



NOTICE OF PERSONNEL COMMITTEE MEETING
Monday, December 19, 2022 at 5:00 p.m.
Caledonia Village Hall - 5043 Chester Lane

1. Call to Order
2. Approval of Minutes
3. Utility Operator's On-Call Policy
4. Resolution 2022-127 – A Resolution Adopting The Caledonia 2023 Revised Salary Compensation Schedule Increasing Maximum For Paygrades 22 – 24
5. Adjournment.

Dated December 16, 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 5:32 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Folk. Trustee Weatherston and Trustee Martin were also present.

Absent: None.

Staff present: Finance Director Wayne Krueger, Fire Chief Jeff Henningfeld, Police Chief Christopher Botsch, HR Manager Michelle Tucker, and Administrator Kathy Kasper.

2. Approval of Minutes

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

3. Policy Update

There were conflicts between established contracts and the policy, particularly in the event of how coverage effects the dependents of retirees.

Motion by Trustee Folk approve and forward to the Village Board for approval. Seconded by Trustee Stillman. Motion carried unanimously.

4. The Personnel Committee reserves the right to go into CLOSED SESSION pursuant to Wis. Stat. Sec. 19.85(1) (c) and (e) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating or negotiating, and conducting other specified public business, whenever competitive or bargaining reasons require a closed session; specifically as it relates to: Labor Contracts for Public Safety Personnel.

Motion by Trustee Folk to go into closed session. Seconded by Trustee Stillman. Motion carried unanimously.

5. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION to take possible action on the item(s) discussed during the CLOSED SESSION and to move on to the remaining item(s) on this agenda.

Motion by Trustee Folk to go into open session. Seconded by Trustee Stillman. Motion carried unanimously.

6. Adjournment

Motion by Trustee Folk adjourn. Seconded by Trustee Stillman. Motion carried unanimously.

Meeting adjourned at 5:55 p.m.

Respectfully submitted,
Joslyn Hoeffert
Village Clerk

MEMORANDUM

DATE: Monday, December 12, 2022

TO: Finance Committee
Personnel Committee
Village Board

FROM: Anthony A. Bunkelman P.E.
Public Services Director



RE: Utility District Operators On Call Policy

BACKGROUND INFORMATION

The Utility District Operators have requested that a written policy be created for being On Call. Attached is the draft On Call Policy that was created to achieve this request. In addition to the draft Policy, a Fiscal Note was prepared to indicate the current Fiscal Impact and the proposed Fiscal Impact.

In the Policy it describes the times/duration that an Operator is On Call, the requirement of carrying the On Call phone, the response time if an Operator is required to physically appear, compensation for carrying the On Call phone, and compensation for physically appearing if necessary.

The On Call Policy has been created by the Public Services Director and reviewed/revise by the Village Administrator. The draft Policy was also shared with the Operators whose input on the draft Policy was considered. The approval process is to have the Policy on the Utility District Commission, Personnel Committee, Finance Committee, and finally the Village Board. The Utility District Commission reviewed the draft policy at their December 7th meeting and recommended that the Policy be forwarded to the Personnel Committee, Finance Committee, and Village Board with the recommendation to increase the compensation for carrying the On Call Phone from 6 hours to 7 hours per week.

It is anticipated that the On Call Policy will be reviewed and recommended to the Village Board for action at the December 19th Village Board meeting to have the On Call Policy take effect on January 1, 2023.

The Personnel Committee and the Finance Committee will need to determine and recommend how much compensation that the Utility District Operators should receive for carrying the On Call phone for a one-week On Call period.

RECOMMENDATION

Move to Recommend that the Utility District Operator – On Call Policy is forwarded to the Village Board for adoption at the December 19th Village Board Meeting.

OR

Move to Recommend that the Utility District Operator – On Call Policy revised to 7 hours of compensation for carrying the On Call phone and is forwarded to the Village Board for adoption at the December 19th Village Board Meeting.

Utility District Operator – On Call Policy

A Utility District Operator shall be on call for one week from 6:30am on Friday to 6:30am the following Friday. While the Utility District Operator is on call, the operator shall carry the designated Utility District on call phone. The on call phone is expected to be answered/acknowledged each time that a call or alarm is received. If a call happens to go to voicemail, the Operator shall return said call within 10 minutes of being received.

If a call or alarm requires the Operator to appear on-site, the Operator is required to arrive at the Utility District office, gather all necessary information and equipment, and drive to the site of the call or alarm using an equipped Utility District vehicle. Arrival at site shall be one (1) hour from the time the call or alarm is received.

An Operator on call shall receive 6 hours of straight time per week for being on call. The Operator shall have the option to receive pay or earn compensatory time for the 6 hours of straight time. In addition to on-call time, an Operator that is required to appear on-site for a call or alarm, shall receive a minimum of 2 hours of overtime pay or compensatory time (1 ½ times the operator's hourly rate). If the Operator works/responds to a call or alarm that takes more than 2 hours of time, the Operator shall be compensated for time worked at 1 ½ times the Operator's hourly rate.

There will not be prorated time for on-call duty for less than one week. Should the on-call Operator need time off for any reason, then it is the on call Operator's responsibility to find a replacement to cover the time missed.

Fiscal Note

Utility District On Call Policy

Effective January 1, 2023

Employee	2022 Wages	52 Weeks # Times on Call	Current Unwritten Policy 3 hours per week	Proposed Policy 6 Hours per week	Recommended by Utility District 7 hours per week
Operator	\$ 21.00	7	\$ 441.00	\$ 882.00	\$ 1,029.00
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Operator	\$ 27.50	7	\$ 577.50	\$ 1,155.00	\$ 1,347.50
Operator	\$ 28.00	7	\$ 588.00	\$ 1,176.00	\$ 1,372.00
Operator	\$ 29.49	8	\$ 707.76	\$ 1,415.52	\$ 1,651.44
Operator	\$ 29.78	8	\$ 714.72	\$ 1,429.44	\$ 1,667.68
Operator	\$ 33.00	8	\$ 792.00	\$ 1,584.00	\$ 1,848.00
Annual Impact		52	\$ 4,261.98	\$ 8,523.96	\$ 9,944.62

Current Fiscal Impact \$ 4,261.98

Additional Impact for 2023 \$ 4,261.98 or \$ 5,682.64

RESOLUTION NO. 2022-127

**A RESOLUTION ADOPTING THE CALEDONIA 2023 REVISED SALARY
COMPENSATION SCHEDULE INCREASING MAXIMUM FOR PAYGRADES 22 - 24**

WHEREAS, the Caledonia Village Board of Trustees previously adopted Resolution 2022-18, Caledonia’s Revised 2022 Salary Compensation Schedule; and

WHEREAS, the Personnel Committee previously agreed that the compensation schedule be modified on an as needed basis; and

WHEREAS, there are some staff in Paygrade 22 who are near the current maximum for their paygrade and increasing the maximum for Paygrade 22 will allow for future merit increases for those employees; and

WHEREAS, increasing Paygrade 22 impacts the grades above it, requiring an increase for Paygrades 23 and 24 as well; and

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Caledonia that Caledonia’s Salary Compensation Schedule dated December 19, 2022, as set forth in **Exhibit A** which is attached hereto and incorporated herein is approved and adopted.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of December 2022.

VILLAGE OF CALEDONIA

By: _____
Jim Dobbs, Village President

Attest: _____
Joslyn Hoeffert, Village Clerk

2023 Salary Compensation Schedule

Grade	Minimum	Mid-Point	Max	Positions
1	32,585.31	37,473.11	42,360.90	
2	34,214.58	39,346.77	44,478.95	Admin. Receptionist
3	35,925.31	41,314.11	46,702.90	Admin. Asst. Fire Department Accounting Payroll/Benefits Clerk Police Support Records Clerk
4	37,721.57	43,379.81	49,038.04	Assistant Municipal Court Clerk Parks Supervisor Utility District Operator Apprentice
5	39,607.65	45,548.80	51,489.95	Deputy Clerk
6	41,588.04	47,826.25	54,064.45	Accounting Clerk Utility District Clerk
7	43,667.44	50,217.56	56,767.67	Finance Technician Police Technician Public Services Admin. Coordinator
8	45,850.81	52,728.43	59,606.05	
9	48,143.35	55,364.85	62,586.36	Planning & Zoning Technician Municipal Court Clerk
10	50,550.52	58,133.10	65,715.68	
11	53,078.04	61,039.75	69,001.45	Parks Manager Utility District Operators
12	55,731.94	64,091.73	72,451.52	
13	58,518.54	67,296.32	76,074.10	Engineering Techs Utility Technician/GIS Specialist
14	61,444.47	70,661.14	79,877.81	Building Inspector
15	64,516.69	74,194.19	83,871.70	Highway Lead Senior Utility Field Operator Village Clerk
16	67,742.52	77,903.90	88,065.28	Senior Building Inspector Utility District Integrator Utility Accountant
17	71,129.66	81,799.11	92,468.56	
18	74,686.13	85,889.05	97,091.97	Highway Operations Supervisor Utility Operations Supervisor Human Resources Manager Engineer
19	78,420.44	90,183.51	101,946.57	
20	82,341.47	94,692.69	107,043.91	Development Director Village Engineer Utility Director
21	86,458.54	99,427.32	112,396.10	Finance Director
22	90,781.47	104,398.69	138,015.91	Fire Chief Police Chief Director of Public Services
23	95,320.54	109,618.62	123,916.70	
24	100,086.57	115,099.56	150,112.54	Village Administrator

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