VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

PERSONNEL COMMITTEE

Monday, June 6, 2016 **6:30 P.M.** **McFarland Municipal Center**
Conference Room A

AGENDA

1. **Call to order.**

2. **Motion to approve the draft minutes of the March 7, 2016 Personnel Committee meeting.**

3. **Discussion and possible recommendation to the Village Board on background checks for potential new Village hires.**

4. **Discussion and possible action to approve an employment application for the Village of McFarland.**

5. **Review of EMT (AFSCME) contract for 2016-2017.**

6. **Review of Police contract for 2016-2017.**

7. **Discussion and possible recommendation to the Village Board on non-represented police employee's WRS contributions and offsetting salary increases.**

8. **Discussion on position needs in administrative office and public works department.**

9. **Adjournment.**

NOTES: 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.
2) A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered nor shall any action be taken by said Village Board members at this meeting.
3) More specific information about agenda items may be obtained by calling 838-3153.

This agenda was posted, or caused to be posted, by my hand on the 3rd day of June, 2016 at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and the McFarland State Bank, 5990 Highway 51.

_____

Cassandra Suettinger, Clerk/Deputy Treasurer

Working Draft Minutes

Personnel Committee

March 7, 2016

1. **Call to order.**

President Brad Czebotar called the meeting to order at 6:30 p.m.

Committee Members present: Brad Czebotar, Dan Kolk; citizen members Steven Kilpatrick, Peter Morehouse, Chris Spanos (arriving at 6:56)

Committee Members Absent:

Staff present: Eric Rindfleisch, Craig Sherven

2. **Motion to approve the draft Minutes of the January 4, 2016 Personnel Committee meeting.**

Czebotar moved to approve the January 4, 2016 minutes, Kolk seconded. Motion carried 4-0.

3. **Review and discuss employment applications for Village of McFarland.**

Czebotar reviewed packets with applications examples for two communities' fire rescue and library.

Looking to revise the application process on the internet, some issues occurred with this, the City of Madison uses an online system. Rindfleisch replied that is correct, it is more than just an application system, Neogov, it is also crafted for each department, adds a questionnaire, Monona uses the same system, but just for the applicant process and off site storage. Other communities of similar size Oregon, and Cambridge do have similar applications

Czebotar feels due to our size and number of vacancies per year, he is not sure going to an online vender to collect and process applications would be cost effective. Sherven asked what the benefit of going with a vendor would be. Rindfleisch advised as HR departments shrink it is a way to outsource applications, the process, scoring and storage of applications. Cost savings come from the other software processes such as evaluation and training modules which can be added. Czebotar asked for confirmation, the State uses this site? Rindfleisch confirmed yes they do, you may not know it as it would be private labeled. Czebotar asked if anyone had any other thoughts on this process. Kilpatrick stated one of other advantages of using a vendor is the application is legally

Working draft

sufficient. Czebotar stated we are just looking at basic applications, as a lot of people who do apply do so with a resume which provides additional information, which can also be used as a screening device, electronic online applications are always an option.

Kolk felt these types of applications are for more than baseline qualifications, you do not want to overdo something, and it is more of a screening process. You should have the ability to submit an online application and resume, you can always fall back on paper as a backup but the goal should be to make it all online through the website. Morehouse asked if the Village would be able to continue to use the I.T. support we are using now, couldn't we draft something and have the attorney review it. Kolk replied yes. Czebotar asked of the two examples, which were fairly similar, is there anything which is preferred or something which you would not want on an application. Kolk asked if we needed to ask about misdemeanors, is that relevant and can you ask that. Czebotar concurred; he also liked on the Oregon application where they asked if you plead guilty or were convicted of a misdemeanor. Kilpatrick advised the Wisconsin Prohibition Act defines what a conviction is, it can apply to felonies, he would suggest you have the Attorney review to make sure we are complying with the WI Fair Employment Act. Citizenship was discussed along with the need for a driver's license if it was for desk job, termination for just cause, agreement was to refer these items back to the attorney to advise what should or shouldn't be ask.

Would there be objections to contact our labor attorney and have them review the applications or other suggestions to provide a format he is comfortable with as this would not be a stand-alone document, they would expec to receive other paperwork. Or if he has something to provide us for a format he is comfortable with. Members concurred. Kolk felt there should be questions regarding certifications or special training on applications to differentiate the applicants, training or volunteer work which is relevant to the position. Members reviewed oth r applications which had these items on them.

Fire & Rescue Department:

A review of the curren form was done by members. Discussion included; whether asking for the arrest record may or may not be problematic; as it is public safety, you will be having people who have access to people's property. Sherven stated they wait to do a background check until a conditional offer is made, the background check is needed, but there is a sense of truthfulness of the applicant, the same follows to those who make a liqu r license application.

Possibility of adopting (per page 3) asking of specific certifications Village wide. Sherven stated the application is an important part of the process, how you adhere to instruction, this is actually the first part of the evaluation the information you include versus leave out. Czebotar replied in other employment situations, something will come up later and you can find out they were not upfront about something, this is sometimes grounds for termination. Kilpatrick felt we could possibly provide this to the attorney first, for them to base something off of.

Members reviewed the application the library is using which they pulled from an online source. Kolk feels this could be an issue as it references East coast statutes. Czebotar agreed with the idea of having the attorney look at the McFarland Fire and Rescue application with the questions which they were concerned about. Citizenship, how should that be asked, misdemeanors and felonies, termination for just cause, certifications and special trainings?

Czebotar felt there was probably no need to review the police department application as theirs is used for a specific occupation. Sherven concurred as it is the industry standard put out by the department of justice. Kolk felt there should be something added to the Maryland application about the non-discriminatory clause.

Czebotar stated they should work with the Communication Department to have this added on the website, and as positions become available have it updated.

4. Discussion and possible recommendation on updates to the Village of McFarland Compensation and Benefit Manual.

Rindfleisch referenced the items in the packet, Chapter 4 (a) – "Advancing through pay range", the discussion was, as long as you meet expectations, you should expect a merit pay advance to the next grid point within the next year, the wording is now only if you exceed expectations, he wanted to verify what the intent is. Czebotar thought it was to meet, not exceed expectations. Members agreed. Rindfleisch suggested the change be the second sentence in the second paragraph in (a) beginning with employees should read "employees who achieve a rating of meets expectations or exceeds expectations will be eligible to receive a cost of living adjustment plus proficiency based grid point adjustment." Discussion covered do you need to have "exceed expectations", if you do not have it would an employee not be eligible for a cost of living adjustment, whether or not the paragraph was to wordy and in need of clearing the language up. Kolk felt this is two different circumstances as one is for under market rate employees, so you may need to be repetitive. Kilpatrick agreed with Kolk, in that you want to make sure if someone exceeds expectations, they qualify under (a) for the cost of living, and, then also fit into (b). Rindfleisch reviewed the difference in expectations for paragraphs a and b, he felt it needed to have the language cleaned up to reflect that if someone is below the rate, and exceeds expectations they will be covered under paragraph (a). Kolk felt it needed clarification so there was not ambiguity.

Rindfleisch reviewed the merit pay portion, there was a sentence which was not included, the language of "this adjustment would be in lieu of any merit pay adjustment" the last sentence was still included when it should have been struck per what was approved. Rindfleisch wanted to verify, the statement which was not included was their intent, he will correct it and get it back to them, covering an employee would still receive the longevity pay if they qualified and the merit increase, if qualified.

Czebotar referred the last change deals with the vacation policy. Rindfleisch stated the change appears on the top of page 30 and reviewed the changes needing correction, it

should be 6 – 10 years. Czebotar recalled the previous committee had the intent of doing it in five year increments, this needs to be cleaned up. Kolk asked for clarification on credited in advance, does it reference a calendar year versus a completed work year. Czebotar clarified a new employee will receive their vacation on the day they are hired rather than having to work the year to earn it. It will be prorated based on the hire date for the first year, there is holdback if you use it and then terminate employment. Members discussed various options of start dates and vacation earned, and, that it is applied the same way in every case.

5. **Presentation of and discussion on Police Department organizational flow chart by Police Chief Sherven.**

Czebotar reminded members they had started to go through different departments within the Village and look at organizational charts. They reviewed the Senior Outreach Department, then put this project on hold to work on the personal manual. They are resuming today with the Police Department.

Sherven reviewed their organizational chart, this is typical of a small organizations as there are positions they do not have, such as assistant chiefs, captains etc. Functionally through the department there is rank, while you may not report directly to them. Committee members reviewed the chart and positions with Sherven. Sherven advised there are nine patrol officer positions, one vacant at this time, but in the process of being filled. An office manager, a full and part time police clerks. There are also five part time police officers who work on an on call basis. They work in other communities, and have the same level of authority when working in the Village Those positions can be added to the organization chart, as they are not showed there currently. The school officer does have some patrol esponsibilities also. Patrol officers are involved in investigation of criminal events, testimony and court proceedings. Sherven explained the coordinated mutual response program to committee members. The flow chart reflects what they are at when fully staffed, which is not where they are at at this time.

Sherven reviewed the flow chart showing the primary services provided to the community, programs falling under the primary services, staffing allocation for each of the service areas, funding sources, overall reporting relationships. Kolk asked for clarification on reporting relationships, where the direct lines of responsibility are, where decision making occurs. Sherven reviewed how he reports to the Village Board, Police and Fire Commission, Public Safety Committee is more of an advisory committee.

Spanos asked how many patrol cars are out at a specific time. Sherven informed members it depends on the day and time, supervisors rotate schedules, and they try to have a supervisor and 2 patrol cars out. A supervisor will spend about 50% of their time in cars and responding to calls. They currently have a day shift sergeant and a 7:00 p.m. to 3:00 a.m. sergeant, his goal is to have one on each shift.

Draft

Most modern standards would suggest one more position, but Sherven feels they are good where they are at currently. Spanos asked how their equipment was at this time. Sherven replied they are trying something new, leasing of vehicles, where after three years you own the vehicle, the advantage is they are all using the same type vehicle, items they use daily are compatible for all vehicles. They are trying to achieve uniformity for everything from where the equipment is, to radios so they are prepared in a crisis situation.

Kolk inquired if there is any overlap of any of the other Village staff for support services. Sherven said some of the administrative clerk areas, and crossing guards, all other positions are sworn positions. Public Works does much of the maintenance on the vehicles unless under a warranty. They do utilize the Police Explorers quite a bit.

Larger communities have added civilian court clerks, an area handled by the investigators at this time. It would be an additional position which would free up time for investigators to work on other areas. Sherven would like to wait until the second investigator position is filled to evaluate what impact it has.

The second investigator position will be designed to be fluid; they will be utilized for other things throughout the department, which will be very helpful, it will take a lot of pressure off a detective who on any given day can have 15 – 25 open cases. As the Village grows you may need to expand in the area of office staff, along with adding 1 patrol staff in the next 5 years. This will be easier to evaluate over time.

6. Determine date and agenda items for the April, 2016 meeting of the Personnel Committee.

Items for agenda: Review of employment application.

Update of website for establishing an employment section.

7. Adjournment.

Kolk moved to adjourn, Kilpatrick seconded the motion, motion carried 5-0.

Working Draft

Pre-Employment Background Investigation

Investigation Process

Government employment differs from private sector employment in many ways, not the least significant of which is the need to properly vet prospective employees as part of the ongoing process of maintaining public trust in government. To that end, the Village of McFarland conducts pre-employment background investigations on all employees. The level of scrutiny to which an employee will be subjected depends upon the position for which they are a candidate for employment. This summary is intended to provide information regarding the investigation so that you understand the process and know what to expect in the coming weeks.

If selected to advance in the hiring process, you may be advised of an impending background investigation. Background investigations are conducted primarily by members of the McFarland Police Department, and occasionally by other employees of the Village of McFarland. At that time you will be provided with a list of documents you will be required to collect and subsequently provide to the investigator. Most documents will be copied and returned to you, but some may be retained. The document list specifies which will be copied and returned. There are additional forms pertinent to the investigation that you will be required to sign. This will be done in the meeting with the investigator, or with the Village department head in charge of your hiring process.

There will be a meeting with the investigator who will provide you with a personal history questionnaire (PHQ) to complete. It is imperative that this document be completed as soon as possible, as it is the primary document used by the investigator to conduct the investigation, and the investigation will be delayed until its completion.

A candidate who refuses to provide all required documentation and/or answer all applicable questions on the PHQ may be removed from consideration for employment. Additionally, false information, or omission of information may be grounds for removal from consideration for employment.

After the initial meeting, the investigator will interview references and other relevant persons, which may include a canvass of the neighborhood in which you reside, dependent on the level of investigation your position warrants.

Upon completion of a review of paperwork and the necessary interviews, the investigator will prepare a written report and submit it to the department head for consideration. Some additional investigation may be required based on feedback from the department head.

Pre-Employment Background Investigation

Required Documentation

Candidates for employment will be required to submit the indicated documents to the McFarland Police Department background investigator before the investigation can begin, dependent upon the level of investigation to be performed on a candidate.

Level 1:

- Driver license or state issued photo identification card*
- Social security card*
- Birth certificate*
- Current auto insurance card(s)*
- Signed Authorization for Release of Information
- Signed Certification and Penalty Statement
- Signed Significant Change Form

*Documents will be copied and originals returned to candidate.

Level 2:

- All level 1 documents
- Completed Personal History Questionnaire
- High school and college / university transcripts
- Forms DD 214 and/or NGB 22 (If a military veteran). Other paperwork may be required depending on specifics of military service.
- Credit Report
- Completed and submitted state and federal tax forms for most recent tax year.

Personal Information Form
(To be completed by applicant)

Full Name: _____
Last First Middle

Maiden Name: _____
Last First Middle

Aliases or Other Names Used: _____
_____
_____

Date of Birth: _____ **Social Security #:** _____

Current Address: _____

Phone Numbers:
Home _____ Work _____ Cell _____

List All Addresses Within Last Ten Years:

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List felony and misdemeanor law violations, ordinance violations, traffic citations, warnings or police contacts of any kind including nature of offense, date and police agency:

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_____
_____

Family Information:

Father

Full name: Date of Birth:

Address:

Phone:

Mother

Full name: Date of Birth:

Address:

Phone:

Step / Adoptive Father (If applicable)

Full name: Date of Birth:

Address:

Phone:

Step / Adoptive Mother (if applicable)

Full name: Date of Birth:

Address:

Phone:

Siblings (natural / step / adoptive)

Full name: Date of Birth:

Address:

Phone:

Full name: Date of Birth:

Address:

Phone:

Full name: Date of Birth:

Address:

Phone:

Full name: Date of Birth:

Address:

Phone:

Grandparents (paternal)

Full name: Date of Birth:

Address:

Phone:

Full name: Date of Birth:

Address:

Phone:

Grandparents (maternal)

Full name: Date of Birth:

Address:

Phone:

Full name: Date of Birth:

Address:

Phone:

List any other cities and states (other than WI) or countries you have resided in:

City / State / Country:

Dates resided there:

City / State / Country:

Dates resided there:

City / State / Country:

Dates resided there:

City / State / Country:

Dates resided there:

List any aliases or other names you have gone by, including maiden names:

1.

2.

3.

4.

5.

6.

List the names and phone numbers of three friends, or people you know well that are not used as references or family contacts:

1.

2.

3.

Certification

I certify that all of the information on this form is true, complete and correct to the best of my knowledge. I understand that if I willfully withhold information or make false or misleading statements on this form it may result in rejection of my application or, if employed, my immediate dismissal.

Applicant's Signature: _____ Date: _____

MCFARLAND POLICE DEPARTMENT

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby empower an employee of the McFarland Police Department to obtain information and records, within one year of the date of this release, pertaining to me from any or all of the following sources:

1. Municipal, County, State, or Federal law enforcement agencies
2. Selective Service System
3. Any financial institution
4. Any place of business (for purposes of obtaining credit or employment data)
5. Credit rating bureaus or institutions
6. Any previous employer
7. Present employer
8. Any provider of medical, dental, or mental health treatment
9. Any school, college, university, or other educational institution
10. Any law enforcement or jail officer
11. All military service branches of the United States
12. Any other agency, department, office, or bureau of municipal, county, state, or federal government.

Exceptions to this blanket authorization:

1. _____
2. _____
3. _____

This release is executed to authorize the McFarland Police Department and the Village of McFarland, as a prospective employer, to obtain the above listed information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

_____ _____

Print Full Name Signature (Full Name)

_____

Address City State Zip Code

_____ _____

Date Witness Signature

Village of McFarland

Certification and Penalty

I hereby declare that all statements and information provided to the Village of McFarland Police Department in the Personal History Questionnaire, as well as any other statements and information provided for my pre-employment screening, are true and complete to the best of my knowledge and belief.

I understand that any misstatement of material fact, willful omission of material fact, or willful deception, will be cause for disqualification and rejection as a candidate for employment, without appeal.

I further understand that these aforementioned misstatements, omissions, or deceptions shall also be grounds for termination after employment, without notice and without any right of appeal.

Applicant _____ Date _____

Investigator _____ Date _____

Village of McFarland

I,_____, understand that until I am hired by the Village of McFarland or removed from consideration for the position of _____by the Village of McFarland I must inform the McFarland Police Department background investigator of any significant changes in circumstances regarding my personal history. These circumstances include, but are not limited to the following criteria:

- Marital and/or family status
- Residence
- Citizenship
- Employment status, including job related discipline
- Military service (enlistment, activation, discipline or discharge)
- Education (discipline, additional credits earned, degrees earned or graduation)
- Financial circumstances (bankruptcy, civil proceedings, evictions, repossessions, collections, etc.)
- Restraining orders and/or injunctions
- Any traffic citations received or change in driver's license status
- Any traffic accidents
- Any arrests or ordinance/criminal convictions
- Illegal drug use
- Any background investigation conducted by a law enforcement agency
- Any contact with any police agency

Please include any other significant change in circumstance not specifically enumerated above. If in doubt whether the circumstance is significant, contact the background investigator at 608-838-3151 or _____.

I have received a copy of this acknowledgment.

_____

Signature Date

_____

Investigator Date

5915 Milwaukee St. • P.O. Box 110 • McFarland, WI 53558-0110 • FAX: (608) 838-3619 • www.mcfarland.wi.us

Administration	Community Development	EMS	Fire	Outreach	Police
838-3153	838-3154	838-3152	838-3278	838-7117	838-3151

Village of McFarland

Attention: Human Resources
5915 Milwaukee Street, McFarland, WI 53558
Phone: (608) 838-3153
Fax: (608) 838-3619

Application for Employment

Thank you for your interest in employment with the Village of McFarland. The information presented on this application will in part determine your acceptance and may also be used as a basis for your employment in this organization.

If you need an accommodation at any time during the recruitment or employment process, please inform us of your needs. The Village of McFarland is an Equal Opportunity Employer and provides equal opportunities for all qualified individuals. We do not discriminate against employees or applicants because of their age, race, gender, gender identity, sexual orientation, religion, color, creed, national origin, veteran status, unemployment status, disability, or any other classification regarded as protected under state or federal law.

Please answer all questions as completely, truthfully, and accurate as possible. Please type or print legibly in ink. If you have any questions regarding this application please contact the Human Resources Department.

Position Applied for: _____. I understand I may request to review the position description.

PERSONAL DATA	
NAME (Last, First, Middle Initial):	Today's Date
Permanent Address (Number, Street, City, State, Zip)	
Home Telephone #: ( ) Cellular Telephone #: ( )	
Email Address:	
Position Applying For:	

Have you ever been terminated from employment? ☐ YES ☐ NO

Are you eligible to work in the United States? ☐ YES ☐ NO

PENDING CHARGES OR CONVICTIONS

Pending charges or convictions will not automatically exclude you from consideration for employment. The record and job will be considered on an individualized basis and consideration will be given if the pending charge or conviction is substantially related to the job. You may be asked to provide information regarding the underlying facts of each situation.

Have you ever been convicted of any violation of Municipal or City Ordinances, County Ordinances, State or Federal Law? ☐ YES ☐ NO

Are you the subject of any pending citation or proceeding alleging any violation of Municipal or City Ordinances, County Ordinances, State or Federal Law? ☐ YES ☐ NO

If yes, please list circumstances of the pending charges or law violation below (include traffic violations). Parking violations are not needed. Attach additional sheets if needed:

Date	Location and Jurisdiction	Violation	Disposition Status and Circumstances:

EDUCATION AND TRAINING

Circle the highest grade in high school completed (check applicable year):
9 10 11 12 GED Graduated? Yes No

Name of High School:

College or University

Name and Location	Dates Attended	Major or Field	Degree/Certification Earned & Year

Additional Training

Name	Location	Dates	Type Earned

PERSONAL REFERENCES

List 3 personal references. Do not list the same persons listed under the "work experience" category or relatives.	
Name (Last, First):	Occupation:
Business or Home Address:	Phone Number
How long have you known this person?	
Name (Last, First):	Occupation:
Business or Home Address:	Phone Number
How long have you known this person?	
Name (Last, First):	Occupation:
Business or Home Address:	Phone Number
How long have you known this person?	

SKILLS AND ABILITIES

Please list software programs you are proficient in using:(Word, Excel, PowerPoint, Access, etc.)		Internet ☐Yes ☐ No
Applicable equipment experience:		Email ☐Yes ☐ No
All applicants, please list any additional experience, skills and qualifications which relate to the job you are applying for:		

LICENSES AND CERTIFICATIONS

If required to drive a motor vehicle for the job you are applying for, do you have a current valid driver's license? If so, please give:

1) Driver's License Number: _____

2) State Issued: _____

3) Expiration Date: _____

4) Types of Licenses held: _____

5) Active, Suspended, Revoked: _____ If revoked or suspended currently or in the past, then please explain? _____

Are you professionally licensed, certified or registered by a State or with any professional group, association, or society (exclude memberships)?

☐Yes ☐ No

_____ _____ _____
Name Registration, certification or license number State
Date of Expiration:_____

_____ _____ _____
Name Registration, certification or license number State
Date of Expiration:_____

_____ _____ _____
Name Registration, certification or license number State
Date of Expiration:_____

WORK EXPERIENCE

Beginning with your present or most recent job, list all your employers. You may also include volunteer or military experience relevant to the position for which you are applying. Please attach an additional sheet if necessary.

Name of Company:	Supervisor(s) Name and Phone Number:
Full Address (Number, Street, City, State, Zip):	Job Title:
Dates of Employment: Start (mo/yr):	End(mo/yr):
Reason for leaving:	Salary:

Name of Company:	Supervisor(s) Name and Phone Number:
Full Address (Number, Street, City, State, Zip):	Job Title:
Dates of Employment: Start (mo/yr):	End(mo/yr):
Reason for leaving:	Salary:

Name of Company:	Supervisor(s) Name and Phone Number:
Full Address(Number, Street, City, State, Zip):	Job Title:
Dates of Employment: Start (mo/yr):	End(mo/yr):
Reason for leaving:	Salary:

Name of Company:	Supervisor(s) Name and Phone Number:
Full Address(Number, Street, City, State, Zip):	Job Title:
Dates of Employment: Start (mo/yr):	End(mo/yr):
Reason for leaving:	Salary:

Name of Company:	Supervisor(s) Name and Phone Number:
Full Address(Number, Street, City, State, Zip):	Job Title:
Dates of Employment: Start (mo/yr):	End(mo/yr):
Reason for leaving:	Salary:

CERTIFICATION – PLEASE READ THIS CAREFULLY

I certify that the information I have provided in this application is true and complete, and I authorize investigation of the assertions I have made.

Because of the importance to the public of the Village hiring high quality candidates to serve the public's interests, I understand that any false statement, omission, or misrepresentation concerning requested information on this application or provided by me during the hiring process or my employment shall be a sufficient basis for denial of employment or termination.

I understand that my pursuit of employment may be contingent upon the satisfactory completion of any or all of the following: interviews, skills or abilities testing, medical examinations, drug screening, background check, and investigation of my character, personal history, work record and references. I consent to a post-offer pre-employment health examination and such future examination as may be required by the Village.

I understand that I may be asked to sign a release and indemnification agreement regarding the background screening process. I understand that I may negotiate the terms of that agreement and that I will not be considered for employment if an agreement is not reached.

I understand that, if employed, my employment at all times shall be in an at-will capacity unless otherwise modified by law. I understand that if I am employed, only the Village Board has the authority to alter, by approval at a duly-noticed meeting, this at-will status of employment, the fringe benefits and compensation that I receive, and employment policies of the Village.

_____ _____

Signature of applicant **Date**

To be completed by Village staff only						
Date Applicant Received	**Testing**	**Interview Dates**	**Drug Screening**	**Background Check**	**Medical Screening**	**Date Offer Declined/Accepted**
Wage Rate	**Position Title**	**Department or Unit**	**Start Date**	**FTE/PTE/ LTE Status**	**Shift**	**Other Information**

AFSCME Union request:

1 Year contract.

Continue any side letters of agreement.

Hours of work change for 24 hour position – start time changed from 5am to 6am.

2% wage increase.

Final Agreement:

1. **Term**. January 1, 2016 through December 31, 2017
2. **Agreement.** Language removed so that the current agreement supersedes all prior agreements.
    - Removes any side letters of agreement.
3. **Article II – Management Rights and Authority**. Section 2.01: Removal of written reprimands.
    - Changed from one year to two years from date of issuance provided no additional written reprimands are received by employee.
4. **Article IX – Hours of Work & Overtime**. Section 9.02: Work shift changed from 5am to 6am.
    - Start time of 24 Hour EMT's changed from 5am to 6am.
5. **Article IX – Hours of Work & Overtime**. Section 9.04: Comp Time Accrual Change.
    - Beginning in 2017, max comp time allowed will change from 80 hours to 40 hours max for 40 Hour EMTs and from 120 hours to 72 hours max for 24 Hour EMTs.
6. **Wages.** 1% increase effective July 1, 2016 and 1% increase on July 1, 2017.

Union request:

1 Year contract.

Fair and equitable wage increase.

Wage increases effective January 1, 2016.

Collapse of the steps by moving the 10 year step to 8 years and the 15 year step to 10 years.

Final Agreement:

1. **Term**. January 1, 2016 through December 31, 2017
2. **Article IV – Health & Welfare**. Sections 4.01 and 4.02: Remove plan design and selection language and remove provider names.
    - The language changes removes language that constitutes illegal subjects of bargaining and allows for more flexible plan changes.
3. **Article V – Wisconsin Retirement System**. Section 5.01: add language for WRS share for pre- and post-July 2011 employees.
    - The change phases in during the two years of the agreement the full contribution amounts for those employees hired prior to July 2011. In July of 2016 the employee's contribution will be 3.5% and in July 2017 it will be the full amount for pre-July 2011 employees.
4. **Article VII – Catastrophic Leave**. Section 7.01: Included police employees in the program.
    - Eligible police employees can now participate in program subject to the terms and conditions found in the personnel policy manual.
5. **Article VIII - Longevity**. Section 8.01: Longevity payments will expire at end of contract.
    - The Village is phasing out Longevity Pay for all employees (exception EMTs). For Officers hired prior to July, 1, 2011, the Village will retain longevity through the duration of this agreement.
6. **Article VIII - Education Incentive**. Section 9.01: Aligns incentive pay to completion of degrees instead of credits.
    - Employees hired after January 1, 2016 will be compensated for completion of appropriate degrees in fields applicable to Public Safety from acceptable institutions as determined by Police Chief. Payment will be upon degree completion, not by completing a number of classes.
7. **Article XII - Probation**. Section 12.01. Allows for Police Chief to extend the probationary period.
    - At the sole discretion of the Police Chief, the probationary period may be extended for up to an additional 9 months for newly hired officers.

8. **Article XXIII – Wages.** Establishes a training rate to pay schedule and market adjustment wage increases effective July 1 of 2016 and 2017.

- The training rate is to offset some of the costs associated with training new officers by a field training officer who receives compensatory time off for this assignment.
- Comparisons to other communities around Madison indicated McFarland was below market pay rates. Wage proposal is a flat base wage increase each year of the two year contract for all existing tiers. Wages would be adjusted the first pay period after July 1 of 2016 and 2017. This would generate a higher percentage increase for the purposes of recruitment and retention of new employees which both parties have stated is an issue.

9. **Article XXV - School Resource Officer.** Section 25.07 and 25.08: SRO is required to take more accrued vacation, holiday, comp time off and any other non-sick leave time off when school is in session.

- Since the costs for the SRO are shared 50% with the school district, this would mean a more equitable distribution of his away time and less harm to the Village's interests.

10. **Article XXVI – Canine Handler.** Sections 26.01- 26.07: Add separate article identifying special considerations for K9 officer to agreement.

- Instead of having a side agreement, incorporates the provisions into the successor agreements.

11. **Article XXVII - Promotion.** Section 27.02. Clarify that employees returning to their previous position during the trial period revert back to their previous wage rate.

- The language did not clearly specify what rate of pay an employee returning to their previous position would receive.

12. **Article XXIX – Entire Agreement.** Section 29.01: Add new article to state the terms and conditions of agreement represent the entire and only agreement between the parties.

- Prevents misunderstandings regarding any perceived, but not negotiated, items.

WRS Contributions for Non-Represented Police Employees

As part of the WPPA contract that was signed for 2016-2017, patrol officers are now required to contribute towards their WRS contribution. This was structured as a phased-in approach over two years with the officers contributing 3.5% beginning on July 1, 2016 and the remaining full contribution going into effect on July 1, 2017. Offsetting salary increases were provided to the officers to compensate for their contribution, making this cost-neutral for the Village except for the FICA expense on the wages.

Currently, there are four non-represented Police employees remaining who are not contributing to their WRS (Police Chief, Lieutenant, and two Sergeants). In order to alleviate compensation compression for the non-reps and provide an equitable and comparable wage, the Village is proposing a similar scenario for these individuals to be implemented July 1, 2016. Because this is cost-neutral, the only financial impact will be the FICA expense. The 2016 impact would be as follows:

3.5% Contribution beginning July 1: $394

6.6% Contribution beginning July 1: $742

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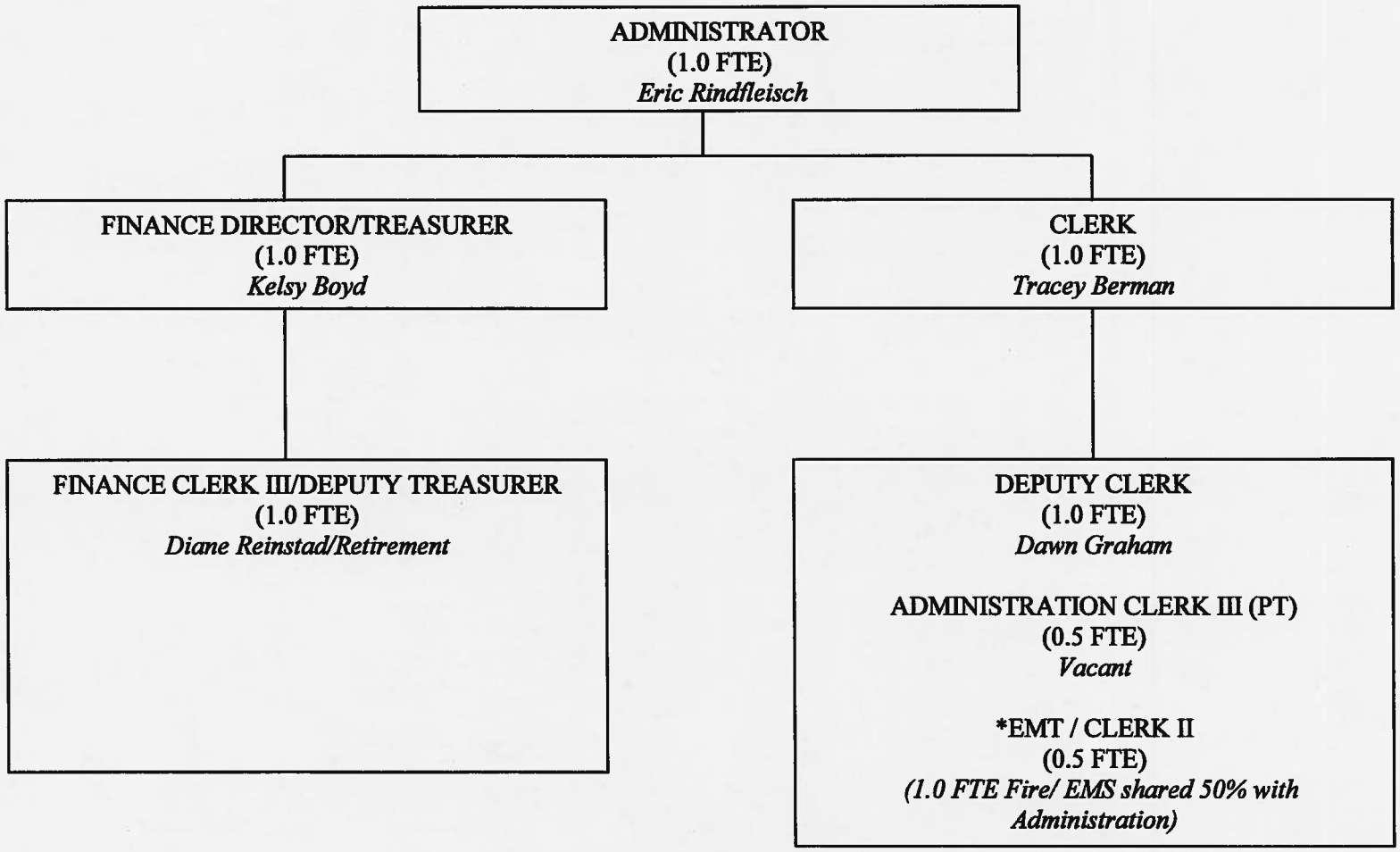

* AFSCME represented.

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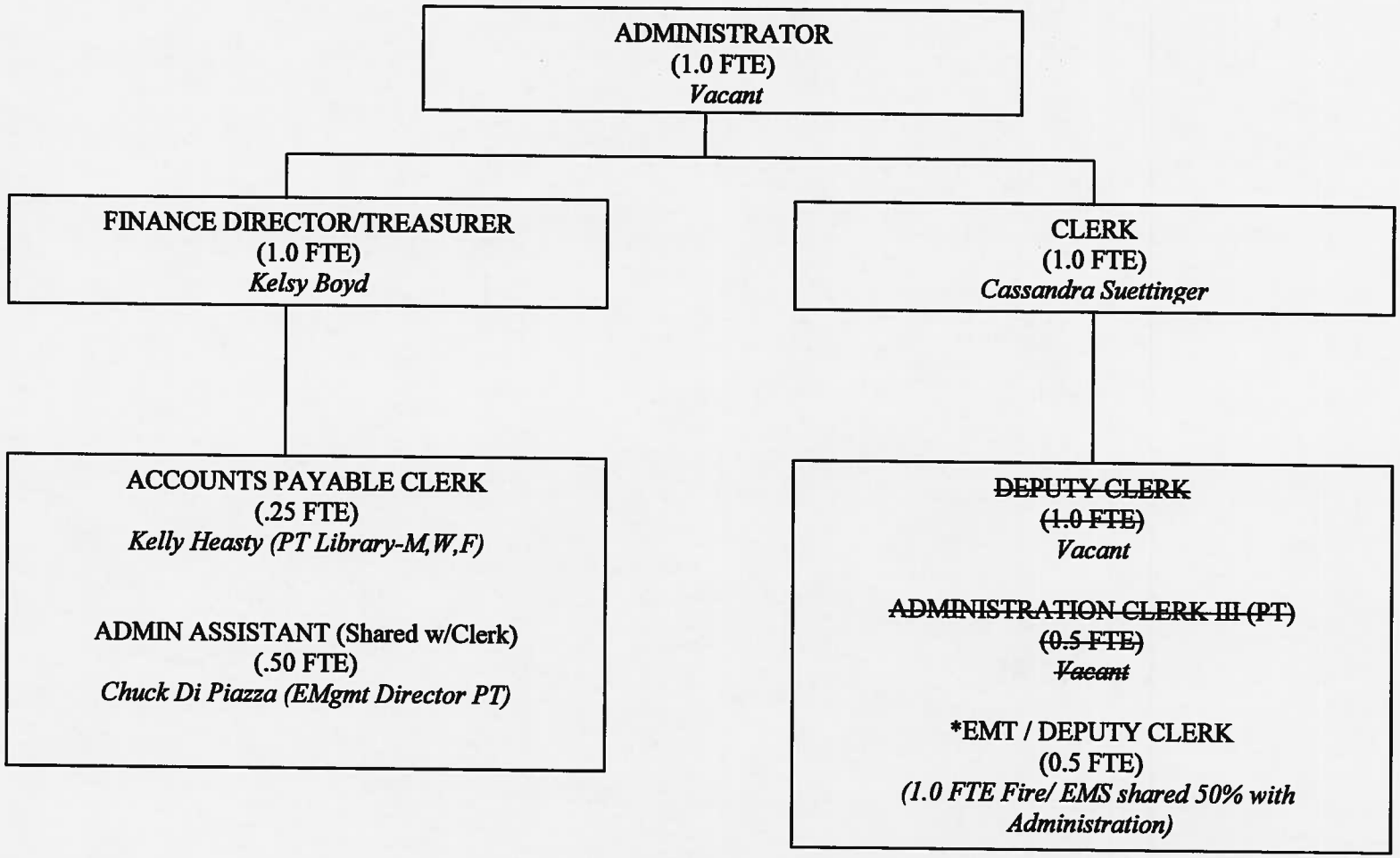

* AFSCME represented.