



EMPLOYEE COMPENSATION

Page (1 of 2)

Chairperson: _____

PURPOSE:

To provide guidance for management of Employee Compensation.

PROCEDURE:

District Manager –

The District Manager shall be paid at the rate of \$18/hour. The job shall be part time – average less than 30 hours per week and no benefits shall be paid.

Waste Water Treatment Operator –

The Waste Water Treatment Operator (WWTO) shall be paid at the rate of \$14/hour. Upon passing the Waste Water Treatment Operator I level examination the pay rate will be \$15/hour. Upon completion of the certification for Waste Water Treatment Operator I the pay rate will be \$16/hour.

When installing new sewer service, the rate of pay will be \$30/hour.

The position will be full time 40 hours per week. 5 days a week at 8 hours per day. There will be a 30 minute unpaid lunch and 15 minute morning and afternoon break that will be paid.

It is expected that the WWTO will use compensatory time to keep the work week to 40 hours per week. Should that not be possible the WWTO will be paid the overtime rate of 1.5 x hourly rate.

Holiday Pay will consist of the following (8) holidays: New Year's Day, Presidents Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, and Christmas Day. Should the day fall on a weekend the next closest work day shall be taken off.

Personal Time Off – 2 days of paid personal time off will be allowed each year. These days cannot be carried over.

Vacation pay will be earned at ½ day per month and may be taken one year after continuous employment. After 2 years, the rate will increase to .75 days per month. After 3 years, the rate will increase to 1 day per month. After 5 years, the rate will increase to 1.25 days per month.



EMPLOYEE COMPENSATION

Page (2 of 2)

Sick pay will be allowed at ½ day per month and may be taken after 6 months of continuous employment. No more than 3 weeks of sick time may be accumulated.

Health Insurance – The District will provide the WWTO \$250/month to purchase insurance on the open market.

Retirement benefits through PERS will begin at the beginning of the year following completion of the certification for Waste Water Treatment Operator I.

Longevity pay of \$.50 per hour will begin at the beginning of the year following completion of the certification for Waste Water Treatment Operator I

The District will compensate the WWTO for classes, examination, books, fees, study time and travel to obtain and keep current the Waste Water Treatment Operator Level I Certification.

The District will authorize continuation of pay for any local responses for the Fire Department while on duty for the District.