

Tuesday, November 29, 2022

11:30 AM

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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Webinar ID: 848 3977 4014

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 Personnel 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 village.clerk@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the October 18, 2022 meeting.
4. BUSINESS.
 - a. Discussion and recommendation regarding the job description and classification to create the Utility Maintenance worker position within the Public Works Department.
 - b. Discussion and recommendation on amendment of Chapter 20, Bereavement Leave, of the Personnel Policy Manual.
 - c. Discussion and recommendation on amendment of Chapter 31, Private Use of Village Property, of the Personnel Policy Manual.
 - d. Discussion and recommendation on creation of an accommodation policy within the Personnel Policy Manual.
5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, December 20, 2022 at 11:30 am.
- b. Tuesday, January 10, 2023 at 11:30 a.m.
- c. Tuesday, January 31, 2023 at 11:30 a.m.

6. 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
Personnel Committee Minutes
Tuesday, October 18, 2022 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Trustee Carrie Nelson called the regular meeting of the Personnel Committee to order at 11:34 a.m. in the Community Room.

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Personnel 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 village.clerk@mcfarland.wi.us to be included as part of the meeting.*

No public present.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the September 27, 2022 meeting.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend approval of the minutes of the September 27, 2022 meeting. Motion carries 3 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on amendment of Chapter 21, previously titled Jury Duty/Civil Leave, and now proposed as Jury Duty and Witness Leave, of the Personnel Policy Manual.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend the amendment of Chapter 21, previously titled Jury Duty/Civil Leave, and now proposed as Jury Duty and Witness Leave, of the Personnel Policy Manual. Motion carries 3 - 0 - 0 by acclamation.
- b. *Discussion and recommendation on amendment of Chapter 28, Political Activity, of the Personnel Policy Manual.*
Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend amendment of Chapter 28, Political Activity, of the Personnel Policy Manual, with the change to the first sentence of Section 3 to include the HR Designee. Motion carries 3 - 0 - 0 by acclamation.

- c. Discussion and recommendation on amendment of Chapter 30, Alcohol and Drug Use, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend the amendment of Chapter 30, Alcohol and Drug Use, of the Personnel Policy Manual, with the understanding that the last sentence of Section 30.03 will be revised or struck from the document. Motion carries 3 - 0 - 0 by acclamation.

- d. Discussion and recommendation on amendment of Chapter 33, previously titled Policy on Use of Social Media, and now proposed as Use of Social Media, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the amendment of Chapter 33, previously titled Policy on Use of Social Media, and now proposed as Use of Social Media, of the Personnel Policy Manual, with the requested change to Section 33.02 (4) which provides for the addition of the language "...on Village social media account..." Motion carries 3 - 0 - 0 by acclamation.

- e. Discussion on joint work with the Diversity, Equity, and Inclusion (DEI) Committee to advance revisions to the Personnel Policy Manual as applicable to the DEI S.M.A.R.T. goals.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, November 15, 2022 at 11:30 am.
- b. Tuesday, November 29, 2022 at 11:30 am.
- c. Tuesday, December 20, 2022 at 11:30 am.
- d. Monday, November 21, 2022 at 6:00 p.m. - Joint Personnel/DEI Committee Meeting

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 12:37 p.m.

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

Respectfully submitted,
Andrea Anderson
Human Resource Generalist

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 29, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist, Lee Igl, Streets/Utilities Superintendent

AGENDA ITEM: Discussion and recommendation regarding the job description and classification to create the Utility Maintenance worker position within the Public Works Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

In 2021, the Village Board approved and accepted the 2021 Compensation, Classification and Future staffing plan from GOVHR. During this study, the Public Works department was evaluated and recommendations were made for future needs, which included the following:

- "Future Need (within the next 3-5 years): As the Department continues to grow, the Village should study position designations (i.e. utility operator)...This would allow the Village to have specific employees that are specialized in certain areas with advanced knowledge. However, all positions should still be capable of completing all Public Works tasks."

Given the above recommendations, the Village would like to bring forward the addition of the Utilities Maintenance Worker position. This position will focus on the water and sewer utilities for the Village, and will allow for advancement within the Public Works department.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Utilities Maintenance Worker JD - Final Draft 11.21.2022
2. Scoring Worksheet - Utilities Maintenance Worker 11.21.22

JOB OVERVIEW	
Job Title	Utilities Maintenance Worker
Department	Public Works
Grade	7
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☒ Non-exempt

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

SCOPE OF WORK	
This position is responsible for performing a wide variety of semi-skilled and skilled work associated with the operation and maintenance of the Village water, storm water and sewer utilities infrastructure. The work includes construction, operation, repair, maintenance, and replacement activities and involves the operation of a variety of different vehicles, machinery, and equipment. The position is also required to perform the same tasks assigned to a Public Works Crewperson, including snow plowing.	
SUPERVISION	
Received	Performs under the direct supervision of the Streets & Utilities Superintendent and Public Works Director.
Exercised	None.

ESSENTIAL JOB FUNCTIONS	
- Follow established rules, regulations and guidelines relating to distribution, operation and maintenance standards for water and sewer utilities. - Direct and oversee water testing, following DNR Regulations, including well checks, water testing and logging of test results. Obtain water samples and perform chemical testing as required. - Direct and assist in the utility functions of Public Works during daily activities. - Direct and assist in the utility functions of Public Works during emergency activities. - Direct and assist in excavation and repair of water main breaks, valve failures, hydrant damage and water service leaks and repairs. Documents repair locations and water loss. - Direct and assist in repair and maintenance of sewer system of the Village including repair and upkeep of manholes, mains and laterals. - Direct and assist in the repair and maintenance of equipment at sewage lift stations. - Direct and assist in reading water meters via electronic radio read system.	

- Direct and assist in replacing water meters on appointment schedule. Maintain inventory of water meters, recommend meter repairs, repair parts, replacement meters, and assist with routine meter testing.
- Direct and assist in maintaining parts inventory in shop and van for emergency response.
- Direct and assist in annual parts inventory of utility parts for the annual financial audit.
- Direct and assist in operating hydrants to flush water mains.
- Direct and assist in the exercising of the water main valves.
- Maintain the records of hydrants and valve flushing, exercising, repairs and replacement.
- Exclusively makes the adjustments to the chemical feeder pumps within the well houses.
- Able to repair and rebuild chemical feeder pumps within the well houses.
- Make recommendations to superintendent of needed repairs and maintenance.
- Direct and assist in completing the Digger's hotline locates. Ensuring all Village infrastructure is accounted for and protected.
- Attend any Digger's Hotline locate on site meetings.
- Assist in the training of workers to improve work performance in regards to water and sewer utilities and acquaint workers with policies and procedures.
- Supervise the safe working environment for all employees during utility work and response situations, and report any safety violations or emergencies directly to the Public Works Director or Superintendent of Streets and Utilities.
- Direct and assist with the submission of all DNR/EPA reporting requirements.
- Ability to operate water tower system as needed.
- Maintain in good standing any DNR licensing needed for the utility.
- Assist with maintaining and enhancing the utilities GIS.
- Assist with maintaining and enhance the safety programs.
- Drives trucks and light utility vehicles of various sizes and weights in the loading, hauling, and unloading of various equipment and materials and in snow removal and ice control operations.
- Operates a variety of machinery and equipment, including tractors, backhoes, loaders, rollers, street sweepers, mowers, trimmers, pumps, compressors, generators, and related small engine equipment.
- Does general and trench excavation, associated with the maintenance and repair of streets, sidewalks, storm sewers, water mains and services, hydrants, and sanitary sewer mains and services.
- Services and repairs elevated water towers, water wells and related pumping and treatment equipment, and sanitary lift stations.
- Cleans and flushes water mains and hydrants and, as part of a crew, repairs or replaces broken mains, hydrants, and curb boxes.
- Ensures the proper maintenance of equipment and tools by cleaning and checking them after use.
- Performs the duties and responsibilities of a Public Works Crewperson, to include but not limited to, utility work, tree trimming, street maintenance, snow removal, parks maintenance sign work and all related Public Works functions.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- Graduation from high school or GED equivalency.
- Five years of related experience in the construction and maintenance of public works or utilities infrastructure and the operation of vehicles and equipment commonly used in this type of work.
- 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 be considered.

KNOWLEDGE, ABILITY, AND SKILL

In addition to requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Methods, materials, tools, and equipment used in the construction, operation and maintenance of public works and utility infrastructure. • Methods used in the general maintenance of facilities, grounds, parks, recreational facilities, playgrounds, natural areas, and storm water management areas. • The operation of construction equipment and power tools. • Occupational hazards and standard safety precautions common to this field of work. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
Ability to	• Operate and care for a variety of vehicles, equipment, hand and power tools. • Perform heavy manual tasks for extended periods of time. • Interpret and work from charts, technical manuals, diagrams, and construction plans. • Maintain accurate records and complete required reports. • Establish and maintain effective working relationships with those contacted in the course of work. • Send and receive emails and attachments via Outlook. • Operate PCs and tablets. • Operate Village GIS Software. • Operate Village GPS Hardware. • Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. • Compute rate, ratio and percentages.
Skill in	• Oral and written communications. • Trouble shooting and problem solving. • The safe operation of assigned vehicles, equipment and power tools. • Performing preventative maintenance and basic repairs on equipment, infrastructure, buildings and facilities.

NECESSARY SPECIAL REQUIREMENTS

- Must possess or be able to obtain a valid Wisconsin drivers' license with applicable Commercial Driver's License endorsements.
- Must possess or be able to obtain Wisconsin DNR Water Certification – Distribution & Ground Water.
- Able to respond to emergency call outs within 30 minutes in all weather conditions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands and fingers to handle, feel or operate tools, equipment, and controls.
- The employee is frequently required to stand, talk, walk, sit, climb or balance, stoop, kneel, crouch or crawl, bend, and smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works outside in all weather conditions.
- The employee is occasionally exposed to wet and slippery surfaces and humid conditions, fumes, or airborne particles, toxic or caustic chemicals and elements, noise, and vibrations.
- The employee occasionally works near moving mechanical parts, in precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- The use of Personal Protective Equipment is required.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

This 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 is a Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

JOB EVALUATION INSTRUMENT SCORING SHEET

Factor 1: Education	Factor 2: Work Experience	Factor 3: Level of Discretion			
1 20	1 25	Minor	Moderate	Serious	Critical
2 40	2 50	Little	10 20	35	55
3 50	3 75	Some	15 25	45	70
4 60	4 100	Often	25 45	55	80
5 80	5 125	High	45 55	75	100
6 90		Very High	50 60	90	115
7 100					

License/
Certificate +10

Factor 4: Policy Development
1 15
2 30
3 40
4 60
5 75
6 85
7* 100

Factor 5: Planning
1 35
2 50
3 65
4 80
5 95
6* 110

Factor 6: Contact with Others
1 15
2 30
3 45
4 60
5 75
6 85
7 100

Factor 7: Work of Others
No Supv 0
1 10
2 25
3 40
4 65
5 80
6 85
7 95
8 105*

Factor 8: Working Conditions		
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	30
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	45
4	Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements, such as, dealing with inclement weather, operating heavy equipment, etc.	60
5	Continuous exposure to life threatening public safety situations which could jeopardize personal safety.	75

Factor 9: Technology
1 0
2 10
3 30
4 50
5A 65
5B 65
6 75
7 85

TOTAL - 460

* These responses reserved for the highest-level of organization-wide authority, i.e. the Administrator/Manager



JOB EVALUATION INSTRUMENT
FACTOR 1: EDUCATION

This factor measures the minimum level of education required by the job that is normally acquired through formal instruction.

Level	Definition	Point Value
1	Level of knowledge that is below what is normally attained through high school graduation.	20
2	High school degree or equivalent (GED).	40
3	High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.	50
4	Extensive technical or specialized training such as that which would be acquired by an Associates Degree or two years of technical or business school.	60
5	Completion of four-year college degree program.	80
6	Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.	90
7	Completion of graduate coursework equal to a Master's Degree or higher.	100
Add on to any level as needed	License or certificate required to perform job duties	10

JOB EVALUATION INSTRUMENT

FACTOR 2: WORK EXPERIENCE

This factor measures the amount of work experience an employee would need to possess before assuming full responsibility for the position and performing the work effectively.

Level	Definition	Point Value
1	Less than one year experience is required.	25
2	Between one year and three years experience is required.	50
3	Between four to six years experience is required.	75
4	Between seven to ten years experience is required.	100
5	More than ten years experience is required.	125

JOB EVALUATION INSTRUMENT

FACTOR 3: INDEPENDENT JUDGMENT & DECISION MAKING

This factor measures the level of discretion or judgment the individual exercises in making decisions and the potential impact of such decisions or judgments on the overall success of the organization and impact on the community.

Level of Discretion	Potential Impact of Erroneous Decisions or Judgment			
	<u>Minor:</u> Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.	<u>Moderate:</u> Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely	<u>Serious:</u> Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected	<u>Critical:</u> Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life
<u>LITTLE:</u> Little discretion or independent judgment exercised	10	20	35	55
<u>SOME:</u> Some discretion or judgment exercised, but supervisor is normally available	15	25	45	70
<u>OFTEN:</u> Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors	25	45	55	80
<u>HIGH:</u> High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors	45	55	75	100
<u>VERY HIGH:</u> Very high level of discretion with decisions only restricted by the broadest policies of the Organization	50	60	90	115

JOB EVALUATION INSTRUMENT

FACTOR 4: RESPONSIBILITY FOR POLICY DEVELOPMENT

This factor is a measure of the extent to which the position requires the employee to participate in the development of policies and procedures both within the department and between departments in the organization.

Level	Definition	Point Value
1	Position involves only the execution of policies or existing standard operating procedures.	15
2	May provide some input to supervisor when policies or standard operating procedures are updated.	30
3	Position involves some development of policies/procedures for the Department and/or the interpretation or explanation of departmental policies for others in the organization or residents.	40
4	Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.	60
5	Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.	75
6	Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.	85
7	Position involves primary responsibility for the overall development of organization-wide policies.	100

JOB EVALUATION INSTRUMENT

FACTOR 5: PLANNING

This factor measures the degree to which the incumbent plans, either their own daily work or for the use of resources (manpower, equipment, supplies, etc.) in the attainment of departmental objectives and organization-wide goals.

Level	Definition	Point Value
1	Position requires that my daily work load and activities are assigned to me by my supervisor.	35
2	Position requires that I plan my own daily work load and work independently according to established procedures or standards.	50
3	Position requires that I plan my own daily work load and those of others in the department (first-level supervision).	65
4	Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).	80
5	Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).	95
6	An extremely high level of planning and analysis is required for the entire organization. Work at this level often includes strategic planning for the organization, long range (five years or more) plans, etc (City Manager/Administrator level).	110

JOB EVALUATION INSTRUMENT

FACTOR 6: CONTACT WITH OTHERS

This factor considers the extent to which the employee requires meeting and dealing with the public and influencing other persons, as well as the level of authority the employee has to make commitments on behalf of the organization.

Level	Definition	Point Value
1	Position involves interaction with fellow workers on routine matters with relatively little public contact.	15
2	Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.	30
3	Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.	45
4	Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.	60
5	Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.	75
6	Position involves frequent internal and external contacts in which position acts as the spokesperson for the department and is authorized to make commitments of significant resources on behalf of the department.	85
7	Position involves frequent internal and external contacts where position represents the entire organization and is authorized to make commitments in matters of broad or critical interest to the entire organization.	100

JOB EVALUATION INSTRUMENT

FACTOR 7: WORK OF OTHERS

This factor measures the extent to which the employee is responsible for determining work levels and work content for other employees.

Level	Size of Group	Point Value
0	No responsibility for the work of others.	0
1	Responsible for assigning work to an employee or employees, without acting in a supervisory role.	10
2	Responsible for the supervision of one full time or several part time employees.	25
3	Responsible for the supervision of two to five full time (or full time equivalent) employees.	40
4	Responsible for the supervision of six to 15 full time (or full time equivalent) employees.	65
5	Responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.	80
6	Responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.	85
7	Responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.	95
8	Responsible for direct and indirect supervision of the entire organization.	105

JOB EVALUATION INSTRUMENT

FACTOR 8: WORKING CONDITIONS

This factor considers the physical conditions surrounding the job that are beyond the employee's control, but which may be physically demanding, unpleasant, strenuous, and/or hazardous, and may impact the employee's physical well-being.

Level	Definition	Point Value
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	30
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	45
4	Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements such as dealing with inclement weather, operating heavy equipment, etc.	60
5	Continuous exposure to life threatening public safety situations which could jeopardize personal safety.	75

JOB EVALUATION INSTRUMENT

FACTOR 9: USE OF TECHNOLOGY/SPECIALIZED EQUIPMENT

This factor considers the extent to which the employee utilizes and supports technology, enhancing the efficiency and communication on behalf of the organization.

Level	Definition	Point Value
1	Position has no responsibility for, or use of, technology.	0
2	Position has some basic use of computers for data entry, and some use of the telephone, copier, etc.	10
3	Position has daily use of computers for data entry and use of the telephone, radios, fax machine, copier, etc. Position has daily use of light equipment such as push mowers, weed whackers, pole saws, custodial equipment, etc.	30
4	Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.	50
5A	Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.	65
5B	Position uses, repairs, and/or troubleshoots specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.	65
6	Position is responsible for advanced computer programming, system security, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).	75
7	Position is responsible for the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).	85

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 29, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion and recommendation on amendment of Chapter 20, Bereavement Leave, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff reviewed Chapter 20, Bereavement Leave, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time. This policy was reviewed by the Employee Engagement Committee, who provided input on behalf of the staff in their department. Proposed revisions within this chapter provide updates to the following areas:

- Family definitions were updated to be more inclusive and gender neutral.
- Provide the ability for use of bereavement leave time on a non-consecutive basis within one year of the death of a qualifying relation.
- Revision to the eligibility language to only exclude use of bereavement leave time when an employee is on a leave of absence (removed the language regarding the inability to use bereavement leave when an employee is off for vacation or sick leave).

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

Motion to recommend to the Village Board approval to amend Chapter 20, Bereavement Leave, of the Personnel Policy Manual.

ATTACHMENTS:

1. PPM Chapter 20 - Bereavement Leave - Final Draft 11.29.2022 (Redlines)



CHAPTER 20 - BEREAVEMENT LEAVE

20.01 Immediate Family

In the event of the death ~~of in~~ an employee's immediate family, the employee will be allowed to be absent from work without loss of pay for five (5) ~~consecutive~~ working days in order to make arrangements for the funeral, attend the service, and for travel time. Immediate family is defined to include spouse, domestic partner, significant other, child/step child, foster children, parent/step parent, sponsored adult, foster parent, ~~motherparents~~-in-law, ~~father in law or significant other~~, the employee will be allowed to be absent from work without loss of pay for five (5) ~~consecutive working days in order to make arrangements for the funeral, attend the service, and for travel time.~~ Such leave shall be prorated for part-time employees.

20.02 Intermediate Family

In the event of the death in an employee's intermediate family, the employee will be allowed to be absent from work without loss of pay for three (3) ~~consecutive~~ working days in order to make arrangements for the funeral, attend the service, and for travel time. Intermediate family is defined to include the employee's ~~brother, sistersiblings, step-siblings, son-in-law, daughter in-~~lawsiblings-in-law, grandchild, step grand-child, or grandparent, step grand-parent or a relative living in the employee's household.

20.03 Extended Family

In the event of the death in an employee's extended family, the employee will be allowed to be absent from work without loss of pay for one (1) working day, provided the employee was scheduled to work that day and attends the funeral. Extended family is defined to include any other relative related by blood or marriage.

20.04 Friend or Non-Family Member

Employees wishing to attend the funeral of a friend or non-family member will be allowed to do so but must use ~~vacation or personal holiday~~leave time if they wish to receive pay for the time taken off. If the employee desires to take leave without pay, they may do so with the permission of their supervisor but not to exceed three (3) days in duration.

20.05 Eligibility

No funeral leave will be paid to any employee while the employee is on ~~vacation, sick leave, or any other~~a leave of absence.

Leave time may be used on a non-consecutive basis within one year of the death of a qualifying relation.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 29, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion and recommendation on amendment of Chapter 31, Private Use of Village Property, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff reviewed Chapter 31, Private Use of Village Property, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time.

The proposed modified version of Chapter 31 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Addition of purpose and general policy language regarding private use of Village-owned equipment, vehicles, and supplies.
- Addition of language to allow for loan of Village equipment to another governmental agency with approval from the Department Head or the Deputy Administrator.
- Addition of language to state that employee use of Village-owned vehicles will be governed by the Village's Vehicle Use policy (a draft policy will be brought forward at a future meeting).

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

Motion to recommend approval of amendment of Chapter 31, Private Use of Village Property, of the Personnel Policy Manual.

ATTACHMENTS:

1. PPM Chapter 31 - Private Use of Village Property - Final Draft 11.29.2022 (Redlines)



CHAPTER 31 - ~~PERSONAL-PRIVATE~~ USE OF VILLAGE PROPERTY

Village-owned equipment, vehicles, and supplies, are provided by the Village to enable employees to perform their job functions and responsibilities. Unauthorized or private use of Village-owned equipment, vehicles or supplies are prohibited. Private equipment, tools, or supplies may not be brought on Village property and used for Village-related business, or stored on Village premises, without prior authorization by the employee's Department ~~Director~~Head or ~~designee~~Deputy Administrator.

Employees are responsible for the care and conservation of Village equipment, vehicles and supplies. Accidents, breakdowns, or malfunction of any vehicle or equipment shall be reported promptly to a supervisor so the necessary repairs may be made.

Employee use of Village-owned vehicles is governed by the Village's Vehicle Use policy.

31.01 Authorized Uses.

With prior written permission of the Department Head, employees may use Village-owned facilities, equipment, and other property for the following ~~personal-private~~ purposes during non-work hours:-

- (1) Use of computers and printers for job-related educational courses.
- (2) Use of telephones to make brief private local calls, although such calls should be limited to emergency and other essential matters.

(3) In the event that a ~~Department~~department needs to loan another governmental agency a piece of equipment, approval must be granted by the Department ~~Director~~Head or ~~designee~~Deputy Administrator before Village equipment is loaned to another government agency.

31.02 Restrictions.

The following restrictions will apply to authorized uses of Village-owned property for ~~personal private~~ purposes.

- (1) Access to a particular facility during off-duty hours will be limited to employees who normally work in and are therefore familiar with that facility. The employee will be responsible for properly securing any facility that is used during off-duty hours.
- (2) Equipment may not be removed from Village facilities unless it is assigned to employees to be used as part of their regular job duties (uniforms, radios, pagers, weapons, etc.).

~~(3) Vehicles may not be used for any personal-private purpose.~~

(43) Employees must pay the normal rental fee for the use of any Village facility where such fees are charged to the general public.

(54) The Village will not be liable, and employees will not be eligible, for wWorker's cCompensation payments coverage for any personal injury incurred when an employee using uses Village-owned property for private purposes, during off-duty hours.

31.03 Unauthorized Prohibited Uses Actions

(1) Any improper or abusive use of Village-owned property or any types of use other than those specifically authorized in this policy or by an employee's department Director may result in appropriate disciplinary action, including suspension or discharge of the employee.

(2) ~~Improper Prohibited~~ uses of Village property specifically includes, but ~~are is~~ not limited to, the following: ~~examples:~~

~~(a)~~ — Unauthorized or improper use of Village property including vehicles, office and other equipment, photocopiers, telephones and data processing systems. ~~No one other than Village employees or volunteer workers should be transported in a Village vehicle without prior approval of the Department Head.~~

~~(b)~~(a)

(b) Unauthorized possession, removal or sale of Village property or the property of another person or resident. ~~All disposal of surplus Village property shall be in accordance with Village Ordinance Chapter 2, Article X.~~

(c) Unauthorized use, lending, borrowing or duplicating of keys providing access to Village property and equipment.

(d) Unauthorized entry to Village property, including entry outside of assigned work hours or entry to areas in which another employee or the public is not authorized to be without permission.

(e) Unauthorized removal of notices or signs from Village property, equipment or bulletin boards.

31.04 Disposal of Surplus Village Property.

Employees disposing All disposal of surplus Village property shall be in accordance with must follow the process as set out in Village Ordinance Chapter 2, Article X.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, November 29, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion and recommendation on creation of an accommodation policy within the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through the updates to the Personnel Policy Manual, staff asked the Village Labor attorney to review the extent of our policies as a whole, and to provide us with recommendations as to policies that may be missing from our current manual. It was identified that the manual was missing a policy on reasonable accommodations. As a result, the Village desires to bring a formal policy forward regarding Disability Accommodation. Overall, the policy provides for:

- The Village's commitment to the fair and equal employment of qualified individuals with known disabilities;
- The process for an employee to request an accommodation, including the possible need for medical documentation;
- The prohibition of any harassment or discrimination based on disability or because an employee requests a reasonable accommodation;
- The reasonable accommodation of an applicant's or employee's sincerely held religious beliefs; and,
- The Village's need to make determinations about reasonable accommodations on a case-by-case basis, taking into account the qualifications and the particular circumstances of the employee in relation to job-related criteria, Village resources, and an individualized assessment of each situation.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended for discussion.

Motion to recommend approval to the Village Board to create an accommodation policy within the Personnel Policy Manual.

ATTACHMENTS:

1. Disability Accommodation Policy - Final Draft 11.29.2022

CHAPTER XX - DISABILITY ACCOMMODATION

XX.01 Purpose.

The Village is committed to the fair and equal employment of qualified individuals with known disabilities.

XX.02 Policy.

It is the Village's policy to provide reasonable accommodation to qualified individuals with known disabilities unless the accommodation would impose an undue hardship on the Village. All accommodation decisions are made on a case-by-case basis, taking into account the qualifications and the particular circumstances of the employee in relation to job-related criteria, as well as Village resources.

An employee with a disability who requires an accommodation should request it from the employee's supervisor and the Deputy Administrator or Human Resources designee. The Village and the employee can then engage in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

The Village prohibits harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. The Village prohibits retaliation against employees for exercising their rights under the ADA or other applicable federal, state or local civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

XX.03 Religious Accommodation.

The Village complies with Title VII of the Civil Rights Act of 1964, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Village will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for the Village.

Employees who believe they need an accommodation because of their religious beliefs or practices or lack thereof, should request an accommodation from their supervisor and the Deputy Administrator or Human Resources designee. The employee may make the request orally or in writing. However, the Village encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation requested.
- The reason the employee is seeking the accommodation.
- How the accommodation will help resolve the conflict between the employee's religious beliefs or practices or lack thereof and specific work requirements.

After receiving the oral or written request, the Village will engage in a dialogue with the employee to explore potential accommodations that could resolve the conflict between their religious beliefs and practices and specific work requirements. The Village encourages employees to suggest specific reasonable accommodations that they believe would resolve any such conflicts. However, The Village is not required to make the specific accommodation requested and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on The Village. The Village may ask employees requesting accommodation to provide additional information about the employee's religious practices or beliefs and the accommodation requested. If the employee fails to provide the requested information, the request for an accommodation may be denied.

The Village makes determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. Individuals will not be retaliated against for requesting an accommodation in good faith.