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**NOTICE OF PERSONNEL COMMITTEE MEETING**  
**Tuesday, January 11, 2022 Immediately**  
**Following the Legislative and Licensing**  
**Committee Meeting Starting at 8:15 a.m.**  
**Caledonia Village Hall - 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. Performance Evaluation Process
4. Compensatory time Policy Revision
5. Human Resource Update
6. Adjournment.

Dated January 7, 2022

Joslyn Hoeffert  
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a "meeting" within the meaning of Wisconsin's open meeting law. Nevertheless, only the committee's agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

**1. Call to Order**

Trustee Stillman called the meeting to order at 3:00 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Weatherston (Sat in for Trustee Wanggaard). President Dobbs was also present.

Absent: Trustee Wanggaard was excused.

Staff present: Village Administrator Kathy Kasper and HR Manager Michelle Tucker.

**2. Approval of Minutes**

Motion by Trustee Weatherston to approve the minutes as printed. Seconded by Trustee Stillman. Motion carried unanimously.

**3. Engineer Position Pay Grade Classification**

The job was posted with a different paygrade and modified grade level is being sought.

Motion by Trustee Weatherston to modify the pay grade classification to grade 18 for the Village Engineer position. Seconded by Trustee Stillman. Motion carried unanimously.

**4. Adjournment**

Motion by Trustee Weatherston to adjourn. Seconded by Trustee Stillman. Motion carried unanimously.

Meeting adjourned at 3:06 p.m.

Respectfully submitted,  
Joslyn Hoeffert  
Village Clerk

## **BUSINESS OF THE PERSONNEL COMMITTEE**

MEETING DATE: January 3, 2022

PLACEMENT New Business

ITEM TITLE: Overtime Calculation and Compensation Policy

SUBMITTED BY: Michelle Tucker

### SUMMARY EXPLANATION:

Changes to this policy were previously brought to the committee and the Village Board. There are a few more changes to this policy for you to consider. The first is a clarification of our previous change to time worked. The second change allows non-represented employees to refill their comp time bank during the year; the bank would continue to be limited to 80 hours, but it would refill once allowing a total of 160 hours to be used. The third change was requested by the Police Department and would more closely align the policy on compensatory time carryover for Police Sergeants with the union contract.

## OVERTIME CALCULATION AND COMPENSATION

Style Definition: Heading 2

### A. Employee Status

Exempt employee: An employee who is designated by the Fair Labor Standards Act (FLSA) as being exempt from its minimum wage and overtime requirements.

Non-exempt employee: An employee who is subject to the wage and hour laws established by the FLSA. Employees designated as such are subject to minimum wage and must receive overtime pay at the rate of one and one-half times their regular rate of pay for each hour worked above 40 hours worked per week.

### B. Overtime Compensation- General Rules

Exempt employees are not eligible for paid overtime or compensatory time.

Non-exempt employees shall receive time and one half their regular rate of pay for all hours worked in excess of forty hours per week. Compensatory time, at the rate of one and one-half hours per overtime hour worked, may be earned in lieu of pay, but the granting of such time shall be subject to the efficient operation of the department. Benefit time such as vacation, floating holidays, and sick time does count as hours worked; compensatory time does not count toward hours worked. All overtime must be pre-approved by one's supervisor or the employee will be subject to discipline.

### C. Overtime Compensation- Special Rules

Non-exempt Highway Department Employees- Non-exempt Highway Department employees who are **working snow removal operations** will receive time-and-a-half overtime pay (or compensatory time) for hours worked in excess of 8 hours per day, or in excess of 40 hours per week or time otherwise worked outside of the regular assigned hours of 6:30AM to 2:30PM.

Non-exempt Utility Department Employees- Non-exempt Utility Department employees who are working between November 1<sup>st</sup> and April 30<sup>th</sup> will receive time-and-a-half overtime pay (or compensatory time) for hours worked in excess of 8 hours per day, or in excess of 40 hours per week or time otherwise worked outside of the regular assigned hours of 6:30AM to 2:30PM.

Police Sergeants- Any police Sergeants assigned a 5-2/5-3 schedule will receive overtime paid at one and a half times (1 ½) the employee's current rate of pay for hours worked in excess of 8 hours per day, or in excess of 40 hours per week.

### D. Compensatory Time Bank and Payout

Compensatory time bank. Non-exempt employees may earn and bank compensatory time to a maximum balance of eighty (80) hours ~~per calendar year~~. Compensatory time above the authorized accumulation will be paid out during the pay period in which it was earned. An employee may use only up to one hundred sixty (160) hours of compensatory time during the year. There will be no carryover of compensatory time into the next calendar year for non-represented staff except Police Sergeants may

carry over 24 hours of compensatory time per year. Any hours banked and not used by December 31 will be paid out on the next paycheck. Compensatory time shall be paid at the overtime rate it was earned. Requests for payout of compensatory time may be made at any time during the year. Compensatory time payouts will be made as part of a regular payroll cycle, not as a separate direct deposit or check.

Compensatory time will be charged to the department under which it was earned. When an employee has earned compensatory time and separates or transfers out of that department, the compensatory time must be resolved prior to the employee leaving the department. In addition, all compensatory time must be resolved prior to an employee transferring from a nonexempt to an exempt position. Comp time may only be used in minimum quarter (1/4) hour increments.