

**PERSONNEL
COMMITTEE**

Monday, December 2, 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 for the meeting held on November 4, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding a revision to the Organizational Chart for the Communications and Technology Department.
 - b. Discussion and action to make a recommendation to the Village Board regarding the position description and permission to fill the vacancy for the Production Assistant position within the Communications and Technology Department.
 - c. Discussion and action to make a recommendation to the Village Board regarding the position description for the Camera Operator position within the Communications and Technology Department.
 - d. Discussion and action to make a recommendation to the Village Board to create Section 7.01(2) and (3) within the Compensation and Benefits Manual regarding holiday time.
 - e. Discussion and action to make a recommendation to the Village Board to revise Section 9.02 within the Compensation and Benefits Manual for vacation time.
 - f. Discussion and action to make a recommendation to the Village Board to create Section 16.02 within the Compensation and Benefits Manual regarding night differential.
 - g. Discussion and action to make a recommendation to the Village Board to create Section 16.03(4) within the Personnel Policy Manual regarding minimum call-in pay.
 - h. Discussion and presentation regarding a market analysis of the Village wage grid.
5. SCHEDULE NEXT MEETING DATE.
 - a. Monday, January 6, 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, November 4, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

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

2. PUBLIC APPEARANCES.

Members present: Brad Czebotar, Trish Howen, Steve Kilpatrick, Ken Machtan, Peter Morehouse, Chris Spanos, Clair Utter

Members not present: None

Staff Present: Village Administrator Matt Schuenke, Village Clerk/Treasurer Cassandra Suettinger, and Police Chief Craig Sherven.

3. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the meeting held August 5, 2019.

The minutes were approved by unanimous consent with Trustee Clair Utter abstaining.

4. BUSINESS.

a. Discussion and action to make a recommendation on selecting HealthyMinds LLC. to provide the employee assistance program to Village employees.

The Personnel Committee reviewed the proposal from HealthyMinds LLC to provide an employee assistance program for Village employees. The Committee provided feedback to Village staff including negotiating annual wellness visits, and being provided contract terms for both the Village and Police Department EAP programs.

Motion by Village President Brad Czebotar, second by Ken Machtan, to approve a recommendation to the Village Board on selecting HealthyMinds LLC. to provide the employee assistance program to Village employees contingent upon a contract and terms that are suitable to the Village.. Motion carries 7 - 0 - 0 by acclamation.

- b. Discussion regarding changes to the Personnel Policy Manual and Compensation and Benefits Manual as it relates to policies governing the employment of Police Sergeants.

Village Administrator Schuenke provided an overview of the suggested revisions to the Personnel Policy Manual and Compensation and Benefits manual as it relates to policies for the Village's Sergeants within the Police Department. He explained Sergeants are unique in that they work a schedule similar to represented police officers. Both work six days on and then have three days off for a total of 1,950 hours annually. These employees have slightly different benefits due to the WPPA contract and the difference in work schedules. Village Administrator Schuenke presented the proposal to insert these differences and practices into the Village's manuals as Sergeants are non-represented employees.

The Personnel Committee reviewed the suggested revisions and were supportive of their inclusion within the Village's manuals.

Staff will bring forward specific amendments to both manuals for consideration at the next Personnel Committee for further review.

- c. Discussion and presentation regarding a market analysis of the Village wage grid.

Village Administrator Schuenke presented the findings of the market analysis of the Village's wage grid. The consultant did a portion of the data collection, and Village staff completed the rest. The study looked at the average wages for the 15 comparables identified in the original Village compensation study for each position in the Village. The initial data suggests the Village's wage for most positions is keeping pace with the market, however, the study identified positions that likely warrant additional review and consideration for adjustments.

The Committee reviewed the initial figures and requested additional data on the calculation methods, and identifying the median wages of all positions surveyed. Additionally the Committee highlighted concerns with the width of the salary ranges in the data provided. The original study limited the widths of ranges to 30%, some of the ranges within the range are far wider than this. The Committee requested additional data be brought back to the next Personnel Committee meeting for further review.

- d. Discussion and action to make a recommendation to the Village Board regarding contracted Building Inspection Services.

Motion by Village President Brad Czebota, second by Member Steve Kilpatrick, to approve a recommendation to the Village Board to contract for Building Inspection Services. Motion carries 7 - 0 - 0 by acclamation.

- e. Update regarding Village wide training initiatives.

Village Administrator Schuenke provided a report on recent training initiatives for all Village employees.

- f. Update regarding current and ongoing recruitments.

Village Administrator Schuenke provided an update on current and ongoing recruitments within Village Departments.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, December 2, 2019 at 6:30 pm.

The next meeting of the Personnel Committee will be on Monday December 2, 2019 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Ken Machtan, second by Member Peter Morehouse, to adjourn 8:35 p.m.
Motion carries 7 - 0 - 0 by acclamation.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 2, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding a revision to the Organizational Chart for the Communications and Technology Department.

PREVIOUS ACTION:

The Personnel Committee evaluated this at their last meeting on November 26, 2019 and recommended approval.

ISSUE SUMMARY:

Earlier this Fall the Department experienced a resignation for one of our part-time Audio/Visual Technicians. This individual filled this position for a short time period following a recruitment earlier in the year. The recruitment was not as robust as anticipated and prior to requesting the vacancy be filled, Staff has been analyzing the Department to see if the current layout is as efficient as it could be to provide its services.

The current Organizational Chart was approved about a year ago as part of the restructuring with the new Director position when that recruitment was completed about this time last year. It called for a full-time Director with a full-time Technology Assistant along with two half-time AV Technicians plus two quarter time Camera Operators. Similar to what we've done before, we are proposing to combine the two AV Technician positions into one position at three quarter time through the creation of the long vacant Production Assistant position.

This position is described in more detail in the next agenda item but would take on more responsibility to oversee and maintain programming of the Department in a similar fashion as the former AV Technicians were. This will make the position eligible for WRS as well as other prorated benefits including health insurance. The total budgeted hours would be a reduction from 1,040 x 2 positions versus 1,560 x 1 position.

FINANCIAL/BUDGET IMPACT:

Our analysis would suggest these changes are a cost neutral action, meaning that they do not affect the budget either positively or negatively. The total cost for wages and benefits within the Department for 2020 is set at \$171,764 for all positions. The additional costs for converting one of the AV Technician positions to a Production Assistant come in the form of a higher pay



grade, additional hours, and added benefits. The Production Assistant is at Grade 6 versus Grade 5 for the AV Technician and will go up in hours from 1,040 (half-time) to 1,560 (three quarter time). Further more the position will be eligible for WRS which costs 6.75% of the total wages plus pro-rated benefits for health, life, and disability insurance. The savings come from eliminating funding for the other AV Technician position which is a reduction in 1,040 budgeted hours and associated benefits. The total cost under this scenario is \$171,560 which in essence is a very slight savings compared to what is proposed budgetarily for 2020.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

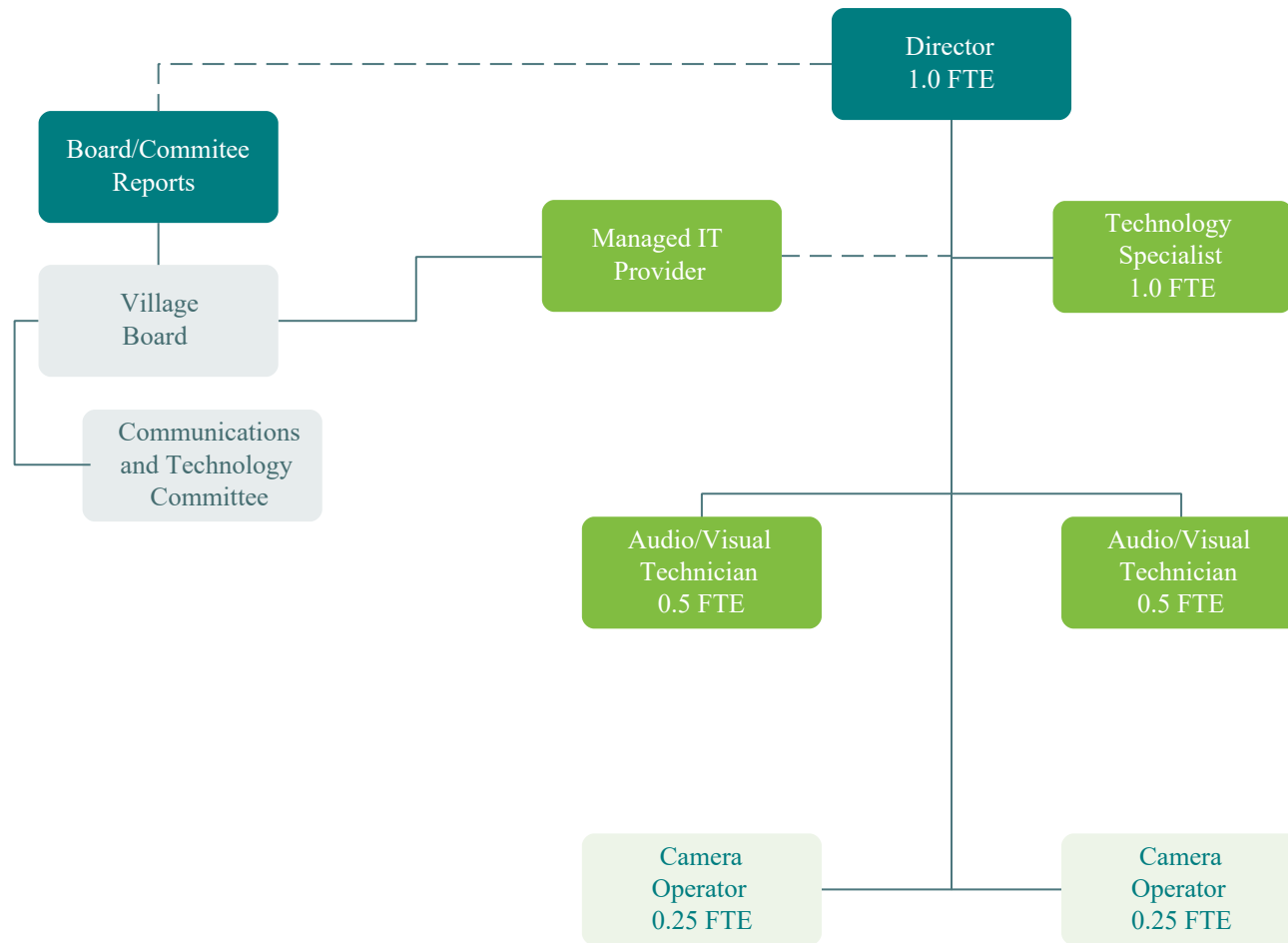
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

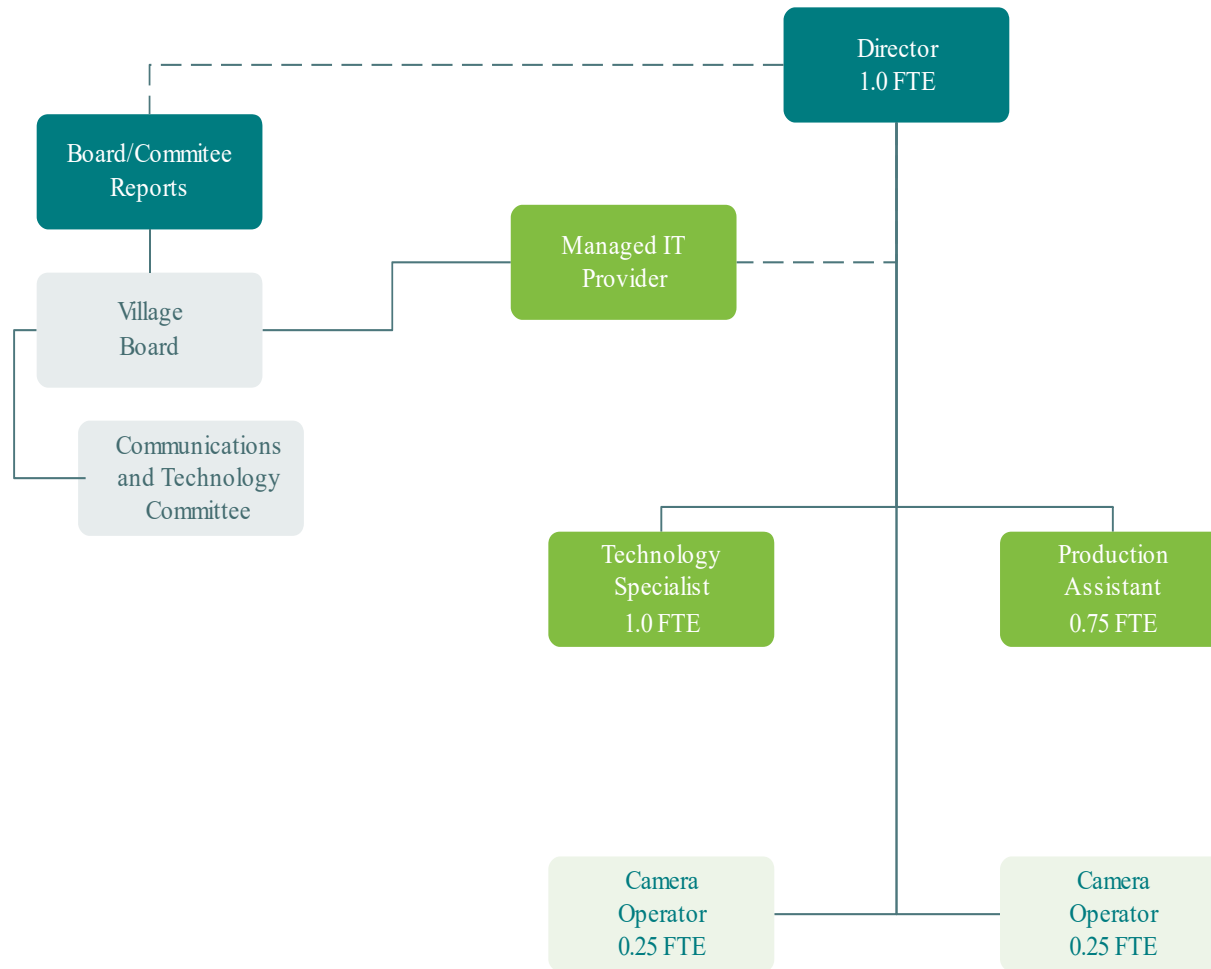
This item is presented for approval as a recommendation to the Village Board for them to consider at their meeting on December 9, 2019.

ATTACHMENTS:

1. Comm Tech Organizational Chart 12102018 APPROVED
2. Comm Tech Organizational Chart 11202019 PROPOSED



December 10, 2018





VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 2, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Stephanie Miller, Comm & Technology Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the position description and permission to fill the vacancy for the Production Assistant position within the Communications and Technology Department.

PREVIOUS ACTION:

The Communications and Technology Committee reviewed this job description at their meeting on November 26, 2019 and recommended approval.

ISSUE SUMMARY:

Included within your packet is an update to the job description for the Production Assistant position. This has been vacant now for several years but it is proposed to update this description in order for it to take the place of two AV Technician positions. One of those positions is vacant and it is our intention to fill this position with the individual in the other AV Technician position. The position itself is similar to an AV Technician but has more responsibility in the production role as it relates to programming, filming, scheduling, etc. of the cable channel. The intent is that with more hours and a dedicated position for this purpose we can continue to produce and prepare original content on a consistent basis.

FINANCIAL/BUDGET IMPACT:

The position is at Grade 6 within the wage grid and with the changes proposed previously in the Organizational Chart the budgetary impact is neutral.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval as a recommendation to the Village Board.

ATTACHMENTS:



1. 11.27.2019 - Production Assistant - Job Description mgs

Production Assistant

POSITION DESCRIPTION

Position Title:	Cable Production Assistant	FLSA: Non-Exempt
Department:	<u>Communication and Technology</u> Cable	Represented: No
Reports to:	<u>Communication and Technology Director</u> Cable Production Manager	Employment Status: Part-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for recording ~~taping~~ and editing cable programs to be featured on WMCF and YouTube channels. WMCF is the Public, Education, or Government (PEG) Channel for the Village of McFarland. These channels feature all that is happening within the Community of McFarland including: local sports broadcasts, concerts, community events, recreational opportunities, marketing, government meetings, and more. The Production Assistant also holds additional responsibilities including: various tasks associated with the operations of cable stations, technical needs within the Department, as well as technology support provided within the Organization. ~~and for various routine responsibilities associated with the operations of cable station WMCF, McFarland's local PEG channel.~~

Supervision Received

Performs under the direction and general supervision of the Communications and Technology Director. ~~Cable Program Manager and Cable Technical Manager.~~ May also receive indirect inquiries from other Village Staff members to respond to Communications and Technology issues within the organization.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Operates video, audio, and related equipment used in the recording ~~videotaping~~ and production of WMCF programs.
- Records, edits, and distributes recordings of government meetings, community events, school events, and other content as determined by their Supervisor. ~~Videotapes and edits programs of government meetings, community events, and school events.~~
- ~~Conducts routine operational procedures such as ingesting videos to the server, uploading video files to the video on-demand hosting service, duplicating DVDs, and converting VHS tape formats to DVD formats.~~

- Assists with the installation and maintenance of video and audio equipment.
- May oversee various live and/or recorded productions.
- Creates, edits, and distributes visual and audio content.
- Responsible for still photography to support operations as needed and assigned.
- Assists Technology Specialist with various aspects of maintaining technology infrastructure of the Village.
- Performs other duties as required.

Equipment Used

Specialized equipment associated with the ~~recording, taping,~~ editing, production, and airing of cable television programming including video cameras, remote cameras, video servers, audio mixer, ~~DVD recorder,~~ studio switcher, ~~character generator,~~ and video editing ~~hardware/~~software. Operates projectors, sound systems, digital camera, ~~personal~~-computer/~~printer~~ with a variety of software applications, phones, printers, copiers, fax machine, and motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in an outdoor ~~uncontrolled~~ setting in uncontrolled ~~Wisconsin~~ weather conditions when holding a production ~~taping~~ in the field. Attendance of recording various ~~or taping of~~ evening events is ~~meetings~~ required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

- Principles and practices of local cable access channel operations.
- Videography as well as ~~and~~ the principles and practices of video production.
- Video editing ~~hardware,~~ software, and techniques.
- Television studio operations.
- Use of computers and software to create and manipulate video, images, graphics, and text. ~~Computers, software, and character/graphics generators and their use in video production.~~
- Pertinent law, regulatory codes, and municipal ordinances.
- The measures and standards by which the efficiency, effectiveness, and quality of PEG access channel operations can be evaluated.

Ability to

- Operate video and audio production equipment.
- Use computers in the production of ~~cable~~ programs.
- Capture quality video and audio content of productions ~~and video and audio inputs~~ for ~~cable~~ programs.
- Troubleshoot and correct ~~minor~~ technical problems.
- Interpret and implement policy and procedural direction from the Director. ~~Follow standard departmental policies and procedures.~~
- Establish and maintain effective working relationships with fellow employees and the general public.
- Work independently with a minimum of supervision.
- Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions. The employee may frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ 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

A high school diploma or GED equivalency, with ~~an associate's or bachelor's AA~~ degree in a field related to production and or cablecasting of television programming preferred. A minimum of three (3) years ; some practical or academic experience in videography or local cable access is desired. the taping of television programs is desired; or any Any combination of education training and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet ~~provides~~ the required knowledge, skills, and abilities for the position. Must possess or be able to obtain a valid WI 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: May 1, 2014

Amended: December 9, 2019



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 2, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the position description for the Camera Operator position within the Communications and Technology Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Consistent with the Organizational Chart (whether Approved or Proposed), enclosed is the updated job description for the Camera Operator position. This was last considered in 2014 and currently filled by two individuals on a limited part-time basis. The position mainly helps out at remote filing (i.e. - sporting events) mainly for filming purposes. No significant changes are proposed, just an update.

FINANCIAL/BUDGET IMPACT:

There are two individuals within the Department for this purpose with the position. The position is listed at Grade 1 and each is budgeted at 520 hours per year (0.25 FTE). The funds are included in the 2020 Budget for this purpose and have been since the current organizational chart was approved in 2018.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval.

ATTACHMENTS:

1. 11.27.2019 - Camera Operator - Job Description mgs

Camera Operator

POSITION DESCRIPTION

Position Title:	Cable Camera Operator	FLSA: Non-Exempt
Department:	Cable <u>Communications and Technology</u>	Represented: No
Reports to:	<u>Communications and Technology Director</u> Cable Production Manager Cable Technical Manager	Employment Status: Part-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This entry level position is responsible for recording ~~taping and editing cable~~ programs to be featured on WMCF and YouTube channels. WMCF is the Public, Education, or Government (PEG) Channel for the Village of McFarland. These channels feature all that is happening within the Community of McFarland including: local sports broadcasts, concerts, community events, recreational opportunities, marketing, government meetings, and more. ~~for cable station WMCF, McFarland's local PEG channel.~~

Supervision Received

Performs under the direction and general supervision of the Communications and Technology Director. ~~Cable Program Manager and Cable Technical Manager.~~

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Operates video, audio, and related equipment used in the recording ~~videotaping~~ and production of WMCF programs.
- Records, edits, and distributes recordings of government meetings, community events, school events, and other content as determined by their Supervisor. ~~Videotapes programs of government meetings, community events, and school events.~~
- ~~Conducts routine operational procedures such as ingesting videos to the server, uploading video files to the video on demand hosting service, duplicating DVDs, and converting VHS tape formats to DVD formats.~~
- Creates, edits, and distributes visual and audio content.
- Performs other duties as required.

Equipment Used

Specialized equipment associated with the recording, ~~taping~~, editing, production, and airing of ~~cable television~~ programming including video cameras, remote cameras, video servers, audio mixer, and DVD recorder, studio switcher, and character generator. Operates projectors, sound systems, digital cameras, personal computer/printer with a variety of software applications, phone, printer, copier, and fax machine, motor vehicle.

Work Environment and Working Conditions

Generally works on production site in normal office setting with moderate noise levels. Occasionally works in an outdoor uncontrolled setting in uncontrolled Wisconsin weather conditions when holding a production taping in the field. Attendance of recording various or taping of evening events is meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

- Videography and the principles and practices of video production.
- Video editing hardware, software, and techniques.
- Computers, software, and character/graphics generators and their use in video production.
- Use of computers and software to create and manipulate video, images, and text.

Ability to

- Operate video and audio production equipment.
- Use computers in the production of cable programs.
- Capture quality content of and video and audio inputs for productions, cable programs.
- Troubleshoot and correct minor technical problems.
- Follow standard departmental policies and procedures.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Work independently with a minimum of supervision.
- Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions. The employee may frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ 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 in High School or equivalency. ~~Must be a minimum 16 years of age; Personal or professional experience related to video production some practical or academic experience in the taping of television programs is desired. ; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.~~ 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.

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: May 1, 2014

Amended: December 9, 2019



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 2, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Craig Sherven, Police Chief, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board to create Section 7.01(2) and (3) within the Compensation and Benefits Manual regarding holiday time.

PREVIOUS ACTION:

The Personnel Committee reviewed this concept at its meeting on November 4, 2019.

ISSUE SUMMARY:

Following our last conceptual discussion, attached are changes to the Compensation and Benefits Manual that revise how holiday pay is administered if it is not used. The direction from the last meeting was that this time if not used would be paid out at year end. This language is established at 7.01(3)(D). Terminology was also changed to refer to additional days granted as "floating" holidays if not recognized on the legal day due to their schedule. Using the terminology as a floating holiday within 7.01(2)(C) and 7.01(3)(C) differentiates this day from legal and personal holidays while also simplifying how its paid out as we intended.

FINANCIAL/BUDGET IMPACT:

The cost for this time will be included within normal operating budgets utilizing existing funding levels.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval as a recommendation to the Village Board.

ATTACHMENTS:

1. CBM Chapter 7 - Holidays 11272019 mgs

CHAPTER 7 – HOLIDAYS

7.01 Paid Holidays

(1) Eligibility

- A. Only full-time employees and certain designated part-time employees (those who are budgeted to work at least 20 hours per week) may be eligible for pay on designated paid holidays.
- B. Eligible employees may be eligible for holiday pay for any designated paid holidays that occur after the first full day on the job.
- C. In order for an employee to be eligible for holiday pay, the employee must work the employee's regularly scheduled work day immediately preceding and following the holiday. This provision will be waived if the employee is on approved vacation or funeral leave. Employees on unpaid leave or using other leave are not eligible for holiday pay for that holiday.

(2) Designated Paid Holidays

- A. The following designated paid holidays will be observed by the Village:
 - New Year's Day
 - Martin Luther King Jr.
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve Day
 - Christmas Day
- B. When a designated legal paid holiday falls on a Saturday, it will normally be celebrated on the preceding Friday. When a paid holiday falls on a Sunday, it will normally be celebrated on the following Monday.
- C. Whenever a designated paid holiday falls on a full-time employee's scheduled day off, an additional ~~floating personal~~ holiday may be granted in lieu thereof.

(3) Pay

- A. Full-time employees may be entitled to eight (8) hours of pay for each designated paid holiday for which the employee is eligible for holiday pay.
- B. Part-time employees may be entitled to pay for paid holidays based on a pro-ration of their regular weekly work schedule compared to a full-time schedule. (Example: An employer who regularly works twenty-five (25) hours per week would receive five (5) hours of pay on a holiday). The Village's determination of the amount of paid time the part-time employee receives is final.
- C. Employees scheduled to work on specified paid holidays when Village offices are closed may be paid at a time and one-half (1 ½) rate and allowed a floating holiday ~~another day off~~ to be used at a time approved by the Village.
- D. All unused floating holidays shall be paid out at the straight hourly rate with the second paycheck in January of the next year.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 2, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Craig Sherven, Police Chief, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board to revise Section 9.02 within the Compensation and Benefits Manual for vacation time.

PREVIOUS ACTION:

The Personnel Committee reviewed this concept at its meeting on November 4, 2019.

ISSUE SUMMARY:

Enclosed are changes to the Compensation and Benefits Manual to provide a vacation allotment for those employees who are scheduled to work a 6-3 Schedule. This is a six day work week as opposed to a five day work week that is already defined within this section. Vacation weeks are granted in increments of six instead of five within this new section. A definition is also proposed for each schedule as it applies to vacation allotment. No other changes are proposed.

FINANCIAL/BUDGET IMPACT:

The cost for this is built into the annual salary allocation for the position.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval as a recommendation to the Village Board.

ATTACHMENTS:

1. CBM Chapter 9 - Non-DH Vacation 11272019 mgs

CHAPTER 9 – VACATION POLICY FOR NON-REPRESENTED POSITIONS OTHER THAN DEPARTMENT HEADS

9.01 Identification of Non-Represented Positions

All full-time and part-time non-represented positions are covered by this policy.

9.02 Vacation Crediting for Full-Time Non-Represented Employees

- (1) Full-time non-represented employees will receive paid vacation benefits in accordance with the following schedule.

A. Standard Schedule. This schedule is for full-time non-represented Employees who are regularly scheduled to work 2080 hours per year based on a five-day work week:

YEARS OF COMPLETED SERVICE	VACATION ELIGIBILITY
0-through 5 years	up to 10 days
6-through 10 years	up to 15 days
11 years through 20 years	up to 20 days
21 years and thereafter	up to 25 days

B. 6-3 Schedule. This schedule is for protective service employees who are scheduled to work 1,950 hours per year based on a six-day work week:

<u>YEARS OF COMPLETED SERVICE</u>	<u>VACATION ELIGIBILITY</u>
<u>0-through 5 years</u>	<u>up to 12 days</u>
<u>6-through 10 years</u>	<u>up to 18 days</u>
<u>11 years through 20 years</u>	<u>up to 24 days</u>
<u>21 years and thereafter</u>	<u>up to 30 days</u>

9.03 Vacation Crediting for Part-Time Non-Represented Employees

Part-time Department Heads may earn a prorated vacation credit based upon the schedule in Section 9.02 and their percentage FTE status upon which the position is budgeted. The Village's determination of the prorated amount is final.

9.04 Vacation to be Credited in Advance on an Annual Basis

- (1) At the time of initial hire, a non-represented employee may be credited in advance with prorated vacation time for the balance of that calendar year.

EXAMPLE: A full-time employee that started July 1 may receive 5 days of vacation for the balance of that year and which is earned over the balance of that year.

- (2) On January 1 of each year, the employee may be credited in advance with vacation time in accordance with the schedule in Section 9.02 based on the years of service to be completed on the employee's anniversary date during that coming calendar year.
- (3) Current non-represented employees that were at one time represented by a bargaining unit are exceptions to this section and will continue to be credited vacation after the year of accrual.

9.05 Pay-Out or Hold Back of Vacation at Termination

- (1) Although vacation hours are credited in advance under this policy, if an employee's employment ends during the year, the employee will be eligible to receive only the prorated amount of vacation time earned for the part of the year actually worked.
- (2) If a terminating employee has used less than the prorated amount of vacation actually earned for that year at the time of termination, the employee will be paid at the current rate of pay for any unused vacation time that was earned and not used.
- (3) If a terminating employee has used more than the prorated amount of vacation actually earned for that year at the time of termination, the employee will have an appropriate amount withheld from the final paycheck to reimburse the Village for any unearned vacation time that was used. The amount to be withheld will be calculated at the current rate of pay times the number of unearned vacation hours that had been used.

9.06 Exceptions

- (1) No additional vacation hours will be earned for time worked by an employee in excess of the normal work schedule.
- (2) No vacation hours will be earned by an employee during the time that the employee is on a leave of absence without pay, a disciplinary suspension without pay, or is otherwise in a non-compensable status.

9.07 Maximum Annual Carryover of Vacation Time

- (1) An employee is permitted to maintain and carry over to the following calendar year subject to the following:
 - A. A maximum of 80 hours of unused vacation may be carried over if earned prior to December 31, 2017. If the total vacation balance of an employee exceeds 80 hours prior to that time, 100% of the equivalent monetary value of all remaining hours in excess of the allowable maximum will be paid into the employee's VEBA account.
 - B. A maximum of 40 hours of unused vacation may be carried over if earned after January 1, 2018. If the total vacation balance of an employee exceeds 40 after that time, 50% of the equivalent monetary value of all remaining hours in excess of the allowable maximum will be paid into the employee's VEBA account.
 - C. Any request for any carry over amount is subject to approval by the Village Administrator upon recommendation of their Department Head. The employee must demonstrate that a concerted effort was made to use the vacation proposed to be carried over. The Village Administrator shall have the discretion to consider requests from employees upon recommendation from their Department Heads to exceed the maximum hours for the carryover of unused vacation.
 - D. Because vacation is meant for the employee to have rest and relaxation and to address personal affairs, earned but unused vacation will not be paid out except at separation from employment.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 2, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Craig Sherven, Police Chief, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board to create Section 16.02 within the Compensation and Benefits Manual regarding night differential.

PREVIOUS ACTION:

The Personnel Committee reviewed this concept at its meeting on November 4, 2019.

ISSUE SUMMARY:

Enclosed are changes for the inclusion of Night Shift Differential. This provides an additional payment incentive for those individuals that have been scheduled to work either second or third shift. Some additional language was added to clarify limitations on this benefit.

FINANCIAL/BUDGET IMPACT:

The financial impact of the additional payment as a result of the differential is already included within existing funding levels.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval as a recommendation to the Village Board.

ATTACHMENTS:

1. CBM Chapter 16 - Miscellaneous Benefits 11272019 mgs

CHAPTER 16 – MISCELLANEOUS BENEFITS

16.01 VEBA Healthcare Reimbursement Account

The Village may participate on behalf of employees in a healthcare reimbursement account program (HRA) established as a VEBA trust under Section 501(c)(a) of the Internal Revenue Code. For qualifying employees, the Village may make tax-free contributions to employees' individual VEBA accounts.

16.02 Night Shift Differential

- (1) **Policy.** Any non-exempt Employee, including part-time, shall be paid night differential at the following rates:

2 pm to 6 am – \$0.50 per hour

- (2) **Use.** If four or more of the non-exempt Employee's hours in a scheduled workday are between hours of 2:00 pm to 6:00 am, the Employee is eligible for night shift differential. If fewer than four of the non-exempt Employee's hours in a scheduled workday are between the hours of 2:00 pm to 6:00 am, the Employee is not eligible for night shift differential. The term "scheduled workday" means the hours a non-exempt Employee was scheduled to work before the workday commenced. As a result, non-exempt hourly Employees who work four or more hours between 2 p.m. and 6 a.m. but who were not scheduled to do so are not eligible to receive the night shift differential (e.g., working beyond a regularly scheduled shift due to the Village's operational needs, an emergency, etc. does not count toward the four hour minimum required for the night shift differential).



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 2, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Craig Sherven, Police Chief, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board to create Section 16.03(4) within the Personnel Policy Manual regarding minimum call-in pay.

PREVIOUS ACTION:

The Personnel Committee reviewed this concept at its meeting on November 4, 2019.

ISSUE SUMMARY:

The enclosed revisions add language that addresses minimum call-in pay as well as court time for those mandated to report for court duty outside of their normal schedule. The minimum call-in time has been a past practice within the organization affecting more than one department that have responsibilities around the clock. The court time is more specific to law enforcement but it could apply in other places likely very infrequently.

FINANCIAL/BUDGET IMPACT:

The cost for this time is presently being awarded as a past practice for non-represented Employees and as such is included within normal operating budgets utilizing existing funding levels.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval as a recommendation to the Village Board.

ATTACHMENTS:

1. PPM Chapter 16 - Compensation 11272019 mgs

CHAPTER 16 - COMPENSATION

16.01 Time and Attendance Reporting

The time sheet for hourly employees is the primary record for reporting the hours that each employee works or is absent and for computing the amount of compensation due. It is the joint responsibility of the employee and the employee's supervisor or Department Head to truthfully and accurately report regular hours worked, overtime hours worked, and the number of hours to be charged to various kinds of absences (sick leave, vacation, holiday, etc.) for which an employee is entitled to compensation.

At the end of the last calendar day in a pay period, both the employee and the employee's supervisor or Department Head will sign the time sheet. An employee will not be expected to sign when absent from work during the entire pay period or is unable to sign the sheet because of an unexpected absence such as illness or injury. The completed, signed time sheet is to be turned in to payroll by 10:00 a.m. on the Monday before the payday, unless otherwise specified due to holidays.

16.02 Pay Period

Except as noted below, all Village employees will be paid via direct deposit bi-weekly on every other Friday. If a holiday falls on Friday, payday will be on the preceding work day. Each pay period ends at 12:00 midnight the Saturday preceding each pay day.

16.03 Overtime Pay

(1) Definition

Overtime for Fair Labor Standards Act (FLSA) non-exempt employees is defined as hours worked in excess of forty (40) hours per workweek, except for employees engaging in the performance of fire protection or law enforcement activities, wherein the Village may designate a longer work period of up to 28 calendar days, and overtime due under the law is based on time worked during that designated work period. An established work period may be changed at any time based on the needs of the Village and as permitted by law.

The Village provides certain premium rates of pay for certain hours worked when overtime is not required by law. These premium rates of pay are classified as extra compensation and are not included in the employee's regular rate of pay when determining overtime due under state and federal law. Such premium rates of pay serve as a credit against any FLSA overtime pay requirements.

(2) Eligibility

- (a) Eligibility for overtime compensation for eligible hourly employees will be determined by individual department policy and in accordance with the Fair Labor Standards Act and will be subject to approval by the Village Administrator.

- (b) Department Heads and salaried persons in exempt executive, administrative, or professional positions will be ineligible for any form of additional monetary compensation or compensatory time for additional hours worked but may be allowed to vary their work schedules to accommodate fluctuations in their work load. Exceptions to this general rule may be made by the Village Board, such as when the Village is reimbursed on a pre-arranged basis from outside sources for the overtime worked by the exempt employee.

(3) Compensation

- (a) An hourly employee will receive pay at the overtime rate of pay for hours in pay status, except for compensatory time used, which are in excess of eight (8) hours of the scheduled shift, or ten (10) hours of the scheduled shift for employees working ten-hour shifts, or in excess of forty (40) hours per workweek. For eligible hourly employees, overtime worked will be treated by granting one and one-half hours of compensation, either in the form of overtime pay or compensatory time off, for each hour of overtime worked. It will be the employee's option to select, within the limits set by Section 17.04, the form of overtime compensation to be given.
- (b) An hourly employee who is required to work on a holiday will be paid two (2) times their rate of pay for hours worked in addition to holiday pay.

(4) Minimum Call-in Pay

- (a) Any non-exempt Employee who is ordered to report to work at any time when he/she is not regularly scheduled to work shall be compensated a minimum of two (2) hours at time and one half (1 ½) or for all hours worked at time-and-one-half (1 ½), whichever is greater. Compensatory time off shall be granted if mutually agreeable.

(b) Court time.

1. Any non-exempt Employee who is required to report for Circuit Court duty outside of their regularly scheduled hours shall be paid time and one-half (1 ½) at their regular hourly rate or accrue compensatory time off at time and one-half (1 ½), as mutually agreed upon. A minimum of three (3) hours shall be paid at a rate of time and one-half (1 ½) if Circuit Court is cancelled less than twenty-four (24) hours before the scheduled court time.
2. Any non-exempt Employee who is required to report for Municipal Court duty outside of their regularly scheduled hours shall be paid time and one-half (1 ½) at their regular hourly rate or accrue compensatory time off at time and one-half (1 ½), as mutually agreed upon. A minimum of two (2) hours shall be paid at the rate of time and one-half (1 ½) if Municipal Court is cancelled less than twenty-four (24) hours before the scheduled court time.

3. Between twenty-four (24) hours and thirty-five (35) hours before the scheduled court duty, Employees shall be required to confirm with their immediate Supervisor whether Circuit Court and/or Municipal Court duty, as applicable, has been canceled or rescheduled.

16.04 Compensatory Time

Eligible employees who receive compensatory time in lieu of cash payment for overtime worked may accumulate and use compensatory time subject to the following restrictions:

- (1) The maximum allowable accumulation of compensatory time will be forty (40) hours. Any overtime hours accumulated in excess of the maximum must be taken in the form of overtime pay unless authorized by the Administrator due to special circumstances. Compensatory time used or paid will not generate additional overtime payment to the employee and will not count as hours worked or hours paid for overtime calculation purposes.
- (2) Compensatory time must be used in the 12-month period it is earned unless authorized by the Administrator due to special circumstances. Any compensatory time that is not used by November 30 will be paid out to the employee at the rate of pay that was in effect for the last pay period of that year. The Village reserves its right to payout compensatory time at any time.
- (3) The taking of compensatory time off requires prior approval of the supervisor or Department Head. A Department Head may deny a request if the employee's absence will clearly impair the department's ability to meet its responsibilities or requires other employees to work overtime as permitted by law.
- (4) The employee will show the number of hours of compensatory time earned or taken during each payroll period on the employee's time sheet. The Administration Department will maintain records of the running compensatory time balances of each employee.

16.05 Deferred Compensation

All full-time and part-time employees in regular positions will be eligible to participate in any Deferred Compensation Program sponsored by the Village. Participants in such a program may designate a portion of their income to be deposited into a special investment account for use in retirement years. Deferred Compensation Programs offer certain tax and retirement planning advantages to participants.

16.06 Payroll Deductions

The Village will administer payroll deductions that employees authorize to be made to participating financial institutions or those deductions that are required by law.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 2, 2019

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and presentation regarding a market analysis of the Village wage grid.

PREVIOUS ACTION:

The market study was recommended for approval on February 4, 2019 and subsequently approved by the Village Board on February 11, 2019.

The Personnel Committee reviewed the initial study results at their meeting on November 4, 2019.

ISSUE SUMMARY:

Enclosed within your packet is an update to the Market Study information that was included for our discussion at the last meeting. The following changes have been made since our last meeting based upon the requests of the Committee:

- Spread - The percentage of spread between the min and max for each position/grade has been included for both the Wage Grid and Market Analysis. For the wage grid, its not exactly 29.5% but pretty close throughout. The Market Study spread obviously varies greatly since there are no real controls between the organizations on what they pay in order to keep them within a prescribed threshold.
- Median - The average has been remove that we were using for the Market column, and instead we have inserted the median calculation within its place. This is more consistent with our policies on what the definition of Market Rate is within the Compensation and Benefits Manual. There was a slight change in the ratios, but overall still very similar to what we saw before in this comparison.
- Totals - All ratio totals have been added at the end along with the average total we saw before. I also broke out where each of these fall within the percentage ranges that are listed there, generally within 5% increments. It should be noted that the 2015 Study stated a general margin for error was 3-5% so the high end of this seems appropriate for this analysis.
- Graphs - Three different graphics are put forth based on the ratios created against the ranges in which they fell. The min and max were included within the same graph to



demonstrate the inverse relationship that exists between those values. The Median and Average were kept within separate graphs.

Again, our focus here is to essentially conduct maintenance on the 2015 Compensation and Classification Study to ensure the market has keep pace with our wage grid. The discussion centers around the idea whether or not positions should be adjusted to different grades as a result of this data. It is not an effort to change how compensation is awarded as that would continue through the current process established within the policy manuals. Our objective for the next meeting is to continue the discussion to see what additional information is needed from the Committee in order to take action at a future meeting if it desires to do so.

FINANCIAL/BUDGET IMPACT:

The results are presented for discussion and what, if any, adjustments we need to make to our positions within the wage grid. Positions can be moved within the wage grid between grads without making changes to the base wage. Simply moving positions to higher grades would not immediately have a financial impact but over time allow the position to grow into a higher range. Wage adjustments can continue then according to budget parameters, performance appraisals, etc. as we are now accustomed too.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.

ATTACHMENTS:

1. 2019 Wage Survey and Market Analysis 11202019 mgs

2019 Wage Survey and Market Analysis

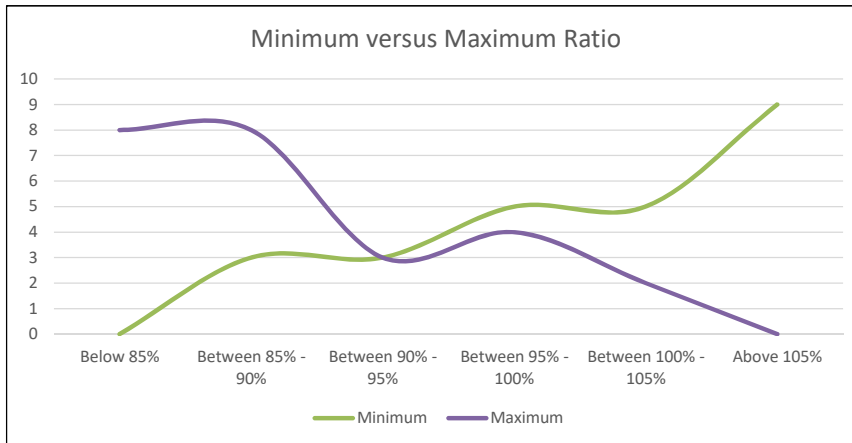
Position	Department	Grade	Reports	% Reporting	Wage Grid 1/1/2019				Market Study 11/1/2019				Ratio Wage Grid over Market Study			
					Min	Market	Max	Spread	Min	Market	Max	Spread	Min	Market	Max	Avg
Shelver	Library	0.5			7.78	8.94	10.10	29.82%								
Nutrition Site Coordinator	Senior Outreach	1			11.64	13.38	15.12	29.90%								
Shelver II	Library	1			11.64	13.38	15.12	29.90%								
Nutrition Site Manager	Senior Outreach	2	5	36%	12.34	14.18	16.02	29.82%	14.21	17.55	20.54	44.55%	86.8%	80.8%	78.0%	81.9%
Youth Services Assistant	Library	2			12.34	14.18	16.02	29.82%								
Public Works LTE	Public Works	2			12.34	14.18	16.02	29.82%								
		3			13.08	15.03	16.98	29.82%								
Code Inspector	Comm Devel	4			13.86	15.93	18.00	29.87%								
Crossing Guard	Police	4			13.86	15.93	18.00	29.87%								
Parks LTE	Public Works	4			13.86	15.93	18.00	29.87%								
Police Clerk I	Police	5			14.69	16.89	19.08	29.88%								
Utility Clerk I	Public Works	5			14.69	16.89	19.08	29.88%								
Clerk I	Administration	5			14.69	16.89	19.08	29.88%								
AV Technician	Comm Tech	5			14.69	16.89	19.08	29.88%								
Library Assistant I	Library	5	10	71%	14.69	16.89	19.08	29.88%	12.64	15.13	22.86	80.82%	116.2%	111.6%	83.5%	103.8%
Production Assistant	Comm Tech	6			15.57	17.90	20.23	29.93%								
Technology Services Assistant	Comm Tech	6			15.57	17.90	20.23	29.93%								
Clerk II	Comm Devel	6			15.57	17.90	20.23	29.93%								
Clerk II	Administration	7			16.51	18.97	21.44	29.86%								
Library Assistant II	Library	7	10	71%	16.51	18.97	21.44	29.86%	16.09	20.35	28.02	74.11%	102.6%	93.2%	76.5%	90.8%
Communications Specialist	Comm Tech	8			17.50	20.11	22.73	29.89%								
Technology Specialist	Comm Tech	8			17.50	20.11	22.73	29.89%								
Parks/PW Maint. Worker	Public Works	8			17.50	20.11	22.73	29.89%								
Tech Services Assistant	Library	8			17.50	20.11	22.73	29.89%								
Judicial Asst/Court Clerk III	Municipal Court	9	8	57%	18.55	21.32	24.09	29.87%	17.84	22.23	25.45	42.63%	104.0%	95.9%	94.7%	98.2%
Clerk III	Public Works	9			18.55	21.32	24.09	29.87%								
Clerk III	Administration	9			18.55	21.32	24.09	29.87%								
Clerk III	Comm Devel	9	9	64%	18.55	21.32	24.09	29.87%	16.67	20.06	31.34	87.99%	111.3%	106.3%	76.9%	98.1%
Case Manager	Senior Outreach	9	5	36%	18.55	21.32	24.09	29.87%	17.55	20.43	26.35	50.14%	105.7%	104.4%	91.4%	100.5%
Conf. Administrative Assistant	Fire and Rescue	9	12	86%	18.55	21.32	24.09	29.87%	17.62	21.77	33.88	92.30%	105.3%	98.0%	71.1%	91.4%

2019 Wage Survey and Market Analysis

Position	Department	Grade	Reports	% Reporting	Wage Grid 1/1/2019				Market Study 11/1/2019				Ratio Wage Grid over Market Study			
					Min	Market	Max	Spread	Min	Market	Max	Spread	Min	Market	Max	Avg
Public Works Crewperson	Public Works	10	14	100%	20.05	23.05	26.05	29.93%	20.50	24.74	28.97	41.32%	97.8%	93.2%	89.9%	93.6%
Conf. Administrative Assistant	Police	10		0%	20.05	23.05	26.05	29.93%								
Deputy Clerk	Administration	10	12	86%	20.05	23.05	26.05	29.93%	19.46	21.89	26.36	35.46%	103.0%	105.3%	98.8%	102.4%
Parks Crewperson	Public Works	10	8	57%	20.05	23.05	26.05	29.93%	20.71	24.42	28.98	39.95%	96.8%	94.4%	89.9%	93.7%
Mechanic	Public Works	11	10	71%	20.84	23.96	27.07	29.89%	24.00	27.60	31.46	31.08%	86.8%	86.8%	86.0%	86.6%
Adult Services Librarian	Library	11	12	86%	20.84	23.96	27.07	29.89%	16.42	24.73	30.60	86.42%	127.0%	96.9%	88.5%	104.1%
Youth Services Librarian	Library	11	6	43%	20.84	23.96	27.07	29.89%	19.23	25.86	31.77	65.21%	108.4%	92.7%	85.2%	95.4%
PW Lead Maint. Worker	Public Works	12			22.09	25.39	28.69	29.88%								
Comm and Tech Director	Comm and Tech	12			22.09	25.39	28.69	29.88%								
		13			23.42	26.92	30.42	29.89%								
Fire Inspector/Public Ed Spec.	Fire and Rescue	14			24.82	28.53	32.24	29.90%								
Assistant Director	Library	14	7	50%	24.82	28.53	32.24	29.90%	21.62	26.97	33.83	56.45%	114.8%	105.8%	95.3%	105.3%
Parks Superintendent	Public Works	14			24.82	28.53	32.24	29.90%								
Building Inspector	Comm Devel	15			26.31	30.24	34.17	29.87%								
Senior Outreach Director	Senior Outreach	15	8	57%	26.31	30.24	34.17	29.87%	28.85	35.10	40.88	41.72%	91.2%	86.2%	83.6%	87.0%
Assistant to PW Director	Public Works	15			26.31	30.24	34.17	29.87%								
Deputy Treasurer/Accountant	Administration	16			27.89	32.06	36.22	29.87%								
Administrative Captain	Fire and Rescue	17			29.56	33.98	38.40	29.91%								
Streets/Utilities Superintendent	Public Works	17	9	64%	29.56	33.98	38.40	29.91%	32.45	35.28	38.61	18.98%	91.1%	96.3%	99.5%	95.6%
Budget Manager/Accountant	Administration	18			31.34	36.02	40.70	29.87%								
Sergeant	Police	18	11	79%	31.34	36.02	40.70	29.87%	33.34	39.11	44.90	34.69%	94.0%	92.1%	90.6%	92.3%
Lieutenant	Police	19	13	93%	33.22	38.18	43.14	29.86%	33.51	42.73	49.42	47.48%	99.1%	89.4%	87.3%	91.9%
Assistant Director	Public Works	19			33.22	38.18	43.14	29.86%								
Library Director	Library	19	13	93%	33.22	38.18	43.14	29.86%	32.22	38.76	43.06	33.65%	103.1%	98.5%	100.2%	100.6%
Clerk/Treasurer	Administration	19	8	57%	33.22	38.18	43.14	29.86%	29.33	40.39	43.06	46.83%	113.3%	94.5%	100.2%	102.7%
Comm and Econ Develop Director	Comm Devel	20	11	79%	35.21	40.47	45.73	29.88%	27.88	41.54	54.31	94.78%	126.3%	97.4%	84.2%	102.6%
Finance Director	Administration	21			37.32	42.90	48.48	29.90%								

2019 Wage Survey and Market Analysis

Position	Department	Grade	Reports	% Reporting	Wage Grid 1/1/2019				Market Study 11/1/2019				Ratio Wage Grid over Market Study			
					Min	Market	Max	Spread	Min	Market	Max	Spread	Min	Market	Max	Avg
Fire and Rescue Chief	Fire and Rescue	22	9	64%	39.56	45.47	51.39	29.90%	40.29	45.56	51.50	27.83%	98.2%	99.8%	99.8%	99.3%
Police Chief	Police	22	13	93%	39.56	45.47	51.39	29.90%	41.26	51.12	58.60	42.04%	95.9%	89.0%	87.7%	90.8%
Public Works Director	Public Works	22	13	93%	39.56	45.47	51.39	29.90%	39.32	46.68	58.03	47.57%	100.6%	97.4%	88.6%	95.5%
Village Administrator	Administration	23	13	93%	41.94	48.20	54.47	29.88%	47.19	59.38	70.16	48.68%	88.9%	81.2%	77.6%	82.6%
		24			44.45	51.09	57.74	29.90%								
		25			47.12	54.16	61.20	29.88%								



Percentage Ranges	Ratio Wage Grid over Market Study			
	Min	Market	Max	Avg
Below 85%	0	2	8	2
Between 85% - 90%	3	4	8	2
Between 90% - 95%	3	6	3	7
Between 95% - 100%	5	8	4	6
Between 100% - 105%	5	1	2	7
Above 105%	9	4	0	1
Below 95%	6	12	19	11
Above 95%	19	13	6	14
Total Studied	25	25	25	25

