





1 --A Comp Time carryover reduction was discussed by the Personnel Committee in February  
 2 of 2013, but no action was taken because supervisory staff felt that an employee meeting  
 3 should be held first and the Personnel Committee Chairman agreed. Kufirin's subsequent  
 4 resignation served to put the issue on the back burner. Going forward, Lienau and Duffy  
 5 suggested that Comp Time should become part of a Paid Time Off policy. Comp Time is  
 6 accrued by saving overtime hours; Jackson sees the need for some overtime work by Utility  
 7 employees but believes that overtime could be eliminated in the Parks Department by  
 8 means of careful scheduling. A lengthy discussion on scheduling followed.

9 --Overtime for fulltime, year-round Village employees is calculated according to a 40-hour  
 10 week, regardless of whether the week contains some leave time. This is apparently a long-  
 11 standing practice that Neuman said she had questioned when she first became responsible  
 12 for payroll. She said she was told that this is one of the 'perks' that municipal employees  
 13 expect. (According to statute, overtime is paid only after 40 hours have been worked in one  
 14 week. The Village Personnel Handbook states this as well.) After much discussion, there was  
 15 consensus that this practice should be eliminated.

16 --Vacation time is accrued for a full year before it can be used. Duffy expressed the opinion  
 17 that it should be available sooner. Jackson observed that it is less expensive to offer more  
 18 generous paid time off than it is to pay higher wages.

19 --Sick leave is accrued at the rate of one day per calendar month, and up to 30 days may be  
 20 carried over each year.

21 --Two personal days per year are allowed.

22 --Holidays may or may not be included in a PTO policy. There are currently 6 holidays.

#### 23 24 **b. Potential Future Benefits Package**

25 --Avoid triggering mandatory retirement benefits at 1200 hours.

26 --Avoid rehiring of "retired" employees at their prior level of pay and benefits.

27 --Calculate comp time accrual in dollars, not hours, so that pay-out is at the same wage rate  
 28 at which the hours were earned. (Divide the dollar amount accrued by the new rate of pay  
 29 to determine the number of hours available in the new year.)

30 --Reduce comp time carryover to two weeks (80 hours) or none (they can use PTO days).  
 31 Jackson would like an employee focus group to weigh in on this issue, but only after a more  
 32 generous PTO policy has been worked out.

33 --Increase the number of holidays as part of a total leave time package. Lienau suggested a  
 34 total of ten. Under the current policy, this total would be added to two personal days, 12  
 35 sick days, and accrued vacation. This would provide 34 PTO days (instead of 30) for a new  
 36 hire after the first year. However, Duffy objected to both the sick day allowance of 12 per  
 37 year and the current vacation day accrual of 5 weeks (25 days) after 22 years.

38 --Offer vacation leave after 6 months or as earned rather than after a full year. Have three  
 39 five-year accrual brackets instead of four seven-year brackets, with ten days in the first year,  
 40 15 days after 5 years, and 20 days after 10 years. This would increase the 34 PTO days  
 41 (described above) to a maximum of 44 days.

42 --Bring eligibility for overtime pay in line with state and federal statutes.

43 --Cancel the policy allowing employees to donate sick leave to each other, due to differing  
 44 pay rates.

45 --Allow payout of at least some PTO upon quitting, to avoid having an employee call in sick  
 46 until their leave time is used up and then return to work and announce their resignation.

47 --Stagger shifts to avoid overtime on weekend days.

1 --Offer bonuses for money-saving performance (Jackson) and/or massages on the job  
2 (Lienau).

3

4 **2. Consider a motion to take action, if required**

5 None.

6

7 **4. Matters to be placed on a future agenda or referred to a Committee, Official or Employee**

8 --Neuman will research WRS rules re: covered employees whose hours drop below 12000.

9 --Neuman will survey other Door County municipalities re: overtime policies.

10

11 **Adjournment**

12 *At 4:05 PM Abshire moved and Duffy seconded that the meeting be adjourned. Motion*  
13 *carried.*

14

15 Respectfully Submitted,



16

17 Juliana Neuman  
18 Finance Director

19

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21 5/21/2013 9:14 AM Printed: 4/22/2014 11:56 AM Author: Juliana Neuman Last Saved By: Juliana Neuman

**NORTHERN DOOR MUNICIPALITIES WAGE COMPARISON 2014**

<u>Department/Title</u>		<u>Baileys Harbor</u>	<u>Egg Harbor</u>	<u>Ephraim</u>	<u>Gibraltar</u>	<u>Liberty Grove</u>	<u>Sister Bay</u>
<b>Administration</b>							
	Administrator/Zoning Administrator		37.23 Hr.				31.25 Hr.
	Administrator/Clerk and Maintenance Supervisor			27.26 Hr.			
	Clerk/Treasurer/ Administrator				26.06 Hr.		
	Clerk/Administrator	26.00 Hr.				33.66 Hr.	
	Finance Director						25.23 Hr.
	Clerk/Treasurer		20.31 Hr.				18.02 Hr.
	Treasurer	14,000.00 Yr.		15.49 Hr.		7,000.00 Yr.	
	Admin Assistant					21.20 Hr.	19.35 Hr.
	Deputy Clerk/ Clerical Assistant		17.83 Hr.	15.95 Hr.			
	Deputy Clerk/Treasurer Admin Assistant				17.00 Hr.		
	Zoning Administrator/ Building Inspector			21.83 Hr.			
<b>Parks and Streets</b>							
	Manager	20.00 Hr.	29.67 Hr.		19.09 Hr.		30.48 Hr.
	Maintenance Worker	17.55 Hr.	19.43 Hr.	19.38 Hr.	18.44 Hr.		19.44 Hr.
	Maintenance Worker		17.58 Hr.		14.50 Hr.		19.44 Hr.
	Summer Worker		11.31 Hr.	11.22 Hr.			11.28 Hr.
	Hwy Worker					19.76 Hr.	
	Hwy Worker					21.35 Hr.	
	Hwy Worker					21.46 Hr.	
	Hwy Worker					22.52 Hr.	
	Maint/WW Operator	14.42 Hr.					
<b>Sewer and Water Utility</b>							
	Clerk						18.38 Hr.
	Manager	28.17 Hr.	29.67 Hr.	24.37 Hr.			30.48 Hr.
	Assit Manager						24.87 Hr.
	Operator	23.54 Hr.	24.57 Hr.	18.36 Hr.			21.14 Hr.
	Operator			17.24 Hr.			21.14 Hr.

## VILLAGE OF SISTER BAY

### Compensation ranges

<u>Position</u>	<u>Range</u>		
	<u>Low</u>	<u>Middle</u>	<u>High</u>
<b>Administration</b>			
Village Administrator	50K	60K	70K
Finance Director	40K	50K	60K
Administrative Assistant	30K	40K	50K
Clerk/Treasurer	14.00/hr.	16.00/hr.	18.02/hr.
<b>Parks</b>			
Manager	37,500	48,750	60,000
Maintenance	11.50/hr.	14.50/hr.	17.30/hr.
Seasonal Worker	7.25/hr.		12.00/hr.
Recreation Coordinator	11.00/hr.	12.50/hr.	14.00/hr.
<b>Marina</b>			
Manager			
Dockmaster			
<b>Utilities</b>			
Clerk	15.00/hr.	18.50/hr.	22.00/hr.
Manager	41,600	52,500	63,400
Assistant Manager	17.58/hr.	21.98/hr.	26.38/hr.
Operator	16.00/hr	20.00/hr.	24.00/hr

## VILLAGE OF SISTER BAY

### Outline of Employee Benefits

#### INSURANCE COVERAGE

The start date for insurance coverage is normally the 1<sup>st</sup> of the month following 30 days of employment. However, a newly hired salaried employee may negotiate for an earlier coverage date. For example, if work starts on the first of a calendar month, coverage for medical insurance could be negotiated to begin on that day. However, if work starts mid-month, the first of the following month would be the earliest possible negotiated coverage date.

1. Medical Insurance

The Village pays 90% of the cost of medical insurance policies for employees and their families. The Village no longer has a group plan but contracts instead for the services of Midwest Insurance Brokerage to provide quotes on high-deductible policies, which are then offset by a Health Reimbursement Arrangement (HRA) that pays up to 75% of any deductible expense incurred. For 2014, the Village Board imposed a limit of \$10,000 per employee on health insurance costs.

2. Dental insurance

The Village pays 90% of the cost of group dental insurance for employees and families.

3. Disability insurance

The Village pays 100% of a short-term disability insurance policy.

4. Flexible Spending Accounts

The employee's portion (10%) of medical and dental insurance premiums is deducted pre-tax from his or her paycheck twice a month. In addition, the Village has been offering pre-tax benefits for other medical/dental expenses as well as for dependent care. The Village's provider of this service is changing next month to a company with higher fees, so it is uncertain whether continuation will be cost-effective.

*Premiums for medical, dental, disability and life insurance are primarily based on five-year age bands.*

#### OTHER BENEFITS

1. Retirement

Fulltime Village employees are mandatory participants in the Wisconsin Retirement System (WRS), known to be among the best in the nation. Participation begins on the first day of work if the employee is expected to work 1200 hours or more per year. If the initial expectation is less than 1200 hrs/yr but increases to 1200, the employee must be enrolled as of the day that 1200 hours are worked.

For 2014, the employer pays 7% of wages into the system, matched by a 7% payroll deduction from the employee. Participants in the WRS are vested after five years of creditable service.

2. Life Insurance

To apply for life insurance coverage (group term life), an application must be submitted within 30 days of the date on which six months of participation in the Wisconsin Retirement System is

completed. The Village pays for basic coverage equal to the employee's annual earnings. Supplemental coverage and additional premiums are available at the employee's expense.

### 3. Deferred Compensation Program

This is an IRS Section 457 deferred compensation plan-- a program for supplemental retirement savings administered by the Wisconsin Department of Employee Trust Funds, which also administers both the Retirement System and the Life Insurance Program listed above. There is no employer contribution. The employee can contribute pre-tax up to the program limits.

## PAID LEAVE TIME

### 1. Compensatory Time

Hourly employees can opt to bank "comp time" at time-and-a-half (or double time on holidays) instead of immediate overtime pay. Up to 30 days of comp time may be used to provide extra time off, carried over into the following year at the pay rate in effect for the new year, or taken as a cash pay-out at any time. Upon termination of employment, unused comp time shall be paid out at the employee's final rate of pay or at the average regular rate received during the last three years of employment, whichever is higher.

### 2. Vacations

All fulltime employees are entitled to a vacation after one year of employment with the Village. Each employee shall earn annual vacations with pay as follows:

Ten (10 days after one year (1) of service

Fifteen (15) days after eight (8) years of service

Twenty (20) days after fifteen (15) years of service

Twenty-five (25) days after twenty-two (22) years of service

Vacation leave must be used within the year following its accrual unless special permission is granted.

### 3. Sick Leave

All fulltime employees accrue sick leave at the rate of one day per calendar month of service. Up to 30 days of sick leave may be carried over each year but is not paid out at termination except in the case of two employees who were hired in or before 1985.

### 4. Personal Days

Fulltime employees are granted two Personal Days per year for any reason. One personal day may be carried over into the next year if not used.

### 5. Holidays

Fulltime employees are granted six (6) paid holidays during the year and shall be paid double time for hours worked if scheduled for or called in to work on those days. The holidays are as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

When a holiday falls on a Sunday, the following Monday is observed as a holiday. When a holiday falls on a Saturday, the preceding Friday is observed as the holiday.

*Note: this outline of employee benefits is subject to change and is not a guarantee of coverage.*

Revised March 20, 2014

## Health Plan Premiums

<b>Sister Bay</b>				
<b>January 1, 2014 Insurance Premium Rates</b>				
	HRA	Total	Emp Per Mo.	Village Per Mo.
Employee A	25	\$ 1,066.48	\$ 152.36	\$ 914.12
Employee B	25	\$ 1,387.77	\$ 321.46	\$ 1,066.31
Employee C	25	\$ 633.58	\$ 49.86	\$ 583.72
Employee D	25	\$ 804.99	\$ 53.50	\$ 751.49
Employee E	25	\$ 2,159.63	\$ 444.37	\$ 1,715.26
Employee F	25	\$ 1,611.27	\$ 283.67	\$ 1,327.60
Employee G	50	\$ 1,531.52	\$ 242.00	\$ 1,289.52
Employee H	25	\$ 1,974.68	\$ 347.03	\$ 1,627.65
Employee I	50	\$ 1,488.51	\$ 257.81	\$ 1,230.70
Employee J	50	\$ 750.97	\$ 61.60	\$ 689.37
Employee K	50	\$ 1,639.37	\$ 453.88	\$ 1,185.49
Employee L		\$ 315.76	\$ -	\$ 315.76
<b>Dental</b>				
Spouse		\$ 74.97		
Family		\$ 123.69		
Single		\$ 38.06		
<i>*Full amount Shown, employees responsible for 10%</i>				