

Monday, November 21, 2022**6:00 PM****McFarland Municipal Center**
*Community Room***AGENDA**

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

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Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the Committee for their consideration. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to communications@mcfarland.wi.us to be included as part of the meeting.

3. BUSINESS.

- a. Discussion and recommendation on amendment of chapter 6 of the, "Recruitment and Selection," of the Personnel Policy Manual.
- b. Discussion and recommendation on amendments to the Personnel Policy Manual and Compensation and Benefits Manual as it pertains to vacation and paid holidays, which would include:
 - 1) Amendment and consolidation of chapter 18, "Vacation Policy for Non-Represented Positions," of the Personnel Policy Manual, and chapter 8, "Vacation Policy for Department Head Positions," and chapter 9, "Vacation Policy for Non-Represented Positions other than Department Heads," of the Compensation and Benefits Manual.
 - 2) Amendment and consolidation of chapter 17, "Holidays," of the Personnel Policy Manual, and chapter 7, "Holidays," of the Compensation and Benefits Manual.
- c. Discussion and recommendation to avoid scheduling any board, committee, commission, and authority meetings on the provided religious holidays in 2023.

4. SCHEDULE NEXT MEETING DATE.

- a. Monday, December 19, 2022 at 6 p.m. in the Community Room of the McFarland Municipal Center.
- b. Discussion and possible action to reschedule the regularly scheduled date of Monday, January 16, 2023.

5. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, November 21, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT:

AGENDA ITEM: Discussion and recommendation on amendment of chapter 6 of the, "Recruitment and Selection," of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

One of the S.M.A.R.T goals of the Diversity, Equity, and Inclusion Committee is:

"The Village of McFarland will review its employment policies to ensure plans for recruitment, hiring, and retention reflect values of diversity, equity, and inclusion."

The next step of this work to progress the above goal was to have this joint meeting of the Personnel Committee and the Diversity, Equity and Inclusion Committee. We are bringing forward proposed policy revisions for consideration by both committees that align with initiatives set forth by the DEI Committee in relation to the above goal.

The first policy for review in regards to the above goal is Personnel Policy Manual Chapter 6, Recruitment and Selection. It is of note that sections of the manual such as Chapter 6 have not been updated for some time. This chapter underwent significant changes by the attorney to bring our policy up to date and in compliance with current laws and employment practices. In addition, significant changes were made to incorporate the goals of the Village from a diversity, equity, and inclusion perspective.

The proposed modified version of Chapter 6 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Removal of the Village's official equal employment opportunity statement, as this will be relocated to the beginning of the manual.
- Revisions from the attorney to address areas that were out of date or to bring them into compliance.
- Addition of the Deputy Administrator and the Human Resource Generalist roles into the policy and associated processes.
- Revisions to language to bring the policy in line with our actual and best practices for recruitment and selection.
- Addition of language to incorporate diversity, equity and inclusion best practices into our recruitment and selection processes.
- Addition of language regarding our background investigation process for final candidates.
- Addition of language regarding our drug screening and physical examinations process for final



candidates.

- Removal of language regarding persons hired under federal or state employment programs, and interview expenses.
- Revisions to the language regarding the promotion or employment of relatives to use non-gender specific language, and to add prohibited employment relationships regarding relatives of Village employees.
- Addition of language regarding employees serving in citizen capacity.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. PPM Chapter 6 - Recruitment and Selection - Final Draft 11.16.2022 (Redlines)

CHAPTER 6 - RECRUITMENT AND SELECTION

6.01 Purpose

This chapter sets forth the policies and practices governing the recruitment and selection of persons for employment in Village positions.

6.02 Policy

It will be the policy of the Village to recruit and select qualified persons for positions with the Village. The ~~Village Administrator~~Deputy Administrator will develop and ~~over-see~~oversee the ~~conducting of an~~active recruitments and the selection program designed to meet current and projected Village employment needs. (Note: The Police and Fire Commission is responsible for recruiting and selecting a qualified Police Chief and Police Officers and Fire Chief and Fire Department non-clerical employees. The Library Board is responsible for recruiting and selecting a qualified Library Director and library employees.)

6.03 Equal Employment Opportunity

~~It is the official policy of the Village to provide equal employment opportunities for all qualified and qualifiable persons without regard to their race, color, national origin, age, religion, gender, disability political affiliation, or any other characteristic protected by law. This equal employment opportunity applies but is not limited to recruitment procedures, selection and placement, promotions, testing, training, job descriptions, compensation, layoff and recall, disciplinary action and termination. The Village will, however, only hire individuals who can document that they are legally authorized to work.~~

The Village of McFarland is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. We strive to build a diverse workforce that is reflective of our community and committed to upholding the mission and vision of the Village.

As permitted by law in making hiring decisions, the Village may consider prior arrest or conviction record if the nature of the prior offense is substantially related to the requirements of the job.

6.04 Methods

There are several methods by which a newly created or existing position can be filled. ~~The methods of selection may vary from the hiring of one employee positions based on the essential job functions and requirements of the position. Methods of selection to the next and~~ will usually be decided by the Department Head in consultation with the Human Resources Generalist~~d~~Designee, subject to review and approval by the Deputy Village Administrator and/or Board or committee that has jurisdiction in the matter. The methods by which a job may be filled include:

(1) **The Recruitment or Selection Examination Process.** ~~Either a promotional examination or open competitive examination may be used and should include one or more of the following parts: an evaluation of the candidate's past training and experience, a written examination, a performance test, and/or an oral examination. For positions having the same class specification, the written and performance tests will be the same across all departments.~~

Candidates can be recruited both internally and externally through a the process outlined in section 6.06 below.

(2) **Transfer** of a present Village employee from a current position to a vacant position in either that department or a different department.

(3) **Promotion** of a present Village employee from a current position to a vacant position in either that department or a different department.

(4) **Permissive Reinstatement** of a former Village employee, without examination, to a position that has the same or a comparable classification previously held by the individual.

(5) All of the above methods may utilize any of the selection devices outlined in 6.06(1) to identify a final candidate.

6.05 Recruitment Procedures

The ~~Village Deputy~~ Administrator and/or Human Resource designee will coordinate and supervise the recruitment of eligible candidates for all Village positions for which no immediate internal promotion or transfer is authorized. The overall recruitment program will be designed to meet the current and projected personnel needs of the Village and will be directed to sources likely to yield qualified and diverse applicants.- The nature of the recruitment process for an individual position will be tailored to the specific requirements of that position and focus on unbiased hiring practices to ensure the most qualified candidate is selected. (Note: The Police and Fire Commission coordinates and supervises the recruitment of candidates for ~~Police Chief and Police Officers~~ sworn members of the Police Department and Fire & Rescue -Chief and ~~Fire/Emergency Medical Services (EMS)~~ Fire and Rescue non-clerical employees. The Library Board coordinates and supervises the recruitment of the Library Director and library employees.)

(1) Job Announcements Recruitment and Posting

It is the general policy that vacancies will be posted and open to current employees. These postings will typically appear on the Village's website and other applicable recruitment sources. The recruitment process, including the public posting of vacancies, may be altered with the approval of the Village Deputy Administrator.

All vacancies for which recruitment has been authorized will be simultaneously announced via internal posting on public bulletin boards at all Village facilities and on the Village website. All vacancy announcements will include the position title, department, salary range, and typical working days and hours, and the Village's Equal Employment Opportunity statement. All job announcements shall be distributed to a wide number of locations to ensure recruitment yields a

diverse pool of applicants. The selection of such posting locations will vary based on the position and the applicable outlets that will best attract qualified and diverse candidates.

(2) — Paid Advertisements

~~The Village Deputy Administrator may authorize the use of paid newspaper and other media advertisement employment posting outlets in the recruitment process. All position vacancies will be advertised at least one time in the local newspaper. For a limited number of positions requiring a level of skill and experience not readily found locally, the use of statewide or national publications and professional journals may be authorized.~~

(23) Application Form for Employment

All applicants for Village employment shall follow the instructions as outlined in the job posting. The application/resume shall include complete information relating to the applicant's experience, training, and other relevant qualifications for the position. Unless otherwise authorized by the Village Administrator or designee, the Village does not reimburse an applicant for travel, lodging, lost wages or related expenses resulting from the application process. Applicants providing false information may be removed from the selection process, have a conditional offer of employment revoked, or be terminated if already employed.

~~All applications for employment will be made on forms prescribed by the Village Deputy Administrator and will meet State and Federal requirements. Applicants may be required to provide appropriate verification of any information made on employment applications.~~

(4) Notice of Rejection

~~Whenever an applicant has applied for a current vacancy and is rejected, notice of such rejection will be promptly mailed provided to the applicant within 10 business days of the decision.~~

6.06 Selection

The Deputy Administrator and/or Human Resource designee will be responsible for determining consistent methods to be used in screening applicants for job vacancies. In developing the selection devices, the Deputy Administrator and/or Human Resource designee may consult the position description, confer with Department Heads, consultants, and others familiar with the knowledge, skills and abilities required and devices to best measure these factors. The selection process will assess those attributes necessary for successful job performance and align with best practices regarding unbiased hiring practices. The process will be designed to maximize the reliability, objectivity, and validity of the results. The level of involvement by Department Heads and other staff will be determined by the Village Administrator for Department Head selections and determined by the Department Head in consultation with the Deputy Administrator and/or Human Resource designee for all other positions in the departments. All staff selected to participate in the selection process will receive training in advance regarding awareness of unconscious bias and best practice tips to create a process that is objective and equitable.

(1) Selection Devices Examination and Testing

~~The Village Deputy Administrator and/or Human Resource designee will be responsible for determining consistent methods to be used in screening applicants for job vacancies. In developing the selection devices, the Village Deputy Administrator and/or Human Resource designee may consult the position description, confer with Department Heads, consultants, and others familiar with the knowledge, skills and abilities required and devices to best measure these factors.~~

~~During the selection process for a position, examinations, assessment centers, validated tests and examples of work are some selection tools that may be used in determining an applicant's qualifications. Such tools may be written, oral, physical, a demonstration of a skill, or a combination thereof.~~

~~Such methods or devices may include, but need not be limited to, one or more of the following: (Note: The Police and Fire Commission is responsible for the hiring and firing of the Police Chief and Police Officers and Fire Chief and Fire/Emergency Medical Services (EMS) Fire and Rescue non-clerical employees. The Library Board is responsible for the hiring and firing of the Library Director.)~~

(2) Candidate Interviews

~~Selected candidates for a position may participate in an interview process, which shall cover any relevant subject matter related to a candidate's qualification for the position being sought.~~

(3) Background Investigation

~~Candidates selected to continue in the evaluation process will be required to submit to a background investigation by either the Village or a third-party vendor. The investigation may include information bearing on character, general reputation, personal characteristics, and mode of living as well as verification of employment history including job title, salary, and employment dates, and criminal history, driver's license status, driving history, educational degree, or certification verification. When the position being applied for requires a satisfactory credit history, final candidates may also be subject to a credit history report. In all circumstances the Village will comply with the rights and notification requirements outlined in the federal "Fair Credit Reporting Act." The nature and extent of the background investigation will be driven by the position for which the candidate is applying. The background investigation for certain positions may require a polygraph examination, and/or fingerprinting, which is used as a tool to verify background information provided by the candidate.~~

~~(a) — Review of education, training and experience as shown on the application and/or resume.~~

~~(b) — Validated written exercises, oral interviews, work samples, performance exercises, or assessment centers.~~

~~(c) — Performance physical exercises demonstrating required knowledge, skills, abilities and/or physical demands as outlined in the position description. strength, stamina or dexterity.~~

~~(d) — Pre-employment health examinations, including drug screens, for those positions that will be using Village vehicles as part of their work.~~

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~~(e) Background and reference inquiries which could but are not limited to include driving record, and credit history checks.~~

~~(f) Ppolice records, checknationwide criminal records, and sex offender registry checks.~~

~~(g) Oral interview(s) that utilize standardized questions whenever possible.~~

(Note: The Police and Fire Commission is responsible for the hiring and firing of the Police Chief and Police Officers and Fire Chief and Fire and Rescue non-clerical employees. The Library Board is responsible for the hiring and firing of the Library Director.)

(4) Drug Screening and Physical Examinations

Final candidates for all positions within the Village are required to submit to a drug screen as part of their condition of employment. If the Medical Review Officer reports a negative or inconclusive test finding that qualifies the specimen as dilute or suspicious (e.g. unusual temperature) the Village shall require the candidate to submit to a re-test. A refusal to resubmit to additional drug testing, shall be treated as a failed result.

Final candidates for certain positions are also required to pass a physical examination conducted by a Village designated occupational medical health provider as part of their condition of employment. In some cases, certain positions may be exempt from the physical examination portion due to special circumstances such as the shortness in length or term of employment or nature of the physical demands of the position. All such exemptions require the approval of the Village Administrator. As prescribed under privacy provisions of the American with Disabilities Act (ADA), all employees medical records are kept strictly confidential and are maintained in a centralized and secure location within Village Administrator's Office. Individual employee medical records are only available on a need-to-know basis, and access shall be allowed only in compliance with federal and state privacy laws.

(52) Confidentiality

All persons participating in the development and maintenance of selection materials will exercise every precaution to ensure the highest level of integrity and security. Only the ~~Village Deputy~~ Administrator, Human Resource designee, and other designated individuals will handle confidential selection materials, except as such records may be subject to the Open Records Law.

(3) Notification of Applicants

~~Each person competing in the selection process will be given a written notice of the selection status within a reasonable period following the completion of the process.~~

6.07 Short Term Temporary Appointments

(1) Temporary Appointment

The Village ~~Board~~ Administrator or Deputy Administrator may authorize the appointment of a qualified individual on a temporary basis when the need exists based on availability of funding. Such appointments will generally not exceed 6 months in a calendar year unless authorized by the Village Board. All departments will coordinate their temporary employment needs through the Village Administrator so the Administrator can review the feasibility of temporary job sharing between departments.

~~(2) — Persons Hired Under Federal or State Employment Programs~~

~~No persons will be hired under Federal or State employment programs without prior approval of the Village Administrator Board. Persons employed under such programs are generally hired for a limited, defined term and are not considered regular Village employees unless specific action is taken to appoint such employee to a regular Village position after the employee has been duly certified as eligible for such employment by the Village Administrator.~~

~~6.08 — Interview Expenses~~

~~All applicants invited to participate in the Village's selection process will generally do so at their own expense. The Village may elect, however, to reimburse applicants for select positions for reasonable expenses incurred for travel, meals, and overnight accommodations in certain hiring processes. The parameters of these reimbursements will be determined by the Village Board on a case-by-case basis.~~

~~6.08 Hiring Promotion or Employment of Relatives~~

~~(1) Application~~

This policy applies to all Village employees and elected officials. It governs the proposed hiring of individuals who are relatives, for full-time or part-time work, as Village employees. For the purpose of this policy, a “relative” includes anyone related by blood, marriage, adoption, or legal guardianship including the following:

- | | |
|---|---|
| • Spouse <u>Husband or Wife</u> | Half Brother or Half Sister <u>Sibling</u> |
| • Parent <u>Father or Mother</u> | Grandfather or Grandmother <u>parent</u> |
| • Stepfather or Stepmother <u>parent</u> | Grandchild |
| • Daughter or Son <u>Child</u> | Aunt or Uncle <u>Parent's siblings</u> |
| • Stepdaughter or Stepson <u>child</u> | Nephew or Niece <u>Parent's sibling's children</u> |
| • Brother or Sister <u>Sibling</u> | Legal Guardian |
| • Stepbrother or Stepsister <u>sibling</u> | In-laws (Father, Mother, Brother, Sister, Daughter, Son) |

~~(2) Policy~~

- (a) ~~Relatives of elected or appointed Village officials are disqualified from employment with the Village. Hiring a relative, as defined above, of any current elected official's immediate family, as a full time or part time employee, is considered contrary to good public policy and will not be permitted. This policy does not apply to non-elected officials who are asked to accept appointment as~~

members of a village authority, board, commission or committee.- ~~Non~~Non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, promotion, retention, classification or compensation of their relatives if currently employed or being considered for employment by the Village.

(b) Neither Department Heads, supervisors, ~~nor~~ elected officials will participate in the hiring or supervision of any relative as defined above.

(c) Relatives of Village employees will only be considered for employment, transfer or promotion if the employment is consistent with the guidelines below. The Village will not consider or accept such applications of relatives if the employment of an employee's relative would result in the types of prohibited employment relationships identified below:

- The employee is part of the hiring, promotion or transfer process.
- A supervisor/subordinate relationship would, or could reasonably exist between a relative and an employee. If a direct supervisory or managerial relationship would or could reasonably be established, relatives of the current employee cannot be considered as applicants for an open position. This provision may be waived by the Village Administrator, following the recommendations of the Department Director, if it is determined that the best interests of the Village would be served.
- The employment of a relative would create an actual conflict of interest or the appearance of a conflict of interest based on the nature and responsibilities of the open position.
- One relative could influence the status, compensation, progress or supervision of another relative

~~If a relative of another employee is hired, transferred or promoted:-~~

- ~~• the employee will not be part of the hiring process involving another relative;~~
- ~~• neither relative will be placed in a position where they will be in the chain of command of the other both directly or indirectly;~~
- ~~• nor be in a position such that one relative could influence the status, compensation, progress or supervision of another relative;~~
- ~~• nor work on the same team or within the same department or work unit.~~

Lobbying or attempting to influence other employees to hire a relative is prohibited.

~~(d) —~~

~~(d) (e)~~ Where situations currently exist violating the conditions set forth above, every reasonable effort should be made to change the status as transfer opportunities occur.

6.09 Employees Serving in Citizen Capacity

Employees shall not be allowed to serve on any Village Board, Committee, Commission or Authority in their citizen capacity while employed as a Village employee.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, November 21, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT:

AGENDA ITEM: Discussion and recommendation on amendments to the Personnel Policy Manual and Compensation and Benefits Manual as it pertains to vacation and paid holidays, which would include:

PREVIOUS ACTION:

In 2021, the Village Board approved and accepted the 2021 Compensation, Classification and Future staffing plan from GOVHR. As part of the plan and project, employees were surveyed regarding current benefits and policies and their feedback. The study provided recommendations and benefits, and also recommended creation of an Employee Engagement committee to provide employees with a voice to collaborate with management on policies, employee recognition, events, etc. [A full copy of the study can be found by clicking here.](#)

In May of 2022, the Village Board referred to the Personnel Committee the combining of the Personnel Policy Manual and Compensation and Benefits manual and bringing forward revisions as recommended by the Compensation and Classification study.

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Memo - Jt. DEI Personnel - 11.17.2022 - FINAL

MEMO

To: Personnel Committee & Diversity, Equity and Inclusion Committee

From: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, Human Resource Generalist

Date: November 17, 2022

Subject: Recommended revisions to Vacation Policy and Holiday Policy

Background:

In 2021, the Village Board approved and accepted the 2021 Compensation, Classification and Future staffing plan from GOVHR. As part of the plan and project, employees were surveyed regarding current benefits and policies and provided the opportunity to confidentially provide feedback. The study provided recommendations and benefits, as well as a recommendation to create an Employee Engagement Committee to provide employees with a voice to collaborate with management on policies, employee recognition, events, etc. [A full copy of the study can be found by clicking here.](#)

In May of 2022, the Village Board referred to the Personnel Committee the combining of the Personnel Policy Manual and Compensation and Benefits manual and bringing forward revisions as recommended by the Compensation and Classification study.

In August of 2022, with the addition of the HR Generalist, an employee engagement committee was created. The Employee Engagement Committee is comprised of one non-management member of each department and discussion lead by the HR Generalist.

Summary:

1. Recommendations from the Compensation, Classification and Future Staffing analysis.

The 2021 Compensation and Classification study provided the following recommendations for review and consideration by the Village (note: the listed provisions only pertain to the items listed for discussion on the agenda):

- a. Review the vacation leave policy and consider adding more leave time after one (1) year of service.
- b. Change personal days to floating holidays and consider adding one (1) additional floating holiday, for a total of three (3) floating holidays per year. This transition recognizes the original intent that employees may have

additional holidays they celebrate that are not captured as designated holidays by policy. It also proposes to expand this to an additional day to provide more latitude and inclusivity.

- c. In the future, the Village should review the vacation buyback program and consider changes, if needed.

2. Employee Engagement Committee Feedback

The Committee was asked to review the three areas identified above from the study and provided the following feedback:

a. Review the vacation leave policy and consider adding more leave time after one (1) year of service.

The Employee Engagement Committee felt the idea of vacation was very important to employees and they recommended expansion of the Village's current vacation schedule. Employees identified valuing work life balance and valuing the opportunity to have additional time away from work for the things that were important to them.

b. Change personal days to floating holidays and consider adding one (1) additional floating holiday, for a total of three (3) floating holidays per year. This transition recognizes the original intent that employees may have additional holidays they celebrate that are not captured as designated holidays by policy. It also proposes to expand this to an additional day it to provide more latitude and inclusivity.

The Employee Engagement Committee supported the idea of adding additional floating holidays. The idea of floating holidays very much aligned with feedback on vacation time. The Committee recommended and was supportive of additional time to recognize additional holidays employees may celebrate that are not contained within the Village's current celebrated holiday schedule and promote inclusivity.

Additionally, the Engagement Committee reviewed the idea of inclusion of Juneteenth as a celebrated holiday within the Village's current holiday schedule. The Committee liked the idea of celebrating Juneteenth as holiday but recognized the challenge of choosing to celebrate some holidays that may not be celebrated by all employees and struggled how to choose which ones we celebrate.

c. In the future, the Village should review the vacation buyback program and consider changes, if needed.

Current Village policy provides that non-department head employees can carryover up to 40 hours of vacation at year end, while Department Heads can carry over up to 60 hours of vacation time. Any vacation time in excess of this, unless otherwise approved by a waiver, is

paid out into a medical VEBA account at the number of hours in excess of 40 remaining at year end, multiplied by the employees' current rate, and then reduced by half.

The engagement Committee wanted to see the Village re-visit this policy and change the payout to 100% as opposed to the current 50% reduction.

Recommendation

In reviewing the recommendations from the study, the recommendations from the Engagement Committee, feedback from Department Heads, and additional research of comparable communities, we have put forth the following recommendation for consideration:

1. All vacation levels be increased by one level, and all employees provided an additional week of vacation accordingly.

This recommendation is related to vacation, but also considers holidays and the idea that the Village wants to provide more time for employees to celebrate the things that are important to them. This could be additional holidays that aren't in the current holiday schedule, time with family, or any other reason an employee might have for wanting time away from work. Studies have shown that there has been a shift in attitudes of the work force. While previous attitudes and feelings may have valued additional opportunity to work and earn overtime, new trends in the workforce overwhelmingly show employees value time off to further achieve work life balance. Taking time away from work is also a big proponent of wellness for employees.

In addition to this, from a recruitment standpoint, other communities have moved toward this same shift in increasing vacation levels. Mostly notably of our comparables, Sun Prairie and Waunakee have made this shift. Offering additional vacation time is an extremely helpful recruitment tool. We find the current labor market extremely competitive, and this increase allows for the Village to recruit and retain talent.

Additionally, within this proposal, this would increase vacation limits for current employees, we want to make sure we recognize the longevity and appreciation of our current employees. Employees are critical to the effective delivery of local government services and being responsive to valuing our current employees is also a very important component of the recommendation.

2. Floating holidays remain at 2, but inclusion of Juneteenth be considered.

While staff is supportive of the idea at expanding the number of floating holidays in concept and recognizing inclusion, it was felt providing the extra week of vacation is dual purpose and achieves this recommendation as well. Adding additional days is a balancing act, and management had concerns with the ability to add an additional floating holiday, on top of the extra week of vacation, and not cause staffing constraints among departments.

Staff recommends discussion and consideration to adding Juneteenth as a celebrated holiday for Village employees. In June of 2022, the Village Board adopted a resolution celebrating Juneteenth and encouraging citizens and residents to act. Because of this, we feel it makes sense for the Committee and Board to discuss whether the Village would like to recognize this as a holiday celebrated by employees.

3. The Vacation buyback clause remain as is with a 50 % reduction.

In reviewing this recommendation from the study and the Employee Engagement Committee, we do not recommend changing the vacation buyback clause. There are a couple reasons for this recommendation:

i. *Counter intuitive to its purpose* – As identified previously, vacation time is awarded for employees to take time away from work. This is a very important concept from a wellness perspective, that we would like to preserve. Studies overwhelmingly show, employees who utilize vacation are more productive and are generally happier employees. Providing a payout mechanism seems counterproductive to the purpose of vacation time. It is also of note, The current policy provides the ability to request a higher roll over amount if extenuating circumstances prevented an employee from utilizing their vacation time.

iii. *Comparable communities survey* – The Village surveyed comparable communities both from the Comp and Class study, and within Dane County, and were not able to identify other communities who had a 100% cash out payout clause. The majority of communities surveyed had a rollover limit similar to the Villages but did not offer any payout or VEBA contribution option.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 21, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT:

AGENDA ITEM: Amendment and consolidation of chapter 18, "Vacation Policy for Non-Represented Positions," of the Personnel Policy Manual, and chapter 8, "Vacation Policy for Department Head Positions," and chapter 9, "Vacation Policy for Non-Represented Positions other than Department Heads," of the Compensation and Benefits Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Chapter 18 PP - Ch. 8 9 CBM - Vacations - Final Draft 11.21.2022 (Redlines)

CHAPTER ~~XX~~ – VACATION POLICY

The Village of McFarland recognizes the importance of time away from work for the overall well-being of the employee. The Village encourages employees to utilize their vacation time for the purposes of time off and to recognize any days of personal significance, or celebration, or any purpose the employee deems to be away from work.

XX.01 Eligibility

- (a) Full-time employees and part time employees who are regularly scheduled to work at least twenty hours (20) hours per week, or at least 1,040 hours per year, will be eligible for vacation time.

XX.02 Vacation Credited in Advance

- (a) At the time of initial hire, an employee may be credited in advance with prorated vacation time for the balance of that calendar year, unless determined otherwise by the Village Board.
- (b) On January 1st of each preceding year, an employee may be credited in advance with vacation time in accordance with the schedule outlined in XX.XX based on the years of service that will be completed on the employee's anniversary date during that coming year.

XX.03 Vacation Schedule for Full-Time Employees

- (a) *Standard Schedule.* This schedule is for full-time employees who are regularly scheduled to work 2,080 hours per year based on a five-day work week:

YEARS OF COMPLETED SERVICE	VACATION ELIGIBILITY
0-through 5 years	up to 10 15 days
6-through 10 years	up to 15 20 days
11 years through 20 years	up to 20 25 days
21 years and thereafter	up to 25 30 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:

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

- (c) *Department Head Schedule.* This schedule is for positions identified as Department Heads within the Village's organization chart.

YEARS OF COMPLETED SERVICE	VACATION ELIGIBILITY
0-through 5 years	up to 15 <u>20</u> days
6-through 10 years	up to 20 <u>25</u> days
11 years and thereafter	up to 25 <u>30</u> days

- (d) *Part Time Employees.* Part-time employees may earn prorated vacation credits based on the applicable schedule above based on their percentage FTE status upon which the position is budgeted. The Village's determination of the prorated amount is final.

XX.04 Vacation Payout at Termination

- ~~(a)~~ 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. The employee will be paid at the current rate of pay for any unused vacation time that was earned and not used.

~~(a)(b)~~ Employees who employment ends prior to the completion of their orientation period are not eligible for being paid out for unused vacation time.

- ~~(b)(c)~~ 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.

XX.05 Carryover Limit

- (a) An Employee is permitted to maintain and carryover to the following calendar year subject to the following limits:

1. *Non-Department Head Carryover* - A maximum of 40 hours of unused vacation may be carried over if earned after January 1st of each year. 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.

2. *Department Head Carryover Limits* - A maximum of 60 hours of unused vacation may be carried over if earned after ~~January 1, 2018.~~ January 1st of each year. If the total vacation balance of a Department Head exceeds 60 hours after this time, 50% of the equivalent monetary value of all remaining hours in excess of the allowable maximum will be paid into the Department Head's VEBA account.

(b) ~~Any request for any carry over amount is subject to approval by the Village Administrator upon recommendation of their Department Head. The Deputy Administrator and/or Village Administrator shall have the discretion to consider requests from employees, upon recommendation of their Department Heads, to exceed the maximum hours for the carryover of unused vacation as identified above. Employees must demonstrate that a concerted effort was made to use the vacation proposed to be carried over. These requests should generally be limited to instances where operational constraints didn't allow for adequate usage of time off for the employee. 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~~

XX.06 – Vacation crediting when employees convert from Part-Time to Full-Time

Employees who convert from a part-time status to a full-time status shall be credited pro-rated years of service based on actual hours work.

XX.07 Exceptions

(a) No additional vacation hours will be earned for time worked by an employee in excess of the normal work schedule.

- ~~(b)~~ 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.

XX.078 Vacation Scheduling

- ~~(a) Vacations will be scheduled by mutual agreement between the employee and their immediate supervisor.~~
- ~~(b) Unless unusual or extenuating circumstances exist, vacations in excess of two (2) days' duration shall be requested at least two (2) weeks in advance.~~
- ~~(b)(c) The Village reserves the right to adjust the vacation schedule of any Village employee.~~

XX.089 Determining Vacation for New Hires

- (a) Unless unusual circumstances exist as determined by the Village Administrator or Deputy Administrator, new employees shall be provided at the time of hire the vacation allocation as approved by the Village Board and detailed within the Personnel Policy Manual.

~~XX.XX Use of Vacation for Sick Leave Purposes~~

- ~~— An employee who is on authorized sick leave may elect to use earned vacation time in lieu of or in the absence of paid sick leave. For attendance review purposes, however, the reason for the absence will still be considered for sick leave purposes.~~

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 21, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT:

AGENDA ITEM: Amendment and consolidation of chapter 17, "Holidays," of the Personnel Policy Manual, and chapter 7, "Holidays," of the Compensation and Benefits Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Chapter 17 PP - Ch 7 CBM - Holidays - Final Draft 11.21.2022 (Redlines)

CHAPTER 17 - HOLIDAYS

~~17.01—Personal Holidays~~

(1) Eligibility

- (a) Full-time employees and part-time employees who are regularly scheduled to work at least twenty (20) hours per week will be eligible for ~~personal~~ holiday time.
- (b) No employee will be eligible for pay for a holiday which occurs after that employee's last day on the job, except that a terminating employee who is entitled to a ~~personal~~ holiday(s) may convert that holiday(s) to pay upon termination.
- (c) ~~No employee will be allowed to take a personal holiday off until the employee has completed at least three (3) months of service.~~
- (d) Eligible employees may be eligible for holiday pay for any designated paid holidays that occur after the first full day on the job.
- (e) In order for an employee to be eligible for holiday pay, the employee must work the employee's regularly scheduled workday immediately preceding and following the holiday. This provision will be waived if the employee is using approved leave time, such as but not limited to vacation, sick, compensatory time, floating holiday and/or funeral leave-sick. Employees on unpaid leave or using other leave are not eligible for holiday pay for that holiday.

(2) ~~Personal Holidays~~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
 - Juneteenth
 - 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 holiday may be granted in lieu thereof.

(3) Additional Floating Holidays

(a) Recognizing that employees may have holidays that are not recognized as ~~designed~~ designated paid holidays, the Village will provide ~~E~~each eligible employee will receive two (2) ~~floating~~ ~~personal~~ holidays per year.

(b) An employee hired between January 1 - March 31 will receive two (2) ~~personal~~ ~~floating~~ holidays for that year; an employee hired between April 1 - September 30 will receive only one (1) ~~personal~~ ~~floating~~ holiday for that year; an employee hired after September 30 will not receive any ~~personal~~ ~~floating~~ holidays for that year.

(c) Scheduling of floating holidays will be by mutual agreement between the supervisor or Department Head and the ~~e~~Employee.

(d) All unused floating holidays shall be paid out at the straight hourly rate with the second paycheck in January of the next year.

~~(3) Scheduling~~

~~(a) Personal holidays will be scheduled by mutual agreement between the supervisor or Department Head and the employee.~~

~~(b) Personal holidays will normally be requested at least two (2) weeks in advance.~~

~~(c) Personal holidays must be taken in the calendar year they are earned or they will be forfeited. The employee will not be compensated for these forfeited hours.~~

(4) Pay

(a) Full-time employees will be entitled to eight (8) hours of pay for each ~~personal~~ holiday and/or floating holiday.

(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. ~~Part-time employees will be entitled to pay for personal 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 personal holiday).~~

~~(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 to be used at a time approved by the Village.~~

~~(e) Employees who are called in to work or otherwise perform on call duties on a specified paid holiday may be paid at two (2) times their hourly rate of pay.~~

McFarland
SUMMARY SHEET

MEETING DATE: Monday, November 21, 2022

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Discussion and recommendation to avoid scheduling any board, committee, commission, and authority meetings on the provided religious holidays in 2023.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Dane County Office for Equity and Inclusion recently released their recommended religious holidays to avoid scheduling any meetings in order to facilitate public participation. This list was provided to Communications and Technology Director, Stephanie Miller, from two McFarland residents for consideration. This list is not the first time the McFarland DEI Committee has discussed this topic, though it is the first time for consideration of implementation for the beginning of 2023 and future years. The attached list of religious holidays observed by Dane County is what is being proposed for consideration in McFarland.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2023 Observed Holidays-Dane County

DATE: November 14, 2022
TO: Department Heads, Managers and Supervisors, Elected Officials, County Board
FROM: Wesley Sparkman
The Tamara D. Grigsby Office for Equity and Inclusion

RE: Avoid Meetings on Religious Holidays

In order to facilitate public participation, we recommend that you avoid scheduling any meetings on the following religious holidays in 2023:

Ash Wednesday: Wednesday, February 22

Purim: Begins at sunset of Monday, March 7 to nightfall of Tuesday, March 8. Meetings are acceptable to schedule but keep in mind that the holiday is celebrated during this time.

Maundy Thursday: Thursday, April 6

Good Friday: Friday, April 7

Passover: Begins at sunset of Wednesday, April 5 to nightfall Thursday, April 13. Avoid meetings April 5-7 and April 11-13. Meetings are acceptable April 8-10

Eid-al-Fitr (End of Ramadan): Begins at sunset of Friday, April 21 to Saturday, April 22.
Avoid meetings April 21-22.

Shavuot: Begins at sunset of Thursday, May 25 to nightfall Saturday, May 27. Avoid meetings May 25-27.

Eid-al-Adha: Begins at sunset of Wednesday, June 28-Thursday, June 29. Avoid meetings June 28-29.

Rosh Hashanah: Begins at sunset of Friday, September 15 to nightfall Sunday, September 17.
Avoid meetings September 15-17.

Yom Kippur: Begins at sunset of Sunday, September 24 to nightfall Monday, September 25.
Avoid meetings September 24-25.

Sukkot: Begins at sunset of Friday, September 29 to nightfall of Friday, October 6.
Avoid meetings September 29 – October 1. Meetings are acceptable October 2-5

Shmini Atzeret & Simchat Torah: Begins at sunset of Friday, October 6 to nightfall Sunday, October 8.
Avoid meetings October 6-8

Hanukkah: Begins at sunset Thursday, December 7 to Friday, December 15. Meetings are acceptable to schedule but please keep in mind that holiday is celebrated during this time, morning meetings are preferred.

If you or your employees believe there are other religious observances that need to be addressed, please feel free to let me know. We are aiming to be cautious and not put anyone in an uncompromising position with meeting responsibilities at work and their most serious religious responsibilities. Please note these are dates where the county may be open for business. Thank you for your cooperation.