

Monday, October 16, 2023**9:30 AM****McFarland Municipal Center**
Conference Room A

AGENDA

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/81481434362>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 814 8143 4362

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 for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. 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.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the March 14, 2023 meeting.
4. BUSINESS.
 - a. Discussion and recommendation regarding the job description and classification to create the Full-Time Diversity, Equity, and Inclusion Strategist position within the Village.
 - b. Discussion and recommendation on amendment of Chapter 28, Meals, of the Personnel Policy Manual.
 - c. Discussion regarding the creation of an Employee Recognition Program by the Employee Engagement Committee.
5. SCHEDULE NEXT MEETING DATE.
 - a. November 6th - 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, March 14, 2023 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Edward Wreh called the regular meeting of the Personnel Committee to order at 11:32 AM in Conference Room A of the McFarland Municipal Center.

Members present: TJ Jerke, Edward Wreh, Carrie Nelson (Carrie arrived at 12:04 pm)

Members not present:

Staff Present: Matt Schuenke, Cassandra Suettinger, Andrea Anderson, Stephanie Miller

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Personnel Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. 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.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

No public present.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the February 28, 2023 meeting.*
Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to approve the minutes of the February 28, 2023 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on amendment of Chapter 10, Training and Development, of the Personnel Policy Manual.*
Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 10, Training and Development, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.
- b. *Discussion and recommendation on amendment of Chapter 15, previously titled Working Conditions, now proposed as Administrative Policies, of the Personnel Policy Manual.*
Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to

recommend amendment of Chapter 15, previously titled Working Conditions, now proposed as Administrative Policies, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

- c. Discussion and recommendation on amendment of Chapter 16, previously titled Compensation, now proposed as Compensation Administration, of the Personnel Policy Manual.

Motion by Village Trustee Edward Wreh, second by Village Trustee Carrie Nelson, to recommend amendment of Chapter 16, previously titled Compensation, now proposed as Compensation Administration, of the Personnel Policy Manual. Motion carries 3 - 0 - 0 by acclamation.

- d. Discussion and recommendation on amendment of Chapter 32, Electronic Communications and Information Systems Policy, of the Personnel Policy Manual.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 32, Electronic Communications and Information Systems Policy, of the Personnel Policy Manual with the change to Section 32.01(2) regarding communications on Village premises. Motion carries 3 - 0 - 0 by acclamation.

- e. Discussion on final approval of the updated Personnel Policy Manual.

Discussion only, no action was taken.

5. SCHEDULE NEXT MEETING DATE.

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 12:50 pm.

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

Respectfully submitted,
Andrea Anderson
Human Resource Generalist


VILLAGE OF
Mcfarland
SUMMARY SHEET

MEETING DATE: Monday, October 16, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and recommendation regarding the job description and classification to create the Full-Time Diversity, Equity, and Inclusion Strategist position within the Village.

PREVIOUS ACTION:

ISSUE SUMMARY:

As part of the 2023 Budget, the Village Board approved funding for a Diversity, Equity and Inclusion related position. In the 1st quarter of the year, the Village Board spent a couple meetings reviewing different DEI related tasks and how those tasks are currently being performed by the Village using existing allocated resources. The board referred development of the position to the DEI Committee for a recommendation on how to proceed. The DEI Committee reviewed the position description on September 17, 2023 and referred the position and job description back to the Village Board. The board reviewed and discussed the proposed job description on September 26, 2023 and referred it the Personnel Committee to create and classify the Diversity, Equity, and Inclusion Strategist position. Please find enclosed a new draft of the position description that Staff has titled the Diversity, Equity, and Inclusion (DEI) Strategist. The position would report to the Village Administrator but not as a Department Head. They would operate in a support role within the Organization and Community under the direction of the appointed Chief Administrative Officer for the Village.

Staff is bringing forward the attached job description and scoring worksheet for discussion with the Personnel Committee. Upon scoring the position based on the job description, review of external comparables, and review of internal equity among other Village positions, staff recommends the DEI Strategist position be classified in grade 8 of the pay range schedule, which has a salary range of \$63,468 to \$80,427. Grade 8 is within Pay Band B, which includes the following positions:

Pay Band B - Grade 6

Technical Services Supervisor	Library
PW Crewperson	Public Works
Youth Services Librarian	Library
Case Manager	Senior Outreach
Community Outreach Specialist	Senior Outreach
Adult Services Librarian	Library



Youth Adult Library	Library
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Pay Band B - Grade 7

Mechanic	Public Works
Utilities Maintenance Worker	Public Works
Fire Insp/Pub. Edu Specialist	Fire & Rescue
Assistant to the PW Director	Public Works

Pay Band B - Grade 8

Assistant Library Director	Library
Associate Planner	Comm & Eco Development
Human Resource Generalist	Administration
Accountant/Deputy Treasurer	Administration

Assuming the Personnel Committee advances its portion of the work, the Village Board could take up all final aspects of the position at their October 24, 2023 meeting in order to create the position, which would allow staff to move forward with authorizing filling the vacancy. Once this occurs staff will begin the recruitment process with someone likely starting in the position near the end of 2023 or beginning of 2024.

FINANCIAL/BUDGET IMPACT:

50% of a DEI position was included as part of the 2023 budget.

VILLAGE PLAN REFERENCE:

The 2021 Compensation and Classification study outlined the system for classifying new positions. The attached worksheet follows the procedure and metrics outlined by the study.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion and recommendation to the Village Board.

Motion to recommend to the Village Board approval of the job description and classification to create the Full-Time Diversity, Equity and Inclusion Strategist position within the Village.

ATTACHMENTS:

1. DEI Strategist Position Description - 10.16.2023 Personnel Committee
2. DEI Strategist - Scoring Worksheet 10-2023

JOB OVERVIEW	
Job Title	Diversity, Equity, and Inclusion (DEI) Strategist
Department	Administrator
Grade	8
Employment Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Limited Term Employment (LTE)
FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 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	
<p>This position is responsible for the advancement of diversity, equity, and inclusion within the Village of McFarland as an organization and a community. This is accomplished through project management, application of best practices, preparation of goals, policy research, program/event development, resource collaboration, building of a training program, and stakeholder engagement in and around the Village. The position also serves as the lead Staff Support for the Diversity, Equity, and Inclusion Committee.</p>	
SUPERVISION	
Received	Performs under the direction and general supervision of the Village Administrator but is expected to exercise a moderate degree of independent judgment in setting work priorities and determining work procedures.
Exercised	None.

ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> • Develops and manages initiatives that incorporate best practices in diversity, equity, and inclusion. Ensures that Village initiatives align with its strategic implementation plan and operations in order to contribute to the achievement of the Village’s equity goals. • Serves as staff representation to the Village’s Diversity, Equity, and Inclusion (DEI) Committee, and assists in the implementation of their work within the Village as an organization and community. Provides additional support as needed to the Employee Engagement Committee. • Leads development, implementation, and updates of the Village’s Diversity, Equity, and Inclusion related Goals within the annual Strategic Implementation Plan. • Researches and develops recommendations to plans, programs, ordinances, and policies to support the Village and its diversity, equity, and inclusion efforts. • Establishes and leads Village programming and events, including but not limited to those on diversity, equity, and 	

inclusion. Further monitor and evaluate all programs and events held within the Village, whether internal or external, to analyze issues and provide recommendations to improve engagement between Village staff, community members and community partners.

- Assists Village Departments to review operations from an accessibility perspective; analyzes data; recommends solutions and improvements.
- Assists in managing and monitoring the Village's compliance with Americans with Disabilities Act (ADA), Title VI, and other related federal mandates.
- Collects, analyzes, and reports on DEI related data, including community surveys, employee feedback, and demographic data. Uses this data to assess the effectiveness of DEI initiatives and make evidence-based recommendations.
- Collaborates with Village staff to provide DEI leadership, training, and education to staff and the community.
- Provides communication, resources and support on diversity, equity and inclusion to community members, businesses, and Village employees and serving as liaison between the Village and Community groups.
- Facilitates collaboration of interdepartmental/agency task forces, teams, and working groups; build effective partnerships and open lines of communication with external organizations, both public and private, to support and achieve broad community DEI efforts.
- Assists in project management with Village departments, employees, community members, community groups, school district, and other stakeholders including but not limited to planning, coordinating, and evaluating to improve implementation for a more equitable Village.
- Works closely with Department and Division Heads on routine matters, special projects, board/commission/committee inquiries, and general citizen requests. Includes efforts to assist in the advancement of Departmental goals and objectives within their action plans.
- Serves as a liaison between the Village and School District of McFarland regarding shared diversity, equity, and inclusion initiatives.
- 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

- Bachelor's degree in Public Administration, Business, Psychology, Communications, Public Relations, Education, or a related field.
- Minimum of 1 to 3 years' experience in building partnerships with diverse stakeholders in a responsible role advancing social justice and racial equity.
- Experience in DEI, environmental justice, tribal affairs, or related role for an organization in government, non-profit, or the private sector.
- Experience in project management, strategic planning, and research with a demonstrated ability in identifying and implementing solutions.
- Certified Diversity Professional (CDP), Certified Diversity Executive (CDE) or Cornell Certified Diversity Professional (CCDP) or other related diversity certification is a plus.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

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

Knowledge of	<ul style="list-style-type: none"> • Title VI of the Civil Rights Act, Americans with Disabilities Act, and other relevant federal, state and local laws and mandates. • Racial equity, diversity, and inclusion concepts, societal trends and influences, social and environmental justice, equal employment opportunity, and effective institutional and behavioral change management principles and practice. • 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. • The basic functions and organization of local municipal government. • Methods and techniques of data collection and analysis.
Ability to	<ul style="list-style-type: none"> • Build trust of community groups and Village staff. • Work effectively under tight deadlines and manage projects independently as both a leader and member of a team with minimum supervision. • Demonstrate and promote cultural sensitivity and competency in all interactions. • Demonstrate competence in working with people from diverse backgrounds across race, gender, ethnicity, language, ability, sexual orientation, and or income levels. • Maintain confidentiality of sensitive information, and an understanding of when confidentiality is required. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the public. • Evaluate situations, identify problems and trends, project consequences of actions, and implement recommendations in support of goals. • Conduct unbiased research on a wide variety of topics. • Research, analyze, and evaluate programs, policies, and procedures. • Attend night and/or weekend meetings, events, or activities outside of normal business hours.
Skill in	<ul style="list-style-type: none"> • Highly effective written and oral communication skills with a strong attention to detail. • Problem solving, conflict resolution, and critical thinking. • Project management. • Public relations.

NECESSARY SPECIAL REQUIREMENTS

- Must possess or be able to obtain a valid Wisconsin driver's license.

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; hours beyond the normal work week required; attendance at evening meetings 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 an equal employment opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____

Date_____

Print Name _____

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 - 500

* 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			
	Minor: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.	Moderate: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely	Serious: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected	Critical: 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
LITTLE: Little discretion or independent judgment exercised	10	20	35	55
SOME: Some discretion or judgment exercised, but supervisor is normally available	15	25	45	70
OFTEN: 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
HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors	45	55	75	100
VERY HIGH: 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


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 16, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and recommendation on amendment of Chapter 28, Meals, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Personnel Policy Manual (PPM) was reviewed and updated in its entirety with an effective date of May 1, 2023. Since the new manual was adopted, staff has come across some additional changes they would like to propose to Chapter 28, Meals, of the PPM. The proposed changes to the policy include the following:

- Moving away from reimbursing the actual cost of the meals authorized for reimbursement (which requires itemized receipt submittal) to a per diem allowance as follows:
 - Breakfast - \$10.00
 - Lunch - \$15.00
 - Dinner - \$25.00
- The removal of the requirement to submit itemized receipts for meals reimbursed.
- Inclusion of an in-state meal rate for the day of \$50.00.
- Out of state travel per diem rates will be determined by the United States General Services Administration current per diem rates.
- Addition of language to allow for meal reimbursements for employees on work-related trips that require overnight lodging expenses as well as non-overnight trips in accordance with the set forth time requirements.

Other organizations utilize a per diem system as opposed to submittal of itemized receipts. It is important to note the new per diem system will still have an approval process in which employees will need to have meal per diems approved. Requests for travel and conferences will need to be accompanied by a conference syllabus to verify meals already paid for by the Village through the registration process. Once approved, meal reimbursements will be run directly through payroll and paid out through direct deposit. Overall, the change will cut down on staff tremendously and be a far more efficient process.

FINANCIAL/BUDGET IMPACT:



The proposal would reduce staff time associated with the current reimbursement process. Currently, the employee has to provide an itemized receipt. The itemized receipt is reviewed by the Department Head, signed for approval. The reimbursement is then reviewed by the Deputy Treasurer/Accountant for compliance with policy. Often the Deputy Treasurer/Account has to follow up on non-itemized receipts, or other deviations from policy that require follow up. Once approved, a check is cut from accounts payable and then tracked appropriately through the Village's bank reconciliation process. Overall, the process is labor intensive and costly.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and approval.

Motion to recommend the amendment of Chapter 28, Meals, of the Personnel Policy Manual effective beginning January 1, 2024.

ATTACHMENTS:

1. CHAPTER 28 - Meals - Redlined 9-2023

CHAPTER 28 - MEALS

28.01 Policy

The Village provides meal allowances in certain circumstances associated with travel and work outside of an employee's normal working schedule. The meal allowances provided in this policy are meant to be a benefit to employees and should be treated as such.

28.02 Meal Allowances

1. ~~The Village will reimburse the employee subject to the Authorized Reimbursement Allowances in Subsection (b) for the actual cost of Meals Authorized for Reimbursement defined in Section (2). Claims for reimbursement of meal costs are expected to represent reasonable and necessary costs and may include a maximum gratuity of 20% as well as any state or local tax.~~ When employees are traveling on an authorized function away from the Village, a per diem allowance will be paid to the employee for meals. Receipts for meals are not required. Amounts are subject to eligibility as outlined in Section 28.03.
2. ~~Authorized Reimbursement Allowances Per Day~~ Per Diem rates will be as follows:
 1. Breakfast: \$10.00
 2. Lunch: \$15.00
 3. Dinner: \$25.00
3. In-state meal rate for the day is \$50.00. For out of state travel, the Village will utilize the per diem rates established by the United States General Services Administration to determine the amount of meal allowance. Current per diem rates can be found by visiting www.gsa.gov.
- 3.4. ~~Requests for reimbursement for amounts in excess of the above schedule must be accompanied by receipts for the entire day with a full explanation of the extraordinary reason for such expenses.~~ Requests to exceed authorized ~~daily reimbursement allowances~~ per diem rates shall be approved by the Department Head or Village Administrator.

28.03 Meals Authorized for Reimbursement

1. Employees who are working overtime at the normal time for breakfast, lunch or dinner, or are on work-related trips that require overnight lodging expenses as well as non-overnight trips in accordance with the following time requirements will be reimbursed ~~with actual receipts for meals~~ based on the per diem rates in Section 28.02. Employees will not be eligible for breakfast unless they start work two (2) hours prior to their normal work schedule and will not be eligible for dinner unless they work two (2) hours past their normal work schedule. Time spent eating a meal will be considered paid time, but such paid time will not exceed ½ hour.
2. ~~The maximum amount for one or more meals may be exceeded and the employee may claim the actual amount spent for each meal as long as the total amount~~

~~claimed for the eligible meals per day is not greater than the combined maximum reimbursement rate for those meals in that day. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or other costs incurred.~~

- ~~3.2.~~ If a meal is part of the conference, convention or instruction program being attended by the Village employee and a higher amount is charged each participant, the full amount will be reimbursed with proper documentation. Employees are required to attach a copy of the conference or training brochure to the reimbursement form.
- ~~4.3.~~ Meals that occur when employees are traveling on authorized functions away from the Village.
- ~~5.4.~~ It shall be responsibility of the Department Head or Village Administrator to approve all requests for reimbursements in accordance with the policies outlined in this chapter.
- ~~6.5.~~ All meal reimbursement requests shall be submitted on a form approved by the Deputy Village Administrator. Reimbursements should be made on a monthly basis.
- ~~7.~~ Requests for meal reimbursements must include an itemized receipt identifying the meal requested for reimbursement.
- ~~8.6.~~ Exempt employees called in outside of normal working hours for emergency operations shall be eligible for meals in accordance with the standards provided in this policy.

28.04 Limitations

1. If meals are included in registration fees for a conference, the employee will not be eligible for a per meal rate for that meal.
2. Reimbursements shall not be made for expenses incurred in purchasing alcoholic beverages.
3. Reimbursements must be claimed within 30 days or reimbursement will be forfeited.
4. The Emergency Management Director, Fire & Rescue Chief, Police Chief, and Director of Public Works may authorize reasonable meal expenses for employees and volunteers staffing the emergency operations center or responding to an emergency situation.
5. Meals not taken during the period of eligibility shall be forfeited.
6. Paid time to eat meals is not compensable if the employee does not take the allotted meal.
7. Consumption of alcohol during a paid break, including when a meal is taken at the end of a shift, is a violation of the Village's Drug & Alcohol policy and shall be subject to discipline.
8. The Village shall have the sole discretion to approve or deny requests for meal reimbursements.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 16, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion regarding the creation of an Employee Recognition Program by the Employee Engagement Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

As part of the Compensation and Classification study that was completed by GovHR in 2022, a recommendation was made to form an Employee Engagement Committee. That committee was formed and began meeting in August of 2022. One of the first tasks it was given was to create and formalize a program to recognize and show appreciation for the Village's employees. The committee spent several meetings over the last 12+ months discussing ideas for this program. As a team, they developed a mission for the Employee Recognition Program as follows:

"The Village of McFarland acknowledges the importance of recognizing the contributions and commitment of our employees. In an effort to show our gratitude, an Employee Recognition Program has been established to provide consistent and meaningful appreciation of Village employees."

The program consists of 4 components that are designed to recognize and show appreciation for Village employees and their service:

1. Department Appreciation
2. Village Wide Employee Appreciation Events
3. Sunshine Club
4. Years of Service Recognition and Retirement Program

The Employee Engagement Committee has put forth the attached Employee Recognition Program for review by the Personnel Committee.

FINANCIAL/BUDGET IMPACT:

Financial Impacts are as follows:

- Department Appreciation, Village Wide Employee Appreciation Events, and Sunshine club elements is estimated and budgeted at \$3,000 for 2024.
- Years of Service recognition cost is estimated and budgeted at \$2,400 for recognition.



- The retirement program is budgeted and forecasted at \$300 for 2024.

The above costs are all contained in the draft 2024 Budget submitted by staff.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Item is recommended for discussion only. The program is contained within the Draft Budget. Approval would come through the 2024 Budget process.

ATTACHMENTS:

1. Employee Recognition Program - Work Plan (Personnel Comm 10-11-23)



Employee Recognition Program

Mission: *The Village of McFarland acknowledges the importance of recognizing the contributions and commitment of our employees. In an effort to show our gratitude, an Employee Recognition Program has been established to provide consistent and meaningful appreciation of Village employees.*

The Employee Recognition Program consists of four components that are designed to recognize and show appreciation for Village employees and their service.

1. Department Appreciation

- a. Each department would be allotted a budget to fund a departmental meal once a year for the team to sit down together and build morale. These events may include a team building exercise in addition to the meal.
 - i. Budget – Based on number of employees in department, \$15/employee. \$1,200/year
 - ii. Logistics – Department heads would take the lead on this and complete as much of the planning of it as possible (ask for help if they need it). These should be held and completed prior to December 1st each year. *Departments would be allowed to close to the public for up to one hour for these events.*

2. Village Wide Employee Appreciation Events

- a. The Village will budget and host a minimum of 2 employee appreciation events per year, which will include the Employee Picnic in the summer months and the Holiday Luncheon in December.
 - i. Budget – \$1,200/year (approximately \$300 for picnic, \$900 for holiday luncheon)
 - ii. Logistics – these events will be planned and coordinated by the Employee Engagement Committee, but will ask for help from other Village employees for set up and clean up. Events will be held at a central location to make it easier for employees to attend. *For these events the Village will close to the public for one hour to allow all employees to attend at the same time.*
 - iii. Additional ideas – Brewers or Mallards trip (Friday, Saturday or Sunday – employees would pay for their own tickets, Village could possibly pay for bus if it was Brewers trip)

3. Sunshine Club

- a. The goal would be consistent recognition for small events such as birthdays, births, deaths, weddings, etc. The program will start initially with cards, but may choose to build in a treat or birthday item in the future.



- i. Birthday cards will be sent out on a monthly basis.
 - 1. At December meeting cards will be signed in quantity by the committee.
 - 2. Cards will be placed in employee/department mailboxes.
- ii. Department heads or other Village employees are encouraged to let a member of the Employee Engagement Committee know of any other events listed above that happen in employees' lives so those events can be recognized with a card as well.
- iii. Budget – \$100/year

4. Years of Service Recognition and Retirement Program

- a. Longevity Bonus - Years of service will be recognized by awarding a one-time monetary bonus at each 5-year mark in service.
 - i. 5 years - \$250
 - ii. 10 years - \$400
 - iii. 15 years - \$550
 - iv. 20 years - \$700
 - v. 25 years - \$850
 - vi. 30 years (and each 5-year mark after) - \$1,000
- b. Budget for Longevity Bonus – Will fluctuate each year based on anniversaries.
- c. Retirement Program – Employees retiring from the Village will be offered a retirement party (unless they choose to not have one), and a recognition gift or a donation to an organization of their choosing in their name.
 - i. Budget - \$300/retirement (\$250 for gift or donation, \$50 for cake and party supplies), estimate 3/year - \$900/year


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 16, 2023

SECTION: Schedule Next Meeting

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: November 6th - 11:30 a.m.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Communications and Engagement Plan was presented to the Village Board on October 10th. As part of the Communications and Engagement Plan, recommendations were made regarding staffing changes to the Communications and Technology Department. Staff proposes November 6th for the next Personnel Committee meeting to hold these discussions. If an alternate day is preferred, that can be discussed at the meeting.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None