

VILLAGE OF NEW GLARUS
PERSONNEL/FINANCE COMMITTEE
Village Hall Board Room - 319 2ND Street, New Glarus, WI
8/20/24 6:00 p.m.

AGENDA:

1. Call to Order
2. Public Comment
3. Approval of 8.6.24 Minutes
4. Approval of Claims
5. Consideration/Discussion: Overtime Policy
6. Adjournment

Roger Truttmann, Chair
Finance/Personnel Committees

POSTED: N.G. Village Hall	8/16/24
N.G. Post Office	8/16/24
Bank of New Glarus	8/16/24

Kelsey A. Jenson, Clerk

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS VILLAGE BOARD OF TRUSTEES MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS VILLAGE BOARD.

PERSONS REQUIRING ADDITIONAL SERVICES TO PARTICIPATE IN A PUBLIC MEETING MAY CONTACT THE VILLAGE CLERK FOR ASSISTANCE AT 527-2510.

VILLAGE OF NEW GLARUS
FINANCE/PERSONNEL COMMITTEE MEETING
8/6/2024

Meeting called to order at 6:30 p.m. by President Roger Truttmann. PRESENT: Roger Truttmann, Gof Thomson, and Peggy Kruse.

ALSO PRESENT: Chief Jeff Sturdevant (NGPD), Village Administrator Lauren Freeman, Clerk-Treasurer Kelsey Jenson.

PUBLIC COMMENTS: None.

APPROVAL OF 7/16/2024 MINUTES: Motion by Peggy Kruse and second by Gof Thomson to approve the 7.16.24 minutes. Motion carried 3-0.

CLAIMS: Kruse, Thomson, and Truttmann compared actual billings to the check register. Motion by Peggy Kruse and second by Gof Thomson to approve the following claims: ACH for payroll expenses, credit card, and retirement; wire for power bill; payroll vouchers 18341 to 18398 totaling \$52150.62; and checks 43333 to 43394 totaling \$83,870.74. Motion carried 3-0.

CONSIDERATION/DISCUSSION: Overtime Policy: No committee action taken.

CONSIDERATION/DISCUSSION: Utility Staffing and Wages: No committee action taken.

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 7:02 p.m.

-Kelsey Jenson,
Clerk-Treasurer

Report Criteria:

Report type: GL detail

Check/Check Issue Date = 08/21/2024

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43395										
08/24	08/21/2024	43395	6348	ALS-PACEM DEFENSE	PD GEN OPS	048102	1	10-00-52120-310-000	75.45	75.45
Total 43395:										75.45
43396										
08/24	08/21/2024	43396	5826	AXON ENTERPRISE INC.	PD holster	INUS267175	1	10-00-52120-310-000	218.00	218.00
Total 43396:										218.00
43397										
08/24	08/21/2024	43397	6287	B&B TRANSFORMER INC	TRANSFORMERS	29072	1	50-10-18100-000-368	23,195.00	23,195.00
Total 43397:										23,195.00
43398										
08/24	08/21/2024	43398	1210	BEACON ATHLETICS	ballfield supplies	0597697-IN	1	10-00-55300-310-001	312.00	312.00
Total 43398:										312.00
43399										
08/24	08/21/2024	43399	4210	BJOIN LIMESTONE INC	CANDY CANE PARK	102455	1	60-00-55200-008-000	116.13	116.13
Total 43399:										116.13
43400										
08/24	08/21/2024	43400	1255	BLANCHARDVILLE CO-OP	PD 7/31/24	07312024	1	10-00-52120-315-000	1,184.67	1,184.67
08/24	08/21/2024	43400	1255	BLANCHARDVILLE CO-OP	PW 7/31/24	073120241	1	10-00-53240-315-000	910.87	910.87
Total 43400:										2,095.54
43401										
08/24	08/21/2024	43401	5842	CLASSY CLEANERS	Village Hall & PD Cleaning	2219	1	10-00-51600-291-000	1,235.00	1,235.00

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43401:										1,235.00
43402										
08/24	08/21/2024	43402	5605	COAST TO COAST	PD- Coloring Books COMMUNITY RELATIONS FUND	IVC0113553	1	10-00-52100-310-002	254.87	254.87
Total 43402:										254.87
43403										
08/24	08/21/2024	43403	1540	CRESCENT ELECTRIC SUPPLY	PETRODUCT 2" / PER FT	S512588680.	1	50-00-15400-000-154	4,974.00	4,974.00
Total 43403:										4,974.00
43404										
08/24	08/21/2024	43404	5102	E.D. LOCKE PUBLIC LIBRARY	LOST ITEM	08012024	1	25-00-21800-000-000	11.00	11.00
Total 43404:										11.00
43405										
08/24	08/21/2024	43405	6346	ELECTRI-GLASS INC	CABINET BASE	2543	1	50-10-19000-000-107	1,410.00	1,410.00
Total 43405:										1,410.00
43406										
08/24	08/21/2024	43406	6208	FUNSETH, AARON	WATER LICENSE	08012024	1	50-20-58460-000-928	71.40	71.40
Total 43406:										71.40
43407										
08/24	08/21/2024	43407	4039	GENERAL CODE LLC	installment - Recodification	PG00003733	1	10-00-51310-310-000	3,062.00	3,062.00
Total 43407:										3,062.00
43408										
08/24	08/21/2024	43408	6181	GREEN IGNITE	LED LALMP 250W EQ	008451	1	50-00-15400-000-154	245.74	245.74
Total 43408:										245.74

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43409										
08/24	08/21/2024	43409	1980	HACH COMPANY	CHEMICALS	14125245	1	50-20-58150-000-632	458.08	458.08
Total 43409:										458.08
43410										
08/24	08/21/2024	43410	4906	J&R UNDERGROUND LLC	1" HDPE	38377	1	50-10-19000-000-107	380.80	380.80
Total 43410:										380.80
43411										
08/24	08/21/2024	43411	2320	L V LABORATORIES LLC	WWTP - Chemicals	3625	1	40-00-53630-291-003	1,968.50	1,968.50
Total 43411:										1,968.50
43412										
08/24	08/21/2024	43412	6102	MANDT SANDFILL TRUCKING &	TOPSOIL	82592	1	45-00-53442-353-000	132.00	132.00
Total 43412:										132.00
43413										
08/24	08/21/2024	43413	5286	MDROFFERS CONSULTING LLC	BADER BROS	202407007	1	10-00-13140-000-000	851.88	851.88
08/24	08/21/2024	43413	5286	MDROFFERS CONSULTING LLC	ELMER RD	202407007	2	10-00-57200-291-000	153.25	153.25
Total 43413:										1,005.13
43414										
08/24	08/21/2024	43414	5526	MIDWEST METER INC	METERS	0169489-IN	1	50-20-18100-000-346	2,781.48	2,781.48
Total 43414:										2,781.48
43415										
08/24	08/21/2024	43415	2500	MIDWEST POOL SUPPLY INC	Chemicals	114862	1	10-00-55420-291-000	172.95	172.95
08/24	08/21/2024	43415	2500	MIDWEST POOL SUPPLY INC	Chemicals	114944	1	10-00-55420-291-000	1,493.69	1,493.69
Total 43415:										1,666.64
43416										
08/24	08/21/2024	43416	2515	MIDWEST TAPE LLC	Library	5058502669	1	25-00-55110-310-003	177.95	177.95

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43416:										177.95
43417										
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	07312024	1	10-00-55200-352-000	70.30	70.30
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	07312024	2	50-10-58210-000-562	38.99	38.99
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	07312024	3	10-00-55420-352-000	9.59	9.59
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	07312024	4	50-20-58470-000-930	34.18	34.18
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	07312024	5	50-10-19000-000-107	315.00	315.00
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	07312024	6	40-00-53630-340-000	86.28	86.28
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	07312024	7	50-10-58490-000-935	61.08	61.08
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	07312024	8	50-20-58490-000-935	32.90	32.90
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	073120241	1	10-00-51600-350-000	49.02	49.02
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	073120242	1	60-00-55200-008-000	83.88	83.88
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	073120242	2	10-00-52120-310-000	5.18	5.18
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	073120242	3	10-00-55200-310-000	126.89	126.89
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	073120242	4	10-00-53300-310-000	11.98	11.98
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	073120242	5	10-00-55200-350-000	17.99	17.99
08/24	08/21/2024	43417	4754	NEW GLARUS HARDWARE	JULY STATEMENT	073120242	6	10-00-55420-310-000	78.52	78.52
Total 43417:										1,021.78
43418										
08/24	08/21/2024	43418	2730	NEW GLARUS POLICE ASSOC	Police Union Dues	08092024	1	10-00-21550-000-000	15.00	15.00
Total 43418:										15.00
43419										
08/24	08/21/2024	43419	2735	NEW GLARUS WELDING LLC	ALUM ANGLE IRON	96535	1	50-10-58220-000-573	82.00	82.00
Total 43419:										82.00
43420										
08/24	08/21/2024	43420	4044	POMP'S TIRE SERVICE INC.	TIRE REPAIR	370240953	1	10-00-53240-350-000	302.45	302.45
Total 43420:										302.45
43421										
08/24	08/21/2024	43421	2895	POST MESSENGER RECORDE	PD - 2 YEAR SUBSCRIPTION	09302024	1	10-00-52100-310-000	96.00	96.00

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43421:										96.00
43422										
08/24	08/21/2024	43422	3025	RESCO	15KV URD FEED THRU INSERT	3043358	1	50-00-15400-000-154	2,630.64	2,630.64
Total 43422:										2,630.64
43423										
08/24	08/21/2024	43423	3120	SCHOOL DIST OF NEW GLARU	Mobile Home - JULY	08122024	1	10-00-24610-000-000	337.68	337.68
Total 43423:										337.68
43424										
08/24	08/21/2024	43424	3210	SPEE-DEE DELIVERY SERVICE	Shipping for WWTP	1079600	1	40-00-53630-291-003	151.11	151.11
Total 43424:										151.11
43425										
08/24	08/21/2024	43425	6347	TODAY'S BUSINESS SOLUTION	LIBRARY EPRINT AGREEMENT	16899	1	25-00-55110-310-000	395.00	395.00
Total 43425:										395.00
43426										
08/24	08/21/2024	43426	5963	TOP PACK DEFENSE LLC	STURDEVANT U/A	13816	1	10-00-52100-130-000	21.98	21.98
Total 43426:										21.98
43427										
08/24	08/21/2024	43427	5285	TOTAL INSPECTION SERVICES	Bldg Permit 230024-46-1200 2ND ST	1485	1	10-00-52400-310-000	495.00	495.00
Total 43427:										495.00
43428										
08/24	08/21/2024	43428	3480	UNITED STATES CELLULAR	PD CELL	0668929754	1	10-00-52100-220-000	63.34	63.34
Total 43428:										63.34

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43429										
08/24	08/21/2024	43429	3510	USA BLUEBOOK	WWTP	INV0042946	1	40-00-53630-340-000	128.93	128.93
Total 43429:										128.93
43430										
08/24	08/21/2024	43430	3805	WI PROF POLICE ASSN	Police Union Dues	08092024	1	10-00-21550-000-000	133.50	133.50
Total 43430:										133.50
43431										
08/24	08/21/2024	43431	3230	WI STATE LAB OF HYGIENE	Water Testing	782198	1	50-20-58100-000-602	29.00	29.00
Total 43431:										29.00
43432										
08/24	08/21/2024	43432	5129	WIRTH, MIKE	Lawn Care thru 8/6	2190	1	10-00-55200-291-000	2,865.00	2,865.00
08/24	08/21/2024	43432	5129	WIRTH, MIKE	Lawn Care thru 8/6	2190	2	40-00-53630-352-000	171.00	171.00
08/24	08/21/2024	43432	5129	WIRTH, MIKE	Lawn Care thru 8/6	2190	3	30-00-55120-291-000	100.00	100.00
08/24	08/21/2024	43432	5129	WIRTH, MIKE	Lawn Care thru 8/6	2190	5	50-10-58490-000-935	100.00	100.00
08/24	08/21/2024	43432	5129	WIRTH, MIKE	Lawn Care thru 8/6	2190	6	50-20-58490-000-935	100.00	100.00
Total 43432:										3,336.00
43433										
08/24	08/21/2024	43433	4909	WISCONSIN COPY & BUSINESS	POSTAGE METER SUPPLIES	AR60434	1	10-00-51510-310-000	46.84	46.84
08/24	08/21/2024	43433	4909	WISCONSIN COPY & BUSINESS	POSTAGE METER SUPPLIES	AR60434	2	10-00-51420-310-000	46.84	46.84
08/24	08/21/2024	43433	4909	WISCONSIN COPY & BUSINESS	POSTAGE METER SUPPLIES	AR60434	3	50-10-58320-000-903	23.42	23.42
08/24	08/21/2024	43433	4909	WISCONSIN COPY & BUSINESS	POSTAGE METER SUPPLIES	AR60434	4	50-20-58320-000-903	23.41	23.41
08/24	08/21/2024	43433	4909	WISCONSIN COPY & BUSINESS	POSTAGE METER SUPPLIES	AR60434	5	45-00-53440-310-002	23.41	23.41
08/24	08/21/2024	43433	4909	WISCONSIN COPY & BUSINESS	POSTAGE METER SUPPLIES	AR60434	6	40-00-53600-310-002	23.41	23.41
Total 43433:										187.33
Grand Totals:										55,273.45

Report Criteria:

Report type: GL detail

Check.Check Issue Date = 08/21/2024

VILLAGE OF NEW GLARUS



ADMINISTRATION DEPARTMENT

MEMORANDUM

To: New Glarus Village Board
From: Lauren Freeman, Village Administrator
Date: August 20, 2024
Re: Overtime Policy

Background

The Village's personnel handbook is not clear on how overtime should be calculated. The handbook defines a 40-hour work week and states: "Hours worked by a Village employee in excess of the number of hours normally authorized in a pay period will not be compensated by additional pay, or by granting compensatory time off, unless approved by the department head before additional hours are worked. Overtime will be compensated at a rate of one and one-half times the employee's normal hourly wage. Compensatory time will be calculated at the rate of one and one-half hours for each additional hour worked."

This vague policy has created some confusion amongst staff on whether certain instances would be considered overtime. For example, an employee was called in to snow plow earlier than their normal start time. However, that employee called out sick later that day. Adding their work time plus their sick time adds up to over 8 hours in a day (and over 40 in a week). However, some communities do not count sick time in their overtime calculations. This discussion seeks to clarify the Village's policy on overtime.

Survey of Policies

Staff surveyed a few communities of various sizes to get a better understanding of the options for overtime policies. Those policies are summarized below, organized from least to most generous:

Community	Calculation of Overtime:
Green County	Actual hours worked only
Oregon	Actual hours worked only
Belleville	Actual hours worked only
Monroe	Actual hours worked only
Fitchburg	Actual hours + holiday (Public Works only)
Evansville	Actual hours + holiday, sick, bereavement
Verona	Actual hours + holiday, sick, personal, vacation
Mount Horeb	Actual hours + all paid time off

Draft Policy Language

The following is a draft policy for consideration and feedback. Once a new policy is adopted, the new language would be included in the Personnel Handbook.

6.1 OVERTIME AND THE GRANTING OF COMPENSATORY TIME

- (A) The Federal Fair Labor Standards Act (FLSA) sets the minimum wage, overtime pay, equal pay, record keeping, and child labor standards for covered employers. Under this rule, employees are classified into exempt and non-exempt status to determine eligibility for overtime. The State of Wisconsin also has Wage and Hour Laws to establish state overtime rules, minimum wage, record keeping, and child labor regulations. The Village of New Glarus is covered by both the federal FLSA and Wisconsin laws, and must comply with both by meeting the more stringent requirement of each law.
- (B) Non-exempt (hourly) employees covered by the Fair Labor Standards Act (FLSA) or the Wisconsin overtime laws will be paid time and one-half or granted compensatory time for all “hours worked” over 40 hours in one week. Overtime will be compensated at a rate of one and one-half times the employee’s normal hourly wage. Compensatory time will be calculated at the rate of one and one-half hours for each additional hour worked. Employees will be paid at 2 times their regular rate for all work done on any Village recognized Holiday listed in Section 8.1.
- (C) In determining whether an employee is entitled to overtime – holiday leave taken on the observed holiday, vacation leave, sick time, and funeral leave shall be considered as hours “actually worked.” This list does not include any other type of paid time off such as compensatory time, personal leave, or parental leave, and does not include the 8-hour standby duty pay referenced in Section 6.12.
- (D) Employees are only allowed to work overtime when such work has been authorized by the employee’s Department Head or the employee’s immediate supervisor. Sworn non-exempt employees’ overtime will be governed by their respective Employment Agreement. Where possible, the Department Head shall make every effort to adjust work week schedules in anticipation of overtime exposure.
- (E) Except for public safety, emergency and seasonal employees as defined by the U.S. Department of Labor, local government employees are permitted to accumulate no more than 60 hours of overtime credits (40 hours of overtime worked multiplied by 1.50). When that limit is exceeded, the employer is required to make a cash payment to the employee for hours accumulated in excess of 60 unless otherwise specified. Employees have the option to be paid overtime rather than be credited with compensatory time. Compensatory time banked will be paid out to the employee only upon termination, resignation or retirement.
- (F) Using compensatory time earned requires prior approval of the department head. A department head need not approve a request if the employee’s absence will clearly

impair the department's ability to meet its responsibilities or requires other employees to work overtime and be compensated at the rate of one and one-half hours pay or compensatory time for each hour of overtime worked because another employee is taking compensatory time off.

- (G) Since a federal law is involved, it is important that the Village maintain accurate records of overtime credits earned, used or compensated with cash payments; time reports prepared for each employee are used both as a basis for computing the payroll and updating the vacation and compensatory time records maintained for each employee. These records will reflect the number of hours of compensatory time credited to an employee and carried forward to the new pay period, the amount of compensatory time earned, taken or paid during the period, and the new balance at the end of each pay period. It is the responsibility of each department head to advise employees when they are reaching the limit allowed by law if it is the employee's intent to take compensatory time off in lieu of a cash payment for overtime worked during a pay period.

6.12 STANDBY DUTY, WEEKEND/HOLIDAY DUTY, & CALL INS

- (A) **Standby Duty:** A Public Works/Utility Department employee assigned to standby duty shall be paid standby pay for the time period set forth below which shall be equal to 8 hours of pay at the employee's regular pay rates. Public Works/Utility Department employees on standby are expected to have the "on-call" cell phone, supplied by the Village, in their immediate possession at all times. The Public Works/Utility Department employee will be required to respond to a phone call within 10 minutes of receipt of the phone call and shall respond to the site, if required, as soon as possible.
- (B) **Weekend & Holiday Duty:** Public Works/Utility Department employees on standby duty will be expected to perform the regular wastewater treatment plant duties and well checks on Saturday and Sunday mornings, and any holidays that occur while on standby duty and will be compensated according to overtime and holiday pay rates. Weekend & holiday duty will commence at 3:30 p.m., on Friday and shall terminate at 3:30 p.m. the following Friday. Weekend & holiday duty shall be rotated among the frontline employees in the Public Works/Utility Departments. One employee in the Public Works/Utility Department is scheduled and compensated for five hours (more if needed) each day of the weekend or holiday, and is eligible for overtime if they have met the overtime requirements in Section 6.1. Such rotation may include the Director of Public Works if no front-line employees are available and qualified to do the work.
- (C) **Call Ins:** A minimum of 2 hours of pay at shall be allowed to all employees who are called back to work outside of normal working hours. Overtime rates shall apply if requirements in Section 6.1 are met.

Example Scenarios:

Example #1:

John came in at 4:00 AM to plow snow on a Tuesday. At 1:00 PM later that day, he started to feel ill and went home. His normal work day is 7:00 AM to 3:30 PM. He worked all normal hours the rest of the week. Under the draft policy, John would be eligible for 3 hours of overtime and would use 2.5 hours of sick time (assumes half hour lunch taken). Under a less generous policy that does not count sick time as hours worked, John would receive .5 hours of overtime and would not have to use any hours of sick time.

Example #2:

Susan worked 15 hours on Election Day, which is a Tuesday. Later that week on a Friday, she took a full vacation day. She worked all normal hours the rest of the week. Under the draft policy, Susan would be eligible for 7 hours of overtime and would use 8 hours of her vacation time. Under a less generous policy that does not count vacation time as hours worked, Susan would not receive any overtime and would only have to use 1 hour of vacation time.

Example #3:

Harry is called in at night during a severe weather event to help cut and clear tree limbs and remove fallen trees from the road. He ends up working an additional 4 hours that night. Later that week, he planned to use up some of his compensation time and take a half day off from work. He worked all normal hours the rest of the week. Under the draft policy, compensation time is not counted as “actual hours worked.” Therefore, Harry would need to use vacation time instead of comp time in order to receive overtime for his 4 extra hours, or receive 0 hours of overtime and not have to use any comp time for his half day off.