

105.1 Clerk/Treasurer Position Description Policy

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SECTION I – EMPLOYED PURSUANT TO

Individual is employed pursuant to Section 60.30(1)(e) and other applicable Wisconsin Statutes that apply to the duties of a Clerk and a Treasurer.

SECTION II – NORMAL WORK WEEK

- A. Forty (40) hour week
- B. Monday – Friday
- C. All hours excess of the normal forty (40) hours per week shall be either paid overtime or compensatory time taken at a rate of one-and-one-half hours for each overtime hour worked.
- D. Compensatory time shall be used within the same pay period earned or within the following three (3) pay periods. Compensatory time may not be accumulated and shall not be carried over into the following fiscal year. Accumulated compensatory time will be paid during the last pay period of the fiscal year in which earned.
- E. Scheduled overtime must have prior approval of the Town Chairperson.
- F. Unauthorized overtime will not be compensated.

SECTION III – SCHEDULED NORMAL WORK HOURS

- A. 7:00 am – 4:30 pm Monday, Tuesday, Thursday, and Friday and 7:00 – 11:00 am on Wednesday.
- B. Noon lunch period of thirty (30) minutes.
- C. Two fifteen (15) minute breaks, one in AM, one in PM.
- D. Attendance at evening Town Board, Plan Commission, Annual, Special Town Board, Committee Meetings, Budget Hearing, Board of Review and Elections is required.
- E. Any Flex Schedule will be approved by the majority of the board.

SECTION IV – PUBLIC OFFICE HOURS

- A. 7:00 am – 4:30 pm Monday, Tuesday, Thursday, and Friday and 7:00 – 11:00 am on Wednesdays. The office may be closed during lunch period.
- B. Office shall have telephonic voice mail answering system.

SECTION V – EMERGENCY HOURS

As determined by the Town Board if any type of natural or manmade catastrophe occurs that involves the Town.

SECTION VI – SALARY

- A. To be determined by the Town Board.
- B. Mileage paid at same rate as Town Board for approved use of personal vehicle for town business as based on current fiscal year IRS mileage reimbursement rates.

SECTION VII – PAY SCHEDULE

- A. Bi-weekly.
- B. Overtime to be paid in pay period earned.

SECTION VIII – PROBATIONARY PERIOD

- A. Minimum of one (1) year.
- B. Probationary Period, may be extended for just cause after Town Board review and/or approval.

SECTION IX – TRAINING AND EDUCATION

- A. All required training and educational seminars require prior Board approval and will be scheduled during the regular work week or compensatory time may be used with Board approval.
- B. Required training and educational seminar fees and approved expenses will be paid by the Town.

SECTION X – VACATION

- A. Vacation is credited to the employee's account at the beginning of the calendar year.
- B. Vacation credit is prorated from the date of employment, i.e. employment date is September 25th, so approximately eleven (11) hours of vacation is credited for that year. New employees shall earn, but cannot take vacation during the first six months of employment.
- C. A maximum of forty (40) hours of vacation time may be carried into the next year with permission from the majority of the Town Board. Vacation carried over into the next year must be used prior to July 1st or it will be forfeited. Vacations and other authorized time off must not conflict with Town operations. Scheduled time off must have prior approval of the Town Chairperson or designated Town Board representative.
 - a. First year 40 hours (1 Week)
 - b. Second year 80 hours (2 Weeks)
 - c. Fifth year 100 hours (2-1/2 Weeks)
 - d. Tenth year 120 hours (3 Weeks)
 - e. Fifteenth year 160 hours (4 Weeks)

SECTION XI – HOLIDAYS

- A. Employee's will receive eight (8) hours paid time off for the following holidays:
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|----------------|----------------------|
| New Year's Day | Labor Day |
| Good Friday | Thanksgiving |
| Memorial Day | Christmas Day |
| Fourth of July | One Personal Holiday |
- B. If the holiday falls on Saturday, the Friday before becomes the holiday.
- C. If the holiday falls on Sunday, the Monday following becomes the holiday.
- D. Emergency hours worked on a holiday will be paid time and one-half with prior approval of the Town Chairperson or designated Town Board representative.
- E. Holiday time must be taken off on the holiday earned except in the case of any emergency declared by the Town Board, then approval to carry holiday time to a later date requires the majority approval of the Board.
- F. The one Personal Holiday may be used anytime during the year.

SECTION XII – SICK LEAVE

- A. Sick leave is accumulated at the rate of four (4) hours for each pay period. There are twenty-six (26) pay periods each year. The employee may accumulate sick leave with a cap of 1,440 hours. Accumulated sick leave at time of retirement may be converted to an account to continue employee's health insurance premiums. The formula of the number of accumulated sick leave hours times the person's hourly wage will be used to establish the amount of the account. If the person leaves the position prior to retirement, the accumulated sick leave is forfeited.
- B. Sick leave used for a medical appointment should be scheduled in advance whenever possible.
- C. Sick leave utilization in excess of three (3) consecutive days may require a doctor's excuse to return to work.

SECTION XIII – WORKMAN'S COMPENSATION INSURANCE

- A. Injuries must be reported to the Town Chairperson as soon as possible. Workman's compensation reporting forms shall be completed as soon as practical and possible unless incapacitated.
- B. A return work certificate by the employee's physician shall be required.

SECTION XIV – RETIREMENT IN WISCONSIN RETIREMENT SYSTEM AND HEALTH INSURANCE

- A. Retirement premiums are paid, 50% contribution by employee and 50% contribution by employer, with employee contribution treated as pretax.
- B. Health and dental insurance premiums are paid by the employer for single or family plan coverage.
- C. The employee shall pay the difference if additional coverage is desired for health insurance.

SECTION XV – POSITION AND EMPLOYEE EVALUATION

- A. Probationary period of one (1) year, with a six (6) month and end of probationary written employee evaluation performed by the designated supervisor.

- B. There shall be a written annual employee evaluation performed by the designated supervisor.
- C. A review of this position policy will be completed at a minimum of biennially if not requested sooner.

SECTION XVI – EFFECTIVE DATE

This Policy shall take effect and be in force from and after the day after passage and publication as required by law.

Dated this 21st day of May, 2018

Posted: May 24, 2018

Brenda Kahl, Clerk/Treasurer
Michael Statz, Supervisor
Duane Haag, Supervisor

Anthony Varda, Chairperson
Joe Kruchten, Supervisor