

## **Resolution No. 6/17/24(2024)**

### **Amend Resolution 11/20/23A(2023) Adopt Policies and Procedures Relating to Town Employment**

**WHEREAS**, following §19.41 WI Statutes, code of ethics for public officials and employees, and;

**WHEREAS**, following §19.59(1m) and 19.65(1)(2) WI Statutes, the Town of Farmington has established the following policies and procedures for its employees to help them understand their job and responsibilities as they can better serve the residents of the township;

1. Our employees are “at-will”. They may quit at any time for any reason and may be terminated at any time for any reason.
2. These policies cover only hired personnel and not its elected officials.
3. These policies may be changed or modified as necessary.
4. The Town Board may employ on a temporary or permanent basis person(s) necessary to carry out the functions of town government (§60.37(1) WI Statutes).
5. The Town employees consist of:
  - a. A town clerk, part-time, who works four (4) hour days from 8:00 am to 12:00 Noon, Monday through Friday, at the town hall, including some afternoon and evening meetings, all elections, and paid an hourly rate.
  - b. A town treasurer, part-time, who works two (2) days a week at the town hall, some afternoon and evening meetings, additional hours during budget workshops and required reporting deadlines, and paid an hourly rate (not to exceed 600 hours per year).
  - c. A town maintenance employee, part-time, on an “as needed” basis, and paid hourly.
  - d. A town maintenance assistant, part-time, on an “as needed” basis, and paid hourly.
  - e. A town sexton, part-time, on an "as needed" basis, and paid hourly.
6. The Town is an equal opportunity employer, does not condone any form of harassment and has a grievance policy, Resolution No. 9/19/11(2011).
7. Upon any vacancies, interested people may submit a cover letter and resume with three (3) references and submit it to the town clerk. The Town is not required to advertise job openings but will make a specific agenda item for a properly noticed town board meeting to inform the public of such openings.
8. Benefits of employment:
  - a. Clerk position:
    - i. Wages determined by the Town Board.
    - ii. Allowed a maximum of two (2) weeks (40 hours) paid vacation per year that cannot be taken during elections.
    - iii. Paid Personal time off (PTO) of 15 hours per year for immediate family medical/funeral and appointments.
    - iv. Town Hall days closed for holidays, workshops or emergencies declared by the town board are considered paid days.

- v. Participation in two (2) workshops or conferences during the year, to include registration, mileage/travel, lodging, and meals, with Town Board approval.
  - vi. Mileage reimbursement for use of personal vehicle.
  - vii. Town provided cellphone for town business.
  - b. Treasurer position:
    - i. Wages determined by the Town Board.
    - ii. Town Hall days closed for holidays, workshops or emergencies declared by the town board are considered paid days.
    - iii. Participation in two (2) workshops or conferences during the year, to include registration, mileage/travel, lodging, and meals, with Town Board approval.
    - iv. Mileage reimbursement for use of personal vehicle.
    - v. Town provided cellphone for town business.
  - c. Town Maintenance personnel:
    - i. Wages determined by the Town Board.
    - ii. Receive a \$20 per diem to open/close town hall rentals.
    - iii. Mileage reimbursement for use of personal vehicle.
  - d. Town Sexton position:
    - i. Wages determined by the Town Board.
    - ii. Mileage reimbursement for use of personal vehicle.
9. Resigning employees are requested to give the Town Board at least two (2) weeks' notice in writing.
10. Town Clerk Job Description – Attachment A.
11. Town Treasurer Job Description – Attachment B.
12. Town Maintenance Person Job Description – Attachment C.
13. Town Maintenance Assistant Job Description – Attachment D.
14. Town Sexton Job Description – Attachment E.

**THEREFORE, IT IS HEREBY RESOLVED** by the Town Board of the Town of Farmington, Waupaca County, that these policies and procedures relating to Town employment are hereby adopted:

This Policy shall be effective upon passage.

Dated this 17th day of June 2024

Farmington Town Board, Waupaca County

ATTEST:

\_\_\_\_\_

Chair

\_\_\_\_\_

Clerk/Treasurer

\_\_\_\_\_

Supervisor I

\_\_\_\_\_

Supervisor II