

RESOLUTION NO. 2018-79

A RESOLUTION ADOPTING THE REVISED CALEDONIA SALARY COMPENSATION SCHEDULE AND A MERIT SYSTEM FOR PAY ADJUSTMENTS FOR VARIOUS VILLAGE EMPLOYEES

WHEREAS, the Personnel Committee has been studying the pay structure for Caledonia employees and has determined that a more systematic and clearly defined pay structure is needed for specific positions; and

WHEREAS, the Village Board believes that a pay structure based on clearly defined grades and wage increases, when available, based on merit would be advantageous for the Village and its employees.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Caledonia that revised Caledonia Salary Compensation Schedule and the placement of various Caledonia positions on said schedule as set forth in Exhibit A which is attached hereto and incorporated herein is approved and adopted.

BE IT FURTHER RESOLVED by the Village Board of the Village of Caledonia that the following rules and procedures concerning pay adjustments for various Village employees hereby is approved and adopted and supersedes Resolution 2016-33:

- 1) All performance reviews shall be approved by the Village Administrator or Department Head prior to meeting with the employee.
- 2) Annual reviews shall be given on or before January 31 of each calendar year for performance in the prior calendar year and a copy of the review provided to Human Resources.
- 3) Village non-represented positions and Caledonia Utility District positions identified in Exhibit A shall be placed in a grade (from 1 through 24) on the Caledonia compensation schedule by action of the Village Board.
- 4) Each grade shall have a Minimum, Mid-Range and Maximum pay range.
- 5) An employee who has an existing salary/ pay rate above the Maximum in his or her assigned grade shall have his or her salary/ pay rate frozen and shall not be eligible to receive any pay increase unless and until the maximum rate of pay in that assigned grade is increased or until the position is moved to a higher grade level pursuant to the reclassification process. After the pay rate or grade is changed, the Village employee will not receive the different rate of pay unless authorized by the Administrator.
- 6) Caledonia's Salary Compensation Schedule pay rate adjustments for employees within the positions in the assigned grade shall only be made based on merit (satisfactory or above) and only within the parameters determined by the Village Board as part of the budget process. A pay increase shall not create a pay rate above the Maximum pay rate for that employee's position in the assigned grade.

- 7) The Village of Caledonia's Salary Compensation Schedule shall be reviewed on an annual basis by the Village Board as part of the budget process. This process shall determine if the Salary Compensation Schedule should be adjusted for some or all of the pay grades. These changes shall be based on the cost of living or other factors as determined by the Village Board and approved revisions shall be made to the Salary Compensation Schedule. If adjustments are approved, the minimum, mid-point and max numbers will all be adjusted.
- 8) The Village Board, in its sole discretion, may change, at any time, the merit increase percentages.
- 9) The Village Board, in its sole discretion, may freeze, at any time, all or part of the merit increase process and may not allow eligibility for any salary adjustments in that given year.
- 10) All new positions, appointed positions and Department Head positions must be authorized by the Personnel Committee and Village Board. The Administrator can fill vacancies at his or her discretion. The Administrator at his or her discretion shall hire new employees up to the Mid-Point pay rate. The Personnel Committee shall review and make recommendations to the Village Board of any new hire or vacancies with a pay rate above the Mid-Point pay rate unless such matters are under the jurisdiction of the Police and Fire Commission.
- 11) All non-represented Village employees that are in positions that are part of the Caledonia Salary Compensation Schedule and who are promoted shall be placed in the appropriate Salary Compensation Schedule grade unless an exception is approved by the Board. This increase is separate and distinct from any general or annual salary adjustment due to merit increases.
- 12) Employees can request a reclassification into a higher grade based on a job description that indicates substantial additional job duties and responsibilities that have been in place for at least 6 months. The request with supporting documentation must be reviewed and approved by the appropriate Department Head and the Administrator. If approved by both the Department Head and the Administrator, the request shall be presented to the Personnel Committee for its review. If recommended by the Personnel Committee, the request shall be presented to the Village Board for its decision.
- 13) The Village Board, in its sole discretion, as part of the budget process shall determine if any merit increases are appropriate for the subsequent budget year and, if so, the Village Board shall set the parameters for said merit increases and shall authorize appropriate funds for any increases.
- 14) An employee given a performance rating BELOW the Satisfactory/Meets Standards rating SHALL NOT be given a pay adjustment in the review period of that given year. Pay adjustments shall not create a pay rate above the maximum salary of that employee's assigned pay grade

BE IT FURTHER RESOLVED by the Village Board of the Village of Caledonia that this resolution shall apply to the positions identified in Exhibit A for Village of Caledonia non-represented employees and shall not apply to contracted employees, employees subject to collective bargaining negotiations, employees of the Central Racine Health Department,

Employees of Joint Parks, Election Workers, Elected Officials and part-time or seasonal or temporary employees.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin,

this 1st day of ~~September~~, 2018.
October

VILLAGE OF CALEDONIA

By: James R. Dobbs
James R. Dobbs, Village President

Attest: Karie Torkilsen
Karie Torkilsen, Village Clerk

Grade	Minimum	Mid-Point	Max	Positions
1	30,742.40	35,353.76	39,965.12	
2	32,279.52	37,121.45	41,963.38	Admin. Receptionist
3	33,893.50	38,977.52	44,061.54	Admin. Asst. Building-Engineer Admin. Asst. Fire Department Accounting Clerk Police Support Assistant
4	35,588.17	40,926.40	46,264.62	Assistant Municipal Court Clerk Deputy Clerk Parks Supervisor Utility District Operator Apprentice
5	37,367.58	42,972.72	48,577.85	Police Administrative Assistant
6	39,235.96	45,121.35	51,006.75	Municipal Court Clerk Utility District Clerk
7	41,197.76	47,377.42	53,557.08	
8	43,257.64	49,746.29	56,234.94	
9	45,420.53	52,233.61	59,046.68	
10	47,691.55	54,845.29	61,999.02	Financial Accountant
11	50,076.13	57,587.55	65,098.97	Utility District Operators
12	52,579.94	60,466.93	68,353.92	
13	55,208.93	63,490.27	71,771.61	Engineering Techs
14	57,969.38	66,664.79	75,360.19	Building Inspector
15	60,867.85	69,998.03	79,128.20	Highway Lead Senior Utility Field Operator
16	63,911.24	73,497.93	83,084.61	Senior Building Inspector Utility District Integrator Utility Accountant
17	67,106.80	77,172.82	87,238.84	Police Sergeants
18	70,462.14	81,031.47	91,600.79	Development Director Highway Operations Supervisor Police Lieutenant Utility Operations Supervisor
19	73,985.25	85,083.04	96,180.83	
20	77,684.51	89,337.19	100,989.87	Battalion Chief HR Director/Asst Administrator Police Captain Public Works Director Utility Director
21	81,568.74	93,804.05	106,039.36	Finance Manager
22	85,647.18	98,494.25	111,341.33	Fire Chief Police Chief
23	89,929.54	103,418.97	116,908.40	
24	94,426.01	108,589.91	122,753.82	
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	Adopted 10/1/18			