



Public Works

Justin Berrens, Director
111 S. Main Street • Waupaca, WI 54981
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www.cityofwaupaca.org
715.258.4420

MEMO

TO: Mayor Smith and Common Council
FROM: Justin Berrens
Director of Public Works
DATE: April 28, 2020
SUBJECT: Jeff Sommer, New Water Hire Vacation Request

The City of Waupaca Water Utility is filling a new operator position. The details of this hire are included in the next memo. Also attached is the acceptance letter and a summary of tasks this employee will be performing.

The new employee comes with years of experience from another municipality. Our handbook allows new hires to receive credit working in other municipalities for vacation purposes. The details of the vacation schedule, earnings, and use are detailed in the following documents.

REQUESTED ACTION:

Recommend the Common Council approve Jeff Sommer vacation rate start at year 4 per employee handbook 2016 vacation rate of earnings.

INCLUDED DOCUMENTS:

- 1) Memo detailing the vacation request
 - 2) Page 27 – 29 of Employee Handbook 2016
 - 3) Jeff Sommer acceptance letter
 - 4) Water department task summary
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MEMO

TO: City Administrator, Aaron Jenson

FROM: Justin Berrens
Director of Public Works

CC: Water Superintendent, Mark Nollenberg
Finance Director, Kathy Kasza

DATE: April 21, 2020

SUBJECT: Vacation Earnings for Water Operator Jeff Sommer

The Public Works Department advertised for an opening in the Water Division in January of 2020. About thirteen resumes were received and reviewed. Jeff Sommer was one of the three interviewed for the opening. Jeff has a strong background in meter change-outs and has experience working in the public sector being employed by the Village of Hortonville. Jeff was hired at Hortonville on December 7, 2015. Since then Jeff has become fully certified for both water and wastewater.

Per the Employee Handbook 2016, Section 8. (C)(a) new employees can get credited for past years of service in other municipalities. Considering a start date of 12/7/2015, Jeff is eligible to start with 112 hours or "After 4 years of service". I am recommending that Jeff start in this tier. Upon successful completion of probation period and continue work with the City of Waupaca, Jeff would start the calendar year 2021 with 120 hours of vacation time.

Jeff's expected start date is May 11, 2020. Per Section 8D first year of employees earn vacation on a pro-rata basis. Service of May through December 2020 would provide eight months or $(8/12) \times 112 \text{ hr} = \underline{75 \text{ hours}}$ to be used by Jeff in the 2020 calendar year.

Jeff has made plans for vacation on June 22 through June 26, on August 14, and on October 16. These vacation days will be used during Jeff's probation period. I'm recommending waiving the vacation use restriction during probation period for these dates.

employees shall be in accordance with the respective Labor Agreement. After completing one (1) year of service to the City, employees are required to take the equivalent of at least one (1) week of paid vacation each year.

A. Rate of Earnings

1. All employees except full time represented law enforcement employees and law enforcement supervisors shall be eligible for paid vacation as follows:

| | |
|-----------------------------|-------------------------|
| Less than 1 year of service | Prorated per Section 8D |
| After 1 year of service | 48 hours |
| After 2 years of service | 96 hours |
| After 3 years of service | 104 hours |
| After 4 years of service | 112 hours |
| After 5 years of service | 120 hours |
| After 6 years of service | 128 hours |
| After 7 years of service | 136 hours |
| After 8 years of service | 144 hours |
| After 9 years of service | 152 hours |
| After 10 years of service | 160 hours |
| After 11 years of service | 168 hours |
| After 12 years of service | 176 hours |
| After 13 years of service | 184 hours |
| After 14 years of service | 192 hours |
| After 15 years of service | 200 hours |
| After 16 years of service | 208 hours |
| After 17 years of service | 216 hours |
| After 18 years of service | 224 hours |
| After 19 years of service | 232 hours |
| After 20 years of service | 240 hours |

Vacation days will be awarded on a calendar year basis on January 1. Vacation time will be prorated for employees who have completed less than one full year of service, pursuant to Section D below.

If it is impossible, during a calendar year, for an employee to use the vacation allotted forty (40) hours vacation may be carried over to the following years, to be taken by September 1.

2. Law Enforcement Supervisors

- a. Each full-time law enforcement supervisor shall be eligible for paid vacations as follows:

| | |
|----------------------------|-----------|
| After 12 months of service | 96 hours |
| After 8 years of service | 144 hours |

| | |
|---------------------------|-----------|
| After 13 years of service | 192 hours |
| After 18 years of service | 240 hours |

b. Vacation days will be awarded on a calendar year basis on January 1. Vacation time will be prorated for employees who have completed less than one full year of service, pursuant to Section D below.

c. If it is impossible, during a calendar year, for a Law Enforcement supervisor to use the vacation allotted forty-four (44) hours vacation may be carried over to the following years, to be taken by September 1.

B. Paid Time Off PTO (Part Time Employees hired before November 15, 2011) – in lieu of vacation and sick leave, regular part time employees hired before November 11, 2011 are eligible for PTO. To qualify employees must work at least 40 hours per pay period on an ongoing basis. The PTO benefit is in accordance with the following schedule:

| | |
|----------------------|----------|
| 1 year of service | 20 hours |
| 2 years of service | 30 hours |
| 3 years of service | 30 hours |
| 4 years of service | 30 hours |
| 5 years of service | 35 hours |
| 6 years of service | 40 hours |
| 7 years of service | 45 hours |
| 8 years of service | 50 hours |
| 9 years of service | 55 hours |
| 10 years of service | 60 hours |
| 11 years of service | 65 hours |
| 12 years of service | 70 hours |
| 13 years of service | 75 hours |
| 14 years of service | 80 hours |
| 15+ years of service | 85 hours |

PTO days will be awarded on a calendar year basis on January 1. PTO time will be prorated for employees who have completed less than one full year of service, pursuant to Section D below. The employee’s hire date must be between January 1 and June 30 in or to count as one full year of service. For employees hired after June 30 there will be no year service credit for the first partial year of employment.

If it is impossible, during a calendar year, for an employee to use the PTO allotted, 40 hours of PTO may be carried over to the following year, to be taken by September 1.

C. As a personnel recruiting tool for the City the following will apply:

a. For employees below the level of department head, the department head with the recommendation of the city administrator and approval of the City

Council may grant all or part of a new employee's prior years of work in a municipality towards years of calendar service with the city of Waupaca for purposes of determining vacation earnings.

b. For department heads and the city administrator position, the City Council may allow all or a portion of a new employees' prior years of service in a municipality towards years of calendar service with the city of Waupaca for purposes of determining vacation earnings.

D. Proration of Vacation For New Employees. Each new non-represented full time employee hired, shall earn vacation on a pro- rata basis for the time of service in their first partial year of employment with the City. The employee has through the end of the next calendar year to use the earned vacation. For all employees except law enforcement supervisors this is 48 vacation hours. For law enforcement supervisors it is 96 vacation hours. Further, a hire date of the 1st through the 15th of the month will be considered a full month of employment. A hire date of the 16th through the end of the month shall constitute a ½ month of employment. The final calculation is rounded to the nearest whole number. Employees must successfully complete the probationary period in order to be eligible to take their prorated vacation.

Example: A new police sergeant is hired on February 10, 2016. The rate of earnings is computed based on 96 vacation hours (first 12 months of service for law enforcement supervisory personnel). Because the hire date is the 10th, then this is counted as a full month of employment. Therefore, for 2016 the new employee will earn 11/12ths (11/12(.917) x 96 hours = 88 hours of vacation for his/her time worked in 2016. The employee then has until December 31, 2017 to use the 88 hours.

Example: A new clerk is hired on October 25, 2016. The rate of earnings is computed based on 48 hours of vacation (first 12 months of service). Because the hire date is the 25th, then this is counted as ½ month of employment. Therefore, for 2016 the new employee will earn 2.5/12ths (2.5/12(.209) x 48 hours = 10 hours of vacation or his/her time worked in 2016. The new employee then has until December 31, 2017 to use the 10 hours.

E. Use of Vacation

1. Vacation shall not be charged in units smaller than ½ hour increments.
2. When a paid holiday is observed by the City during the period an employee is on vacation the employee shall receive only his/her regular holiday pay and that day shall not be charged against the employee's vacation accrual.
3. Regular full time employees. Upon separation of employment unused, earned vacation will be paid to employees.
4. Vacation for employees is considered "hours worked" for purposes of computing overtime.



Public Works

City of Waupaca, Wisconsin
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March 20, 2020

ORIGINAL

Jeffrey Sommer
N3543 Knight Rd.
New London, WI 54961

Dear Jeffrey:

The City of Waupaca, Wisconsin conditionally offers you the full-time position of **Water Operator** at a starting rate of **\$22.52** (90% of the full rate of \$25.02 / hour). Your employment is contingent on the following conditions:

1. An acceptable pre-employment physical and drug screen by the City designated medical professional: Thedacare Physicians Waupaca (Thedacare at Work 715-258-1062)
 - a. Please request a physical and drug screen
2. Provide proof of WDNR certification to be placed within your personnel file.
3. An acceptable 6-month probationary period.

Please acknowledge your acceptance of this offer by signing below and returning one copy to my attention. The City of Waupaca looks forward to your acceptance of this offer and the contributions that we feel you can make to our organization. If you should have any questions on this matter, feel free to contact me at 715-258-4420.

Best Regards,

Justin Berrens
Director of Public Works

Cc: Kathy Kasza, Tena Dennis, Mark Nollenberg

I accept the City of Waupaca offer of employment for the position of **Water Operator**.

Signature: Jeff Sommer

Date of Acceptance: 3/20/2020

Start Date: _____

Driver's License #: S560-4378-2063-04

| <u>Works Items</u> | <u>Mark</u> | <u>Erich</u> | <u>Zeb</u> | <u>New Hire</u> |
|---|-------------|--------------|------------|-----------------|
| Digger's Locates | x | x | | |
| Small Meter Testing | x | | | x |
| Large Meter Testing | | x | | |
| Small Meter Install | | | x | x |
| Large Meter Install | | x | | |
| Meter Reads | | | x | x |
| Disconnects (Talk to Tena then hangers) | x | x | x | x |
| Addressed estimated billing | | | x | x |
| Well & Distribution Sample per DNR | x | x | | |
| Daily Chlorine/Fluoride Sampling | | | x | x |
| Monthly DNR Report | x | x | x | |
| Hydrant Repair | x | x | x | x |
| Hydrant Flushing | | x | x | x |
| Service Repair | x | x | x | x |
| Digging | | x | x | x |
| Service shutoff checks | x | x | x | x |
| Chemical Equipment Repair | | x | | x |
| Chemical Checks | x | x | x | x |
| Hi/Lo Usage checks | | | x | x |
| Well house checks | x | x | x | x |
| Flow reads (at wells) | x | x | x | x |
| Tower checks | x | x | x | x |
| Backup Generator Exercising/checks | x | x | x | x |
| Valve exercising | | x | x | x |
| Park meters/other winterize meters | | | x | x |
| Project inspection | x | x | x | x (eventually) |
| Annual DNR Reporting | x | | | |
| Annual PSC Reporting | X | | | |

| | | | | |
|---|---|---|---|--------------------|
| Annual CCR Reporting | X | | | |
| Budgeting/Billing | x | | | |
| Mapping/Measurements | x | x | x | x |
| Inventory (supplies/fittings/parts) | | x | | |
| Record Keeping (meters/valves/hydrants) | x | x | x | x |
| Weed/Snow control hydrants | | | x | x |
| Cross-connection (residential) | x | x | x | x (needs training) |
| Cross-connection (Commercial) | | | | x (long term goal) |
| Facility Maintenance | x | x | x | x |
| GPS/GIS Update | | x | | |
| Rebuild/Replace old hydrants | x | x | x | x |