

Resolution No. 11/20/17(2017)

Adopt Policies and Procedures Relating to Town Employment

WHEREAS, following 19.41 Wi. Stats. code of ethics for public officials and employees and

WHEREAS, following 19.59(1m) Wi. Stats, 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 or no reason.
2. These policies cover only hired personnel and not its elected officials. They can be changed or modified as necessary.
3. The Town board may employ on a temporary or permanent basis persons necessary to carry out the functions of town government (ss.60.37(1))
4. The Town employees consist of:
 - a. A combined clerk-treasurer works five hours a day from 8:00am to 1:00pm at the Town Hall, some evening meetings, elections, with benefits,
 - b. A maintenance person works as needed with no benefits, paid hourly.
 - c. A part-time employee works on as needed basis with no benefits, paid hourly.
 - d. Part time employee as building inspector with built-in permit fee wages, no benefits.
5. The Town is an equal opportunity employer, does not condone any form of harassment and has a grievance policy, resolution 9-19-11(2011) found on website and at Town Hall.
6. Upon any vacancies, interested people should pick up a job application form at the Town Hall, and submit to clerk. The Town is not required to advertise job openings, but will make it a specific agenda item for a properly noticed town board meeting.
7. Benefits of employment:
 - a. Clerk-treasurer specific:
 - 1) Wages determined by the Town Board
 - 2) Provided compensation for half of a single health plan
 - 3) Allowed a maximum of two (2) weeks' vacation that cannot be taken during elections, audits, two weeks before the Board's budget workshop.

- 4) There is no overtime pay
 - 5) Town Hall days closed for holidays or workshops are considered paid days.
 - 6) The Town Board, upon their approval, will allow two participations in workshops or conventions during the year, to include mileage, housing and meals.
 - 7) Three (3) days / 15 hours PTO (personal time off) for immediate family medical/funeral days will be granted without loss of pay.
 - 8) Any additional PTOs will be a deduction in salary.
- b. Maintenance person specific:
- 1) Hourly wage of \$18.00 + truck fee of \$20.00/day
 - 2) Receive \$20.00 to open/close/inspect any hall rentals
 - 3) There is no overtime pay.
- c. Part-time employee - cemetery project
- 1) Hourly wage of \$15.00
 - 2) There is no overtime pay.
8. Resigning employees are requested to give the Town Board at least two weeks' notice in writing.

Clerk-Treasurer Job Description:

1. Carry out WI Stats 60.33 (clerk) and 60.34(1) (treasurer) chapters 115-121.
2. Maintain Town Hall hours of 8:00am – 1:00pm Monday thru Friday.
3. Perform all duties required by law, ordinance or lawful direction of town meeting or board (60.33(11)), keeping full record of its proceedings and filing all accounts approved by town board or allowed at town meetings and enter a statement of the accounts in the town's record books.
4. Act as secretary of Plan Commission:
 - a. Post/publish according to law
 - b. Keep record of proceedings
5. Act as secretary of cemeteries"
 - a. Research old data, files and papers to update records
 - b. Update and maintain all records
 - c. Sell sites
 - d. Type up deed and file
 - e. Research old files/books for customer requests
6. Publish or post ordinances and resolutions as required under 60.80
7. Give notice of annual and special town meetings as required under 60.11(5) and 60.12(3)

8. Issue any license or permit granted by the town board when presented with a receipt from the town treasurer indicating that any required fee has been paid (60.88(8) and 125.04). Reference to liquor, dog and fireworks.
9. Be the legal custodian of records (19.33)
10. Comply with requests under public records law (19.34)
11. Oversee all road signage, culvert, drive-way and fire number applications with any contact with Waupaca County Property Listing/Land Information Office.
12. Prepare, post, publish Open Book and Board of Review notices and requirements with assessor.
13. Oversee all water patrol needs, expenses and reports to DNR.
14. Oversee Town Hall rentals.

15. Prepare/assist and oversee the town auditor.
16. Maintain a finance book.
17. Assist in preparation of budget (60.40(2)) and preparation of annual financial statement (60.41)
18. Execute the conveyance of real property of the town.
19. Receive and disburse town money as per 60.34(1)
20. Keep an itemized account of all moneys received and disbursed, specifying source from which it was received, the person to whom it was paid, and the object for which it was paid. Issue numbered receipts for all funds received. At request of town board, shall present the account books and any supporting documents requested to the board.
21. Deposit as soon as practical the funds of the town in name of town in public depository designated by the town board.

Maintenance Job Description:

1. Take care of town yard.
2. Install/repair signage to include fire numbers
3. Oversee hall rental opening/closing and inspections of room(s)
4. Inform Chair of needed purchase of supplies/equipment to carry out the job.
5. Assist with cemetery secretary for location of gravesites and monuments.
6. Take care of maintenance of all cemeteries
7. Locate site for burial and meet with grave digger
8. Locate and mark site for monument placements
9. Any other lawful duty assigned by the Town Chair.

Part-time employee:

1. Duties assigned as needed by Town Board/ Maintenance personnel.

WHEREAS, the Town of Farmington approves this resolution of policies and procedures relating to Town employment. This resolution can be re-visited and modified as needed.

Carolyn G. Murphy
Chair

Craig Allen
Supervisor I

Malcolm
Supervisor II

Adopted this 20th day of November, 2017
Approved by a vote of 3 yes 0 no

Attest:
[Signature]
Clerk/Treasurer