



EMPLOYEE COMPENSATION

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Chairperson: Peggy M. Johnson

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.

Park Maintenance Worker –

The Park Maintenance Worker shall be paid at the rate of \$12/hour. The job shall be part time – less than 10 hours per week during the spring/summer months 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 Level I examination, the pay rate will be \$15/hour. Upon completion of the certification for Waste Water Treatment Operator Level I, the pay rate will be \$16/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. All overtime must be approved by the District Manager.

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 personal time off will be allowed each year. These days cannot be carried over.



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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.

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 will be reviewed after the first year of employment.

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.