

Town of Hiles - Personnel Policies

I. SCOPE

These policies apply only to the employees (paid workers) of the Town of Hiles. Wisconsin State Statutes define the duties and rights of elected and appointed officials. Where applicable, Federal and State laws and regulations also apply, and supersede these policies in specific cases where differences occur. This document is **not a contract of employment**, either expressed or implied, and does not create any contractual rights of any duration between the Town and its employees. Employees can terminate their employment whenever they wish just as the Town may terminate any employee at any time for any reason, with or without cause, except as provided otherwise by the terms of this document. This is known as **employment at will**.

II. EQUAL OPPORTUNITY POLICY

The Town will provide equal opportunity to all employees and to all applicants for employment and will prohibit unlawful discrimination or harassment because of race, creed, religion, national origin, citizenship, sex, marital or parental status, age, physical or mental disability, or sexual preference or orientation. The Town is committed to providing a working environment in which its employees are treated with courtesy, respect and dignity. The Town will not tolerate or condone any actions by any person which constitutes sexual harassment.

III. DEFINITIONS

A. The **Town** is a local general purpose unit of government. Town property includes but is not limited to real estate, moveable and fixed equipment, vehicles, tools, and road maintenance machinery. Town employees are not authorized to use Town property for personal reasons.

B. **Employees:** The Employees of the Town consist of road maintenance workers and other personnel as necessary. Compensation for all employees will be in the form of an hourly wage plus specified benefits, where applicable. Reimbursement will be made for authorized expenses, purchases on behalf of the Town, and mileage at a rate specified by the Town Board. The Town Board is responsible for the administration of all Town Employees.

C. **Probationary Employee:** A newly hired employee is subject to a probationary period for the first ninety (90) days of employment and is not eligible for holiday pay, pay for personal days, or safety shoe/boot allowance pay during this period. The probationary period is intended to give the new employee the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the position meets their expectations. The Town Board uses this period to evaluate overall performance and to determine if continued employment beyond the probationary period is appropriate. Either the employee or the Town may end the employment relationship at will at any time during the probationary period, with or without cause or advance notice.

D. **Employment Category:**

1. **Full-time Employee:** An employee whose regular work schedule is five days per week and 40 hours per week is a Full-time Employee.

2. **Part-time Employee:** An employee who has regular scheduled responsibilities but whose work schedule is less than 40 hours is a Part-time Employee. Part-time employees are responsible for identifying a substitute, with approval of the Town Chair, to fulfill their duties in case of their absence.

3. **Temporary Employee:** An employee who is hired for a specific temporary need is a Temporary Employee.

E. **Pay Period:** All road maintenance employees are paid weekly on Friday for work performed the week prior to the current week. The work week runs from Sunday until Saturday. All other employees are paid monthly consistent with the meeting date of the Town Board. Federal and State income taxes, Social Security taxes, child support payments, and other court ordered payments, will be withheld according to law. All employees are expected to complete and sign time sheets and turn them into the Town Clerk. Road maintenance employees are expected to complete time sheets by any time on Monday for work performed during the previous week.

F. **Work Schedules:** The Town Board specifies the working hours of full-time road maintenance staff. This is forty hours per week under normal conditions. Flexible work time arrangements may be made through the Town Chair. Working hours of transfer station and recycling attendants are consistent with the scheduled open hours of the facility. Working hours of the Town Hall custodian and temporary employees are on an as required basis.

G. **Holidays:** Paid holidays for full-time road maintenance staff are New Years Day, Good Friday, Memorial Day, July Fourth, Labor Day, Thanksgiving, and Christmas Day. If any of the holidays fall on a Saturday or Sunday the employee may take either the Friday before or the Monday after.

H. **Overtime:** All employees are paid at an overtime rate of 1-1/2 times their normal hourly rate for any hours in excess of 40 per week. For called-in emergencies, all road maintenance staff are paid two times their normal hourly rate for work on Sundays, and two and-one-half their normal hourly rate for work on holidays.

IV. EMPLOYEE ADMINISTRATION

The Town Board is responsible for hiring full-time and part-time employees. All such employees and temporary employees are responsible to the Town Chair for supervision. The Town Chair is responsible for hiring and supervising temporary employees.

The following are the normal paid job positions of the Town:

<u>Job Position</u>	<u>Employment Category</u>
Road Maintenance Crew Leader	Full-time
Road Maintenance Worker	Full-time
Transfer Station and Recycling Attendant	Part-time
Town Hall Custodian	Part-time
Extra Road Assistance and other temporary help	Temporary

The responsibilities and qualifications for all full-time and part-time positions are described in separate job position descriptions which are attached to and a part of this document.

V. INSURANCE

A. Worker's Compensation: Injuries and illnesses which are job-related are covered by worker's compensation insurance. All injuries and illnesses to employees occurring on Town property or while performing duties on behalf of the Town must be reported promptly to the Town Chair as quickly as possible. In the absence of the Town Chair, the Town Clerk should be notified.

B. Health Insurance: Full-time employees may enroll in a group health insurance program, selected by the Town, providing individual or family coverage. The premium will be paid by the Town. Coverage will be effective beginning no longer than thirty days after beginning employment. The Town may choose to defray health insurance deductible costs for full-time employees. The Town may choose to provide limited reimbursement for dental and eye care.

VI. EMPLOYEE SAVINGS PLAN

The Town offers an the opportunity to employees to participate in an employee savings plan. Eligible employees are those who have received at least \$5,000 in compensation during any two years preceding the current calendar year and are reasonably expected to earn at least \$5,000 during the current calendar year. Such employees may participate in a SIMPLE IRA (Savings Incentive Match Plan for Employees) plan in accordance with the provisions of the Internal Revenue Service of the United States Department of the Treasury. Eligible employees not currently participating in the SIMPLE IRA plan may elect to do so during a 60 day election period which immediately precedes January 1 of each year. Employees currently participating may change their election to not participate or change their contribution amount by submitting a modified 'Salary Reduction Agreement' to the Town Clerk.

Eligible employees may specify an amount to be withheld from each paycheck by completing a 'Salary Reduction Form' and by making arrangements to establish a SIMPLE IRA at a financial institution of their choice. The Town will match employee contributions up to 3% of the employees gross compensation. The employee and Town contributions will be sent to the financial institution by the Town on a regular basis.

VII. WORKER SAFETY:

The Town is responsible for providing required safety equipment to Town employees and the Town Chair is responsible for instructing them in the proper use of such equipment. It is the responsibility of the employee to use proper safety equipment as specified for identified work tasks. If employees identify or anticipate the need for additional safety equipment, or if any equipment becomes unserviceable, the Town Chair should be notified. A safety boot allowance of \$100 will be paid to full-time road maintenance workers in the first paycheck of January of each year. This is intended to help defray the expense of winter and summer safety shoes/boots.

VIII. TIME OFF

A. Vacation Leave: Full-time employees are annually entitled to five days of paid vacation leave after one year of employment and ten days of paid vacation leave after two years of employment effective with their service anniversary date. Vacations should be scheduled with the Town Chair. Vacation hours accrued must be used during the year of vacation eligibility, or during the year following, or they are lost. Upon termination of employment by either the employee or employer, the terminated employee will be entitled to compensation for accumulated vacation leave credit at the employees present pay rate.

B. Sick Leave: The Town does not specifically provide for payment of sick days for any employees.

C. Personal Days: Full-time employees are entitled to four paid personal days per year. Personal days do

not carry over into subsequent years. Unused days on termination of employment with the Town will not be paid at the employees present pay rate. It is expected that such leave will be used for personal illness, family needs, and other personal emergencies or business.

D. Funeral Leave: In the case of an immediate family member (spouse, child, mother, father, sister, brother, or grandparent) the Town will allow a maximum of three paid days off for full-time employees.

E. Public Service: Full-time employees will be provided time off at their full pay rate, less any amount paid for their service, for serving jury duty.

F. Family and Medical Leave: While the Town is not subject to the provisions of the Wisconsin and Federal Family and Medical Leave Acts, it is the intent of the Town to provide for medical and/or family leave to meet the needs described in these Acts. Family leave may be taken for the birth of a child, or the placement of a child through adoption or foster care. Medical leave is available to employees to care for a child, spouse, partner, or parent. Medical leave may also be used by an employee who is unable to perform his/her duties due to their own serious health condition. Application for family or medical leave should be presented to the Town Chair with as much advance notice as possible.

IX. PERFORMANCE REVIEW

Full-time employees will meet individually with the Town Board in a closed session special meeting annually during the month of May for the purpose of discussing their job performance and accomplishments, suggestions they may have for improved performance and improved road operations, and plans for the coming year. Other employees may request a similar meeting with the Town Board or the Town Chair, but it is not required.

X. GRIEVANCES

Any grievance that a Town employee has should be submitted in writing to the Town Chair. The Town Chair should take prompt action on such grievances and will notify the employee of any action to be taken in response to their request. While it is expected that most grievances can be handled in this manner, the employee may also choose to submit his/her grievance to the Town Board. The Board will notify the employee as quickly as possible of any action to be taken in response to their request.

XI. TERMINATION OF EMPLOYMENT

A. Resignation/Retirement: Resignation or retirement is a voluntary termination freely made by an employee for any reason he/she chooses. The resignation or retirement should be submitted in writing to the Town Chair. The employee must normally give at least two weeks notice, but the Town Chair may waive or reduce the notice requirement or enter into a mutual agreement regarding termination terms.

B. Reduction in Force: If work load or financial considerations require termination of a filled position, the incumbent employee will be given at least two weeks notice. Normally part-time employees and then full-time employees with lesser seniority would be subject to force reduction actions in that order. Employees separated by force reduction are entitled to a separation allowance equivalent to one week of pay.

C. Unsatisfactory Performance/Misconduct: Unsatisfactory performance can include misconduct or the failure of an employee to meet performance standards, complete tasks in a timely or competent way, or maintain an adequate attendance record. Before termination for unsatisfactory performance may be made final, the employee must be counseled (to include specific information on what he/she must do to meet minimum standards) and given a reasonable time to make the required improvement. If performance continues to be unsatisfactory, the employee may be terminated. Dismissal for misconduct

can be immediate and includes such items as reporting for work while under the influence of alcohol, use of alcohol or drugs on premises or during work hours, theft or abuse of company property, failure to follow employee safety procedures, falsifying time sheets, and disregard for other Town policies.

D. Town Property: All Town property under the responsibility of the employee, including keys, tools, and safety equipment, must be returned or satisfactorily accounted for prior to issue of the final paycheck. Should an employee fail to return or satisfactorily account for Town property, the value may be deducted from the final paycheck.

Attached Job Position Descriptions:

Road Maintenance Crew Leader

Road Maintenance Worker

Town Hall Custodian

Transfer Station and Recycling Attendant

Approved by Town of Hiles Board on March 11, 1998

Revised on March 10, 1999

Revised on February 14, 2001

Town of Hiles - Job Position Description

Title of Position: Road Maintenance Crew Leader

Immediate Supervisor: The Chair of the Town of Hiles

Brief Description of Position: This position primarily involves the maintenance and improvement of the roads within the Town of Hiles. The employee is expected to service the roads with appropriate maintenance practices. The employee must sometimes exercise independent judgement and perform tasks in the absence of supervision. The employee is expected to perform the duties in a professional manner. As an employee of the Town, the employee is expected to be courteous at all times and represent the Town in a professional and positive manner. The position also includes overseeing the other full-time and part-time roadcrew employees.

Essential Functions of the Job

Ability to perform heavy manual labor.

Ability to service and make repairs and adjustments to equipment.

Sufficient communication skills to be able to write, read, and speak in English and correctly interpret written information, policies, and rules.

Must possess a valid Wisconsin Commercial Drivers License.

Available nights, holidays, and weekends during snow, ice and/or wind storms, and other emergencies.

Ability to bend and to lift moderately heavy (50 pound) objects on a regular basis of two hours per day and heavier objects on an occasional basis.

Ability to sit and stand for up to eight consecutive hours per work shift with periodic breaks.

Ability to walk up to two miles on ungraded and unpaved surfaces per work shift.

A demonstrated acceptable driving record.

Ability to operate equipment including grader, truck, loader, tractor mower, chipper, chain saw, and similar equipment of comparable size and complexity.

Duties of the Position

Coordinate the activities of other full-time and part-time roadcrew workers.

Insure that adequate shop materials, supplies and equipment are available as needed and maintained.

Maintain Town roads, patch holes, and service roads with appropriate maintenance practices.

Maintain culverts and ditches.

Check and replace or repair damaged and/or missing road signs.

Plow snow, apply ice control material.

Maintain shoulders, mow grass, cut brush, clean trash, trim or remove trees and any related task involved in road maintenance.

Work with contractors as necessary when a contractor is hired for a Town job.

See that equipment is serviced with fuel, oil, water, and lubricants, and perform minor to moderate repairs to tools and equipment. Order and secure required materials and parts for equipment maintenance.

Post seasonal weight limits on Town Roads when necessary.

Perform other duties as necessary and as requested such as maintaining Town buildings and grounds, monitoring dam water levels, etc.

Take responsibility for implementing and following Town policies such as personnel safety, lockout/tagout, etc.

Desired Knowledge, Skills, and Experience

Experience and/or training in highway maintenance and construction work which includes operating intermediate size motorized equipment.

Knowledge of methods, materials, and equipment used in the maintenance and repair of asphalt and gravel roads.

Knowledge of traffic laws and regulations as they apply to motorized construction and maintenance equipment.

Knowledge and ability to operate intermediate size motorized construction and maintenance equipment, chain saws, and similar tools and equipment.

It is preferable that the employee/applicant be a resident of the Town.

March 10, 1999

Town of Hiles - Job Position Description

Title of Position: Road Maintenance Worker

Immediate Supervisor: The Chair of the Town of Hiles

Brief Description of Position: This position primarily involves the maintenance and improvement of the roads within the Town of Hiles. The employee is expected to service the roads with appropriate maintenance practices. The employee must sometimes exercise independent judgement and perform tasks in the absence of supervision. The employee is expected to perform the duties in a professional manner. As an employee of the Town, the employee is expected to be courteous at all times and represent the Town in a professional and positive manner.

Essential Functions of the Job

Ability to perform heavy manual labor.

Ability to service and make repairs and adjustments to equipment.

Sufficient communication skills to be able to write, read, and speak in English and correctly interpret written information, policies, and rules.

Must possess a valid Wisconsin Commercial Drivers License.

Available nights, holidays, and weekends during snow, ice and/or wind storms, and other emergencies.

Ability to bend and to lift moderately heavy (50 pound) objects on a regular basis of two hours per day and heavier objects on an occasional basis.

Ability to sit and stand for up to eight consecutive hours per work shift with periodic breaks.

Ability to walk up to two miles on ungraded and unpaved surfaces per work shift.

A demonstrated acceptable driving record.

Ability to operate equipment including grader, truck, loader, tractor mower, chipper, chain saw, and similar equipment of comparable size and complexity.

Duties of the Position

Maintain Town roads, patch holes, and service roads with appropriate maintenance practices.

Maintain culverts and ditches.

Check and replace or repair damaged and/or missing road signs.

Plow snow, apply ice control material.

Maintain shoulders, mow grass, cut brush, clean trash, trim or remove trees and any related task involved in road maintenance.

Work with contractors as necessary when a contractor is hired for a Town job.

See that equipment is serviced with fuel, oil, water, and lubricants, and perform minor to moderate repairs to tools and equipment. Order and secure required materials and parts for equipment maintenance.

Post seasonal weight limits on Town Roads when necessary.

Perform other duties as necessary and as requested such as maintaining Town buildings and grounds, monitoring dam water levels, etc.

Take responsibility for implementing and following Town policies such as personnel safety, lockout/tagout, etc.

Desired Knowledge, Skills, and Experience

Experience and/or training in highway maintenance and construction work which includes operating intermediate size motorized equipment.

Knowledge of methods, materials, and equipment used in the maintenance and repair of asphalt and gravel roads.

Knowledge of traffic laws and regulations as they apply to motorized construction and maintenance equipment.

Knowledge and ability to operate intermediate size motorized construction and maintenance equipment, chain saws, and similar tools and equipment.

It is preferable that the employee/applicant be a resident of the Town.

March 11, 1998

Town of Hiles - Job Position Description

Title of Position: Town Hall Custodian

Immediate Supervisor: The Chair of the Town of Hiles

Brief Description of Position: This position involves the custodial maintenance of the Town Hall facilities. The employee is expected to exercise independent judgement and perform tasks in the absence of supervision. The employee is expected to perform the duties in a professional manner. As an employee of the Town, the employee is expected to be courteous at all times and represent the Town in a professional and positive manner.

Essential Functions of the Job

Sufficient communication skills to be able to write, read, and speak in English and correctly interpret written information, policies, and rules.

Ability to bend and to lift light (20 pound) objects on a regular basis of two hours per work shift.

Ability to walk one mile during a work shift.

Duties of the Position

Maintain the Town Hall facility (meeting area, office, kitchen, and all restrooms) in a clean and orderly manner. This involves duties such as—

Clean, sweep, mop, and vacuum floors as necessary.

Strip and wax tiled floors when required.

Wash and clean kitchen counter tops, cooking surfaces, restroom sinks and toilets, as necessary.

Clean other areas and facilities when needed.

Remove any miscellaneous trash as necessary.

The Town Hall should be checked at least weekly to determine any necessary cleaning.

Purchase and obtain materials and supplies as necessary to implement job functions.

Report to the Town Chair any building maintenance items requiring service or repair (electrical, plumbing, lighting, etc.).

Desired Knowledge, Skills, and Experience

It is preferable that the employee/applicant be a resident of the Town.

March 11, 1998

Town of Hiles - Job Position Description

Title of Position: Transfer Station and Recycling Attendant

Immediate Supervisor: The Chair of the Town of Hiles

Brief Description of Position: This position involves the monitoring of the Town trash disposal and recycling facilities for residents of the Town. The employee is expected to exercise independent judgement and perform tasks in the absence of supervision. The employee is expected to perform the duties in a professional manner. As an employee of the Town, the employee is expected to be courteous at all times and represent the Town in a professional and positive manner.

Essential Functions of the Job

Sufficient communication skills to be able to write, read, and speak in English and correctly interpret written information, policies, and rules.

Ability to bend and to lift light (20 pound) objects on a regular basis of two hours per work shift.

Ability to walk one mile during a work shift and to climb steps.

Duties of the Position

Open and close the transfer station in accordance with hours established by the Town Board.

Assure that only property owners of the Town of Hiles, or guests of property owners, use the transfer station facility.

Make trash and recycling information available to the users of the facility. Interpret policies for users and assist users in proper disposal and recycling techniques.

Make arrangements for the timely pick up of trash dumpsters and the replacement of recycling trailers.

Maintain records of usage as appropriate and as required by the Town and/or County.

Monitor users for proper trash disposal and recycling procedures and arrange for enforcement as necessary.

Attend County sponsored seminars as scheduled in order to keep current on disposal and recycling procedures.

Periodically inspect trash and recycling containers to assure the proper sorting of materials.

Implement appropriate safety and security measures, including trailer lighting and protection against animals.

Assure that the facility and adjacent grounds are kept neat and orderly.

Desired Knowledge, Skills, and Experience

It is preferable that the employee/applicant be a resident of the Town.

March 11, 1998