and completion of specialized training, and/or attainment of required licenses and certifications; able to research and compose related original material; able to apply basic theoretical principles in the solution of practical problems; or the knowledge and ability to operate highly specialized machinery, tools or equipment requiring extended theoretical study and training. (Equivalent to completion of technical school/junior college graduate.)
80	Bachelor's Thorough study of a social, technical or artistic field of study (i.e., business, social work, art, engineering, nursing, journalism, accounting, etc.); or Vocational/Associates Degree, and completion of specialized training, and/or attainment of required licenses and certifications; must be able to define problems, collect data, establish and interpret facts and draw valid conclusions; manipulates data with complex mathematical or other systems related to the field of work. (Equivalent - Bachelor's degree.)
1.5 times Bachelor's	Master's Advanced study of the principles, philosophies, methods, procedures, management and administration of a complex field of study. Able to develop theories and approaches to solve highly complex or technical problems. (Equivalent - graduate degree.)
2.0 times Bachelor's	PhD Comprehensive study of a specialized and complex field of study requiring extensive independent research and creative work; ability to write and edit complex theoretical and informational material; ability to define and resolve complex and intricate problems and to develop corresponding theory. (Equivalent - postgraduate degree.)

Experience

This factor evaluates the time usually required for a person with the requisite educational background to develop the necessary skills and abilities to do a specific job under normal supervision. Only that experience acquired through related work qualifies for consideration.

Minimal Experience

Experience sufficient to enable an employee to acquire some familiarity with the methods and procedures found in common work situations of the occupational field. Usually less than one year of related experience.

Moderate Experience

Experience sufficient to enable an employee to acquire moderate familiarity with the methods and procedures found in common work situations of the occupational field. Usually one to three years of related experience.

Considerable Experience

Experience sufficient in an occupational field to enable an employee to perform work as assigned with little direct supervision; work calls for a journeyman comprehension of standard work situations. Usually three to five years related experience.

Extensive Experience

Broad experience in both commonplace and unusual work situations and problems of the occupational field; sufficient to enable an employee to plan and administer major work programs. Usually six years or more related experience.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
None	0	0	0	0	0	0
Minimal	5	10	15	20	30	40
Moderate	10	20	30	40	50	60
Considerable	15	25	35	50	65	85
Extensive		35	45	65	95	125

Level of Work

This factor, when applied to the characteristic of work/skill level, determines a uniform foundation upon which the balance of the factor evaluation process builds. It also serves to refine and evaluate the position or rank of the specific position to all positions in the organization.

Basic

Typically entry level of the type of work performed requiring the incumbent to handle a restricted scope of fundamental assignments or problems.

Intermediate

Intermediate level of the type of work performed requiring the incumbent to handle a variety of assignments or problems independently.

Difficult

Advanced and often supervisory level of this type of work requiring the incumbent to handle all assignments or problems except those requiring unit or departmental policy or procedural change.

Complex

Highest level of mastery of this type of work and is an expert and often a managerial position. It requires the incumbent to handle or direct the handling of all assignments or problems including the establishment of policy and procedures, in the field of work.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Basic	10	15	20	35	45	60
Intermediate	15	20	30	45	60	80
Difficult	0	30	40	60	80	100
Complex	0	40	55	80	110	140

Human Relations Skills

This factor evaluates the responsibility for working with or through other people to achieve the desired results. The rating should be based on the extent, frequency and purpose of the contacts and the importance of the resulting actions.,

Point Value

- | | |
|---|---|
| 0 | Limited
Little or no contact required except with immediate associates and direct supervisor. |
|---|---|
- 10 **General**
Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information on non-specialized matters.
 - 15 **Reactive**
Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information on specialized matters.
 - 30 **Proactive**
Requires outside and inside contacts to carry out organization programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.
 - 50 **Influential**
Requires regular contacts with persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult interpersonal relationships.
 - 80 **Managerial**
Requires continuing contacts involving difficult negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and/or the handling of very difficult interpersonal relationships.

Physical Demands

This factor measures the job requirements which induce physical fatigue through exertion and strain.

**Point
Value**

- | | |
|----|---|
| 0 | Sedentary
Requires little or no physical effort or exertion. |
| 10 | Light
Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) or short periods in difficult work positions. |
| 20 | Medium
Requires moderate physical effort working regularly with light weight materials and occasionally with heavy weight materials (over 60 pounds) or occasional requirements for continuing periods in difficult work positions. |
| 40 | Heavy
Requires considerable physical effort working continuously with average and frequently with heavy weight or frequent requirements for long periods in difficult work positions. |
| 50 | Substantial
Requires heavy physical effort continually working with heavy weight materials for the entire work period. |

Working Conditions and Hazards

This factor measures the surroundings and environmental or physical conditions under which the job must be done and/or the hazards present on the job, even though all reasonable safety precautions have been taken, the frequency and duration of undesirable conditions or hazards encountered are also taken into consideration. The mental effort and/or stress of the position is included under this factor.

Point Value

- 0 **Excellent**
Working conditions with absence of disagreeable conditions and little or no accident or health hazards (or) limited mental effort and/or stress.
- 5 **Good**
Working conditions, may be slightly dirty or involve occasional exposure to some disagreeable elements (dust, heat, fumes, cold, noise, vibration or wetness) and accidents are improbable other than minor injuries such as abrasions, cuts or bruises; health hazards negligible (or) some mental effort and stress involved resulting in inconvenience and frustration.
- 15 **Somewhat Disagreeable**
Working conditions due to exposure to one or more of the elements listed above; may be exposed to one element regularly or several elements occasionally, but usually not at the same time; work involves frequent exposure to hazards where lost-time accidents are definitely possible, such as injuries to a hand or foot, etc.; some exposure to health hazards, although not incapacitating (or) considerable mental effort and stress involved which could result in tension or anxiety.
- 25 **Disagreeable**
Working conditions where several of the above elements are occasionally present to the extent of being objectionable or regular exposure to work situations which could result in incapacitating accidents or health hazards that could result in serious injury or, on occasion, loss of life (or) serious mental stress involved which could, over a period of time, result in a temporary mental disorder and/or physical illness.
- 45 **Hazardous**
Working conditions where one or more of the above elements are regularly present and objectionable, or continuing exposure to work situations which could result in incapacitating accidents or periodic exposure of work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures (or) severe mental stress involved that could result in a serious mental disorder and/or impair physical health.
- 70 **Very Hazardous**
Constant exposure to work situations involving hazards which could result in total disability, critical illness or loss of life despite the provision and/or implementation of available safety measures.

Independence of Actions

This factor evaluates the extent to which the job requires or allows the employee to work independently.

Prescribed

Work subject to direct and detailed instruction with close supervision.

Standardized

Work subject to general instructions, established routines and/or standardized practices and procedures with supervision of progress and results.

Directed

Work subject to general policy direction, practices and procedures covered by precedents and general supervisory review.

Broad

Work, by nature and scope, is subject to functional policies and goals under general managerial direction.

Strategic

Work, by reason and scope, complexity and effect on overall organizational results, is subject only to broad policy and general management guidance.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Prescribed	0	0	10	20	30	40
Standardized	5	10	20	30	40	50
Directed	15	20	30	40	60	80
Broad	-	-	40	60	80	100
Strategic	-	-	-	80	100	120

Impact of End Results

This factor evaluates the extent to which the job directly influences and affects actions impacting the end results.

Incidental

Supportive, informational, recording or other service to assist others to meaningful and correct end results. (Minor consequences).

Advisory

Work efforts and actions assisting and supporting others or individually providing data or facilitating services for use by others. (Moderate consequences).

Operational

Daily actions or services affect individual clients/citizens, activity has meaningful impact on specific cases within service area. (Moderate consequences).

Contributory

Participating with others (within and/or outside organizational unit) in program development, service delivery and supervision of subordinate staff. (Serious consequences).

Primary

Major individual impact on and accountability for end results affecting organizational unit or total organization. (Serious consequences).

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Incidental	0	5	15	20	30	40
Advisory	0	15	20	30	40	50
Operational	5	20	30	40	60	80
Contributory	-	-	40	60	80	100
Primary	-	-	-	80	120	140

Supervision Exercised This factor evaluates the employee's responsibility for exercising supervision over other employees. The determination of the point rating for supervisory responsibility is based on the organizational level, the size and the work characteristics of the group over which the supervision is exercised and the level of supervisory responsibility of the position.

Number of Staff	Point Value
0	0
1-5	5
6-10	15
11 - 19	30
20 - 49	40
50 - 99	50
100 - 199	60
200 - or more	70

Occasional or Limited Supervision

Above value x 0.5

Continuous and/or Full Supervision

Above value

Division Head or Assistant Department Head

Above value x 1.5

Department Head

Above value x 2.0

Supervision of Volunteers

Utilize occasional or limited supervision value multiplied by percentage of time involved in supervision of volunteers.

Position or Class Title: Assistant to Public Works Director (Public Works)

Skill Level: I (Manual)

Factor	Value
I. Training and Ability	10
II. Experience	5
III. Level of Work	15
IV. Human Relations Skills	0
V. Physical Demands	20
VI. Working Conditions and Hazards	15
VII. Independence of Action	5
VIII. Impact on End Results	0
IX. Supervision Exercised	0
Point Total	70

*** As of January 5, 2015

70

2019	2.0% Adjustment	27,184.26	31,261.90	35,339.54
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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 4, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Matt Schuenke,
Village Administrator

AGENDA ITEM: Discussion regarding revisions to Chapter 29 on Harassment within
the Personnel Policy Manual.

PREVIOUS ACTION:

The Committee has discussed this issue over the course of several meetings since December of 2017.

ISSUE SUMMARY:

Please find enclosed Chapter 29 of the Personnel Policy Manual on Harassment. The revisions noted were drafted by Village Staff based on the review conducted by the Committee beginning with its meeting in December of 2017 and subsequent discussions thereafter. The intent of these changes are to make incremental changes to the current policy without having to rewrite the existing policy as was suggested by the labor attorney.

These changes will likely need to be revisited and maybe there are others the Committee desires to pursue. The intent for Monday is to finalize our discussion on the desired changes so that Staff can bring them to legal counsel for review. The focus this time will be on the changes themselves and not rewriting the policy in its entirety. Those changes as a final draft will be brought back to the April Committee meeting for consideration of a recommendation to the Village Board in order to finalize the project.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

McFarland Personnel Policy Manual

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion regarding the revisions prepared.



ATTACHMENTS:

1. Chapter 29 - Harassment 02262019 mgs

CHAPTER 29 - HARASSMENT

29.01 Harassment Policy

The Village is committed to providing a professional work environment. This means that the Village will not tolerate any form of harassment as defined in this policy directed at an employee, customer, visitor, or vendor because of his or her sex, race, color, national origin, age, ancestry, disability/handicap, religion, sexual orientation, or any other legally protected characteristic(s) as prescribed under State and Federal law.

29.02 Sexual Harassment

- (1) Unwelcome conduct of a sexual nature constitutes sexual harassment if any of the following apply:
 - (a) Submission to such conduct is explicitly or implicitly made a term or condition of employment; or
 - (b) Submission to or rejection of such conduct affects decisions affecting employment; or
 - (c) Such conduct has the purpose or effect of creating a sexually hostile work environment.
- (2) The following are examples of unwelcome conduct that could violate this policy:
 - (a) Sexual advances or requests for sexual favors;
 - (b) Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.;
 - (c) Displays of a sexual nature, e.g., calendars, photographs, magazines, etc.;
 - (d) Offensive sexual jokes.

29.03 Other Kinds of Harassment that are Prohibited

The Village's policy is to provide an atmosphere free from discrimination, intimidation, ridicule and insult, based on sex, race, color, national origin, age, ancestry, disability/handicap, religion, sexual orientation, or any other legally protected characteristic(s). For example, unwelcome jokes concerning an individual's age are unacceptable. The use of ~~racial or ethnic~~ epithets, ~~or~~ derogatory slurs, or unwelcome jokes concerning an individual's sex, race, color, national origin, age, ancestry, disability/handicap, religion, sexual orientation, or any other legally protected characteristic(s) are likewise ~~is~~ unacceptable.

29.04 Reporting Procedures

- (1) Whenever an employee perceives conduct to be harassing or discriminatory, several options are available to address the problem.

(a) Any employee experiencing or observing harassment, discrimination, or retaliation is encouraged, but not required, to inform the person that his or her actions are unwelcome and offensive and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee should document all incidents in order to provide the fullest basis for investigation if needed. ~~In circumstances where it will not jeopardize personal safety or welfare, the employee may choose to resolve the matter independently by bringing the offending behavior to the attention of the individual in question and requesting that the offensive behavior be stopped.~~

(b) The employee may file a complaint by promptly reporting the conduct to your Supervisor, another Supervisor, Human Resources or any executive officer of the Village. Any employee who believes that he or she is being harassed, discriminated, or retaliated against or who witnesses such conduct is expected to report the incident as soon as possible to any of the following persons so that preventative measures may be considered and taken to end any prohibited harassment, discrimination, or retaliation, and so that appropriate investigative and corrective actions may be initiated:

1. Village Administrator;

2. Village Clerk/Treasurer;

3. Village Chief of Police;

4. Village Board President or Village Administrator, if such conduct is engaged in by an elected or appointed officeholder of the Village; and/or

5. Village Board President or Chief of Police, if such conduct is engaged in by the Village Administrator.

6. A Supervisor who receives this information from a subordinate, must report the information to the individuals listed 1-5 above as they feel is appropriate based upon the circumstances presented.

(c) The employee may file a formal complaint with the U.S. Equal Employment Opportunity Commission (EEOC); or the Equal Rights Division, Department of Workforce Development.

(2) If an employee is you are aware of another employee or customer who they you believe is are being harassed in violation of this policy, the employee shall promptly report their your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violation of this policy to the attention of the Village by informing one of the individuals described above.

(3) If a customer or customer's employee treats you or another employee in a manner that might violate this policy, promptly report the concerns as if a Village employee or agent did the harassment.

29.05 The Conciliation Process

(1) The conciliation process is a means to address potentially EEO-related complaints and concerns quickly and in an informal manner. This process is not appropriate for all situations and will not resolve all issues. It may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary, and may be used only when agreed upon by the parties directly concerned: complainant(s), management, and respondent(s).

(2) Conciliation seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been carried out and is effective

29.06 Internal Investigation of Harassment Complaints

(1) The investigation of harassment complaints will normally be conducted by the Village Administrator and /or the Village's labor attorney. If requested by the complainant, the Village will arrange to have complaints of sexual harassment investigated by someone of the same sex.

- (a) Any Village employee may file a complaint either verbally or in writing. Employees are not required to discuss their complaints with their direct supervisors. This ~~internal informal~~ complaint process is not meant to be a substitute for an employee's right to file a formal complaint with either the Equal Rights Division or the Equal Employment Opportunity Commission.
- (b) If it is determined that an investigation is required, the investigation will be conducted promptly.
- (c) The confidentiality of complaints will be maintained to the extent possible under the circumstances and consistent with the need to conduct an adequate investigation. Employees who participate in the investigation will be directed to keep such information in confidence.
- (d) Private interviews will be conducted with the person filing the complaint, the alleged victim of the behavior (if different), the accused employee(s), and any witnesses.
- (e) Findings will be documented and maintained in a secure location. Such records will not become part of a personnel file unless discipline is administered.
- (f) When the investigation is complete, to the extent appropriate, the person filing the report, the alleged victim (if different), and the person alleged to have committed the harassment will be informed of the findings.

29.07 ~~External Formal~~ Complaint Procedures

(1) Additional procedures for reporting complaints of harassment are available to employees through:

The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860. ~~_will accept formal complaints based on race,~~

~~color, age (over 40 with no upper age limit), gender, disability, national origin or ancestry, and religious beliefs or convictions. This agency is the only one to accept complaints regarding different treatment based on sexual orientation, arrest or conviction record, marital status, political affiliation or military service.~~ File within 300 days of the last violation.

The U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203, Telephone: (414)297-1111. ~~_ will accept complaints based on race, color, age (40-70), gender, disability, national origin or ancestry, religious beliefs or convictions.~~ File within 300 days of the last violation.

~~If an employee exercises the option of reporting to either of the above external agencies, a copy of their complaint must be filed with the Village Clerk within 24 hours of the filing with an external agency.~~

(2) The filing of a complaint with one of these external agencies does not relieve the employee of the responsibility to also file an internal complaint pursuant to the Village's anti-harassment policy. The Village has a responsibility under the law to investigate claims of harassment and to take appropriate remedial measures, and is unable to do so unless the matter is brought to our attention through our own, internal complaint procedure.

29.08 No Retaliation

There will be no retaliation against anyone who, in good faith, makes a report of a violation of this policy or who assists in the investigation of such a complaint. Any Village employee who retaliates against another employee for making a complaint under this policy will be subject to appropriate disciplinary action.

29.09 Violation of This Policy

Appropriate action will be taken against any employee found to have violated this policy. Such actions can range from warning, suspension, reduction in pay, demotion, to termination of employment. In the case of customer harassment, the Village will act promptly to remedy the harassment and prevent further occurrences.