

**VILLAGE OF NEW GLARUS
PERSONNEL/FINANCE COMMITTEE
Village Hall Board Room - 319 2ND Street, New Glarus, WI
5/7/24 5:30 p.m.**

AGENDA:

1. Call to Order
2. Public Comment
3. Approval of 4.16.24 Minutes
4. Approval of Claims
5. Consideration/Discussion: Overtime Policy
6. Adjournment

Roger Truttman, Chair
Finance/Personnel Committees

POSTED: N.G. Village Hall 5/3/24
 N.G. Post Office 5/3/24
 Bank of New Glarus 5/3/24

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
4/16/2024

Meeting called to order at 6:30 p.m. by President Roger Truttman. PRESENT: Roger Truttman and Gof Thomson.

ABSENT: Peggy Kruse

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

PUBLIC COMMENTS: None.

APPROVAL OF 3/19/24 MINUTES: Motion by Gof Thomson and second by Roger Truttman to approve the 3/19/2024 minutes. Motion carried 2-0.

CLAIMS: Thomson, and Truttman compared actual billings to the check register. Motion by Gof Thomson and second by Roger Truttman to approve the following claims: ACH for payroll expenses, health insurance; e-check for life insurance; journal entry for utilities; payroll vouchers 18005 to 18030 totaling \$37,295.80; and checks 43020 to 43066 totaling \$205,055.76. Motion carried 2-0.

CONSIDERATION/DISCUSSION: INVESTMENT POLICY: No action taken.

ADJOURN: Being no further business, President Truttman adjourned the meeting at 6:43 p.m.

-Kelsey Jenson,
Clerk-Treasurer

Report Criteria:
 Report type: GL detail
 Check: Check Issue Date = 05/08/2024

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43067										
05/24	05/08/2024	43067	6310	ALL STAR SPORTS LEAGUES	2024 LEAGUE PAYMENT	05012024	1	10-00-55300-310-001	600.00	600.00
Total 43067:										600.00
43068										
05/24	05/08/2024	43068	5821	AQUACHEM OF AMERICA INC	WWTP CHEMICALS	90841AQ	1	40-00-53630-340-001	742.50	742.50
Total 43068:										742.50
43069										
05/24	05/08/2024	43069	6121	AUTO VALUE NEW GLARUS	PARTS	709058759	1	10-00-53240-315-000	55.96	55.96
05/24	05/08/2024	43069	6121	AUTO VALUE NEW GLARUS	PARTS	709058759	2	10-00-53240-350-000	26.75	26.75
05/24	05/08/2024	43069	6121	AUTO VALUE NEW GLARUS	PARTS	709058759	3	50-20-58150-000-632	23.50	23.50
05/24	05/08/2024	43069	6121	AUTO VALUE NEW GLARUS	PARTS	709058759	4	50-20-58150-000-632	23.49	23.49
Total 43069:										129.70
43070										
05/24	05/08/2024	43070	4459	B & M TECHNICAL SERVICES	WWTP ITEMS	11630	1	40-00-53630-340-000	590.00	590.00
05/24	05/08/2024	43070	4459	B & M TECHNICAL SERVICES	Floral Clock Back Flow Test	11631	1	10-00-55210-310-000	360.00	360.00
Total 43070:										950.00
43071										
05/24	05/08/2024	43071	1155	BADGER SPORTING GOODS	Ball equipment	AAL006079-	1	10-00-55300-310-001	4,826.00	4,826.00
Total 43071:										4,826.00
43072										
05/24	05/08/2024	43072	1210	BEACON ATHLETICS	chalk	0591829-IN	1	10-00-55300-310-001	567.20	567.20
Total 43072:										567.20

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43073										
05/24	05/08/2024	43073	1275	BORDER STATES ELECTRIC SU	misc electric	928199790	1	50-10-58210-000-562	508.00	508.00
Total 43073:										508.00
43074										
05/24	05/08/2024	43074	5485	BROWNELLS INC	PD supplies	20244111650	1	10-00-52120-310-000	22.89	22.89
Total 43074:										22.89
43075										
05/24	05/08/2024	43075	4467	BULLSEYE PORTABLE RESTRO	2024 PORTABLE RESTROOMS	11545	1	10-00-55200-291-000	6,550.50	6,550.50
Total 43075:										6,550.50
43076										
05/24	05/08/2024	43076	4935	C.D. SMITH CONSTRUCTION IN	2023 PROJECT	12	1	40-00-53600-810-027	259,561.00	259,561.00
Total 43076:										259,561.00
43077										
05/24	05/08/2024	43077	4078	CLARK ELECTRIC	LIBRARY LIGHT	9274	1	25-00-55110-510-000	711.78	711.78
Total 43077:										711.78
43078										
05/24	05/08/2024	43078	6311	CLARNO LUMBER & SUPPLY C	LUMBER	294118	1	10-00-55200-350-000	204.38	204.38
Total 43078:										204.38
43079										
05/24	05/08/2024	43079	5842	CLASSY CLEANERS	Village Hall & PD Cleaning	2095	1	10-00-51600-291-000	1,235.00	1,235.00
Total 43079:										1,235.00
43080										
05/24	05/08/2024	43080	4332	COMPUTER KNOW HOW LLC	prepaid hours	40577	1	10-00-51400-310-000	1,650.00	1,650.00
05/24	05/08/2024	43080	4332	COMPUTER KNOW HOW LLC	prepaid hours	40577	2	50-10-58470-300-930	275.00	275.00
05/24	05/08/2024	43080	4332	COMPUTER KNOW HOW LLC	prepaid hours	40577	3	50-20-58470-300-930	137.50	137.50

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05/24	05/08/2024	43080	4332	COMPUTER KNOW HOW LLC	prepaid hours	40577	4	45-00-53440-310-001	55.00	55.00
05/24	05/08/2024	43080	4332	COMPUTER KNOW HOW LLC	prepaid hours	40577	5	40-00-53600-310-001	82.50	82.50
Total 43080:										2,200.00
43081										
05/24	05/08/2024	43081	1555	CULLIGAN WATER CONDITIONI	wwtp	03262024	1	40-00-53630-340-000	19.55	19.55
Total 43081:										19.55
43082										
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	1	10-00-51415-130-000	15.02	15.02
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	2	10-00-51420-130-000	86.34	86.34
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	3	10-00-51510-130-000	70.64	70.64
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	4	10-00-52100-130-000	37.56	37.56
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	5	10-00-52120-130-000	313.95	313.95
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	6	10-00-53100-130-000	180.93	180.93
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	7	22-00-51420-130-000	8.99	8.99
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	8	25-00-55110-130-000	246.86	246.86
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	9	40-00-53600-130-000	152.88	152.88
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	10	45-00-53440-130-000	30.66	30.66
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	11	50-10-58450-000-926	311.83	311.83
05/24	05/08/2024	43082	1590	DELTA DENTAL	MAY DENTAL	2128179	12	50-20-58450-000-926	159.68	159.68
Total 43082:										1,615.34
43083										
05/24	05/08/2024	43083	5299	DEPARTMENT OF ADMINISTRA	NEW GLARUS UTILITIES PB FEES	505-0000089	1	50-00-26300-000-253	2,685.40	2,685.40
Total 43083:										2,685.40
43084										
05/24	05/08/2024	43084	6262	ENGEN PLUMBING SERVICE, L	wwtp water softener	827	1	40-00-53630-350-000	1,294.50	1,294.50
Total 43084:										1,294.50
43085										
05/24	05/08/2024	43085	6290	FINGER PUBLISHING INC	sealed bids	BE209967	1	50-20-19000-000-107	86.13	86.13

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43085:										86.13
43086										
05/24	05/08/2024	43086	1900	GORDON FLESCH CO INC	Copies over annual base	IN14653665	1	10-00-51415-310-000	31.82	31.82
05/24	05/08/2024	43086	1900	GORDON FLESCH CO INC	Copies over annual base	IN14653665	2	10-00-51420-310-000	31.81	31.81
05/24	05/08/2024	43086	1900	GORDON FLESCH CO INC	Copies over annual base	IN14653665	3	10-00-51510-310-000	31.81	31.81
Total 43086:										95.44
43087										
05/24	05/08/2024	43087	1925	GREEN CTY HIGHWAY DEPT	Salt	04102024	1	10-00-53460-310-000	892.14	892.14
Total 43087:										892.14
43088										
05/24	05/08/2024	43088	1930	GREEN CTY WASTE MGMT	landfill	04102024	1	70-00-53620-310-001	5,056.80	5,056.80
Total 43088:										5,056.80
43089										
05/24	05/08/2024	43089	4639	HARDWOOD HILLS SAWMILL	Tree Stakes	2024-07	1	10-00-56110-310-002	134.75	134.75
Total 43089:										134.75
43090										
05/24	05/08/2024	43090	6143	HI-VIZ SAFETY	Signs	3316	1	10-00-53470-310-000	440.00	440.00
05/24	05/08/2024	43090	6143	HI-VIZ SAFETY	RAIN JACKET	3316	2	10-00-52800-310-000	180.00	180.00
Total 43090:										620.00
43091										
05/24	05/08/2024	43091	6309	KAISER, CHARLOTTE	TICKET REFUND - DOUBLE PAYMENT	04302024	1	10-00-13140-000-000	60.00	60.00
Total 43091:										60.00
43092										
05/24	05/08/2024	43092	2320	L V LABORATORIES LLC	WWTP - Iron Bacteria	2721	1	40-00-53630-291-003	2,384.50	2,384.50

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
Total 43092:										2,384.50
43093										
05/24	05/08/2024	43093	6014	LANTECH SERVICES LLC	PD Computer support	0001445	1	10-00-52100-240-000	680.00	680.00
Total 43093:										680.00
43094										
05/24	05/08/2024	43094	6042	LIFTOFF LLC	PD computers	7668RENEW	1	10-00-52100-240-000	1,092.00	1,092.00
Total 43094:										1,092.00
43095										
05/24	05/08/2024	43095	2515	MIDWEST TAPE LLC	Library	505371406	1	25-00-55110-310-003	179.94	179.94
Total 43095:										179.94
43096										
05/24	05/08/2024	43096	6093	MILLENNIUM	U GUARD 2" x 10 ' SCH 80	24-108372-1	1	50-00-15400-000-154	690.88	690.88
Total 43096:										690.88
43097										
05/24	05/08/2024	43097	4245	MONROE HEATING & SHEET M	WWTP	115857	1	40-00-53630-350-000	3,193.40	3,193.40
Total 43097:										3,193.40
43098										
05/24	05/08/2024	43098	2695	NEW GLARUS CHAMBER OF C	2024 - 1st Qtr Room Tax	05012024	1	11-00-56711-310-000	13,245.11	13,245.11
Total 43098:										13,245.11
43099										
05/24	05/08/2024	43099	2730	NEW GLARUS POLICE ASSOC	Police Union Dues	05032024	1	10-00-21550-000-000	15.00	15.00
Total 43099:										15.00

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43100										
05/24	05/08/2024	43100	5437	NOAH RIEMER PRODUCTIONS	Summer Library Program	05282024	1	25-00-55110-310-015	475.00	475.00
Total 43100:										475.00
43101										
05/24	05/08/2024	43101	6168	ODP BUSINESS SOLUTIONS LL	Police Supplies	3635025400	1	10-00-52100-310-000	291.35	291.35
Total 43101:										291.35
43102										
05/24	05/08/2024	43102	6103	PHONES PLUS BIZ INC.	Labor at PD	46668	1	10-00-52100-220-000	33.00	33.00
Total 43102:										33.00
43103										
05/24	05/08/2024	43103	1985	ROCKET INDUSTRIAL, INC.	PD paper towel	IN00467805	1	10-00-52100-310-000	143.02	143.02
Total 43103:										143.02
43104										
05/24	05/08/2024	43104	3075	ROY'S MARKET INC	WWTP supplies	04012024	1	40-00-53630-291-003	1.89	1.89
05/24	05/08/2024	43104	3075	ROY'S MARKET INC	WWTP supplies	04012024	2	40-00-53630-340-000	12.25	12.25
05/24	05/08/2024	43104	3075	ROY'S MARKET INC	Library	04012024	3	25-00-55110-310-014	31.73	31.73
05/24	05/08/2024	43104	3075	ROY'S MARKET INC	WWTP	04012024	4	40-00-53630-340-000	9.65	9.65
Total 43104:										36.22
43105										
05/24	05/08/2024	43105	5948	SCHMITZ JANITORIAL SUPPLY	SHOP TOWELS	14544	1	10-00-53230-310-000	43.00	43.00
Total 43105:										43.00
43106										
05/24	05/08/2024	43106	3190	SOUTH CENTRAL LIBRARY SYS	LIBRARY	24-377	1	25-00-55110-310-006	15.16	15.16
Total 43106:										15.16

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43107										
05/24	05/08/2024	43107	6242	SSM HEALTH MEDICAL GROUP	MULLEN HIRING	01242024	1	10-00-52100-310-000	28.00	28.00
Total 43107:										28.00
43108										
05/24	05/08/2024	43108	3250	STRAND ASSOCIATES INC	WWTP Extras	0209064	1	40-00-53600-291-000	2,416.55	2,416.55
05/24	05/08/2024	43108	3250	STRAND ASSOCIATES INC	2023 PROJECT	0209173	1	40-00-53600-810-027	15,106.10	15,106.10
05/24	05/08/2024	43108	3250	STRAND ASSOCIATES INC	3RD AVE PHASE II	0209836	1	60-00-53110-310-023	1,217.87	1,217.87
05/24	05/08/2024	43108	3250	STRAND ASSOCIATES INC	3RD AVE PHASE II	0209836	2	10-00-53110-310-000	359.34	359.34
Total 43108:										19,099.86
43109										
05/24	05/08/2024	43109	3255	STREICHER'S	KROHN U/A	I1695288	1	10-00-52120-130-000	194.97	194.97
05/24	05/08/2024	43109	3255	STREICHER'S	PD SUPPLIES	I1695666	1	10-00-52100-310-001	500.00	500.00
Total 43109:										694.97
43110										
05/24	05/08/2024	43110	5095	STUART C IRBY CO	U-GUARD PE 1" X 10' / PER SECTION	S013931828.	1	50-00-15400-000-154	167.70	167.70
Total 43110:										167.70
43111										
05/24	05/08/2024	43111	6127	SYMDON AUTO	2015 CHARGER	04112024	1	10-00-52120-350-000	114.69	114.69
Total 43111:										114.69
43112										
05/24	05/08/2024	43112	3335	TDS TELECOM	PD fax	05082024	1	10-00-52100-220-000	83.29	83.29
Total 43112:										83.29
43113										
05/24	05/08/2024	43113	5963	TOP PACK DEFENSE LLC	MULLEN U/A	13021	1	10-00-52120-130-000	94.99	94.99
Total 43113:										94.99

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	Invoice GL Account	Invoice Amount	Check Amount
43114										
05/24	05/08/2024	43114	3420	TOWN & COUNTRY ENG INC	GIS CONVERSION	26553	1	50-20-58470-300-930	120.00	120.00
05/24	05/08/2024	43114	3420	TOWN & COUNTRY ENG INC	GIS CONVERSION	26553	2	40-00-53600-310-001	120.00	120.00
05/24	05/08/2024	43114	3420	TOWN & COUNTRY ENG INC	GIS CONVERSION	26553	3	45-00-53440-310-001	120.00	120.00
05/24	05/08/2024	43114	3420	TOWN & COUNTRY ENG INC	ENGINEERING	26570	1	50-20-19000-000-107	12,113.51	12,113.51
Total 43114:										12,473.51
43115										
05/24	05/08/2024	43115	3440	TRUGREEN PROCESSING CEN	WATER TOWER	6051294092	1	50-20-58420-000-923	104.88	104.88
Total 43115:										104.88
43116										
05/24	05/08/2024	43116	3565	VILLAGE OF NEW GLARUS-PET	Pool start up	04302024	1	10-00-11840-000-000	100.00	100.00
05/24	05/08/2024	43116	3565	VILLAGE OF NEW GLARUS-PET	PAYMENT TO ACcount 41070001	05012024	1	10-00-49999-000-000	379.76	379.76
Total 43116:										479.76
43117										
05/24	05/08/2024	43117	3805	WI PROF POLICE ASSN	Police Union Dues	05032024	1	10-00-21550-000-000	133.50	133.50
Total 43117:										133.50
43118										
05/24	05/08/2024	43118	3955	ZIM'S CARPENTRY	FLOWER BOXES AT CHALET	2004	1	30-00-55120-310-000	1,636.25	1,636.25
Total 43118:										1,636.25
Grand Totals:										348,997.98

Report Criteria:

Report type: GL detail

Check.Check Issue Date = 05/08/2024

VILLAGE OF NEW GLARUS



ADMINISTRATION DEPARTMENT

MEMORANDUM

To: New Glarus Village Board
From: Lauren Freeman, Village Administrator
Date: May 7, 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	Population	Calculation of Overtime:
Prairie du Chien	5,487	Actual hours worked only
Sun Prairie	36,189	Actual hours + holidays, vacation
Platteville	11,764	Actual hours + holidays, vacation, sick
Wrightstown	3,237	Actual hours + all paid time off
Butler	1,772	Actual hours + all paid time off

Prairie du Chien:

“The City will compensate non-exempt employees under the Fair Labor Standards Act one and one-half (1.5) times the regular hourly rate of pay for all hours worked in excess of forty (40) hours per week. Holidays, compensatory time, vacation, and sick leave shall not be considered time worked in computing overtime. For purposes of calculating overtime, employees will be compensated using increments of thirty (30) minutes.”

Sun Prairie:

In addition to the above, the City of Sun Prairie considers the following as “hours worked” in the calculation of overtime for employees: holidays, personal holidays, and prior scheduled vacation time. This list does not include compensatory time used, sick leave, bereavement/funeral leave, or other type of paid time off.

Platteville:

The following count as worked for the purposes of calculating overtime within a workweek:

- Hours actually worked
- Paid holiday leave taken on the observed holiday
- Vacation leave, sick leave, and floating holiday leave used to replace hours that the employee was scheduled to work

Wrightstown:

Overtime shall be paid for all hours worked in excess of regularly scheduled hours that would exceed 40 hours in a week. 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. Wrightstown has elected to define overtime as hours worked, plus Holiday, Vacation, Personal, Sick Leave, and Funeral Leave hours exceeding 40 hours during a defined work week. 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.”

Butler:

Overtime is defined as time worked in excess of 40 hours per week in accordance with the federal Fair Labor Standards Act, unless an alternative work period is allowed through FSLA. Hourly and nonexempt salaried employees shall be paid overtime at a rate of time and one half for all hours worked in excess of forty (40) in a given workweek. For purposes of computing overtime, paid time off (i.e. vacation, sick leave, holiday, etc) within a given workweek shall be considered hours worked. The Village Administrator reserves the right to alter or cancel any scheduled overtime work if said work is deemed unnecessary.

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, sick leave, and compensatory time used in the calculation of overtime for employees. This list does not include any other type of paid time off such as 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

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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.

(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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Tentative Next Steps

Finance/Personnel Committee Feedback	May 7, 2024
Employee Feedback	May 2024
Finance/Personnel Committee Recommendation	June 4, 2024
Village Board Adoption	June 18, 2024