

## **105.3 Road Patrolman Policy**

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### **SECTION I – EMPLOYED**

Employees are employed on an “at-will” basis.

### **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 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 – NORMAL WORK HOURS**

- A. 7:00 am – 3:30 pm.
- B. Noon lunch period of thirty (30) minutes.
- C. Two fifteen (15) minute breaks, one in AM, one in PM
- D. Any Flex Schedule will be approved by the majority of the board.

### **SECTION IV – EMERGENCY HOURS**

- A. All employees are expected to be available to handle winter or emergency road conditions and/or hazards whenever they occur twenty-four (24) hours a day.
- B. Minimum paid call-out time shall be two (2) hours. Call out shall be by Town Chairperson or Town Board Supervisor.

## **SECTION V – OVERTIME HOURS**

- A. All hours in excess of the normal forty (40) hours per week shall be paid time and one-half.
- B. Normal work hours shall be adjusted to compensate for weather, but overtime hours may still be necessary if prior approval is granted from Town Chairperson or Town Board Supervisor.
- C. Scheduled overtime must have prior approval of the Town Chairperson or Town Board Supervisor.
- D. Emergency overtime will be reviewed periodically by the Town Chairperson and/or Town Board.
- E. Unauthorized overtime will not be compensated.

## **SECTION VI – HOURLY WAGE**

- 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. One (1) year probationary period to become proficient in operation of all Town equipment.
- B. Probationary Period, may be extended for just cause after Town Board review and/or approval.

## **SECTION IX – TRAINING AND EDUCATION**

- A. All training and education courses require prior Board approval and will be scheduled during the regular work week or compensatory time may be used with Board approval.
- B. Any required training and educational 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 25<sup>th</sup>, 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 June 1<sup>st</sup> or it will be forfeited.

- D. Vacation time requires prior approval by the Highway Superintendent, Town Chairperson, or designated Town Board Supervisor, but whenever possible vacation shall be approved at times desired by the employee.
- a. First year                      40 hours (1 Week)
  - b. Second year                    80 hours (2 Weeks)
  - c. Fifth year                        100 hours (2 ½ 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:

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 double time with prior approval of the Highway Superintendent, Town Chairperson, or designated Town Board representative.
- E. Holiday time must be taken off on the holiday except in cases where there is a need, for example, snow/ice removal or an emergency has been declared with prior approval of the Highway Superintendent, Town Chairperson, or designated Town Board representative.
- 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 when 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 immediately. 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 – DRUG/ALCOHOL TESTING AND LICENSURE**

- A. Mandatory, required by Federal Statutes
- B. Random testing once per year.
- C. See Drug Policy for further details.
- D. The Road Patrolman shall maintain a Commercial Driver’s License appropriate to town equipment.

**SECTION XVI – 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 Road Patrolman policy will be completed at a minimum of biennially if not requested sooner.

**SECTION XVII – EFFECTIVE DATE**

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

Adopted this 21<sup>st</sup> day of May, 2018

Posted: May 24, 2018

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

Anthony Varda, Chairperson  
Joe Kruchten, Supervisor