

TOWN OF LA VALLE

Employee Handbook

(Approved: October 10, 2011)

FORWARD

This manual is intended to be a guide in understanding of the rules and regulations of the Town. As we continue to grow and expand, it has become necessary to clarify our policies to minimize misunderstandings as to the expectations the Town has for its employees, and to assist the Town management in its goal to treat all employees fairly.

The policies and regulations contained in this manual are not intended, and shall not be construed, to create an employment contract or in any way alter the status of any employee as an employee at will. Nothing in this manual guarantees continued employment to any person. Any intent to create an employment contract must be documented in a separate contract between the Town and the employee and formally approved by the Town Board

Because it is impossible to predict the future, the Town must reserve the ability to modify, revoke, suspend, terminate, and or change any or all of its policies and procedures. While the Town will attempt to give advance notice of the changes, there may be occasions when rules or policies are changed without notice. The Town Board reserves the right at any time, to change the terms, conditions, and policies as set forth in this manual as it determines appropriate in its governmental discretion. No employee, elected or appointed officer, or agent or of the Town has the authority to waive the policies and rules set forth herein, or to bind the Town to any oral or written employment contract, unless expressly authorized by formal action of the Town Board.

EQUAL EMPLOYMENT OPPORTUNITY

The Town does not discriminate against any employee because of race, color, creed, sex, age, religion, sexual orientation or national origin. This policy applies to hiring, job placement, discipline and subsequent changes in employment status. Employment applications are used to judge the experience, training, and aptitude of possible employees, and therefore, all statements on the employment application are subject to investigation and review. Any false or misleading information given in the employment application will disqualify any applicant for a future job, or if already hired and working, may result in discharge for falsification of the application.

TYPES OF POSITIONS

Full-time: a position, permanent in nature of job functions and activities that requires 2080 hours in town employment status per year. Any hours worked over 32 hours/ week is considered full time for benefits.

Part-time: a position, permanent in nature of job functions and activities that requires less than 2080 hours in town employment status per year.

Seasonal: a position wherein work activities are of a recurring but seasonal nature and limited to 1,000 hours per year. (or for a seasonal project)

Limited Term: temporary employment limited to 600 hours in any calendar year (or completion of a project).

Contractual: a position established by the Town for a specific purpose and a fixed duration defined by contractual agreement approved by the Town Board.

PROBATIONARY PERIOD

All newly hired full-time and part-time employees shall serve a probationary period of one year from the first working date. During the probationary period evaluations will occur as deemed appropriate by the Town Administration/Personnel Committee.

PERFORMANCE EVALUATIONS

The Town Board is an at will employer under the State regulations.

The objectives of formal performance evaluation include: identifying standards of performance for employees and communicating each employee's performance relative to those standards, providing assistance in up-grading performances, strengthening supervisor/employee relations through frank and honest communications, identifying training needs, guiding personnel actions such as merit pay increases, promotions, demotion, retention, etc.

It is the responsibility of the department head to perform written evaluations of his or her staff and to identify employee performance problems and take action to correct and improve performance through a performance review and established improvement plan, and as a final measure, It is the responsibility of the town administration/personnel committee to perform written evaluations of each department head and to identify employee performance problems and take action to correct and improve performance

There will be an annual review by October 1st of employee performance completed in writing by the Town Administration/Personnel Committee and shared with the employee. This review may determine salary increase.

HEALTH INSURANCE

A group medical insurance plan shall (may) be in force for all regular employees.

The Town of La Valle has chosen to provide group health coverage through the State of Wisconsin contract. Enrollment or changes in coverage will be dictated by the terms of the state contract. (EFT)

DISABILITY (See Appendix C)

- Disability means the inability to perform the duties of the claimant's position (short-term) or the complete inability to engage in any substantial gainful activity for which the claimant is reasonably qualified (long-term).
- Benefits equal 75% of gross basic salary (rounded to the next highest \$1,000 and divided by 12); a \$75 supplement is added to the normal monthly benefit amount, beginning with the second year of disability.
- There is a maximum monthly benefit of \$4,000 for standard ICI coverage.
- Benefits are payable for the length of disability or until age 65. There is an exception for disabilities beginning at age 62 or later.
- Benefits are paid after a minimum of a 30-calendar day elimination period (or selected elimination period for UW faculty) or upon exhaustion of accumulated sick leave, up to 130 days, whichever is later.
- Program may pay the cost of rehabilitative training.
- Benefits will not duplicate benefits available from other state or federal programs (e.g., WRS, Social Security, Worker's Compensation, etc.).

WORKER'S COMPENSATION

The State Workers Compensation Program covers all town employees and officials. The program provides medical and financial benefits for individuals who, in the performance of duties related to their work, become temporarily or permanently disabled, or die as a result of a job-related injury or disease.

Coverage is automatically extended to all eligible town employees or officials and requires no financial contribution on their part. It is; however, each individual's responsibility to immediately report to the department head and/or town chair that they have suffered a work related injury or illness.

In the event of a delay in processing the Worker's Compensation claim, the Town will continue to issue the employee's regular paycheck provided that the employee shall sign a waiver stating that he/she shall endorse and return the Worker's compensation check to the Town immediately upon its receipt.

WISCONSIN RETIREMENT FUND

All employees whose position meets minimum eligibility requirement as established by the Wisconsin Retirement System (WRS), are placed under the WRS immediately upon employment. The Town pays the state dictated percentage of the employee share of the contribution.

The Wisconsin Retirement System specifies retirement age for general employees. Any change in the eligibility criteria applicable to the Wisconsin Retirement System shall automatically apply to Town employees and shall supersede any conflicting provision in this section.

SOCIAL SECURITY FUND

All employees are covered by the Federal Social Security System immediately upon employment. Rates are as set by the Federal Government.

LEAVES OF ABSENCE

The Town Board honors the Federal and State Family Medical Leave Act (FMLA). All qualifications must meet the requirements of FMLA. The Town reserves the right to designate FMLA for requested leaves. All leaves are subject to approval provisions as provided here.

Leaves of absence without pay, must be approved by the Town Board and will only be considered after an employee has completed his/her probationary period, providing such employee does not accept employment elsewhere. Leaves of absence without pay may be granted to employees to extend their annual vacation, provided the leave of absence shall not exceed fifteen working days. An employee to whom a leave of absence has been granted shall be entitled at the expiration of the time stated on such leave, to be reinstated to the position in which he/she was employed at the time the leave was granted. All approvals for leaves of absence shall be in writing.

Leaves of absence with pay may be granted to employees if such leave is determined to be in the Town's best interest.

Military leave of absence shall be automatically granted to any employee who is called or volunteers for military service and such employees shall be reinstated to his/her former job at the expiration of his/her military service under and pursuant to the provisions of Section 45.50 of the Wisconsin Statutes and Title 38 of the United States Code provided that he or she complies with the requirements of said statutes.

Maternity - Employees requiring a leave of absence for pregnancy shall report such pregnancy to the supervisor as soon as determined by a doctor. Said employees shall be entitled to maternity leave not to exceed three (3) months. The employee may use her accrued sick days or vacation as a part of the leave. If the Town Board approves an extension of maternity leave beyond the initial three (3) months, the employee is responsible for her own health insurance premium during the period of extension.

Paternity - Every full time male employee shall be eligible for paternity leave not to exceed three (3) months. Paternity leave shall be without pay, or the employee may use their accrued sick days not to exceed three (3) months. If the Town Board approves an extension

of paternity leave beyond the initial three months, the employee is responsible for his own health insurance premium during the period of extension.

In any case of an absence, an employee is responsible for paying his or her health insurance premiums, the premium amount must be paid to the Town at least five (5) days prior to the date the Town's premium payment is due to the insurer to avoid a lapse in coverage.

An employee must return to work under provisions of the leave or will be considered as inactive and subject to discipline up to and including termination

PAID SICK LEAVE

Employees are not eligible for FMLA until sick leave has expired. Sick leave is equal to six days per year. The employee's sick leave bank (the accumulated sick leave that has not been used) may not exceed 1,040 hours at any time.

Regular part-time employees who work a minimum of 1,040 hours per year shall earn sick leave on a pro-rata basis. Part-time employees who work less than 1,040 hours per year do not earn sick leave.

Seasonal and limited term employees are not entitled to sick leave, but may qualify for FMLA if they meet requirements of Federal or State Law

When an employee needs to take sick leave he/she must report to the department head or chair as soon as feasible that they will not be able to report for work. Failure to give proper notice may result in leave without pay.

PAID HOLIDAYS

Each full-time employee shall be granted the following paid holidays:

NewYear's Day
Friday before Easter
Memorial Day
July 4th
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day
Floating Holiday

Part-time employees who work a minimum of 1,040 hours per year shall be granted holidays pay on a pro-rata basis. Part-time employees who work less than 1,040 hours per year do not receive paid holidays.

Seasonal and limited term employees are not entitled to paid holidays.

If a company holiday occurs on an eligible employee's vacation day, it may either be counted as a holiday instead of a vacation day or added to the vacation period as an extra day of vacation.

Biweekly employees are entitled to premium pay when they are required to work on a holiday that falls on their regularly scheduled day off. These employees will be paid at twice their regular rate and also receive another day off with pay either 30 days before or 30 days after the holiday.

VACATION TIME

Full-time employees shall earn vacation from the date of employment. Employees shall not accrue vacation while on probation, but upon completion of the probationary period, shall receive credit for their probationary time. Employees shall be entitled to annual paid vacation as follows:

Completion of 1st year	5 working days (40 hours)
Completion of 2nd year	10 working days (80 hours)
Completion of 5th year	15 working days (120 hours)
Completion of 12th year	20 working days (160 hours)
Completion of 20th year	25 working days (200 hours) (Pay will be based only on straight-time earnings not including overtime premium or pay for sick leave or paid leave.)

Work hours are defined within each job description. There are no personal leave days. Employees wishing to take a personal leave day must use a sick day for this purpose. Employees should inform the town clerk if a sick day is being used as a personal day prior to the date of absence.

Part-time employees who work a minimum of 1,040 hours per year shall be entitled to vacation benefits on a pro-rata basis.

Vacation time shall be scheduled with the approval of the department head and town chair

Unused hours of vacation time may be carried forward into the next calendar year but the hours carried over must be used no later than one year after the employment anniversary date.

FUNERAL LEAVE

In the event of a death in an employee's family, absence will be allowed without loss of pay according to the following schedule:

Three Days	Death of Spouse, domestic partner, child, parent or sibling. Death of mother-in-law or father-in-law. Death of sister-in-law, brother-in-law, grandparent, son-in-law, daughter- in-law, or grandchild, or domestic partner.
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Upon Town Chair approval, additional sick days may be allowed. In the event an employee is requested to act as pallbearer at any funeral for which he or she would not otherwise be eligible for funeral leave, he/she shall be granted one day to so serve without loss of pay.

JURY DUTY

The Town of La Valle recognizes the responsibilities of good citizenship. If an employee is called to Jury duty the employee must inform the supervisor as soon as feasible. Any employee required to report for jury duty shall receive his/her normal wages (minus any pay from the court) for each day his/her presence shall be required by the Court. Any employee required to report, but is not selected for Jury duty during regular work hours shall return to his/her place of work as soon as may be reasonably expected. The employee must provide his/her supervisor with a copy of the jury summons and shall pay over to the Town any jury fee received for the time he/she is being compensated by the Town.

HOURS OF WORK

"Flex Time" is hereby defined as: Flexibility of work hours, starting time, ending time, and number of hours worked each day within the expected and defined work week for that employee. The Town of La Valle grants the Chair the authority to allow "flex-time" requests explained in writing on a case-by-case basis.

PAY & OVERTIME PAY

Overtime pay policies will be compensated at time and ½ for actual hours worked exceeding 40 hours. There will be a minimum of 2 hours of pay for emergency calls-ins.

TIME SHEETS - PAY DAY

There are twenty-six pay periods per year for any employee working more than 20 hours/week.

When Paydays that fall on a holiday employees shall receive their paycheck on the workday preceding the holiday. If an employee is on vacation or leave of absence on a scheduled payday, his/her pay shall be mailed to him/her upon request.

Weekly public works logs are to be completed in detail and turned in on the last Friday before the end of the 2-week work period. Monthly time sheets for town office staff are to be completed in full and turned in to the Clerk by the third day of the month.

REIMBURSEMENT FOR TRAVEL

Any employee or elected official of the Town of La Valle who is required to travel in his/her personally owned vehicle in the course and discharge of his/her official duties will be reimbursed at the rate which is allowed by the federal Internal Revenue Service (IRS).

Reimbursement for travel is to be submitted for mileage from the town hall, to and from the point of assigned work. Reimbursement amounts and percentages will be provided in a separate guideline issued periodically. These guidelines, as an example, will include such items as reimbursement per mile if personal vehicle is used, type of airline fees etc.

GENERAL CONDUCT

All employees shall be courteous and efficient in the performance of their duties.

Employees are expected to establish and maintain harmonious and effective working relationships with other employees, board members, and the public. . A friendliness and willingness to help should be exhibited during telephone calls, in letters, and in person-to-person conversation..

Employees should always strive to reduce costs of supplies and services in every practical manner, and to be as careful with public property as with their own.

Employees of the Town shall not use Town property or equipment for their private use or for any other use other than that which serves the public interest. The Town stresses that employees use common sense and honesty in ensuring that Town property, facilities and equipment are not used for personal gain or advantage.

Whenever illness or other emergencies prevent you from coming to work, please contact the Town Chair before (or at) your normal working start time. Employees who are repeatedly absent or tardy will be subject to disciplinary action.

Full time employees who, as a condition of employment, are required to maintain a valid State of Wisconsin Commercial Drivers License (CDL) or other State Certifications shall, upon proof of renewal, be reimbursed for the cost of such renewal. If the department head has reasonable suspicion that a staff member may be under the influence of any drugs or alcohol, he/she may request that the staff member submit to drug or alcohol testing at the town's expense.

Employees are required to notify their supervisor of any traffic violation, which would affect the status of their Commercial Drivers License. In addition, an employee of the Town of La Valle who holds a CDL must comply with the Town's insurance policies regarding drug testing and reports of traffic accidents.

Any employee who has an on the job related injury that requires medical treatment must undergo drug and alcohol testing.

GROUNDS FOR DISCIPLINARY ACTION

Committing any of the following identified acts may result in disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offense and/or the number of infractions. In all cases, the Town considers discipline as a corrective action necessary, to the overall improvement of the Town operation.

1. **Insubordination**, including disobedience, failure or refusal of written or oral instructions of supervisory authority, or failure to carry, out work assignments.
2. **Neglecting** job duties or responsibilities.
3. **Engaging** in unauthorized personal business.
4. **Disclosure of confidential information** and/or records.
5. **Falsifying records or giving false information** to other agencies or private organizations or to employees responsible for record keeping.
6. **Failure to observe all safety rules and practices**, including the use of protection equipment and clothing or in the operation of vehicles and equipment.
7. **Failure to report accidents or injuries** including traffic accidents.
8. **Leaving the place of duty for personal business** during a work shift without permission of supervisor.
9. **Threatening**, attempting or inflicting bodily injury.
10. **Threatening, intimidating, interfering** with, or using abusive language towards others.

11. **Horseplay**, including but, not limited to practical jokes, pushing, running or throwing objects.
12. **Failure** to observe no smoking regulations.
13. **Making false or malicious statements** concerning other employees or town officials, or citizens.
14. **Dress code** and all appropriate grooming standards must be met.
15. **Violating** any of the general conduct rules.
16. **Unauthorized** use of town property, equipment or supplies.
17. **Possession of or use of alcoholic beverages or controlled substances** while on town time or property, or arriving for work while under the influence of alcohol or drugs. Town employees taking prescription drugs shall report such use to their supervisor and obtain the supervisor's approval prior to the operation of town equipment. The supervisor may adjust job duties where necessary during the use of prescription drugs.
18. **Maintaining harmonious relations with other employees, citizens of LaValle as well as visitors to our area.**
19. **No solicitations during working hours without approval**
20. **All employees** should respect the contents and workspace of each department, as well as access to personal electronic correspondence and social networking sites.

MISCELLANEOUS

Political Activity - No employee is precluded from engaging in political activity provided that such activity does not occur within normal working hours and does not involve the use of Town equipment or property. Employees are specifically prohibited from directly or indirectly supporting or opposing any candidate for public office during work hours.

Any employee who can satisfactorily show that he/she cannot vote during his/her off duty hours shall be allowed adequate time off with pay to cast his/her ballot in all legally constituted elections.

Suggestion System - An employee suggestion system is hereby created for the purpose of encouraging employees to submit suggestions, which would improve the efficiency and effectiveness of the town services. Please include the current procedure, the proposed procedure, and a brief description of how it will benefit the residents of the Town. The Town Board will review all suggestions.

APPENDIX

Appendix A: Job Descriptions/Duties

Clerk/Secretary
Treasurer
Police Administrator
Recycling Center
Public Works
Building Custodian

Appendix B: Employee Performance Review Form

Appendix C: EFT fact sheet 2011

Appendix A
Job Descriptions and Duties

JOB DESCRIPTION

TOWN OF LA VALLE CLERK/SECRETARY

EMPLOYMENT STATUS: Full time

The Town Clerk is a key town official who is involved in most aspects of town government. Acts as the key liaison between the Town Board and the general public. The Town Clerk reports directly to the Town Board and manages the daily activities of the Town Clerk's Office. Performs accounting and administration of town records. Assists the Town Board, Town Committees, and other Town Officials with the implementation of Town policies, procedures and mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following authoritative responsibilities are expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain accounting system, including payroll of all town employees, payment of all accounts payable.
- Prepare monthly financial statements for Town Board review.
- Prepare and submit annual reporting of payroll taxes and benefits.
- Prepare and present annual town budget in cooperation with the Treasurer and Town Board. Responsible for financial management of town budget on a daily basis.
- Attend monthly and special Town Board meetings. Post notice of such meetings, take and draft minutes following meetings.
- Works with Assessor on notice of Open Book and Board of Review. Submit statement of assessment to the County.
- Serves as official secretary to the Board of Review.
- Issue applications for alcohol beverage licenses. Publish applications in newspaper and follow-up for town board approval. Issue licenses upon payment of fees.
- Issue all licenses or permits granted by the Town Board when presented with a receipt from the Town Treasurer indicating any required fee has been paid.
- Administer elections, mail absentee ballots, train, and schedule poll workers, issue certificates of election as per state requirements.
- Custodian of public record.
- Counter signs checks for payroll, bills, etc.
- Performs Clerk duties related to town audits, run end-of-year financial reports, update employee payroll and benefits, prepare and reconcile W-2s and close out year.
- Prepares legal notices, publishes, and posts ordinances, resolutions and all town meetings as mandated by state statutes.
- Manages voter registration.
- Administers oath of office to elected and appointed officials.
- Composes routine reports for review by the Town Board.

(TOWN OF LA VALLE CLERK/SECRETARY, pg 2)

- Maintains regularly scheduled office hours to accommodate the general public as approved by the Town Board.
- Execute the conveyance of real property of the town.
- Manage the records and sales of town run cemeteries.
- Works in cooperation with the Town Treasurer to manage finances of the Town, prepare the annual tax levy and appropriate reporting to the County.
- Serves as custodian of the Town seal and performs notary public duties.
- Assists the Town Board in selection, training, and evaluation of staff.
- Coordinates Town Hall rental, schedules for use of Town Hall, janitorial services and cleaning schedule.
- Maintains records of all Town keys.
- Prepares and maintains departmental budget for Clerk's office and elections.
- Performs all other duties as required by state statute and delegated by the Town Board.
- Performs reception duties such as receiving and routing telephone calls and messages, receiving visitors and answering routine questions.
- Compose and types letters, memos and reports.
- Creates spreadsheets and databases, enters data into computer.
- Maintains a paper and computer filing system.
- Purchases, inventories, and maintains all Clerk office equipment and supplies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work with limited supervision.
- Ability to analyze and interpret data.
- Accuracy and attention to detail as well as dependability, flexibility and confidentiality are required.
- Strong typing skills, cash reconciliation, electronic spreadsheets and word processing skills.
- Commitment to excellence in customer service.
- Ability to multitask and complete work in a timely manner.
- Strong skills and training in computer applications, software and e-mail usage to include Word, Accounting software and Excel.
- Ability to assess and process information contained in file records and computer databases.
- Ability to work effectively with other employees, superiors and the general public in person and via telephone.
- Notary Public or willing to become a Notary Public.
- Ability to maintain confidentiality of information as necessary.
- Ability to organize information and communicate effectively both orally and in writing.
- Ability to read, write, add and subtract are necessary to prepare necessary correspondence and reports. Accuracy and attention to detail, as well as being dependable, flexible, and maintaining confidentiality required.

(TOWN OF LA VALLE CLERK/SECRETARY, pg 3)

WORK ENVIRONMENT

PHYSICAL REQUIREMENTS

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Ability to operate computer keyboard/typewriter, photocopier, telephone, cell phone calculator, election voting machines, speaker system, projection machine, and computer printer.
- The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT

- Mainframe computer terminal, personal computer including word processing software, copy machine, fax machines, scanner, phone, camera, calculator, and election machines.

REQUIRED MINIMUM QUALIFICATIONS:

- Associate's Degree and two years experience in governmental administration or customer service position; or
- Paraprofessional in the legal system; or
- Three years experience in office management or records management; or
- Any equivalent combination of training and experience, which provides a demonstrated ability to perform the functions of the position.

LICENSE OR CERTIFICATE

- Certified Wisconsin Municipal Clerk and/or Certified Municipal Clerk or study to attain designation.
- Three or more years experience in an administrative setting, which requires independent responsibility and judgment. Computer skills (word processing and data entry) are required; Microsoft Word, Excel.

Job Description for **Town Treasurer** - Town of La Valle

Town of La Valle Town Treasurer - performs the statutory duties of the Town Treasurer as provided in section 60.34, Wis. Stats. The Treasurer maintains the Town's Financial System, administers Town finances and maintains records in compliance with the state statues. The Treasurer must take and file the official oath and bond as provided in section 60.31, Wis. Stats.

Duties and Responsibilities:

1. Record all monies received and disbursed in the Town. Keep an itemize account of all monies received and disbursed. Deposit as soon as practicable, the funds of the Town in the name of the Town in the public depository designated by the Town Board. Conduct banking transactions and reconciliations for Town accounts.
2. File quarterly and annual employment tax reports to the Federal and State.
3. Collect tax payments, refund overpayments of taxes, balance tax collections and prepare tax collection reports. Make partial and final settlement of State, County, school, and vocational school taxes.
4. Initiate action to collect delinquent personal property taxes.
5. Comply with mandates and processes as directed by the Sauk County Treasurer and the Wisconsin Department of Revenue.
6. Prepare monthly financial reports.
7. Issue and track all dog licenses and prepare the annual dog listing report for the county.
8. Complete requests from title companies.



Department Town of La Valle Police
Position Title: Police Office Administrator

Pay Grade: Set by Town Board

Reports To: Town Chair

Purpose of Position

The purpose of this position is to supervise the operations of the Town of La Valle Police Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- ☐ Performs reception duties such as receiving and routing telephone calls and messages, receiving Department visitors and answering routine questions.
- ☐ Types letters, memos and reports.
- ☐ Prepares and mails citation letters.
- ☐ Creates spreadsheets and databases, enters Department data into computer.
- ☐ Process requests for Department of Transportation, Training & Standards Board, Crime Information Bureau and other local, state and federal law enforcement Agencies.
- ☐ Retrieves and distributes computerized data and files on request.
- ☐ Reviews teletype and State reports and distributes to Department personnel. Reviews and distributes incoming mail, E-mail, shift briefing reports, and other documents and messages. Photocopies and distributes documents as requested.
- ☐ Files documents with Clerk of Courts, District Attorney, Sheriff's Department, Wis. Department of Justice; DNR; and Bureau of Training and Standards.
- ☐ Maintains a paper and computer filing system.
- ☐ Prepares and monitors the Police Budget.
- * Purchases, inventories and maintains all Department equipment and supplies.
- * Prepares & distributes employee work schedules.
- * Prepares monthly Department activity reports for Town Board
- * Conducts employee background investigations, recommends hiring to the Board, processes and distributes all required hiring documents to the Town Clerk, Sheriff's Department and Bureau of Training & Standards.
- * Drafts mandated and optional policy & procedures for the Department.
- * Supervises the police patrol officers, boat patrol officers and civilian observers under the direction of the Town Chair.
- * Prepares presentations for and attends various governmental committee meetings upon request.

(Police Office Administrator)

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the Department, they are not an essential part of the purpose of this position and may also be performed by others.

- ☐ Performs duties and responsibilities listed in the Police Officer job description

Minimum Training and Experience Required to Perform Essential Job Functions

Associate of Arts degree in police science or related field, ten years law enforcement experience, with three years in upper management\supervisory positions, or any combination of education and experience that provides equivalent knowledge, skills, and abilities such as supervisory certifications in law enforcement management courses from accredited colleges \ universities or sponsored schools approved by the Wisconsin Law Enforcement Training and Standards Board. Valid Wisconsin motor vehicle operator's license and Wisconsin police officer certification required. Experience with law enforcement data automation systems with proficiency in word-processing, spreadsheets and database creation and use.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- ☐ Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- ☐ Ability to manage and direct a group of workers. Ability to counsel and mediate. Ability to persuade, convince and train others. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- ☐ Ability to utilize design data and information such as incident reports, crime lab reports, investigation reports, organizational analysis, injury and damage claims, purchase orders, vehicle specifications, performance evaluations, legal documents, grant applications, union contracts, police training materials, Department budget, maps and plat books, computer software manuals, ordinances and laws.
- ☐ Ability to communicate verbally and in writing with Department personnel, attorneys, Local, County, State and Federal law enforcement personnel, medical personnel, witnesses/victims, suspects and detainees, the general public, news media representatives, vendor representatives and equipment service personnel.

Mathematical Ability

- * Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- * Ability to interpret descriptive statistical reports.

Judgment and Situational Reasoning Ability

- ☐ Ability to use functional reasoning development in performing routine functions and influence functions associated with supervising, leading, teaching, directing and controlling.
- ☐ Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

(Police Office Administrator)

Physical Requirements

- ☐ Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Ability to operate computer keyboard/typewriter, photocopier, telephone, calculator, and computer printer.
- ☐ Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel.
- ☐ Ability to recognize and identify similarities or differences between characteristics of sounds.

Environmental Adaptability

- * Ability, in regard to environmental factors such as violence, noise, disease, to work under safe and comfortable conditions.

**TOWN OF LA VALLE
RECYCLING CENTER JOB DESCRIPTION**

JOB TITLE: Collection Site Attendant

IMMEDIATE SUPERVISOR: TBD

EMPLOYMENT STATUS: Part-time, Hourly

Essential job duties include, but are not limited to, the following:

1. Ensure that only Town residents use the site for their residential trash or recyclables or that only those businesses located within the Town use the site for the recyclables generated at their Town business.
2. Unlock and open the facility by the prescribed time
3. Direct customers to the appropriate dumpster unit or compactor
4. Direct customers to cut up their cardboard into segments no larger than 3'x3', and to break down, or completely flatten, all cardboard boxes
5. Assist customers when possible, and when a customer is having difficulty
6. Start and operate the compactor and shut off when done
7. In the event the compactor fills up, inform as directed
8. Responsible for controlling burn pit
9. Shut down the site when prescribed
10. Sweep in front of and around bins, compactor, shed, platform, when possible or at the end of each shift.
11. Clean up inside and around the site
12. Close the gate and lock the lock
13. Issue non compliance warnings to violators.

Job requirements include, but are not limited to, the following:

1. Must be able to endure prolonged periods of standing
2. Must be able to endure prolonged periods of being exposed to adverse weather conditions
3. Must be able to do frequent bending, twisting and lifting
4. Must be able to lift 50 pounds
5. Must be tactful and courteous in communicating with the public
6. Must be able to tolerate bees, wasps, and hornets
7. Must be at least eighteen (18) years of age
8. Punctuality

Town of LaValle
Public Works Job Description and Duties

General Description of Duties: Responsible for general care and maintenance of assigned Equipment, Roads, Boat Landings, Recycle Center and Municipal Building, With the Roads being the Top Priority. Must have initiative to run a project in the absence of direct supervision.

Public Works is under direction of the LaValle Town Board and/or the Public Works Chair

A. Essential Knowledge, Skills and Experience:

1. High School Diploma or equivalency.
2. Advanced knowledge of construction, concrete, and asphalt.
3. Understand and follow oral and/or written instructions.
4. Establish and maintain effective relationships with fellow employees, Police Dept. and the public.
5. Skilled in the operation and maintenance of all equipment in the Public Works and Police Departments

B. Special Qualifications Required or Desired:

1. Possession and maintenance at all times of a valid Wisconsin driver's license with COL endorsements. Good driving record.
2. Must be able to take orders with follow thru to completion, and work well with others.
3. Must be able to follow all safety requirements and Town Policies.
4. Must maintain a good working relationship with the public at all times.

C. Essential Functions:

1. Is knowledgeable in the care and use of all equipment used by public works and police departments.
2. Must be able to maintain and be proficient in the operations of assigned equipment, such as, but not limited to, grader, excavator, and snow plowing operations, mowing operations.
3. Makes sure that all equipment is properly maintained and functioning appropriately, taking appropriate measures to get equipment repaired in a timely fashion with minimal downtime.
4. Attends all assigned safety classes and abide by all safety rules so as to serve as a role model for crews.
5. May attend from time to time classes dealing with job related items of interest and pertaining to equipment used in the Public Works arena.

(Public Works, pg. 2)

D. Equipment Used in Performance of Job Tasks:

1. Base radio.
2. One-ton dump truck.
3. Grader.
4. End loader.
5. Pickup truck.
6. Tractor-Mower
7. Lawn Mower
8. Four Wheeler and Weed Sprayer
9. All Tools in Maintenance Building
10. Any Various Equipment Rented or leased by the Town Board

E. Other Positions This Employee Would Routinely Supervise: Local Contractor, Sauk County Highway Personnel

F. Other Comments/Requirements: These duties listed above are intended only as illustrations of the type of work that may be performed and is not to be considered all inclusive. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or constitutes a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is subject to pre-employment and random drug and alcohol screening.

TOWN OF LA VALLE
BUILDING CUSTODIAN
JOB DESCRIPTION/DUTIES

General purpose

Performs a variety of skilled and unskilled tasks in the custodian care.

Supervision

Their set hours when building is closed.

Essential Duties and Responsibilities

- Sweeps, vacuums, mops, dusts, shampoos, floors, carpets, furniture, etc. Collect trash cans and garbage
- Cleans and sanitizes restrooms and replenishes supplies, cleans spills, cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
- Washes windows, walls, counters, kitchen, and woodwork.
- Picks up litter and debris from around buildings and grounds.
Opens and closes, locks and unlocks facilities as needed.
- Keeps records of work completed.

Necessary Knowledge, Skills and Abilities:

Working knowledge of equipment, such as vacuum cleaner, cleaning supplies for building custodian.

Ability to work independently, Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing.

Appendix B
Employee Performance Review Form

Appendix C
EFT fact sheet 2011

State of Wisconsin
STATE -INCOME CONTINUATION INSURANCE PROGRAM
FACT SHEET 2011

Income Continuation Insurance (ICI) is an optional insurance that provides replacement income for disabilities that are considered short-term in nature, as well as those which may last for extended periods.

PROGRAM REVIEW

- Created by Wis. Stat. § 40.62.
- The Department of Employee Trust Funds and the Wisconsin Group Insurance Board (GIB) have statutory authority for program administration and oversight [Wis. Stat. § 40.03 (6)].
- The program is self-insured, financed by employer and employee premium contributions.
- State agencies perform enrollment and premium collection.
- Most of the premium income is allocated to pay benefits, establish reserves, and provide rehabilitative services.
- The GIB contracts with a private administrator to issue eligibility determinations and process claims.

ELIGIBILITY AND ENROLLMENT

- State employees who have been participating in the Wisconsin Retirement System (WRS) for six months are eligible.
- Elected state officials and members or employees of the legislature are eligible immediately.
- University of Wisconsin (UW) faculty are eligible six months after hire.
- There are additional enrollment opportunities other than the "initial enrollment period" by demonstrating good health through evidence of insurability or by accruing sufficient sick leave to qualify.
- Coverage may continue during authorized leaves of absence and layoffs.
- Standard ICI coverage is for annual earnings of \$64,000 or less. See reverse side for information on optional supplemental coverage.

BENEFITS

- Disability means the inability to perform the duties of the claimant's position (short-term) or the complete inability to engage in any substantial gainful activity for which the claimant is reasonably qualified (long-term).

- Benefits equal 75% of gross basic salary (rounded to the next highest \$1,000 and divided by 12); a \$75 supplement is added to the normal monthly benefit amount, beginning with the second year of disability.
- There is a maximum monthly benefit of \$4,000 for standard ICI coverage.
- Benefits are payable for the length of disability or until age 65. There is an exception for disabilities beginning at age 62 or later.
- Benefits are paid after a minimum of a 30-calendar day elimination period (or selected elimination period for UW faculty) or upon exhaustion of accumulated sick leave, up to 130 days, whichever is later.
- Program may pay the cost of rehabilitative training.
- Benefits will not duplicate benefits available from other state or federal programs (e.g., WRS, Social Security, Worker's Compensation, etc.).

PREMIUM

- Premium is based on previous calendar year WRS reported earnings (rounded to the next higher \$1,000 and divided by 12) and accumulated sick leave (selected elimination period for University of Wisconsin faculty).
- The state will pay all or part of the total premium for employees who accumulate sufficient sick leave.
- UW faculty who have one year of state creditable service receive 100% state-paid premium contribution based on a 180 calendar-day elimination period.

OPTIONAL SUPPLEMENTAL COVERAGE

- Optional coverage is available to employees with annual earnings exceeding \$64,000. Allows coverage of salary up to a maximum of \$120,000.
- Employees pay entire premium for optional supplemental coverage; premiums are in addition to required premium payments for standard coverage. Employers are not permitted to pay any portion of the supplemental ICI premium.
- Maximum monthly benefit payable up to \$7,500 for standard and supplemental coverage.

FINANCIAL STATISTICS AS OF DECEMBER 31, 2010

Total Assets:	\$64.7 million
Estimated Total Liabilities: (Reported Claims+ Incurred But Not Reported Claims)	\$70.1 million
Recommended Reserve:	15-25% of estimated liabilities

CLAIMS STATISTICS Paid in 2010 by Year Incurred

	2010	2009	2008	2007
Number of Claims	1104	595	108	87
Average Monthly Benefit	\$2,482	\$1,809	\$935	\$922

Total Paid in Year Ended December 31				
	2010	2009	2008	2007
Number of Claims	2,439	2,313	2,577	2,476
Average Monthly Benefit	\$1,797	\$1,799	\$1,793	\$1,066

REVENUES BY TYPE *(In thousands \$)*

Premiums					
Year	Employee	Employer	Investment	Total	Covered
2010	\$7,926	\$6,155	\$6,032	\$20,117	56,068
2009	\$7,387	\$5,642	\$9,592	\$22,627	56,596
2008	\$6,831	\$5,496	\$(17,030)	(\$4,703)	55,908
2007	\$6,207	\$5,223	\$5,432	\$16,863	55,048

EXPENSES BY TYPE *in thousands \$*

<u>Benefits Paid</u>			
Year	Short- and Long-term	<u>Other Expenses</u>	Total
2010			\$15,181
2009	\$15,180	\$1	\$15,181
2009	*	*	\$14,853
2008	\$14,853	\$0	\$14,853
2008	3	\$7	5
2007	\$14,358	\$9	\$14,461
	8		1
	\$14,452		

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