

**VILLAGE OF NEW GLARUS
PERSONNEL/FINANCE COMMITTEE
Village Hall Board Room - 319 2ND Street, New Glarus, WI
8/6/24 6:30 p.m.**

AGENDA:

1. Call to Order
2. Public Comment
3. Approval of 7.16.24 Minutes
4. Approval of Claims
5. Consideration/Discussion: Overtime Policy
6. Consideration/Discussion: Utility Staffing & Wages
7. Adjournment

Roger Truttmann, Chair
Finance/Personnel Committees

POSTED: N.G. Village Hall	8/2/24
N.G. Post Office	8/2/24
Bank of New Glarus	8/2/24

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
7/16/24

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 7/2/2024 MINUTES: Motion by Peggy Kruse and second by Gof Thomson to approve the 7.2.24 minutes. Motion carried 3-0.

CLAIMS: Kruse, Thomson, and Truttmann compared actual billings to the check register. Motion by Gof Thomson and second by Peggy Kruse to approve the following claims: ACH for payroll expenses, health insurance, gas utility; e-check for life insurance; journal entry for utilities; payroll vouchers 18284 to 18340 totaling \$50,401.37; and checks 43299 to 43332 totaling \$24,810.68. Motion carried 3-0.

CONSIDERATION/DISCUSSION: Police Department Staffing: Motion by Gof Thomson and second by Peggy Kruse to recommend approval to Village Board of 30 additional hours of straight pay per month to Chief Sturdevant for August-December 2024. Motion carried 3-0.

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 6:40 p.m.

-Kelsey Jenson,
Clerk-Treasurer

Report Criteria:

Report type: GL detail

Check/Check Issue Date = 08/07/2024

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43333										
08/24	08/07/2024	43333	6187	ALT, PATRICK	2024 UMPIRE	07212024	1	10-00-55300-310-001	200.00	200.00
Total 43333:										200.00
43334										
08/24	08/07/2024	43334	1155	BADGER SPORTING GOODS	ADULT LEAGUE SUPPLIES	AAL006416-	1	10-00-55300-310-001	24.00	24.00
Total 43334:										24.00
43335										
08/24	08/07/2024	43335	3961	BADGER SWIMPOOLS INC.	POOL Startup	690	1	10-00-55420-291-000	960.00	960.00
Total 43335:										960.00
43336										
08/24	08/07/2024	43336	1275	BORDER STATES ELECTRIC SU	misc electric	928645959	1	50-10-58210-000-562	168.71	168.71
Total 43336:										168.71
43337										
08/24	08/07/2024	43337	5485	BROWNELLS INC	RIFLE PARTS	20244113506	1	10-00-52120-310-000	8.34	8.34
08/24	08/07/2024	43337	5485	BROWNELLS INC	RIFLE REPAIR	20244113506	2	10-00-52120-350-000	61.18	61.18
Total 43337:										69.52
43338										
08/24	08/07/2024	43338	4322	CARRICO AQUATIC RESOURCE	Pool REPAIR	20244518	1	10-00-55420-350-000	250.00	250.00
Total 43338:										250.00
43339										
08/24	08/07/2024	43339	6035	CFM CORP	CANDY CANE PARK	209108	1	60-00-55200-008-000	1,475.00	1,475.00

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43339:										1,475.00
43340										
08/24	08/07/2024	43340	5605	COAST TO COAST	BRACELETS	IVC0113391	1	10-00-52100-310-002	483.31	483.31
Total 43340:										483.31
43341										
08/24	08/07/2024	43341	4332	COMPUTER KNOW HOW LLC	WWTP COMPUTER	41029	1	40-00-53600-310-001	109.00	109.00
Total 43341:										109.00
43342										
08/24	08/07/2024	43342	5866	CORE & MAIN	OMNI COUPLING 8"	V103577	1	50-00-15400-200-154	346.00	346.00
Total 43342:										346.00
43343										
08/24	08/07/2024	43343	1550	CTW CORPORATION	treatment SUPPLIES	41449	1	50-20-58150-000-632	1,114.00	1,114.00
Total 43343:										1,114.00
43344										
08/24	08/07/2024	43344	6338	DEGENHARDT, BRYNN	2024 UMPING	7172024	1	10-00-55300-310-001	200.00	200.00
Total 43344:										200.00
43345										
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	1	10-00-51415-130-000	15.02	15.02
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	2	10-00-51420-130-000	86.34	86.34
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	3	10-00-51510-130-000	70.64	70.64
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	4	10-00-52100-130-000	104.65	104.65
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	5	10-00-52120-130-000	313.95	313.95
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	6	10-00-53100-130-000	67.09	67.09
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	7	22-00-51420-130-000	8.99	8.99
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	8	25-00-55110-130-000	246.86	246.86
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	9	40-00-53600-130-000	137.18	137.18
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	10	45-00-53440-130-000	25.42	25.42

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	11	50-10-58450-000-926	277.29	277.29
08/24	08/07/2024	43345	1590	DELTA DENTAL	August DENTAL	2176958	12	50-20-58450-000-926	149.23	149.23
Total 43345:										1,368.48
43346										
08/24	08/07/2024	43346	5299	DEPARTMENT OF ADMINISTRA	NEW GLARUS UTILITIES PB FEES	505-0000092	1	50-00-26300-000-253	2,654.01	2,654.01
Total 43346:										2,654.01
43347										
08/24	08/07/2024	43347	1630	DIGGERS HOTLINE INC	PREPAY TICKETS	240 7 38001	1	50-10-58210-200-572	299.26	299.26
08/24	08/07/2024	43347	1630	DIGGERS HOTLINE INC	PREPAY TICKETS	240 7 38001	2	50-20-58210-100-652	161.14	161.14
Total 43347:										460.40
43348										
08/24	08/07/2024	43348	6336	DUDLEY, AMY	MOVEMENT AND MEDITATION	07302024	1	10-00-55300-310-000	150.00	150.00
Total 43348:										150.00
43349										
08/24	08/07/2024	43349	6262	ENGEN PLUMBING SERVICE, L	wwtp water softener	996	1	40-00-53630-340-000	35.00	35.00
Total 43349:										35.00
43350										
08/24	08/07/2024	43350	5293	ENVIRONMENTAL CONSULTING	toxicity testing	7396	1	40-00-53630-291-003	2,000.00	2,000.00
Total 43350:										2,000.00
43351										
08/24	08/07/2024	43351	1780	FORSTER ELECTRICAL ENG IN	CONSTRUCTION BIDDING	25516	1	50-10-58420-000-923	1,033.75	1,033.75
Total 43351:										1,033.75
43352										
08/24	08/07/2024	43352	1900	GORDON FLESCH CO INC	Copies over annual base	IN14768903	1	10-00-51510-310-000	53.56	53.56
08/24	08/07/2024	43352	1900	GORDON FLESCH CO INC	Copies over annual base	IN14768903	2	10-00-51420-310-000	53.56	53.56

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
08/24	08/07/2024	43352	1900	GORDON FLESCH CO INC	Copies over annual base	IN14768903	3	10-00-51415-310-000	53.56	53.56
Total 43352:										160.68
43353										
08/24	08/07/2024	43353	5672	GREEN COUNTY REGISTER OF	RECORD BLEWETT EASEMENT	07312024	1	60-00-55200-008-000	30.00	30.00
Total 43353:										30.00
43354										
08/24	08/07/2024	43354	1925	GREEN CTY HIGHWAY DEPT	COLD MIX	6-2024	1	10-00-53300-310-000	454.33	454.33
Total 43354:										454.33
43355										
08/24	08/07/2024	43355	1930	GREEN CTY WASTE MGMT	landfill	07242024	1	70-00-53620-310-001	6,304.76	6,304.76
Total 43355:										6,304.76
43356										
08/24	08/07/2024	43356	6344	HAURI, JACKSON	2024 UMPING	07212024	1	10-00-55300-310-001	80.00	80.00
Total 43356:										80.00
43357										
08/24	08/07/2024	43357	6345	HAUSER, STELLA	2024 UMPING	07212024	1	10-00-55300-310-001	240.00	240.00
Total 43357:										240.00
43358										
08/24	08/07/2024	43358	5930	HYDROCORP	CROSS CONNECTION	CI-00348	1	50-20-58420-000-923	345.00	345.00
08/24	08/07/2024	43358	5930	HYDROCORP	CROSS CONNECTION	CI-01430	1	50-20-58420-000-923	345.00	345.00
Total 43358:										690.00
43359										
08/24	08/07/2024	43359	4906	J&R UNDERGROUND LLC	j&r	38141	1	50-10-19000-000-107	85.00	85.00

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43359:										85.00
43360										
08/24	08/07/2024	43360	6197	JENSON, KELSEY	MILEAGE FOR ELECTION DAY MATERIALS	06252024	1	10-00-51440-310-000	44.22	44.22
Total 43360:										44.22
43361										
08/24	08/07/2024	43361	6337	JOHNSON, TERRY	REIMBURSEMENT FOR ZONING FEE	07312024	1	10-00-57200-291-000	150.00	150.00
Total 43361:										150.00
43362										
08/24	08/07/2024	43362	6189	JULSETH, NOLAN	2024 UMPIRE	07192024	1	10-00-55300-310-001	80.00	80.00
Total 43362:										80.00
43363										
08/24	08/07/2024	43363	2320	L V LABORATORIES LLC	WWTP - Chemicals	3406	1	40-00-53630-291-003	1,671.50	1,671.50
08/24	08/07/2024	43363	2320	L V LABORATORIES LLC	WWTP chemicals	3443	1	40-00-53630-291-003	1,481.52	1,481.52
Total 43363:										3,153.02
43364										
08/24	08/07/2024	43364	6265	LIMITLESS LAWN & LANDSCAP	mowing	07012024	1	50-10-58220-000-576	1,100.00	1,100.00
Total 43364:										1,100.00
43365										
08/24	08/07/2024	43365	2415	MARKS CHEMICAL LLC	Sodium hypochlorite	15269	1	50-20-58150-000-631	1,023.00	1,023.00
Total 43365:										1,023.00
43366										
08/24	08/07/2024	43366	6343	MEIER, JACOB	2024 UMPING	07182024	1	10-00-55300-310-001	320.00	320.00
Total 43366:										320.00

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43367										
08/24	08/07/2024	43367	2500	MIDWEST POOL SUPPLY INC	Chemicals	114326	1	10-00-55420-291-000	76.94	76.94
Total 43367:										76.94
43368										
08/24	08/07/2024	43368	2515	MIDWEST TAPE LLC	Library	505754506	1	25-00-55110-310-003	56.23	56.23
Total 43368:										56.23
43369										
08/24	08/07/2024	43369	6339	MILLER, MALORIE	2024 UMPING	07172024	1	10-00-55300-310-001	240.00	240.00
Total 43369:										240.00
43370										
08/24	08/07/2024	43370	2695	NEW GLARUS CHAMBER OF C	2024 - 2ND Qtr Room Tax	07312024	1	11-00-56711-310-000	24,107.30	24,107.30
Total 43370:										24,107.30
43371										
08/24	08/07/2024	43371	2705	NEW GLARUS FIRE DISTRICT	2024 2% dues	07312024	1	10-00-52210-310-000	12,108.17	12,108.17
Total 43371:										12,108.17
43372										
08/24	08/07/2024	43372	6283	NILE XPEDITE SOLUTIONS OF	WWTP SHIPPING	1620	1	40-00-53630-291-003	1,201.20	1,201.20
Total 43372:										1,201.20
43373										
08/24	08/07/2024	43373	6168	ODP BUSINESS SOLUTIONS LL	Clerk Office Supplies	3740724860	1	10-00-51420-310-000	17.05	17.05
08/24	08/07/2024	43373	6168	ODP BUSINESS SOLUTIONS LL	ELECTION SUPPLIES	3740724860	2	10-00-51440-310-000	5.37	5.37
08/24	08/07/2024	43373	6168	ODP BUSINESS SOLUTIONS LL	UTILITY SUPPLIES	3740724860	3	50-10-58410-000-921	19.36	19.36
08/24	08/07/2024	43373	6168	ODP BUSINESS SOLUTIONS LL	UTILITY SUPPLIES	3740724860	4	50-20-58410-000-921	10.42	10.42
Total 43373:										52.20

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43374										
08/24	08/07/2024	43374	6341	OSTBY, RILEY	2024 UMPING	07182024	1	10-00-55300-310-001	400.00	400.00
Total 43374:										400.00
43375										
08/24	08/07/2024	43375	6038	PALMER, OWEN	2024 UMPIRE	07172024	1	10-00-55300-310-001	440.00	440.00
Total 43375:										440.00
43376										
08/24	08/07/2024	43376	2945	PUBLIC SERVICE COMMISSION	ELECTRIC RATE CASE	2406-I-04100	1	50-10-58460-000-928	725.39	725.39
Total 43376:										725.39
43377										
08/24	08/07/2024	43377	6186	PULVERMACHER, ANDREW	2024 UMPIRE	07172024	1	10-00-55300-310-001	280.00	280.00
Total 43377:										280.00
43378										
08/24	08/07/2024	43378	3075	ROY'S MARKET INC	WATER SUPPLIES	07012024	1	50-20-58150-000-631	37.24	37.24
08/24	08/07/2024	43378	3075	ROY'S MARKET INC	WWTP supplies	07012024	2	40-00-53630-340-000	45.35	45.35
08/24	08/07/2024	43378	3075	ROY'S MARKET INC	pd supplies	07012024	3	10-00-52100-310-001	41.49	41.49
08/24	08/07/2024	43378	3075	ROY'S MARKET INC	Library	07012024	4	25-00-55110-310-014	94.85	94.85
Total 43378:										218.93
43379										
08/24	08/07/2024	43379	6342	RUSSELL, ZOEY	2024 UMPING	07182024	1	10-00-55300-310-001	80.00	80.00
Total 43379:										80.00
43380										
08/24	08/07/2024	43380	4507	SIMPLY SWIMMING	Swim Team CAPS	55614	1	10-00-55420-310-002	225.95	225.95
Total 43380:										225.95

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43381										
08/24	08/07/2024	43381	3250	STRAND ASSOCIATES INC	3RD AVE PHASE II	0213430	1	10-00-53110-310-000	2,320.43	2,320.43
08/24	08/07/2024	43381	3250	STRAND ASSOCIATES INC	NEW GLARUS PRIMARY SCHOOL	0213430	2	10-00-13140-000-000	7,782.34	7,782.34
08/24	08/07/2024	43381	3250	STRAND ASSOCIATES INC	BADER	0213430	3	10-00-13140-000-000	941.57	941.57
Total 43381:										11,044.34
43382										
08/24	08/07/2024	43382	3255	STREICHER'S	TRAINING PROTECTIVE HOODS	I1707802	1	10-00-52140-310-000	152.00	152.00
Total 43382:										152.00
43383										
08/24	08/07/2024	43383	5095	STUART C IRBY CO	TRANS CONN. SEC 1" STUD	SO13851482	1	50-00-15400-000-154	323.59	323.59
Total 43383:										323.59
43384										
08/24	08/07/2024	43384	6286	SUNSET LAW ENFORCEMENT,	TRAINING	0010454-IN	1	10-00-52140-310-000	1,216.60	1,216.60
Total 43384:										1,216.60
43385										
08/24	08/07/2024	43385	6127	SYMDON AUTO	2023 SQUAD SUV	07162024	1	10-00-52120-350-000	120.10	120.10
Total 43385:										120.10
43386										
08/24	08/07/2024	43386	3335	TDS TELECOM	PD PHONE AND INTERNET	07222024	1	10-00-52100-220-000	83.45	83.45
Total 43386:										83.45
43387										
08/24	08/07/2024	43387	3385	THE MONROE TIMES	One-year subscription - PD	08082024	1	10-00-52100-240-000	108.00	108.00
Total 43387:										108.00
43388										
08/24	08/07/2024	43388	5963	TOP PACK DEFENSE LLC	STURDEVANT U/A	13791	1	10-00-52100-130-000	21.98	21.98

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43388:										21.98
43389										
08/24	08/07/2024	43389	5285	TOTAL INSPECTION SERVICES	Bldg Permit 230024-39 1420 2ND ST	14677	1	10-00-52400-310-000	248.50	248.50
Total 43389:										248.50
43390										
08/24	08/07/2024	43390	3440	TRUGREEN PROCESSING CEN	Tree and shrub service	195950991	1	10-00-56110-310-000	2,098.72	2,098.72
Total 43390:										2,098.72
43391										
08/24	08/07/2024	43391	3510	USA BLUEBOOK	WWTP	INV0041376	1	40-00-53630-340-000	542.17	542.17
08/24	08/07/2024	43391	3510	USA BLUEBOOK	WWTP	INV0041820	1	40-00-53630-340-000	72.04	72.04
Total 43391:										614.21
43392										
08/24	08/07/2024	43392	6270	WHISLER, KIRA	2024 UMPIRE	07182024	1	10-00-55300-310-001	280.00	280.00
Total 43392:										280.00
43393										
08/24	08/07/2024	43393	6340	WILKINSON, DANIEL	2024 UMPING	07182024	1	10-00-55300-310-001	200.00	200.00
Total 43393:										200.00
43394										
08/24	08/07/2024	43394	6253	ZERO9 HOLSTERS	EXTRA VEST	5298-B2B	1	10-00-52120-310-000	130.75	130.75
Total 43394:										130.75
Grand Totals:										83,870.74

Report Criteria:

Report type: GL detail

Check.Check Issue Date = 08/07/2024

VILLAGE OF NEW GLARUS



ADMINISTRATION DEPARTMENT

MEMORANDUM

To: New Glarus Village Board
From: Lauren Freeman, Village Administrator
Date: August 6, 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

Green County:

For the purpose of determining overtime, hours worked is defined as hours physically worked by the employee. These hours do not include hours the employee missed from work and may still receive compensation in the form of vacation, sick leave, personal time, bereavement, PTO, or holidays.

Oregon:

Non-exempt employees shall receive overtime pay for any hours worked over 40 hours in a work week. The Village work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. The Village uses only hours worked in calculating overtime. Overtime will be calculated separately in each work week of the pay period. The Village pays overtime at 1.5 times the regular rate of pay.

Belleville:

Most non-exempt employees will be compensated for “hours worked” in excess of forty hours per workweek at a rate equal to one and one-half times their regular rate of pay as defined by the Fair Labor Standards Act. Only actual hours worked count as hours worked for the purpose of calculating overtime within a workweek. Except in emergencies, the employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Monroe:

It is the policy of the employer to comply with Federal and State regulations related to hours and pay. The employer will compensate non-exempt employees at one and one-half times the employee’s regular rate of pay for all hours actually worked (1) in excess of forty straight-time hours in a standard work period, (employees with a non-standard work period should reference the FLSA Policy for procedures).

(A) Notification: The director of the affected division(s) shall notify the city administrator of the reasons as to why the overtime was necessary.

(B) Avoidance: To the extent possible, overtime should be avoided. The supervisor shall make every attempt to work with their employees to:

1. Flex Schedules: Enable full time employees the flexibility to schedule time off within that particular work period in order to reduce or eliminate “overtime.”
2. Scheduling Other Employees: Schedule qualified employees earning a lower rate of pay to complete the work task in order to reduce the financial impact upon the employer.
3. Increase Use of Part Time Labor: Schedule qualified part-time employee’s additional hours to reduce or eliminate “overtime” during the specified work period.

(1) Hours actually worked is defined as hours worked at the regular rate of pay. It does not include hours worked at a “premium rate” or hours substituted from Paid Time Off.
(Compensable wages)

Fitchburg:

Occasionally it may be necessary for employees to work extra hours in order to meet the needs of the City of Fitchburg. If this occurs, non-exempt employees will be paid at one and one-half times their regular rate of pay for hours worked in excess of 40 hours in a work- week (Monday through Sunday). PTO, sick, and compensatory time is not counted as hours worked for the purposes of calculating overtime. Use of PTO on city observed holidays, based on your regularly and consistently assigned work schedule, will be counted as hours worked for employees of the Public Works Operations division, (Streets, Parks and Utility) only.

Evansville:

A non-exempt employee who works more than either forty (40) hours in a week or ten (10) hours in a day, shall receive time and one-half (1.5) for all hours actually worked including sick and bereavement leave (not including vacation or other compensation for non-worked hours) in excess of forty (40) hours in a week or ten (10) hours in a day. Paid holiday hours (not floating holidays) or workdays canceled due to inclement weather shall count toward the calculation of overtime or compensatory time eligibility. Employees shall have the option of receiving either overtime pay or compensatory time off computed at the rate of one and one-half times (1.5) the employee's regular rate of pay.

Verona:

Non-exempt employees covered by the Fair Labor Standards Act (FLSA) or the Wisconsin overtime laws will be paid time and one-half for “all hours worked” over forty (40) hours in one week. For the purposes of calculating overtime, the City of Verona considers the following as “hours worked” for non-represented employees: paid holidays, sick leave, personal days, and vacation. This list does not include compensatory time used.

Mount Horeb:

All employees of the Village of Mount Horeb hold positions classified either as exempt or non-exempt under the Fair Labor Standards Act (FLSA). The Village shall follow federal law and those employees holding non-exempt positions are eligible for either compensatory time or overtime at the rate of 1.5 times the employee’s rate of pay for all hours worked in excess of 40 hours in a week.

In determining whether an employee is entitled to overtime—sick leave, comp time, funeral leave, vacation, military leave, or other time off “in pay status” shall be considered as hours actually worked.

Draft New Glarus Policy

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. 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. Employees will be paid at 2 times their regular rate for all work done on any Village recognized Holiday listed in Section 8.1. Hours worked under these rules are defined by actual hours "suffered or permitted to work" where the employer has knowledge of and benefits from the work. Additionally, the Village of New Glarus has elected to define "hours worked" to include paid holiday leave taken on the observed holiday, vacation leave, and sick time used in the calculation of overtime for employees. This list does not include any other type of paid time off such as compensatory time, funeral leave, personal leave, or parental leave, and does not include the 8-hour standby duty pay referenced in Section 6.12.

(C) 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.

(b) The Board will designate department heads authorized to receive compensatory time off or payment for hours worked in excess of hours normally authorized in a pay period and time will be calculated at the rate of one and one-half hours for each additional hour worked. Time off or payment will be at the discretion of the department head and Village Administrator. [2/6/96]

(c) Municipal employers and their employees are governed by the Fair Labor Standards Act, as amended by the Congress in 1986, and the rules of the U.S. Department of Labor on matters related to overtime worked by local government employees.

(D) 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

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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.

(E) 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.

(F) 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.

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(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.

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(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.

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Implementation

This new policy will be a change from current practices and will require updating employee timesheets to track hours in a slightly different way, especially operating on the 40 hour work week instead of the 8 hour day model.

The Village will be implementing new digital timesheets as part of financial software upgrade next month. Staff recommend waiting to implement this new policy until the new timesheets are set up, to avoid redoing the physical timesheets to be used for a short period of time.

If the Village Board approves this change to the OT policy, staff will put together an updated personnel handbook with these changes included for review at the next Board meeting.

VILLAGE OF NEW GLARUS



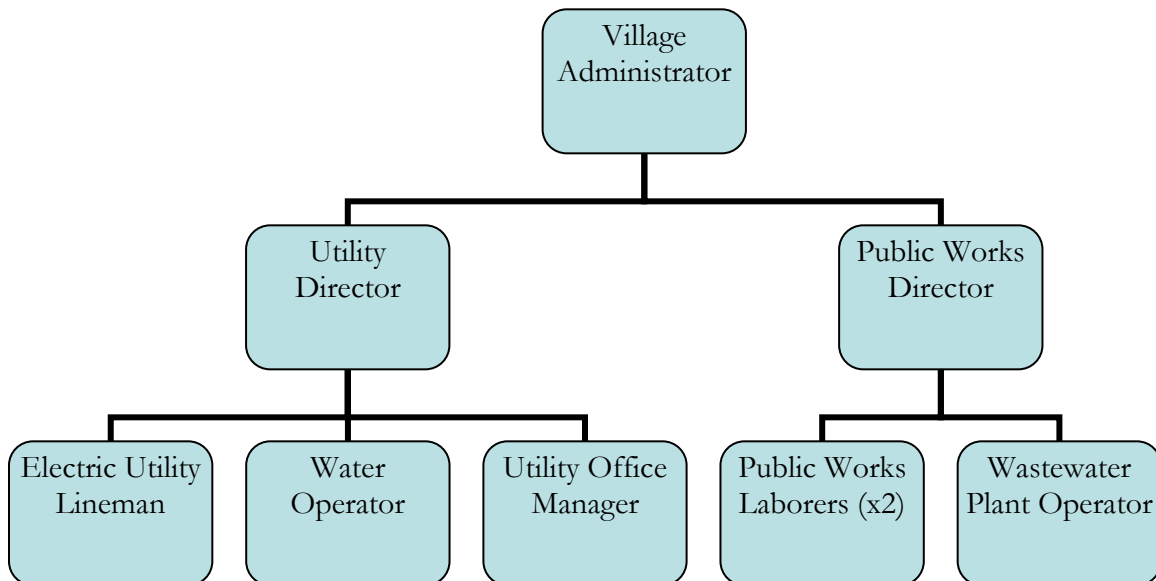
ADMINISTRATION DEPARTMENT

MEMORANDUM

To: New Glarus Village Board
From: Lauren Freeman, Village Administrator
Date: August, 2024
Re: Utility Staffing

Background:

At their July 2, 2024 meeting, the Village Board approved moving forward with splitting the Public Works Director and Utility Director into two separate positions. Since that meeting, job descriptions were updated/created for both positions. The Utility Director job description is attached in the agenda packet. Bill Kosmeder was offered the Utility Director position and has accepted.



Discussion:

At the July 2 meeting, the Village Board also began discussing how utility dollars are allocated currently in the Public Works Director position and how they might be reallocated, which would free up additional utility dollars. The following is the same breakdown as discussed before.

Current Budget Breakdown of Public Works & Utilities Director (wage & benefits):

Fund:	Percentage:	Amount:
General Fund	36.79%	\$42,140
Electric	32.8%	\$37,650
Water	10.11%	\$11,580
WWTP	15.17%	\$17,376
Storm	5.06%	\$5,796
TOTAL		\$114,541

Proposed Budget Breakdown of Public Works Director (wage & benefits):

Fund:	Percentage:	Amount:	Change:
General Fund	50%	\$57,271	\$15,131
Electric	10%	\$11,454	(\$26,196)
Water	5%	\$5,727	(\$5,853)
WWTP	25%	\$28,635	\$11,259
Storm	10%	\$11,454	\$5,658
TOTAL		\$114,541	

Total utility dollars saved would be \$32,049, which can be reallocated. This is just a draft fund breakdown, these percentages could be modified further if the Village Board wishes.

Possible Use of Additional Utility Dollars:

Possible Use:	Cost:
Increase Lineman (Utility Director) Wage from \$45.10 to \$48/hour	\$7,822
Increase Utility Office Manager Wage from \$25.09 to \$28/hour	\$6,918
Additional Funds	\$17,309
TOTAL	\$32,049

Recommendation:

Approve resolution 24-17 to appoint Bill Kosmeder as the Utility Director at \$48/hour and resolution 24-18 to increase Utility Officer Manager's wage to \$28/hour. The Village Board can continue discussions on additional changes or uses of utility allocations.

VILLAGE OF NEW GLARUS
RESOLUTION 24-17

RESOLUTION FOR APPOINTMENT OF FULL TIME
UTILITY DIRECTOR

THE VILLAGE BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to promote William Kosmeder to a full time Utility Director position with the Village of New Glarus. Said employment shall begin on August 7, 2024. Compensation shall be \$48.00 per hour.

Adopted this 6th day of August, 2024.

PRESENTED: 8/6/2024
ADOPTED: 8/6/2024

Roger J. Truttmann, President

Kelsey Jenson, Village Clerk/Treasurer

Utility Director

Dept/Div: Utilities

FLSA Status: Non-Exempt

General Definition of Work

This is a Department Head Level Position with a high degree of responsibility:

- Performs difficult advanced technical work planning, organizing and directing water and electric utility functions,
- Participating in the work of crews involved in the construction, maintenance and repair of electrical distribution lines and related electric utility work
- Coordinating work with other departments
- Executive management, maintaining records and files, preparing reports,

Work involves setting policies and goals under the direction of the Village Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Plans, directs, and coordinates the operations, activities, and staff of the Utility Department, which includes the water and electric utility
- Supervises and participates in the work of power line crews engaged in the construction, maintenance, and repair of Overhead (OH) and Underground Electric Development (URD) distribution and service laterals of the electrical system.
- Recruits and selects division personnel; assigns, directs, trains and inspects the work of staff; disciplines, coaches, counsels and evaluates staff performance; recommends rewards, transfers, promotions, suspensions, terminations, and demotions.
- Operates a variety of heavy equipment including bucket trucks, line trucks, derrick trucks, front end loaders, backhoes, plow trucks etc.;
- Uses electric hotline tools, volt meters, locate/fault locators, chainsaws, and various hand tools.
- Trims trees and other vegetation growth around power lines.
- Plans and meets with contractors, engineers, and customers
- Plans, coordinates, and oversees daily project work; orders supplies and maintains inventories.
- Performs streetlight maintenance.
- Tests electric meters.
- Locates electric and water utility systems for the diggers hotline.
- Prepares and maintains records and required reports and supporting documents.
- Attends safety meetings and trainings.
- Assists Public Works staff in coordination with Public Works Director

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, tools, materials and equipment used in the construction and maintenance of electric distribution facilities;
- Thorough knowledge of the layout of existing distribution lines;
- Thorough knowledge of the principles of electricity, the hazards connected with the work, the tools and equipment connected with the work and the necessary safety precautions;
- Skill in the use and care of tools;
- Ability to communicate effectively both orally and in writing;
- Ability to read blueprints, maps, and operation and service manuals;

Utility Director

- Ability to perform manual work and physical stamina to withstand working under adverse weather conditions;
- Ability to climb poles and perform tasks in awkward positions;
- Ability to plan and supervise the work of crews;
- Ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree with coursework in electrical construction and maintenance, or related field and extensive experience in electric line construction and maintenance including some supervisory experience., or equivalent combination of education and experience.

Physical Requirements

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force;
- Work regularly requires speaking or hearing
- Frequently requires standing, walking, climbing or balancing, reaching with hands and arms and repetitive motions and occasionally requires sitting, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting;
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;
- Work regularly requires exposure to outdoor weather conditions,
- Frequently requires working near moving mechanical parts, working in high, precarious places, exposure to the risk of electrical shock and exposure to vibration
- Occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment;
- Work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of Electrician Apprentice Program (4 year) certification upon hire.

Obtain State of Wisconsin Department of Natural Resources (DNR) Water Operators certification within one year of hire.

May be required to work outside normal work hours in on-call and emergency situations.

Must meet and maintain all training and education requirements for position.

Valid commercial driver's license in the State of Wisconsin.

Last Revised: 7/8/2024

VILLAGE OF NEW GLARUS
RESOLUTION 24-18

RESOLUTION FOR WAGE INCREASE FOR UTILITY OFFICE
MANAGER

WHEREAS, staffing changes in the Public Works and Utilities departments made additional utility funds available for wage adjustments; and

WHEREAS, the Village has determined that increasing the Utility Office Manager's wage is necessary to better match the skills and experience required for the position.

NOW THEREFORE, THE VILLAGE BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to increase the hourly wage of the Utility Office Manager from \$25.09 to \$28.00. Said wage increase shall be effective on August 7, 2024.

Adopted this 6th day of August, 2024.

PRESENTED: 8/6/2024
ADOPTED: 8/6/2024

Roger J. Truttmann, President

Kelsey Jenson, Village Clerk/Treasurer