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**AGENDA FINANCE AND PERSONNEL COMMITTEE, VILLAGE OF SUSSEX  
IMMEDIATELY FOLLOWING THE 6:00 PM PUBLIC WORKS MEETING  
TUESDAY, DECEMBER 6, 2022  
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2<sup>nd</sup> FLOOR  
N64W23760 MAIN STREET**

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Sussex Finance & Personnel Evaluation Committee, at which a quorum of the Village Board may attend and gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board are present and that the Village Board members may be making comments if the rules are suspended to allow them to do so.)

1. Roll call.
2. Consideration and possible action on minutes of the Finance and Personnel Committee meeting on November 1, 2022.
3. Comments from citizens.
4. Consideration and possible action on November Check Register and P-card Statement.
5. Consideration and possible action on November Ace Hardware purchases.
6. Consideration and possible action on Operator Questions.
7. Consideration and possible action on Enterprise System purchase.
8. Consideration and possible action on Employee Handbook Updates.
9. Future Topics
10. Adjournment

Chairperson  
Benjamin Jarvis

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Jeremy Smith  
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information contact the Village Clerk at 262-246-5200.

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM  
THE FINANCE COMMITTEE AND ARE  
SUBJECT TO CHANGE UPON APPROVAL OF THE VILLAGE BOARD**

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Finance & Personnel Evaluation Committee of  
November 1, 2022**

**1. Roll Call**

The meeting was called to order by Trustee Jarvis at 6:50pm

Members present: Trustee Benjamin Jarvis, Trustee Stacy Riedel, Trustee Scott Adkins, and Michael Carlson

Absent: None

Also present: Village Administrator Jeremy Smith, President LeDonne, Trustee Lee Uecker, and members of the public.

A quorum of the Village Board was not present at the meeting.

**2. Consideration and possible action on minutes**

A motion by Jarvis, seconded by Carlson to approve the October 4, 2022 meeting minutes as presented.

Motion carried 4-0

**3. Comments from Citizens:** None

**4. Check Register and P-card statements:**

A motion by Jarvis, seconded by Riedel to recommend to the Village Board approval of the October Check Register and P-Card statement in the amount of \$1,483,736.39.

Motion carried 4-0

**5. Ace Hardware Purchases**

A motion by Jarvis, seconded by Adkins to recommend to the Village Board approval of the October Ace Hardware Purchases in the amount of \$1,073.54.

Motion carried 4-0

**6. 2022 3<sup>rd</sup> Quarter Investment Report**

A motion by Jarvis, seconded by Carlson to accept the 3<sup>rd</sup> Quarter Investment Report. Motion carried 4-0

**7. Trustee Election Process**

After discussion, no action taken.

**8. Future Topics**

**9. Adjournment**

A motion by Jarvis, seconded by Adkins to adjourn the meeting at 7:08pm

Motion carried 4-0

Respectfully submitted,

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Jeremy Smith  
Village Administrator

**Village of Sussex  
Village Board Payment Approvals  
Nov-2022**

Payroll Registers

First Pay Period - Regular	\$	139,729.18	
First Pay Period - Vac Pay Out	\$	-	
Second Pay Period - Regular	\$	139,806.95	
Second Pay Period - Board Monthly	\$	2,833.35	
Third Pay Period - Regular	\$	-	
	\$	-	
Total Payroll	\$	<u>282,369.48</u>	
Check Register (11/01/2022 - 11/30/2022)	\$	<u>1,134,825.42</u>	(less Ace Hardware)
<b>Grand Total</b>	<b>\$</b>	<b><u>1,417,194.90</u></b>	

VILLAGE OF SUSSEX  
CHECK REGISTER  
11/30/2022

DATE	CHECK#	VENDOR	AMOUNT	COMMENT	ACCOUNT DESCRIPTION
11/04/22	018514	E.H. WOLF & SONS INC.-SLINGER	\$349.04	NO LEAD GASOLINE	G 100-16110 Inventory
11/04/22	018514	E.H. WOLF & SONS INC.-SLINGER	\$488.24	DIESEL FUEL	E 100-55200-000-239 Gasoline & Diesel
11/04/22	018515	HAWKINS, INC.	\$2,143.87	CHEMICALS	E 610-53700-000-631 Treatment-Chemicals
11/04/22	018516	JASTER, JOEL	\$14.38	REIMBURSEMENT - MILEAGE - 10/20-28/2022	E 100-52400-000-390 Expenses
11/04/22	018517	PFM FINANCIAL ADVISORS, LLC	\$25,000.00	MUNICIPAL ADVISORY SERVICES SERIES 2022B	E 470-58200-000-691 Bond Issuance Expenses
11/04/22	018518	RIVER RUN COMPUTERS INC.	\$5,826.76	RMIT AGREEMENT	E 100-51430-000-340 Data Processing Services
11/04/22	018518	RIVER RUN COMPUTERS INC.	\$1,719.83	RMIT AGREEMENT	E 610-53700-000-923 Outside Services Employed
11/04/22	018518	RIVER RUN COMPUTERS INC.	\$1,475.49	RMIT AGREEMENT	E 620-53610-100-212 Outside Services
11/04/22	018518	RIVER RUN COMPUTERS INC.	\$375.92	RMIT AGREEMENT	E 640-53650-000-340 Data Processing Services
11/04/22	018518	RIVER RUN COMPUTERS INC.	\$3,302.00	RMIT AGREEMENT	E 100-52200-000-340 Data Processing Services
11/04/22	018519	SWEET LUNA LLC	\$1,080.00	HALLOWEEN COOKIE DECORATING CLASS	E 100-55350-000-140 Program Instructors
11/04/22	018520	MENOMONEE FALLS CE & REC	\$1,260.00	WITCHES GULCH TRIP	E 100-55350-000-404 Adult Trips
11/04/22	018520	MENOMONEE FALLS CE & REC	\$756.00	WARRENS TRIP	E 100-55350-000-404 Adult Trips
11/10/22	018521	AMERIGRAPHICS	\$258.00	INSPECTION REPORT, GARBAGE FORMS, BUSINESS CARDS-GD, JJ	E 100-52400-000-390 Expenses
11/10/22	018521	AMERIGRAPHICS	\$46.00	BUSINESS CARDS - GG	E 100-56700-000-390 Expenses
11/10/22	018522	BADGER STATE WASTE LLC	\$73,109.04	BIOSOLIDS HAULING TO FIELD	E 620-53610-300-430 Sludge Hauling Expenses
11/10/22	018523	E.H. WOLF & SONS INC.-SLINGER	\$755.58	NO LEAD GASOLINE	G 100-16110 Inventory
11/10/22	018523	E.H. WOLF & SONS INC.-SLINGER	\$1,505.94	DIESEL FUEL	G 100-16120 Diesel Inventory
11/10/22	018523	E.H. WOLF & SONS INC.-SLINGER	-\$452.04	CREDIT - DUPLICATE PAYMENT	E 100-55200-000-239 Gasoline & Diesel
11/10/22	018524	NASSCO INC.	\$531.05	LINERS, CLEANER, PAPER TOWEL	E 100-55200-000-298 Contract--Misc Sanitation
11/10/22	018525	NORTH SHORE BANK, FSB	\$1,423.23	DEFERRED COMPENSATION	G 100-21520 North Shore Withheld
11/10/22	018526	PROFESSIONAL FIRE FIGHTERS OF	\$501.60	UNION DUES - NOVEMBER 2022	G 100-21550 Union Dues Withheld
11/10/22	018527	SCENIC VIEW MAINTENANCE	\$2,853.00	LAWNMOWING, TRIMMING & BLOWING	E 100-55200-000-399 Horticulture
11/10/22	018528	HORNER, JEAN	\$19.95	REIMBURSEMENT - SPOOKY SUSSEX HEADLAMP HATS	E 100-55202-000-403 Special Events
11/10/22	018529	GLOBE CONTRACTORS	\$63,173.00	CTH VV & PLAINVIEW ROAD WATER MAIN PROJECT	G 610-18713 Const In Prog - Water Projects
11/10/22	018530	RUEKERT & MIELKE	\$363.00	THE HIGHLANDS PHASE B - PROF. SERVICES 8/9-9/9/2022	E 100-51491-000-216 Engineering
11/10/22	018530	RUEKERT & MIELKE	\$82.25	THE HIGHLANDS PHASE B - PROF. SERVICES 8/9-9/9/2022	E 100-51491-000-216 Engineering
11/10/22	018530	RUEKERT & MIELKE	\$111.75	2023 ROAD PROGRAM - PROF. SERVICES 8/13-9/9/2022	E 410-57331-000-216 Engineering
11/10/22	018530	RUEKERT & MIELKE	\$1,828.00	WATER - PROF. SERVICES 8/13-9/9/2022	E 610-53700-000-923 Outside Services Employed
11/10/22	018530	RUEKERT & MIELKE	\$251.75	GIS SERVICES - PROF. SERVICES 8/13-9/9/2022	E 100-51430-000-397 Licensing Costs
11/10/22	018530	RUEKERT & MIELKE	\$251.75	GIS SERVICES - PROF. SERVICES 8/13-9/9/2022	E 610-53700-000-923 Outside Services Employed
11/10/22	018530	RUEKERT & MIELKE	\$251.75	GIS SERVICES - PROF. SERVICES 8/13-9/9/2022	E 620-53610-100-212 Outside Services
11/10/22	018530	RUEKERT & MIELKE	\$251.75	GIS SERVICES - PROF. SERVICES 8/13-9/9/2022	E 640-53650-000-216 Engineering
11/10/22	018530	RUEKERT & MIELKE	\$2,696.00	WATER MODELING - PROF. SERVICES 4/27-9/9/2022	E 610-53700-000-923 Outside Services Employed
11/18/22	018531	ASSOCIATED APPRAISAL CONSULT	\$4,262.03	ASSESSOR FEE INCL ELEC DATA	E 100-51530-000-218 Assessor--Fees
11/18/22	018532	BADGER STATE WASTE LLC	\$45,985.08	BIOSOLIDS HAULING TO FIELD	E 620-53610-300-430 Sludge Hauling Expenses
11/16/22	018533	CHEMTRADE CHEMICALS US LLC	\$10,612.60	HYPER + ION	E 620-53610-300-411 Phosphorus Removal Chemical
11/18/22	018534	DNR - 78816	\$214.38	FR PANTS	E 100-52200-000-344 Uniforms & Protective Clothes
11/18/22	018535	E.H. WOLF & SONS INC.-SLINGER	\$611.41	NO LEAD GASOLINE	G 100-16110 Inventory
11/18/22	018535	E.H. WOLF & SONS INC.-SLINGER	\$1,189.45	DIESEL FUEL	G 100-16120 Diesel Inventory
11/18/22	018535	E.H. WOLF & SONS INC.-SLINGER	\$2,903.43	GENERATOR - PDFD	E 620-53610-200-249 Maint--General Plant
11/18/22	018536	FAMILY STRONG SUSSEX	\$890.75	SKILLZ MARETIAL ARTS 10/31 - 11/14/2022	E 100-55350-000-140 Program Instructors
11/18/22	018537	INFOSEND, INC.	\$554.44	SEPT 2022 UB PROCESSING	E 610-53700-000-903 Accounting Supplies & Expenses
11/18/22	018537	INFOSEND, INC.	\$554.26	SEPT 2022 UB PROCESSING	E 620-53610-100-215 Accountant
11/18/22	018537	INFOSEND, INC.	\$554.26	SEPT 2022 UB PROCESSING	E 640-53650-000-310 Office Supplies
11/18/22	018538	PAULINE HAASS LIBRARY	\$181,598.75	4TH QTR 2022 LIBRARY PAYMENT	E 100-55110-000-795 Library Payment
11/18/22	018538	PAULINE HAASS LIBRARY	\$12,500.00	CAPITAL ITEMS	E 100-57610-000-820 Improvements
11/18/22	018538	PAULINE HAASS LIBRARY	-\$56,510.71	DUE TO VILLAGE	G 100-14500 Due from Haass Library
11/18/22	018539	PULVERMACHER, ANNE	\$60.63	REIMBURSEMENT - MILEAGE - METER READING	E 610-53700-000-930 Misc General Expenses
11/18/22	018540	PREMIER BUILDING INSPECTIONS	\$87.50	INSPECTIONS - SEPTEMBER 2022	E 100-52400-000-290 Contractual Fees
11/18/22	018541	RELIANT FIRE APPARATUS INC	\$1,084.00	AMB CHASSIS SERVICE & DOT - UNIT 2957	E 100-52200-000-244 Maint--Vehicle
11/18/22	018541	RELIANT FIRE APPARATUS INC	\$1,271.21	AMB CHASSIS SERVICE & DOT - UNIT 2958	E 100-52200-000-244 Maint--Vehicle

11/18/22	018542	RIVER RUN COMPUTERS INC.	\$69.75	DUO MONTHLY - NOVEMBER 2022	E 100-51430-000-397 Licensing Costs
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$20.59	DUO MONTHLY - NOVEMBER 2022	E 610-53700-000-923 Outside Services Employed
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$17.66	DUO MONTHLY - NOVEMBER 2022	E 620-53610-100-212 Outside Services
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$4.50	DUO MONTHLY - NOVEMBER 2022	E 640-53650-000-340 Data Processing Services
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$865.27	MICROSOFT 365 - NOVEMBER 2022	E 100-51430-000-397 Licensing Costs
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$255.39	MICROSOFT 365 - NOVEMBER 2022	E 610-53700-000-923 Outside Services Employed
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$219.11	MICROSOFT 365 - NOVEMBER 2022	E 620-53610-100-212 Outside Services
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$55.83	MICROSOFT 365 - NOVEMBER 2022	E 640-53650-000-340 Data Processing Services
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$73.89	SPAM FILTERING - NOVEMBER 2022	E 100-51430-000-397 Licensing Costs
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$21.81	SPAM FILTERING - NOVEMBER 2022	E 610-53700-000-923 Outside Services Employed
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$18.71	SPAM FILTERING - NOVEMBER 2022	E 620-53610-100-212 Outside Services
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$4.77	SPAM FILTERING - NOVEMBER 2022	E 640-53650-000-340 Data Processing Services
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$90.47	WEBROOT - NOVEMBER 2022	E 100-51430-000-397 Licensing Costs
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$26.70	WEBROOT - NOVEMBER 2022	E 610-53700-000-923 Outside Services Employed
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$22.91	WEBROOT - NOVEMBER 2022	E 620-53610-100-212 Outside Services
11/18/22	018542	RIVER RUN COMPUTERS INC.	\$5.84	WEBROOT - NOVEMBER 2022	E 640-53650-000-340 Data Processing Services
11/25/22	018543	ASCHER, SCOTT M.	\$25.18	REIMBURSEMENT - AUTO ZONE	E 100-53311-000-240 Maint--Equipment
11/25/22	018544	E.H. WOLF & SONS INC.-SLINGER	\$586.58	NO LEAD GASOLINE	G 100-16110 Inventory
11/25/22	018544	E.H. WOLF & SONS INC.-SLINGER	\$1,790.21	DIESEL FUEL	G 100-16120 Diesel Inventory
11/25/22	018545	J F AHERN COMPANY	\$505.00	FIRE ALARM INSPECTION - CIVIC CENTER	E 100-51600-000-242 Maint--Bldg & Facilities
11/25/22	018545	J F AHERN COMPANY	\$150.00	FIRE ALARM INSPECTION - WELL 5	E 610-53700-000-955 Pumping-Maint of Equipment
11/25/22	018546	NORTH SHORE BANK, FSB	\$1,423.23	DEFERRED COMPENSATION	G 100-21520 North Shore Withheld
11/25/22	018547	SPORTZ BRAINS, LLC	\$675.00	SB - INCREDIBLE ATHLETES - 10/23-11/20/2022	E 100-55350-000-140 Program Instructors
11/25/22	018548	SWEET LUNA LLC	\$780.00	COOKIE DECORATING CLASS	E 100-55350-000-140 Program Instructors
11/25/22	018549	WCTC REGISTRATION	\$15.00	ACLS/BLS CARDS	E 100-52200-000-324 Schooling & Dues
11/01/22	018550	AFLAC	\$87.24	Employee Insurance	G 100-21595 AFLAC INS
11/10/22	018551	WI DEPARTMENT OF REVENUE	\$5,257.17	State Taxes	G 100-21513 State Taxes Withheld
11/10/22	018552	EFTPS	\$33,438.65	Federal Taxes	G 100-21512 Federal Taxes Withheld
11/25/22	018553	EFTPS	\$33,043.42	Federal Taxes	G 100-21512 Federal Taxes Withheld
11/25/22	018554	WI DEPARTMENT OF REVENUE	\$5,288.23	State Taxes	G 100-21513 State Taxes Withheld
11/30/22	018555	EMPLOYEE TRUST FUNDS	\$39,429.50	WI Retirement	G 100-21511 WI Retirement Payable
11/03/22	018556	WE ENERGIES	\$119.97	PSB - gas	E 100-52200-000-222 Utilities--Heat
11/03/22	018556	WE ENERGIES	\$119.97	PSB - gas	E 100-52100-000-222 Utilities--Heat
11/01/22	018557	WE ENERGIES	\$12,498.51	Street Lighting Electric	E 100-53420-000-224 Utilities--Electric
11/08/22	018558	WE ENERGIES	\$1,453.31	Parks - electric	E 100-55200-000-224 Utilities--Electric
11/08/22	018558	WE ENERGIES	\$70.95	Parks - heat	E 100-55200-000-222 Utilities--Heat
11/10/22	018559	WE ENERGIES	\$394.32	Sewer - collection electric	E 620-53610-200-224 Utilities--Electric
11/10/22	018559	WE ENERGIES	\$14,674.20	Sewer - treatment electric	E 620-53610-300-224 Utilities--Electric
11/10/22	018559	WE ENERGIES	\$880.02	Sewer - gas	E 620-53610-300-222 Utilities--Heat
11/10/22	018559	WE ENERGIES	\$17.99	Sewer - gas	E 620-53610-200-222 Utilities--Heat
11/02/22	018560	WE ENERGIES	\$27.70	Sewer - other govt electric	R 620-110-46412 Sewer--Other Governments
11/08/22	018561	WE ENERGIES	\$1,339.73	Storm electric	E 640-53650-000-224 Utilities--Electric
11/22/22	018562	WE ENERGIES	\$76.56	Emergency Govt - electric	E 100-52900-000-001 Emergency Government
11/03/22	018563	WE ENERGIES	\$821.75	Fire - electric	E 100-52200-000-224 Utilities--Electric
11/17/22	018564	WE ENERGIES	\$694.31	Police - electric	E 100-52100-000-224 Utilities--Electric
11/08/22	018565	WE ENERGIES	\$4,034.04	CIVIC CENTER	E 100-51600-000-224 Utilities--Electric
11/08/22	018565	WE ENERGIES	\$1,410.64	CIVIC CENTER	E 100-51600-000-222 Utilities--Heat
11/02/22	018566	WE ENERGIES	\$236.28	GARAGE ELECTRIC	E 100-53311-000-224 Utilities--Electric
11/02/22	018566	WE ENERGIES	\$115.82	GARAGE ELECTRIC	E 100-55200-000-224 Utilities--Electric
11/02/22	018566	WE ENERGIES	\$37.06	GARAGE ELECTRIC	E 610-53700-000-921 Office Supplies & Expenses
11/02/22	018566	WE ENERGIES	\$37.06	GARAGE ELECTRIC	E 620-53610-100-224 Utilities--Electric
11/02/22	018566	WE ENERGIES	\$37.06	GARAGE ELECTRIC	E 640-53650-000-224 Utilities--Electric
11/02/22	018566	WE ENERGIES	\$212.33	GARAGE GAS	E 100-53311-000-222 Utilities--Heat
11/02/22	018566	WE ENERGIES	\$104.08	GARAGE GAS	E 100-55200-000-222 Utilities--Heat
11/02/22	018566	WE ENERGIES	\$33.30	GARAGE GAS	E 610-53700-000-921 Office Supplies & Expenses
11/02/22	018566	WE ENERGIES	\$33.30	GARAGE GAS	E 620-53610-100-222 Utilities--Heat
11/02/22	018566	WE ENERGIES	\$33.30	GARAGE GAS	E 640-53650-000-222 Utilities--Heat
11/03/22	018567	WE ENERGIES	\$15.71	LIONS CLUB METER	E 100-55200-000-224 Utilities--Electric

11/03/22	018568	PAYMENT SERVICE NETWORK	\$359.11	BILLING INVOICE	E 610-53700-000-903 Accounting Supplies & Expenses
11/03/22	018568	PAYMENT SERVICE NETWORK	\$359.12	BILLING INVOICE	E 620-53610-100-310 Office Supplies
11/03/22	018568	PAYMENT SERVICE NETWORK	\$359.12	BILLING INVOICE	E 640-53650-000-340 Data Processing Services
11/09/22	018569	WE ENERGIES	\$163.39	TRAFFIC SIGNALS	E 100-53311-000-224 Utilities--Electric
11/08/22	018570	WI DEPT. OF TRANSP. TV&RP	\$3.00	SUSPENSIONS	R 100-000-45110 Fines & Tickets
11/22/22	018571	WI DEPT. OF TRANSP. TV&RP	\$3.00	SUSPENSIONS	R 100-000-45110 Fines & Tickets
11/08/22	018572	WE ENERGIES	\$547.58	THE GROVE - ELECTRIC	E 100-55200-000-224 Utilities--Electric
11/08/22	018572	WE ENERGIES	\$150.42	THE GROVE - GAS	E 100-55200-000-222 Utilities--Heat
11/05/22	018573	RHYME BUSINESS PRODUCTS	\$57.67	FINANCE COPIER	E 100-51420-000-240 Maint--Equipment
11/05/22	018573	RHYME BUSINESS PRODUCTS	\$41.19	FINANCE COPIER	E 610-53700-000-921 Office Supplies & Expenses
11/05/22	018573	RHYME BUSINESS PRODUCTS	\$41.19	FINANCE COPIER	E 620-53610-100-310 Office Supplies
11/05/22	018573	RHYME BUSINESS PRODUCTS	\$24.72	FINANCE COPIER	E 640-53650-000-310 Office Supplies
11/25/22	018574	RHYME BUSINESS PRODUCTS	\$254.05	PSB/POLICE COPIER	E 100-52100-000-390 Expenses
11/25/22	018574	RHYME BUSINESS PRODUCTS	\$182.91	ONE STOP COPIER	E 100-51420-000-240 Maint--Equipment
11/25/22	018574	RHYME BUSINESS PRODUCTS	\$182.91	ONE STOP COPIER	E 100-55300-000-310 Office Supplies
11/25/22	018574	RHYME BUSINESS PRODUCTS	\$101.62	PSB/FIRE COPIER	E 100-52200-000-345 Supplies
11/25/22	018574	RHYME BUSINESS PRODUCTS	\$29.47	3RD FLOOR COPIER	E 100-51420-000-240 Maint--Equipment
11/25/22	018574	RHYME BUSINESS PRODUCTS	\$29.47	3RD FLOOR COPIER	E 100-53311-000-240 Maint--Equipment
11/25/22	018574	RHYME BUSINESS PRODUCTS	\$88.41	3RD FLOOR COPIER	E 100-52400-000-390 Expenses
11/25/22	018574	RHYME BUSINESS PRODUCTS	\$147.35	3RD FLOOR COPIER	E 100-51491-000-390 Expenses
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$67.14	LIFE INSURANCE	G 100-14500 Due from Haass Library
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$61.43	LIFE INSURANCE	E 610-53700-000-926 Employee Pension & Benefits
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$66.23	LIFE INSURANCE	E 620-53610-100-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$5.76	LIFE INSURANCE	E 100-51491-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$20.47	LIFE INSURANCE	E 640-53650-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$14.33	LIFE INSURANCE	E 100-51410-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$13.44	LIFE INSURANCE	E 100-51420-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$40.46	LIFE INSURANCE	E 100-51510-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$28.01	LIFE INSURANCE	E 100-53311-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$6.31	LIFE INSURANCE	E 100-53635-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$3.57	LIFE INSURANCE	E 100-52400-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$12.99	LIFE INSURANCE	E 100-56700-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$0.00	LIFE INSURANCE	E 100-51430-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$6.50	LIFE INSURANCE	E 100-51600-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$26.50	LIFE INSURANCE	E 100-55200-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$2.72	LIFE INSURANCE	E 100-55202-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$75.48	LIFE INSURANCE	E 100-52200-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$4.31	LIFE INSURANCE	E 100-52100-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$1.64	LIFE INSURANCE	E 100-54600-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$7.43	LIFE INSURANCE	E 100-55350-000-135 Employee Insurance
11/17/22	018575	RELIANCE STANDARD LIFE INS CO	\$4.80	LIFE INSURANCE	E 100-55300-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$409.60	DENTAL INSURANCE	G 100-14500 Due from Haass Library
11/16/22	018576	DELTA DENTAL	\$284.22	DENTAL INSURANCE	E 610-53700-000-926 Employee Pension & Benefits
11/16/22	018576	DELTA DENTAL	\$307.27	DENTAL INSURANCE	E 620-53610-100-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$114.80	DENTAL INSURANCE	E 640-53650-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$28.25	DENTAL INSURANCE	E 100-51491-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$12.12	DENTAL INSURANCE	E 100-51410-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$71.98	DENTAL INSURANCE	E 100-51420-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$123.82	DENTAL INSURANCE	E 100-51510-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$0.00	DENTAL INSURANCE	E 100-52100-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$15.02	DENTAL INSURANCE	E 100-51600-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$20.17	DENTAL INSURANCE	E 100-52400-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$18.91	DENTAL INSURANCE	E 100-54600-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$164.75	DENTAL INSURANCE	E 100-53311-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$37.31	DENTAL INSURANCE	E 100-53635-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$89.37	DENTAL INSURANCE	E 100-56700-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$21.14	DENTAL INSURANCE	E 100-51430-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$113.62	DENTAL INSURANCE	E 100-55200-000-135 Employee Insurance

11/16/22	018576	DELTA DENTAL	\$611.70	DENTAL INSURANCE	E 100-52200-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$22.37	DENTAL INSURANCE	E 100-55202-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$113.44	DENTAL INSURANCE	E 100-55350-000-135 Employee Insurance
11/16/22	018576	DELTA DENTAL	\$70.30	DENTAL INSURANCE	E 100-55300-000-135 Employee Insurance
11/28/22	018577	DELTA DENTAL	\$172.93	VISION INSURANCE	G 100-21596 Vision Insurance
11/28/22	018577	DELTA DENTAL	\$23.93	VISION INSURANCE	G 100-14500 Due from Haass Library
11/10/22	018578	UNITED HEALTHCARE 2022	\$8,733.00	HEALTH INSURANCE	G 100-14500 Due from Haass Library
11/10/22	018578	UNITED HEALTHCARE 2022	\$5,702.88	HEALTH INSURANCE	E 610-53700-000-926 Employee Pension & Benefits
11/10/22	018578	UNITED HEALTHCARE 2022	\$6,159.47	HEALTH INSURANCE	E 620-53610-100-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$596.76	HEALTH INSURANCE	E 100-51491-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$2,298.24	HEALTH INSURANCE	E 640-53650-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$0.00	HEALTH INSURANCE	E 100-51410-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$1,579.22	HEALTH INSURANCE	E 100-51420-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$473.77	HEALTH INSURANCE	E 100-51430-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$1,222.62	HEALTH INSURANCE	E 100-51510-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$298.38	HEALTH INSURANCE	E 100-51600-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$3,298.17	HEALTH INSURANCE	E 100-53311-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$757.59	HEALTH INSURANCE	E 100-53635-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$349.32	HEALTH INSURANCE	E 100-52400-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$1,462.78	HEALTH INSURANCE	E 100-56700-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$2,200.71	HEALTH INSURANCE	E 100-55200-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$0.00	HEALTH INSURANCE	E 100-52100-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$8,807.96	HEALTH INSURANCE	E 100-52200-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$327.49	HEALTH INSURANCE	E 100-54600-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$400.26	HEALTH INSURANCE	E 100-55202-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$1,964.93	HEALTH INSURANCE	E 100-55350-000-135 Employee Insurance
11/10/22	018578	UNITED HEALTHCARE 2022	\$1,325.22	HEALTH INSURANCE	E 100-55300-000-135 Employee Insurance
11/22/22	018579	WE ENERGIES	\$264.87	GARAGE ELECTRIC	E 100-53311-000-224 Utilities--Electric
11/22/22	018579	WE ENERGIES	\$129.84	GARAGE ELECTRIC	E 100-55200-000-224 Utilities--Electric
11/22/22	018579	WE ENERGIES	\$41.55	GARAGE ELECTRIC	E 610-53700-000-921 Office Supplies & Expenses
11/22/22	018579	WE ENERGIES	\$41.55	GARAGE ELECTRIC	E 620-53610-100-224 Utilities--Electric
11/22/22	018579	WE ENERGIES	\$41.55	GARAGE ELECTRIC	E 640-53650-000-224 Utilities--Electric
11/22/22	018579	WE ENERGIES	\$531.60	GARAGE GAS	E 100-53311-000-222 Utilities--Heat
11/22/22	018579	WE ENERGIES	\$260.59	GARAGE GAS	E 100-55200-000-222 Utilities--Heat
11/22/22	018579	WE ENERGIES	\$83.39	GARAGE GAS	E 610-53700-000-921 Office Supplies & Expenses
11/22/22	018579	WE ENERGIES	\$83.39	GARAGE GAS	E 620-53610-100-222 Utilities--Heat
11/22/22	018579	WE ENERGIES	\$83.39	GARAGE GAS	E 640-53650-000-222 Utilities--Heat
10/19/22	018580	TONY MARONNI S	\$55.84	spooky committee meal	E 100-55202-000-403 Special Events
10/19/22	018580	TONY MARONNI S	\$341.61	Election Dinner	E 100-51440-000-390 Expenses
10/18/22	018581	USA BLUE BOOK	\$134.46	INSULATED GLOVES	E 100-53311-000-345 Supplies
10/18/22	018581	USA BLUE BOOK	\$715.43	CHLORINE REAGENT SET	E 610-53700-000-632 Treatment-Supplies & Expenses
10/18/22	018581	USA BLUE BOOK	\$857.70	LONGOPAC CASSETTE BAG	E 620-53610-100-249 Maint--General Plant
10/24/22	018582	SUSSEX BOWL	\$224.44	spooky/staff pizza/apps/soda	E 100-55202-000-403 Special Events
10/13/22	018583	AMAZON.COM	\$34.92	2nd trigger spray gun FD	E 100-52200-000-244 Maint--Vehicle
10/13/22	018583	AMAZON.COM	\$11.93	spooky spiders for games	E 100-55202-000-403 Special Events
10/13/22	018583	AMAZON.COM	\$22.65	Lithium battery pack	E 100-52200-000-240 Maint--Equipment
10/13/22	018583	AMAZON.COM	\$42.99	Towel Dispenser FD	E 100-52200-000-242 Maint--Bldg & Facilities
10/13/22	018583	AMAZON.COM	\$34.92	Trigger spray gun FD	E 100-52200-000-244 Maint--Vehicle
10/13/22	018583	AMAZON.COM	\$66.44	Civic Cleaning Supplies	E 100-51600-000-242 Maint--Bldg & Facilities
10/13/22	018583	AMAZON.COM	\$23.88	spiders for game for spooky	E 100-55202-000-403 Special Events
10/13/22	018583	AMAZON.COM	\$359.52	sheriff side Camera, batteries and Camera bag	E 100-52100-000-390 Expenses
10/13/22	018583	AMAZON.COM	\$53.98	lamination pouches	E 100-55300-000-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$3.63	Upstairs Supplies-Coffee, Paper Towel	E 100-51410-000-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$7.80	Upstairs Supplies-Coffee, Paper Towel	E 100-51491-000-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$3.64	Upstairs Supplies-Coffee, Paper Towel	E 100-51510-000-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$2.08	Upstairs Supplies-Coffee, Paper Towel	E 100-52200-000-345 Supplies
10/13/22	018583	AMAZON.COM	\$7.80	Upstairs Supplies-Coffee, Paper Towel	E 100-52400-000-390 Expenses
10/13/22	018583	AMAZON.COM	\$3.64	Upstairs Supplies-Coffee, Paper Towel	E 100-53311-000-345 Supplies

10/13/22	018583	AMAZON.COM	\$4.35	dance class supplies	E 100-55350-000-390 Expenses
10/13/22	018583	AMAZON.COM	\$10.65	Upstairs Supplies-Coffee, Paper Towel	E 610-53700-000-921 Office Supplies & Expenses
10/13/22	018583	AMAZON.COM	\$10.65	Upstairs Supplies-Coffee, Paper Towel	E 620-53610-100-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$2.08	Upstairs Supplies-Coffee, Paper Towel	E 640-53650-000-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$14.73	post its	E 100-55300-000-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$43.73	coffee	E 100-55300-000-390 Expenses
10/13/22	018583	AMAZON.COM	\$3.72	Office supplies	E 100-51420-000-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$27.78	Cleaning Supplies - Civic	E 100-51600-000-242 Maint--Bldg & Facilities
10/13/22	018583	AMAZON.COM	\$0.46	Office supplies	E 100-55200-000-390 Expenses
10/13/22	018583	AMAZON.COM	\$3.71	office supplies	E 100-55300-000-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$0.51	office supplies	E 610-53700-000-921 Office Supplies & Expenses
10/13/22	018583	AMAZON.COM	\$0.51	office supplies	E 620-53610-100-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$0.37	office supplies	E 640-53650-000-310 Office Supplies
10/13/22	018583	AMAZON.COM	\$35.99	Replacement Garbage Bins	E 100-51600-000-242 Maint--Bldg & Facilities
10/13/22	018583	AMAZON.COM	\$49.90	Carpet Cleaner Civic Campus	E 100-51600-000-242 Maint--Bldg & Facilities
10/13/22	018583	AMAZON.COM	\$39.99	Replacement Recycle bins	E 100-51600-000-242 Maint--Bldg & Facilities
10/13/22	018583	AMAZON.COM	\$14.73	rec supplies	E 100-55350-000-390 Expenses
10/21/22	018584	THE UPS STORE	\$13.93	SHIPPING - RADIUM SAMPLES	E 620-53610-300-212 Outside Services
11/03/22	018585	CINTAS CORP	\$109.56	CLEANING SUPPLIES	E 100-52200-000-242 Maint--Bldg & Facilities
11/03/22	018585	CINTAS CORP	\$358.17	UNIFORMS	E 100-53311-000-345 Supplies
11/03/22	018585	CINTAS CORP	\$407.64	UNIFORMS	E 610-53700-000-930 Misc General Expenses
11/03/22	018585	CINTAS CORP	\$407.63	UNIFORMS	E 620-53610-100-349 Other Operating Supplies
10/13/22	018586	R A SMITH NATIONAL INC	\$2,491.50	VISTA RUN PHASE 1 - PROF. SERV. AUGUST 2022	E 100-51491-000-216 Engineering
10/13/22	018586	R A SMITH NATIONAL INC	\$42.50	VISTA RUN PHASE 2 - PROF. SERV. JULY 2022	E 100-51491-000-216 Engineering
10/13/22	018586	R A SMITH NATIONAL INC	\$17,521.50	VISTA RUN PHASE 2 - PROF. SERV. AUGUST 2022	E 100-51491-000-216 Engineering
10/13/22	018586	R A SMITH NATIONAL INC	\$282.75	VISTA RUN PHASE 1 - SEPT 2022	E 100-51491-000-216 Engineering
10/27/22	018587	TARGET	\$74.51	raffle holiday dinner party dec bingo, dinner part	E 100-54600-000-405 Program Expenses
11/02/22	018588	TYCOINTEGRATEDSECURITY	\$73.04	SECURITY ALARM - WOODSIDE TOWER	E 610-53700-000-650 Maint of Distribution System
11/02/22	018588	TYCOINTEGRATEDSECURITY	\$77.89	SECURITY ALARM - WELL 5	E 610-53700-000-650 Maint of Distribution System
11/02/22	018588	TYCOINTEGRATEDSECURITY	\$77.90	SECURITY ALARM - WELL 5	E 610-53700-000-955 Pumping-Maint of Equipment
11/02/22	018588	TYCOINTEGRATEDSECURITY	\$91.94	SECURITY ALARM - WELL 4	E 610-53700-000-955 Pumping-Maint of Equipment
11/02/22	018588	TYCOINTEGRATEDSECURITY	\$118.53	SECURITY ALARM - WELL 6 & 7	E 610-53700-000-955 Pumping-Maint of Equipment
10/20/22	018589	UTILITY SERVICE CO	\$1,440.50	PEDISPHERE PLANT TANK	E 610-53700-000-650 Maint of Distribution System
10/20/22	018589	UTILITY SERVICE CO	\$834.25	PEDISPHERE WODSIDE TANK	E 610-53700-000-650 Maint of Distribution System
10/20/22	018589	UTILITY SERVICE CO	\$1,382.50	STANDPIPE	E 610-53700-000-650 Maint of Distribution System
11/04/22	018590	EMERGENCY MEDICAL PRODUC	\$292.15	MEDICAL SUPPLIES	E 100-52200-000-342 Medical Supplies
10/14/22	018591	MENARDS PEWAUKEE WI	\$31.92	DRILL BITS	E 100-55200-000-348 Tools
10/14/22	018591	MENARDS PEWAUKEE WI	\$93.66	WOOD, WASHERS, NUTS - SPOOKY SUSSEX	E 100-55202-000-403 Special Events
10/14/22	018591	MENARDS PEWAUKEE WI	\$144.29	OIL DRI, GLOVES, PVC, BUSHINGS	E 620-53610-100-249 Maint--General Plant
10/14/22	018591	MENARDS PEWAUKEE WI	\$6.78	SS Bushing	E 100-52200-000-242 Maint--Bldg & Facilities
10/14/22	018591	MENARDS PEWAUKEE WI	\$17.47	Brass Nipple, Valve and Plug	E 100-52200-000-242 Maint--Bldg & Facilities
10/14/22	018591	MENARDS PEWAUKEE WI	\$227.99	EARPLUGS, DRIVEWAY MARKERS	E 100-53311-000-230 Maint--Street Materials
10/14/22	018591	MENARDS PEWAUKEE WI	\$151.80	CLEANING SUPPLIES, GLOVES, SWIFFER	E 620-53610-100-249 Maint--General Plant
10/14/22	018591	MENARDS PEWAUKEE WI	\$219.00	ROTARY HAMMER	E 100-55200-000-348 Tools
10/14/22	018591	MENARDS PEWAUKEE WI	\$46.95	DRILL BITS	E 100-55200-000-348 Tools
11/03/22	018592	SHERWIN WILLIAMS	\$173.36	PAINT & SUPPLIES	E 100-51600-000-242 Maint--Bldg & Facilities
11/10/22	018593	ATT* BILL PAYMENT	\$19.40	PRI & INTERNET - 10/2022	E 100-51600-000-220 Utilities--Telephone
11/10/22	018593	ATT* BILL PAYMENT	\$19.40	PRI & INTERNET - 10/2022	E 100-52100-000-220 Utilities--Telephone
11/10/22	018593	ATT* BILL PAYMENT	\$414.10	FIRE DEPT PHONES	E 100-52200-000-220 Utilities--Telephone
11/10/22	018593	ATT* BILL PAYMENT	\$77.58	PRI & INTERNET - 10/2022	E 100-53311-000-220 Utilities--Telephone
11/10/22	018593	ATT* BILL PAYMENT	\$38.79	PRI & INTERNET - 10/2022	E 610-53700-000-921 Office Supplies & Expenses
11/10/22	018593	ATT* BILL PAYMENT	\$19.38	PRI & INTERNET - 10/2022	E 610-53700-000-953 Pumping-Supplies & Expenses
11/10/22	018593	ATT* BILL PAYMENT	\$19.40	PRI & INTERNET - 10/2022	E 620-53610-100-310 Office Supplies
11/10/22	018593	ATT* BILL PAYMENT	\$58.19	PRI & INTERNET - 10/2022	E 620-53610-200-243 Maint--Collection Pump Equip
10/28/22	018594	MID-AMERICAN RESEARCH CHE	\$989.97	LANNON LIFT STATION-GOOD HOPE & MAIN STREET	E 620-53610-416-249 Maint--General Plant
11/09/22	018595	JIMMY JOHNS	\$30.16	election lunch	E 100-51440-000-390 Expenses
11/09/22	018595	JIMMY JOHNS	\$251.63	Election lunch	E 100-51440-000-390 Expenses
10/20/22	018596	AERIAL WORK PLATFORMS, I	\$130.20	GENIE AWP-INSTALL WIFI	E 100-51430-000-397 Licensing Costs



10/20/22	018596	AERIAL WORK PLATFORMS, I	\$38.43	GENIE AWP-INSTALL WIFI	E 610-53700-000-923	Outside Services Employed
10/20/22	018596	AERIAL WORK PLATFORMS, I	\$32.97	GENIE AWP-INSTALL WIFI	E 620-53610-100-212	Outside Services
10/20/22	018596	AERIAL WORK PLATFORMS, I	\$8.40	GENIE AWP-INSTALL WIFI	E 640-53650-000-340	Data Processing Services
10/20/22	018596	AERIAL WORK PLATFORMS, I	\$475.00	GENIE SCISSORS LIFT - SPOOKY	E 100-55202-000-403	Special Events
11/09/22	018597	DORNER COMPANY	\$40.00	GASKET	E 620-53610-100-249	Maint--General Plant
10/13/22	018598	MUNIMETRIX SYSTEMS COR	\$604.49	ELECTRONIC FILING - PAPERVISION	E 100-51430-000-397	Licensing Costs
10/13/22	018598	MUNIMETRIX SYSTEMS COR	\$178.43	ELECTRONIC FILING - PAPERVISION	E 610-53700-000-923	Outside Services Employed
10/13/22	018598	MUNIMETRIX SYSTEMS COR	\$153.08	ELECTRONIC FILING - PAPERVISION	E 620-53610-100-212	Outside Services
10/13/22	018598	MUNIMETRIX SYSTEMS COR	\$39.00	ELECTRONIC FILING - PAPERVISION	E 640-53650-000-340	Data Processing Services
11/04/22	018599	NAME BADGES	\$21.22	Name Tag Taylor Walls	E 100-51410-000-180	Human Resources Expense
10/14/22	018600	THE HOME DEPOT	\$438.00	Fuel Blower tool & Battery	E 100-52200-000-242	Maint--Bldg & Facilities
10/28/22	018601	HOBBY LOBBY	\$66.30	holiday bingo, nov bingo	E 100-54600-000-405	Program Expenses
10/26/22	018602	NOODLES & CO	\$212.10	Village Board Food for Budget Meeting	E 100-51100-000-390	Expenses
10/26/22	018602	NOODLES & CO	-\$10.10	Food for Budget Meeting - Sales Tax Reimbursement	E 100-51100-000-390	Expenses
11/03/22	018603	PAYNE & DOLAN INC	\$166.75	COLD MIX	E 100-53311-000-230	Maint--Street Materials
11/07/22	018604	REYNOLDS RIGGING AND CRAN	\$813.20	CRANE RENTAL - RSP #1 REHAB	G 620-18332	Preliminary Treatment Equipmen
10/20/22	018605	SHADY LANE GREENHOUSES	\$562.50	MUMS - FALL PLANTINGS	E 100-55200-000-399	Horticulture
10/20/22	018606	PROHEALTH WORKS (SEEGER)	\$35.00	PREEMPLOYMENT TEST - JH	E 100-51600-000-390	Expenses
10/20/22	018606	PROHEALTH WORKS (SEEGER)	\$35.00	PREEMPLOYMENT TEST - AG	E 100-55350-000-180	Human Resources Expense
11/10/22	018607	ULINE *SHIP SUPPLIES	\$177.19	SPILL CONTAINMENT WORKSTATION - 2 DRUM	E 610-53700-000-935	Maint--Genl Plant & Equip
11/10/22	018607	ULINE *SHIP SUPPLIES	\$531.52	SPILL CONTAINMENT WORKSTATION - 2 DRUM	E 620-53610-100-249	Maint--General Plant
11/04/22	018608	TRUGREEN *LOCKBOX	\$155.83	WEED CONTROL - EAGLES RIDGE - FALL	E 100-55200-000-395	Weed Control
10/13/22	018609	WMH RETAIL PHARMACY	\$68.63	MEDICAL SUPPLIES	E 100-52200-000-342	Medical Supplies
10/17/22	018610	MEIJER	\$22.55	spooky wagon ride supplies	E 100-55202-000-403	Special Events
11/10/22	018611	SALAMONE SUPPLIES INC	\$483.63	CLEANING SUPPLIES	E 100-51600-000-242	Maint--Bldg & Facilities
11/10/22	018611	SALAMONE SUPPLIES INC	\$179.02	CLEANING SUPPLIES	E 100-51600-000-242	Maint--Bldg & Facilities
11/04/22	018612	RHYME BUSINESS PRODUCTS L	\$46.80	SHARP COPIES & MAINT.	E 620-53610-100-310	Office Supplies
10/13/22	018613	PORT-A-JOHN -CLV	\$90.00	SEASONAL RR	E 100-53635-000-298	Contract--Misc Sanitation
10/13/22	018613	PORT-A-JOHN -CLV	\$100.00	SEASONAL RR - WASTEWATER	E 620-53610-100-249	Maint--General Plant
10/13/22	018614	SPECTRUM	\$49.32	PRI & INTERNET - OCTOBER 2022	G 100-14500	Due from Haass Library
10/13/22	018614	SPECTRUM	\$1,300.47	PRI & INTERNET - OCTOBER 2022	E 100-51600-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$42.26	PRI & INTERNET - OCTOBER 2022	E 100-52100-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$42.26	PRI & INTERNET - OCTOBER 2022	E 100-52200-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$39.23	DIGITAL ADAPTERS	E 100-52100-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$75.00	ROADRUNNER	E 100-52100-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$178.73	DIGITAL ADAPTERS	E 100-52200-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$74.99	ROADRUNNER	E 100-52200-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$5.45	DIGITAL ADAPTERS	E 100-53311-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$64.99	ROADRUNNER	E 100-53311-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$5.45	DIGITAL ADAPTERS	E 100-55200-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$65.00	ROADRUNNER	E 100-55200-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$97.62	TV SERVICE	E 100-51600-000-220	Utilities--Telephone
10/13/22	018614	SPECTRUM	\$149.98	ROADRUNNER	E 620-53610-100-310	Office Supplies
10/20/22	018615	CDW GOVT	\$839.25	KENSINGTON DOCKS, MONITORS, COMBO	E 100-57190-000-810	Equipment
10/20/22	018615	CDW GOVT	\$279.75	KENSINGTON DOCKS, MONITORS, COMBO	E 610-53700-000-921	Office Supplies & Expenses
10/20/22	018615	CDW GOVT	\$279.75	KENSINGTON DOCKS, MONITORS, COMBO	E 620-53610-100-310	Office Supplies
10/14/22	018616	AIRGAS USA, LLC	\$199.13	OXYGEN	E 100-52200-000-342	Medical Supplies
10/14/22	018616	AIRGAS USA, LLC	\$17.48	CARBON DIOXIDE CYL	E 610-53700-000-653	Maint of Meters
10/14/22	018616	AIRGAS USA, LLC	\$129.64	OXYGEN	E 100-52200-000-342	Medical Supplies
11/09/22	018617	THE THIRSTY DUCK	\$49.50	YARD WASTE WRAP UP - APPETIZERS	E 100-53635-000-390	Expenses
11/02/22	018618	ICHIBAN SUSSEX	\$72.00	Finance Director lunch for first day	E 100-51410-000-180	Human Resources Expense
10/14/22	018619	A/E GRAPHICS, INC.	\$10.91	PLOTTER MAINT. & COPIES	G 100-14500	Due from Haass Library
10/14/22	018619	A/E GRAPHICS, INC.	\$10.91	PLOTTER MAINT. & COPIES	E 100-51491-000-310	Office Supplies
10/14/22	018619	A/E GRAPHICS, INC.	\$18.16	PLOTTER MAINT. & COPIES	E 100-55300-000-310	Office Supplies
10/14/22	018619	A/E GRAPHICS, INC.	\$10.91	PLOTTER MAINT. & COPIES	E 100-56700-000-390	Expenses
10/14/22	018619	A/E GRAPHICS, INC.	\$7.27	PLOTTER MAINT. & COPIES	E 610-53700-000-921	Office Supplies & Expenses
10/14/22	018619	A/E GRAPHICS, INC.	\$7.27	PLOTTER MAINT. & COPIES	E 620-53610-100-310	Office Supplies
10/14/22	018619	A/E GRAPHICS, INC.	\$7.27	PLOTTER MAINT. & COPIES	E 640-53650-000-310	Office Supplies

10/17/22	018620	COSTCO WHSE	\$68.72	spooky headlamps	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$111.72	spooky tent clamps	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$24.99	grove locks	E 100-55200-000-242 Maint--Bldg & Facilities
10/11/22	018621	AMZN MKTP US	\$24.62	spooky wagon ride supplies	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$179.98	spooky wagon ride supplies	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$81.22	spooky rope lights	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$11.74	Jon B Cell Case and Protector	E 610-53700-000-921 Office Supplies & Expenses
10/11/22	018621	AMZN MKTP US	\$11.73	Jon B Cell Case and Protector	E 620-53610-100-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$21.69	Monitor Adaptors	E 100-51430-000-397 Licensing Costs
10/11/22	018621	AMZN MKTP US	\$100.27	spooky wagon ride supplies	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$14.99	spooky wagon ride supplies	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$6.40	Monitor Adaptors	E 610-53700-000-923 Outside Services Employed
10/11/22	018621	AMZN MKTP US	\$5.49	Monitor Adaptors	E 620-53610-100-212 Outside Services
10/11/22	018621	AMZN MKTP US	\$1.40	Monitor Adaptors	E 640-53650-000-340 Data Processing Services
10/11/22	018621	AMZN MKTP US	\$68.42	Dual Monitor Stand and Cables	E 100-51430-000-397 Licensing Costs
10/11/22	018621	AMZN MKTP US	\$27.98	spooky wagon ride supplies	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$20.20	Dual Monitor Stand and Cables	E 610-53700-000-923 Outside Services Employed
10/11/22	018621	AMZN MKTP US	\$17.33	Dual Monitor Stand and Cables	E 620-53610-100-212 Outside Services
10/11/22	018621	AMZN MKTP US	\$4.41	Dual Monitor Stand and Cables	E 640-53650-000-340 Data Processing Services
10/11/22	018621	AMZN MKTP US	\$3.33	Upstairs Supplies Dry Erase Cleaner	E 100-51410-000-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$7.14	Upstairs Supplies Dry Erase Cleaner	E 100-51491-000-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$3.33	Upstairs Supplies Dry Erase Cleaner	E 100-51510-000-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$13.99	veterans day luncheon backdrip	E 100-54600-000-405 Program Expenses
10/11/22	018621	AMZN MKTP US	\$97.05	packing tape and caution tape for spooky	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$155.88	spooky treat bags	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$33.54	packing tape gen. events	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$9.99	spooky Spider for games	E 100-55202-000-403 Special Events
10/11/22	018621	AMZN MKTP US	\$1.91	Upstairs Supplies Dry Erase Cleaner	E 100-52200-000-345 Supplies
10/11/22	018621	AMZN MKTP US	\$7.15	Upstairs Supplies Dry Erase Cleaner	E 100-52400-000-390 Expenses
10/11/22	018621	AMZN MKTP US	\$3.33	Upstairs Supplies Dry Erase Cleaner	E 100-53311-000-345 Supplies
10/11/22	018621	AMZN MKTP US	\$9.77	Upstairs Supplies Dry Erase Cleaner	E 610-53700-000-921 Office Supplies & Expenses
10/11/22	018621	AMZN MKTP US	\$9.77	Upstairs Supplies Dry Erase Cleaner	E 620-53610-100-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$1.91	Upstairs Supplies Dry Erase Cleaner	E 640-53650-000-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$88.49	Animal Control pole Sheriff	E 100-52100-000-390 Expenses
10/11/22	018621	AMZN MKTP US	\$18.59	Computer Adaptors for computers	E 100-51430-000-397 Licensing Costs
10/11/22	018621	AMZN MKTP US	\$14.99	balloons for arch	E 100-55350-000-390 Expenses
10/11/22	018621	AMZN MKTP US	\$5.49	Computer Adaptors for computers	E 610-53700-000-923 Outside Services Employed
10/11/22	018621	AMZN MKTP US	\$4.71	Computer Adaptors for computers	E 620-53610-100-212 Outside Services
10/11/22	018621	AMZN MKTP US	\$1.19	Computer Adaptors for computers	E 640-53650-000-340 Data Processing Services
10/11/22	018621	AMZN MKTP US	\$5.39	holiday dinner party	E 100-54600-000-405 Program Expenses
10/11/22	018621	AMZN MKTP US	\$62.88	gator attachments	E 100-55200-000-240 Maint--Equipment
10/11/22	018621	AMZN MKTP US	\$88.49	Animal control pole	E 100-52100-000-390 Expenses
10/11/22	018621	AMZN MKTP US	\$7.99	dance supplies	E 100-55350-000-390 Expenses
10/11/22	018621	AMZN MKTP US	\$35.96	audio cords for rooms	E 100-55350-000-390 Expenses
10/11/22	018621	AMZN MKTP US	\$14.44	office supplies	E 100-51420-000-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$6.39	elections	E 100-51440-000-390 Expenses
10/11/22	018621	AMZN MKTP US	\$1.80	office supplies	E 100-55200-000-390 Expenses
10/11/22	018621	AMZN MKTP US	\$14.43	office supplies	E 100-55300-000-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$1.98	office supplies	E 610-53700-000-921 Office Supplies & Expenses
10/11/22	018621	AMZN MKTP US	\$1.98	office supplies	E 620-53610-100-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$1.44	office supplies	E 640-53650-000-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$43.38	Adaptors for computer set up	E 100-51430-000-397 Licensing Costs
10/11/22	018621	AMZN MKTP US	\$12.81	Adaptors for computer set up	E 610-53700-000-923 Outside Services Employed
10/11/22	018621	AMZN MKTP US	\$10.99	Adaptors for computer set up	E 620-53610-100-212 Outside Services
10/11/22	018621	AMZN MKTP US	\$2.80	Adaptors for computer set up	E 640-53650-000-340 Data Processing Services
10/11/22	018621	AMZN MKTP US	\$47.97	Multiport Adapter & Power Strip	E 100-52200-000-345 Supplies
10/11/22	018621	AMZN MKTP US	\$27.72	office supplies	E 100-51420-000-310 Office Supplies
10/11/22	018621	AMZN MKTP US	\$28.76	office supplies	E 100-51420-000-310 Office Supplies

10/11/22	018621	AMZN MKTP US	\$6.95	Replace Screen protector Parks- Lou	E 100-55200-000-220	Utilities--Telephone
10/11/22	018621	AMZN MKTP US	\$3.46	office supplies	E 100-55200-000-390	Expenses
10/11/22	018621	AMZN MKTP US	\$3.59	office supplies	E 100-55200-000-390	Expenses
10/11/22	018621	AMZN MKTP US	\$27.72	office supplies	E 100-55300-000-310	Office Supplies
10/11/22	018621	AMZN MKTP US	\$28.74	office supplies	E 100-55300-000-310	Office Supplies
10/11/22	018621	AMZN MKTP US	\$19.99	Portable Chargers Water Utility	E 610-53700-000-921	Office Supplies & Expenses
10/11/22	018621	AMZN MKTP US	\$3.81	office supplies	E 610-53700-000-921	Office Supplies & Expenses
10/11/22	018621	AMZN MKTP US	\$3.95	office supplies	E 610-53700-000-921	Office Supplies & Expenses
10/11/22	018621	AMZN MKTP US	\$154.99	SLOAN REPLACEMENT PART	E 620-53610-100-249	Maint--General Plant
10/11/22	018621	AMZN MKTP US	\$3.81	office supplies	E 620-53610-100-310	Office Supplies
10/11/22	018621	AMZN MKTP US	\$3.95	office supplies	E 620-53610-100-310	Office Supplies
10/11/22	018621	AMZN MKTP US	\$2.77	office supplies	E 640-53650-000-310	Office Supplies
10/11/22	018621	AMZN MKTP US	\$2.87	office supplies	E 640-53650-000-310	Office Supplies
10/11/22	018621	AMZN MKTP US	\$9.98	office supply for lydia	E 100-54600-000-405	Program Expenses
10/11/22	018621	AMZN MKTP US	\$48.58	holiday swag, veterans day cupcakes	E 100-54600-000-405	Program Expenses
10/11/22	018621	AMZN MKTP US	\$49.90	sponsorship mailing envelopes	E 100-55202-000-403	Special Events
10/20/22	018622	EUROFINS SF ANALYTICAL LA	\$359.40	FINAL EFFLUENT	E 620-53610-300-212	Outside Services
10/20/22	018622	EUROFINS SF ANALYTICAL LA	\$453.97	FINAL EFFLUENT	E 620-53610-300-212	Outside Services
11/04/22	018623	MILLER BRADFORD RISBERG	\$227.24	LOADER BATTERIES LESS \$131.66 CREDIT MEMO P3498002	E 100-53311-000-240	Maint--Equipment
11/04/22	018623	MILLER BRADFORD RISBERG	\$3,676.84	LAWNMOWER HYD OIL LEAK REPAIRS	E 100-55200-000-240	Maint--Equipment
11/03/22	018624	IN *WISCONSIN LAKE & POND	\$600.00	FOUNTAIN MAINTENANCE - FALL CONNECTION	E 640-53650-000-242	Maint--Bldg & Facilities
10/17/22	018625	COMPLETE OFFICE OF WISCON	\$73.73	Garbage bags Sheriff side	E 100-52100-000-242	Maint--Bldg & Facilities
10/17/22	018625	COMPLETE OFFICE OF WISCON	\$15.35	Copy paper upstairs	E 100-51410-000-310	Office Supplies
10/17/22	018625	COMPLETE OFFICE OF WISCON	\$32.92	Copy paper upstairs	E 100-51491-000-310	Office Supplies
10/17/22	018625	COMPLETE OFFICE OF WISCON	\$15.36	Copy paper upstairs	E 100-51510-000-310	Office Supplies
10/17/22	018625	COMPLETE OFFICE OF WISCON	\$8.78	Copy paper upstairs	E 100-52200-000-345	Supplies
10/17/22	018625	COMPLETE OFFICE OF WISCON	\$32.92	Copy paper upstairs	E 100-52400-000-390	Expenses
10/17/22	018625	COMPLETE OFFICE OF WISCON	\$15.36	Copy paper upstairs	E 100-53311-000-345	Supplies
10/17/22	018625	COMPLETE OFFICE OF WISCON	\$44.99	Copy paper upstairs	E 610-53700-000-921	Office Supplies & Expenses
10/17/22	018625	COMPLETE OFFICE OF WISCON	\$44.99	Copy paper upstairs	E 620-53610-100-310	Office Supplies
10/17/22	018625	COMPLETE OFFICE OF WISCON	\$8.78	Copy paper upstairs	E 640-53650-000-310	Office Supplies
10/14/22	018626	NORTHERN LAKE SERVICE- IN	\$120.00	TOTAL COLIFORM BACTERIA	E 610-53700-000-632	Treatment-Supplies & Expenses
10/14/22	018626	NORTHERN LAKE SERVICE- IN	\$48.00	TOTAL COLIFORM BACTERIA - REDFORD HILLS	E 610-53700-000-632	Treatment-Supplies & Expenses
10/14/22	018626	NORTHERN LAKE SERVICE- IN	\$24.00	TOTAL COLIFORM BACTERIA - REDFORD HILLS	E 610-53700-000-632	Treatment-Supplies & Expenses
10/14/22	018626	NORTHERN LAKE SERVICE- IN	\$24.00	TOTAL COLIFORM BACTERIA - VISTA RUN PHASE 2	E 610-53700-000-632	Treatment-Supplies & Expenses
10/14/22	018626	NORTHERN LAKE SERVICE- IN	\$24.00	TOTAL COLIFORM BACTERIA - VISTA RUN PHASE 2	E 610-53700-000-632	Treatment-Supplies & Expenses
10/14/22	018626	NORTHERN LAKE SERVICE- IN	\$120.00	TOTAL COLIFORM BACTERIA	E 610-53700-000-632	Treatment-Supplies & Expenses
10/14/22	018626	NORTHERN LAKE SERVICE- IN	\$472.11	TB SAMPLES	E 610-53700-000-632	Treatment-Supplies & Expenses
10/14/22	018627	TRUGREEN LP	\$235.06	CIVIC CENTER, LIB, PARK - FALL APPLICATION	E 100-51600-000-242	Maint--Bldg & Facilities
10/14/22	018627	TRUGREEN LP	\$74.33	PSB - FALL APPLICATION	E 100-52100-000-242	Maint--Bldg & Facilities
10/14/22	018627	TRUGREEN LP	\$74.32	PSB - FALL APPLICATION	E 100-52200-000-242	Maint--Bldg & Facilities
10/14/22	018627	TRUGREEN LP	\$709.73	ARMORY BB3 - FALL APPLICATION	E 100-55200-000-391	Baseball Diamonds
10/14/22	018627	TRUGREEN LP	\$248.16	COLDWATER & MARTIN - FALL APPLICATION	E 100-55200-000-395	Weed Control
10/14/22	018627	TRUGREEN LP	\$659.37	BLVDS ON HWY 164 - FALL APPLICATION	E 100-55200-000-395	Weed Control
10/14/22	018627	TRUGREEN LP	\$681.35	VP - FALL APPLICATION	E 100-55200-000-395	Weed Control
10/14/22	018627	TRUGREEN LP	\$94.70	HICKORY HEIGHT-ESSEX CIRCLE-FALL APPLICATION	E 100-55200-000-395	Weed Control
10/14/22	018627	TRUGREEN LP	\$221.77	RIDGEVIEW & WOODSIDE-FALL APPLICATION	E 100-55200-000-395	Weed Control
10/14/22	018627	TRUGREEN LP	\$51.31	PRIDES S/D CUL DE SAC - FALL APPLICATION	E 100-55200-000-395	Weed Control
10/14/22	018627	TRUGREEN LP	\$656.36	ARMORY SOCR FIELDS 1 & 2 - FALL APPLICATION	E 100-55200-000-402	Soccer Fields
10/13/22	018628	WRISTBANDEXPRESSCOM	-\$30.00	spooky wristband refund	E 100-55202-000-403	Special Events
10/13/22	018629	L&R LAWN EQUIPMENT & REP	\$338.95	CHAINS	E 100-55200-000-400	Forestry Efforts
11/09/22	018630	IN *COMPETITOR AWARDS & E	\$155.00	PLAQUE - LUEBKE	E 100-55200-000-399	Horticulture
10/14/22	018631	MILWAUKEE JOURNAL	\$14.99	Journal Digital	E 100-51410-000-180	Human Resources Expense
10/28/22	018632	SERVICE SANITATION WI	\$300.00	PORT A JOHNS - VP	E 100-55200-000-298	Contract--Misc Sanitation
10/28/22	018632	SERVICE SANITATION WI	\$105.00	PORT A JOHNS - AP	E 100-55200-000-298	Contract--Misc Sanitation
10/28/22	018632	SERVICE SANITATION WI	\$315.00	HANDWASH STATIONS - SPOOKY SUSSEX	E 100-55202-000-403	Special Events
10/28/22	018632	SERVICE SANITATION WI	\$105.00	PORT A JOHN - AP	E 100-55200-000-298	Contract--Misc Sanitation
10/28/22	018632	SERVICE SANITATION WI	\$195.00	PORT A JOHN - VP	E 100-55200-000-298	Contract--Misc Sanitation

10/11/22	018633	FDIC/EMS TODAY	\$649.00	FDIC Conference	E 100-52200-000-390 Expenses
11/09/22	018634	SJE RHOMBUS	\$10,751.54	Corporate Center L/S Pump #2 Rebuild	G 620-18321 Collecting System Pump Inst
10/27/22	018635	WEISSMAN S THEATRICAL SU	\$1,251.60	dance costumes	E 100-55350-000-390 Expenses
10/27/22	018635	WEISSMAN S THEATRICAL SU	\$2,937.17	dance costumes	E 100-55350-000-390 Expenses
11/07/22	018636	AMERICAN PLANNING A	\$227.00	2023 MEMBERSHIP DUES - PLANNING ASSOC - GG	G 100-16210 Prepaid Items
10/14/22	018637	ABC-NV	\$80.00	EXAM PROCTOR - TIM FISCHER - GROUNDWATER EXAM	E 610-53700-000-930 Misc General Expenses
10/14/22	018637	ABC-NV	\$80.00	EXAM PROCTOR - JEFF CARLSON - WASTEWATER EXAM	E 620-53610-100-345 Supplies
10/14/22	018637	ABC-NV	\$80.00	EXAM PROCTOR - JAKE FUGIASCO - WASTEWATER EXAM	E 620-53610-100-345 Supplies
11/01/22	018638	SP IMAGINATIONSENSRY	\$351.00	instructor fee	E 100-55350-000-390 Expenses
10/20/22	018639	IN *PHARMACEUTICAL INVENT	\$295.00	CLASS II CHARGE	E 100-52200-000-250 Equip Certification/Testing
10/25/22	018640	SQ *PRO ENGINEERING & MAN	\$266.04	WINDOW WELL COVER	E 620-53610-100-249 Maint--General Plant
10/27/22	018641	REVDANCE.TENTH HOUSE	\$727.97	showcase dance costumes	E 100-55350-000-390 Expenses
10/31/22	018642	ODP BUS SOL LLC	\$188.09	elections	E 100-51440-000-390 Expenses
10/11/22	018643	MOE S ONLINE	\$189.18	Budget Dinner - Moes	E 100-51100-000-390 Expenses
10/25/22	018644	L&W SUPPLY	\$172.33	Acoustical ceiling tile in gym -water damage from	E 100-51600-000-242 Maint--Bldg & Facilities
11/03/22	018645	KIMS PIZZA PUB	\$184.23	PLOW MEETING LUNCH	E 100-53311-000-390 Expenses
11/04/22	018646	IN *NILES XPEDITE SOLUTIO	\$1,155.00	WATER SAMPLES	E 620-53610-300-212 Outside Services
10/28/22	018647	HOMERS TOWING & SERVICE	\$292.73	UNIT #47 TOWING	E 100-53311-000-244 Maint--Vehicle
11/08/22	018648	FIRSTOUT RESCUE EQUIPMENT	\$504.83	deluxe pants	E 100-52200-000-344 Uniforms & Protective Clothes
11/03/22	018649	CUMMINS CSSNA - EV	\$937.34	SERVICE CALL - CORPORATE CENTER L/S GENERATOR	E 620-53610-200-243 Maint--Collection Pump Equip
10/19/22	018650	4 STATE TRUCKS WEB	\$950.56	Fender-Truck Maint Scott A	E 100-53311-000-244 Maint--Vehicle
10/24/22	018651	LASER-LABS.COM	\$79.00	Tint Meter Sheriff Side	E 100-52100-000-390 Expenses
08/03/22	066267	WILLIAM RYAN HOMES-MADISON22	-\$100.00	REF OCC BD: W242N5677 PEPPERTREE DR W., SUSSEX	G 100-23230 Occupancy Deposits
08/03/22	066267	WILLIAM RYAN HOMES-MADISON22	-\$2,000.00	REF ST BD:W242N5677 PEPPERTREE DR W., SUSSEX	G 100-23220 Road Cleaning Deposits
08/03/22	066267	WILLIAM RYAN HOMES-MADISON22	-\$400.00	REF L/S BD:W242N5677 PEPPERTREE DR W., SUSSEX	G 100-23240 Landscaping/Erosion Deposits
08/03/22	066267	WILLIAM RYAN HOMES-MADISON22	-\$100.00	REFOCC BD:W240N5612 DAISY CT., SUSSEX	G 100-23230 Occupancy Deposits
08/03/22	066267	WILLIAM RYAN HOMES-MADISON22	-\$2,000.00	REF ST BD:W242N5673 PEPPERTREE DR W., SUSSEX	G 100-23220 Road Cleaning Deposits
08/03/22	066267	WILLIAM RYAN HOMES-MADISON22	-\$400.00	REF L/S BD:W242N5673 PEPPERTREE DR W., SUSSEX	G 100-23240 Landscaping/Erosion Deposits
08/03/22	066267	WILLIAM RYAN HOMES-MADISON22	-\$2,000.00	REF ST BD:W242N5667 PEPPERTREE DR W., SUSSEX	G 100-23220 Road Cleaning Deposits
08/03/22	066267	WILLIAM RYAN HOMES-MADISON22	-\$400.00	REF L/S BD:W242N5667 PEPPERTREE DR W., SUSSEX	G 100-23240 Landscaping/Erosion Deposits
08/03/22	066267	WILLIAM RYAN HOMES-MADISON22	-\$2,000.00	REF ST BDIW242B5659 OEOOERTREE DR W., SUSSEX	G 100-23220 Road Cleaning Deposits
08/03/22	066267	WILLIAM RYAN HOMES-MADISON22	-\$400.00	REF L/S BD:W242N5659 PEPPERTREE DR W., SUSSEX	G 100-23240 Landscaping/Erosion Deposits
11/03/22	066499	CARLSON S FAMILY FARM	\$1,750.00	PUMPKINS - SPOOKY SUSSEX	E 100-55202-000-403 Special Events
11/03/22	066500	ENVIRONMENTAL CONSULTING	\$1,625.00	ACUTE & CHRONIC WET TEST	E 620-53610-300-212 Outside Services
11/03/22	066501	GRCIC, MARKO	\$720.00	PICKLEBALL INSTRUCTION 10/3-10/17/2022	E 100-55350-000-140 Program Instructors
11/03/22	066502	GUETZKE & ASSOCIATES, INC.	\$173.58	REPLACED BATTERIES - WELL 8	E 610-53700-000-955 Pumping-Maint of Equipment
11/03/22	066502	GUETZKE & ASSOCIATES, INC.	\$152.00	FIRE ALARM SYSTEM ANNUAL TEST & INSP-WELL 8	E 610-53700-000-955 Pumping-Maint of Equipment
11/03/22	066503	HARBOR HOMES	\$100.00	REF OCC BD:W253N6711 ASPEN LN., SUSSEX	G 100-23230 Occupancy Deposits
11/03/22	066504	HOME PATH FINANCIAL	\$100.00	REF OCC BD:W237N7524 SEDGE HAVEN CT., SUSSEX	G 100-23230 Occupancy Deposits
11/03/22	066505	IVERSON, WENDY	\$210.00	HIP HOP/JAZZ COMBO - 9/13-10/25/2022	E 100-55350-000-140 Program Instructors
11/03/22	066506	JESTER, TRACY	\$1,400.00	BALLOON TWISTING - SPOOKY SUSSEX	E 100-55202-000-403 Special Events
11/03/22	066507	JX ENTERPRISES, INC.	\$561.96	KIT ADJUSTERS	E 100-53311-000-244 Maint--Vehicle
11/03/22	066508	MUNICIPAL LAW & LITIGATION	\$2,080.25	ATTORNEY FEES - STMT 10/04/2022	E 100-51300-000-211 Legal Fees--Opinions
11/03/22	066508	MUNICIPAL LAW & LITIGATION	\$3,177.50	ATTORNEY FEES - STMT 10/04/2022	E 100-51300-000-210 Legal Fees--Traffic
11/03/22	066508	MUNICIPAL LAW & LITIGATION	\$2,953.35	ATTORNEY FEES - STMT 10/21/2022	E 100-51300-000-211 Legal Fees--Opinions
11/03/22	066508	MUNICIPAL LAW & LITIGATION	\$1,555.00	ATTORNEY FEES - STMT 10/21/2022	E 100-51300-000-210 Legal Fees--Traffic
11/03/22	066509	NORTH SHORE ANALYTICAL	\$250.00	EFFLUENT & INFLUENT	E 620-53610-300-212 Outside Services
11/03/22	066510	QUARLES & BRADY - BIN 88895	\$13,000.00	CM880045.00080 GENL OB PROM NOTE-SERIES 2022B	E 470-58200-000-691 Bond Issuance Expenses
11/03/22	066511	RESERVE ACCOUNT-ACH	\$87.50	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 100-51410-000-310 Office Supplies
11/03/22	066511	RESERVE ACCOUNT-ACH	\$500.00	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 100-51420-000-310 Office Supplies
11/03/22	066511	RESERVE ACCOUNT-ACH	\$187.50	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 100-51491-000-310 Office Supplies
11/03/22	066511	RESERVE ACCOUNT-ACH	\$87.50	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 100-51510-000-310 Office Supplies
11/03/22	066511	RESERVE ACCOUNT-ACH	\$50.00	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 100-52200-000-345 Supplies
11/03/22	066511	RESERVE ACCOUNT-ACH	\$187.50	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 100-52400-000-390 Expenses
11/03/22	066511	RESERVE ACCOUNT-ACH	\$87.50	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 100-53311-000-345 Supplies
11/03/22	066511	RESERVE ACCOUNT-ACH	\$62.50	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 100-55200-000-390 Expenses
11/03/22	066511	RESERVE ACCOUNT-ACH	\$500.00	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 100-55300-000-310 Office Supplies
11/03/22	066511	RESERVE ACCOUNT-ACH	\$325.00	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 610-53700-000-921 Office Supplies & Expenses

11/03/22	066511	RESERVE ACCOUNT-ACH	\$325.00	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 620-53610-100-310 Office Supplies
11/03/22	066511	RESERVE ACCOUNT-ACH	\$100.00	POSTAGE - VILLAGE OF SUSSEX - 46205985	E 640-53650-000-310 Office Supplies
11/03/22	066512	SCHINDLER ELEVATOR CORPORATION	\$5,040.48	SERVICE AGREEMENT 9/1/22-8/31/2023	E 100-51600-000-242 Maint--Bldg & Facilities
11/03/22	066513	SOUNDSATIONAL DJ S	\$200.00	DEPOSIT 2023 EVENT - ARBOR DAY - 5 K RUN	G 100-16210 Prepaid Items
11/03/22	066513	SOUNDSATIONAL DJ S	\$550.00	DEPOSIT 2023 EVENT - OUTDOOR FAMILY MOVIE NIGHT	G 100-16210 Prepaid Items
11/03/22	066513	SOUNDSATIONAL DJ S	\$300.00	DEPOSIT 2023 EVENT - SPOOKY SUSSEX	G 100-16210 Prepaid Items
11/03/22	066514	SUPPLY ZONE	\$199.99	WABAM WHITEOUT	E 100-53311-000-345 Supplies
11/03/22	066515	THE MAREK GROUP, INC.	\$265.87	OUTER SHELL JACKETS	E 100-55202-000-403 Special Events
11/03/22	066516	THE OHIO CASUALTY	\$3,198.77	REIMBURSEMENT BOND LSF056710 CLAIM PYMT	G 100-13800 Other Receivables
11/03/22	066517	TIM O BRIEN HOMES	\$100.00	REF OCC BD:W254N6624 ASPEN CT., SUSSEX	G 100-23230 Occupancy Deposits
11/03/22	066518	TOWN OF LISBON	\$662.08	WASTE HAULERS - 3RD QTR 2022	R 620-125-46414 Other Sewer Services (Hauling)
11/03/22	066519	WALKER, AARON & RACHAEL	\$2,000.00	REF ST BD:W235N7327 CRAVEN DR., SUSSEX	G 100-23220 Road Cleaning Deposits
11/03/22	066519	WALKER, AARON & RACHAEL	\$400.00	REF L/S BD:W235N7327 CRAVEN DR., SUSSEX	G 100-23240 Landscaping/Erosion Deposits
11/03/22	066520	WAUKESHA CTY TREAS-RM148	\$155,667.74	NOV 2022 POLICE SERVICES	E 100-52100-000-290 Contractual Fees
11/09/22	066521	HUSAR, DEBRA	\$687.84	REFUND - DUPLICATE PAYMENT	G 610-13103 Customer Accounts Receivable
11/09/22	066522	INSIGHT FS	\$7,600.00	TURFACE MVP 2000 LB BULK SACKS	E 100-55200-000-391 Baseball Diamonds
11/09/22	066523	IPROMOTEU	\$2,090.24	COMMUNITY POLICING PROMOTIONAL MATERIAL	E 100-52100-000-390 Expenses
11/09/22	066524	IVERSON, WENDY	\$32.69	REIMBURSEMENT - DANCE SUPPLIES - XMAS CAPS	E 100-55350-000-390 Expenses
11/09/22	066524	IVERSON, WENDY	\$74.95	REIMBURSEMENT - DANCE SUPPLIES - XMAS HATS	E 100-55350-000-390 Expenses
11/09/22	066524	IVERSON, WENDY	\$31.02	REIMBURSEMENT - DANCE SUPPLIES - XMAS TEES	E 100-55350-000-390 Expenses
11/09/22	066525	MISSION SQUARE	\$308.41	DEFERRED COMPENSATION #302052 VILLAGE OF SUSSEX	G 100-14500 Due from Haass Library
11/09/22	066525	MISSION SQUARE	\$1,726.45	DEFERRED COMPENSATION #302052 VILLAGE OF SUSSEX	G 100-21521 ICMA Withheld
11/09/22	066526	ORGANIC ARTS LTD.	\$150.00	AMERICAN SONGBAG PROGRAM 11/10/2022	E 100-54600-000-405 Program Expenses
11/09/22	066527	TRIAD SERVICE CENTER	\$204.26	INSPECTION/TRAINING EQUIPMENT	E 100-51600-000-242 Maint--Bldg & Facilities
11/09/22	066528	WAUKESHA CTY TREAS-RM148	\$100.00	REMIT UNCLAIMED FUNDS	G 100-21100 Vouchers Payable
11/09/22	066529	WAUKESHA CTY TREAS-RM148	\$480.00	LEARN TO SKATE PROGRAM	E 100-55350-000-140 Program Instructors
11/09/22	066530	WI SCTF	\$969.22	GRADE #7195758 PAY DATE 11/10/2022	G 100-21555 Child Support
11/16/22	066532	AL MOROS LAWN CUTTING	\$660.00	LAWN CUTTING - OCTOBER 2022	E 280-54910-000-290 Contractual Fees
11/16/22	066533	EMPLOYEE BENEFITS CORPORATION	\$15.00	COBRA	E 100-51410-000-135 Employee Insurance
11/16/22	066533	EMPLOYEE BENEFITS CORPORATION	\$15.00	COBRA	E 610-53700-000-926 Employee Pension & Benefits
11/16/22	066533	EMPLOYEE BENEFITS CORPORATION	\$15.00	COBRA	E 620-53610-100-135 Employee Insurance
11/16/22	066533	EMPLOYEE BENEFITS CORPORATION	\$15.00	COBRA	E 640-53650-000-135 Employee Insurance
11/16/22	066534	ENGINEERED SECURITY SOLUTIONS,	\$1,152.77	SOC DOOR SERVICE	E 100-51600-000-242 Maint--Bldg & Facilities
11/16/22	066535	FALLS AUTO PARTS & SUPPLIES	\$86.24	OIL, FUEL, AIR FILTERS	E 100-53311-000-244 Maint--Vehicle
11/16/22	066535	FALLS AUTO PARTS & SUPPLIES	\$169.12	OIL, FUEL FILTERS	E 100-53311-000-244 Maint--Vehicle
11/16/22	066535	FALLS AUTO PARTS & SUPPLIES	\$24.45	SOCKET SET	E 100-53311-000-348 Tools
11/16/22	066535	FALLS AUTO PARTS & SUPPLIES	\$14.20	OIL FILTER	E 620-53610-100-330 Transportation
11/16/22	066535	FALLS AUTO PARTS & SUPPLIES	\$37.31	UV FLUORESCENT DYE, ANTIFREEZE	E 610-53700-000-955 Pumping-Maint of Equipment
11/16/22	066535	FALLS AUTO PARTS & SUPPLIES	\$189.64	WIPERS, BATTERY, CORE DEPOSIT	E 100-55200-000-244 Maint--Vehicle
11/16/22	066535	FALLS AUTO PARTS & SUPPLIES	\$64.48	AIR FILTER, OIL, PRELUBE OIL, SPARK PLUG	E 100-53311-000-240 Maint--Equipment
11/16/22	066535	FALLS AUTO PARTS & SUPPLIES	-\$10.00	CREDIT CORE DEPOSIT	E 100-55200-000-244 Maint--Vehicle
11/16/22	066535	FALLS AUTO PARTS & SUPPLIES	\$54.40	WIPERS	E 100-52200-000-244 Maint--Vehicle
11/16/22	066536	GENCOMM	\$12,831.25	STATION ALERTING INSTALLATION	E 100-57220-000-820 Improvements
11/16/22	066536	GENCOMM	-\$12,831.25	STATION ALERTING INSTALLATION	R 100-000-49211 Transfer from Designated GF
11/16/22	066536	GENCOMM	\$12,831.25	STATION ALERTING INSTALLATION	E 101-59210-000-999 Transfer
11/16/22	066537	GREAT LAKES TESTING	\$612.50	173 LINEAR FT GROUND LADDER	E 100-52200-000-250 Equip Certification/Testing
11/16/22	066537	GREAT LAKES TESTING	\$4,145.00	7600 FT OF HOSE	E 100-52200-000-250 Equip Certification/Testing
11/16/22	066538	GUETZKE & ASSOCIATES, INC.	\$217.50	ANNUAL MONITORING FIRE ALARM SYSTEM - PSB	E 100-52200-000-242 Maint--Bldg & Facilities
11/16/22	066538	GUETZKE & ASSOCIATES, INC.	\$217.50	ANNUAL MONITORING FIRE ALARM SYSTEM - PSB	E 100-52100-000-242 Maint--Bldg & Facilities
11/16/22	066539	HARBOR HOMES	\$100.00	REF OCC BD:W228N7823 TIMBERLAND DRIVE, SUSSEX	G 100-23230 Occupancy Deposits
11/16/22	066540	HOME PATH FINANCIAL	\$100.00	REF OCC BD:N75W23873 HIGH RIDGE DR., SUSSEX	G 100-23230 Occupancy Deposits
11/16/22	066541	JX ENTERPRISES, INC.	\$441.83	REPAIRS - UNIT #54	E 100-53311-000-244 Maint--Vehicle
11/16/22	066541	JX ENTERPRISES, INC.	\$530.57	REPAIRS - UNIT #54	E 100-53311-000-244 Maint--Vehicle
11/16/22	066541	JX ENTERPRISES, INC.	\$2,306.93	ASSSSMENT/REPAIRS 2018 PETERBILT	E 100-53311-000-244 Maint--Vehicle
11/16/22	066542	LEGACY RECYCLING	\$250.00	RECYCLING FEES	E 100-53635-000-290 Contractual Fees
11/16/22	066543	NEXT ELECTRIC	\$1,875.00	NEW FEEDS - CHEMICAL PUMPING EQUIPMENT PROJECT	G 620-18334 Secondary Treatment Equipment
11/16/22	066543	NEXT ELECTRIC	\$910.00	CLEAN CONTACTS - GENERATOR - CORPORT CENTER L/S	E 620-53610-200-243 Maint--Collection Pump Equip
11/16/22	066544	OKAUCHEE REDI-MIX INC.	\$80.00	INTERLOCKING BIG BLOCK	E 100-53311-000-345 Supplies

11/16/22	066545	PAUL S CERTIFIED AUTO REPAIR	\$22.00	TIRE REPAIR - MOWER	E 100-55200-000-240 Maint--Equipment
11/16/22	066546	PIGGLY WIGGLY - NEW	\$15.66	BEVERAGES - BUDGET	E 100-51100-000-390 Expenses
11/16/22	066546	PIGGLY WIGGLY - NEW	\$0.52	BEVERAGES	E 100-51410-000-310 Office Supplies
11/16/22	066546	PIGGLY WIGGLY - NEW	\$3.00	BEVERAGES	E 100-51420-000-310 Office Supplies
11/16/22	066546	PIGGLY WIGGLY - NEW	\$1.13	BEVERAGES	E 100-51491-000-310 Office Supplies
11/16/22	066546	PIGGLY WIGGLY - NEW	\$0.52	BEVERAGES	E 100-51510-000-310 Office Supplies
11/16/22	066546	PIGGLY WIGGLY - NEW	\$0.30	BEVERAGES	E 100-52200-000-345 Supplies
11/16/22	066546	PIGGLY WIGGLY - NEW	\$1.13	BEVERAGES	E 100-52400-000-390 Expenses
11/16/22	066546	PIGGLY WIGGLY - NEW	\$0.52	BEVERAGES	E 100-53311-000-345 Supplies
11/16/22	066546	PIGGLY WIGGLY - NEW	\$0.38	BEVERAGES	E 100-55200-000-390 Expenses
11/16/22	066546	PIGGLY WIGGLY - NEW	\$3.00	BEVERAGES	E 100-55300-000-310 Office Supplies
11/16/22	066546	PIGGLY WIGGLY - NEW	\$1.95	BEVERAGES	E 610-53700-000-921 Office Supplies & Expenses
11/16/22	066546	PIGGLY WIGGLY - NEW	\$1.95	BEVERAGES	E 620-53610-100-310 Office Supplies
11/16/22	066546	PIGGLY WIGGLY - NEW	\$0.60	BEVERAGES	E 640-53650-000-310 Office Supplies
11/16/22	066546	PIGGLY WIGGLY - NEW	\$11.07	ICE	E 620-53610-300-420 Lab Supplies--Treatment
11/16/22	066547	STICKYBOYZ, LLC	\$120.00	HOLIDAYS - CLOSED SIGN	E 100-53635-000-390 Expenses
11/16/22	066548	TRI-COUNTY WATERWORKS ASSOC.	\$40.00	REGISTRATION - JB, JY	E 610-53700-000-930 Misc General Expenses
11/16/22	066549	VERIZON WIRELESS	\$40.01	HOT SPOT - PK GARAGE	E 100-55200-000-220 Utilities--Telephone
11/16/22	066549	VERIZON WIRELESS	\$40.01	HOT SPOT - ARMORY PARK	E 100-55200-000-220 Utilities--Telephone
11/16/22	066549	VERIZON WIRELESS	\$40.01	HOT SPOT - MADELINE PARK	E 100-55200-000-220 Utilities--Telephone
11/16/22	066550	VILLAGE OF RICHFIELD	\$7,421.57	NOVEMBER 2022 - BUILDING INSPECTION CONTRACT	E 100-52400-000-290 Contractual Fees
11/16/22	066551	WI DEPT OF JUSTICE - 93970	\$49.00	BACKGROUND CHECKS	R 100-000-44120 Operator s Licenses
11/16/22	066551	WI DEPT OF JUSTICE - 93970	\$7.00	BACKGROUND CHECKS	E 100-53311-000-390 Expenses
11/16/22	066551	WI DEPT OF JUSTICE - 93970	\$7.00	BACKGROUND CHECKS	E 620-53610-100-345 Supplies
11/16/22	066552	WILLIAM RYAN HOMES-MADISON22	\$400.00	REF L/S BD:W242N5667 PEPPERTREE DR W., SUSSEX	G 100-23240 Landscaping/Erosion Deposits
11/16/22	066552	WILLIAM RYAN HOMES-MADISON22	\$2,000.00	REF ST BD:W242N5659 PEPPERTREE DR W., SUSSEX	G 100-23220 Road Cleaning Deposits
11/16/22	066553	WILLIAM RYAN HOMES-MADISON22	\$400.00	REF L/S BD:W240N5710 MAPLE GROVE LN, SUSSEX	G 100-23240 Landscaping/Erosion Deposits
11/16/22	066553	WILLIAM RYAN HOMES-MADISON22	\$2,000.00	REF ST BD:W240N5710 MAPLE GROVE LN, SUSSEX	G 100-23220 Road Cleaning Deposits
11/16/22	066554	WILLIAM RYAN HOMES-MADISON22	\$100.00	REF OCC BD:W242N5677 PEPPERTREE DR W., SUSSEX	G 100-23230 Occupancy Deposits
11/16/22	066554	WILLIAM RYAN HOMES-MADISON22	\$2,000.00	REF ST BD:W242N5677 PEPPERTREE DR W., SUSSEX	G 100-23220 Road Cleaning Deposits
11/16/22	066554	WILLIAM RYAN HOMES-MADISON22	\$400.00	REF L/S BD:W242N5677 PEPPERTREE DR W., SUSSEX	G 100-23240 Landscaping/Erosion Deposits
11/16/22	066554	WILLIAM RYAN HOMES-MADISON22	\$100.00	REF OCC BD:W240N5612 DAISY CT., SUSSEX	G 100-23230 Occupancy Deposits
11/16/22	066554	WILLIAM RYAN HOMES-MADISON22	\$2,000.00	REF ST BD:W242N5673 PEPPERTREE DR W., SUSSEX	G 100-23220 Road Cleaning Deposits
11/16/22	066554	WILLIAM RYAN HOMES-MADISON22	\$400.00	REF L/S BD:W242N5673 PEPPERTREE DR W., SUSSEX	G 100-23240 Landscaping/Erosion Deposits
11/16/22	066554	WILLIAM RYAN HOMES-MADISON22	\$2,000.00	REF ST BD:W242N5667 PEPPERTREE DR W., SUSSEX	G 100-23220 Road Cleaning Deposits
11/16/22	066554	WILLIAM RYAN HOMES-MADISON22	\$400.00	REF L/S BD:W242N5659 PEPPERTREE DR W., SUSSEX	G 100-23240 Landscaping/Erosion Deposits
11/22/22	066555	AUTOMATIC ENTRANCES OF WI	\$900.00	SERVICE - DOOR CONTROL BOX	E 100-51600-000-242 Maint--Bldg & Facilities
11/22/22	066556	BMO HARRIS BANK, NA - PAYMENTS	\$60.35	SHOWCASE DANCE COSTUMES	E 100-55350-000-390 Expenses
11/22/22	066557	CALMES, RITA	\$150.00	REFUND - DEPOSIT	G 100-23410 Rent Deposits
11/22/22	066558	CRAIG D CHILDS, PHD, S.C.	\$500.00	NEW HIRE EVALUATION - BB	E 100-52200-000-294 Contract--Medical Fees
11/22/22	066559	EMPLOYEE BENEFITS CORPORATION	\$15.00	COBRA - NOVEMBER 2022	E 100-51410-000-135 Employee Insurance
11/22/22	066559	EMPLOYEE BENEFITS CORPORATION	\$15.00	COBRA - NOVEMBER 2022	E 610-53700-000-926 Employee Pension & Benefits
11/22/22	066559	EMPLOYEE BENEFITS CORPORATION	\$15.00	COBRA - NOVEMBER 2022	E 620-53610-100-135 Employee Insurance
11/22/22	066559	EMPLOYEE BENEFITS CORPORATION	\$15.00	COBRA - NOVEMBER 2022	E 640-53650-000-135 Employee Insurance
11/22/22	066560	GUETZKE & ASSOCIATES, INC.	\$345.00	FIRE ALARM SYSTEM ANNUAL MONITORING-PW	E 100-53311-000-242 Maint--Bldg & Facilities
11/22/22	066561	HARBOR HOMES	\$100.00	REF OCC BD:W253N6746 ASPEN LN, SUSSEX	G 100-23230 Occupancy Deposits
11/22/22	066561	HARBOR HOMES	\$100.00	REF OCC BD:W253N6695 ASPEN LN, SUSSEX	G 100-23230 Occupancy Deposits
11/22/22	066562	JEST, ANNINA	\$11.54	DANCE SUPPLIES	E 100-55350-000-390 Expenses
11/22/22	066563	KAEREK HOMES INC.	\$100.00	REF OCC BD:W238N5540 COBBLESTONE CT, SUSSEX	G 100-23230 Occupancy Deposits
11/22/22	066564	MISSION SQUARE	\$308.41	DEFERRED COMPENSATION #302052 VILLAGE OF SUSSEX	G 100-14500 Due from Haass Library
11/22/22	066564	MISSION SQUARE	\$1,726.45	DEFERRED COMPENSATION #302052 VILLAGE OF SUSSEX	G 100-21521 ICMA Withheld
11/22/22	066565	MUNICIPAL LAW & LITIGATION	\$3,247.40	ATTORNEY FEES	E 100-51300-000-211 Legal Fees--Opinions
11/22/22	066565	MUNICIPAL LAW & LITIGATION	\$1,957.50	ATTORNEY FEES	E 100-51300-000-210 Legal Fees--Traffic
11/22/22	066566	PLAY POWER LT FARMINGTON	\$128.76	PARTS - PLAYGROUNDS	E 100-55200-000-396 Playgrounds
11/22/22	066567	RIES GRAPHICS, LTD	\$4,632.28	WINTER ACTIVITY GUIDE	E 100-55350-000-326 Printing & Publishing
11/22/22	066568	TIM O BRIEN HOMES	\$100.00	REF OCC BD:W254N6585 ASPEN CT, SUSSEX	G 100-23230 Occupancy Deposits
11/22/22	066569	VERIZON WIRELESS	\$14.04	EKG DEFBIS	E 100-52200-000-220 Utilities--Telephone
11/22/22	066570	WAUKESHA CTY TREAS-RM148	\$188.00	OCTOBER 2022 - PRISONER HOUSING	E 100-52100-000-290 Contractual Fees

11/22/22	066570	WAUKESHA CTY TREAS-RM148	\$4,592.21	3RD QTR 2022 - POLICE SERVICES OVERTIME	E 100-52100-000-290 Contractual Fees
11/22/22	066570	WAUKESHA CTY TREAS-RM148	\$155,667.74	DECEMBER 2022 - POLICE SERVICES	E 100-52100-000-290 Contractual Fees
11/22/22	066571	WI SCTF	\$969.22	GRADE #7195758 PAY DATE 11/25/2022	G 100-21555 Child Support
11/22/22	066572	WILLIAM RYAN HOMES-MADISON22	\$100.00	REF OCC BD:W242N5649 PEPPERTREE DR W, SUSSEX	G 100-23230 Occupancy Deposits
11/22/22	066572	WILLIAM RYAN HOMES-MADISON22	\$2,000.00	REF ST BD:W242N5649 PEPPERTREE DR W, SUSSEX	G 100-23220 Road Cleaning Deposits
11/22/22	066572	WILLIAM RYAN HOMES-MADISON22	\$400.00	REF L/S BD:W242N5649 PEPPERTREE DR W, SUSSEX	G 100-23240 Landscaping/Erosion Deposits
11/23/22	066573	SUNBELT RENTALS	\$454.35	LIGHT TOWER-SPOOKY	E 100-55202-000-403 Special Events
11/23/22	066573	SUNBELT RENTALS	\$405.23	LIGHT TOWER-SPOOKY	E 100-55202-000-403 Special Events
11/29/22	066574	U.S. POSTMASTER	\$2,589.19	POSTAGE-ACTIVITY GUIDE	E 100-55333-000-310 Office Supplies
			\$1,134,825.42		

Posting Date	Merchant Name	Transaction Amount	Cardholder
2022/10/17	MEIJER # 275	22.55	CHARLOTTE ABT
2022/10/17	AMZN MKTP US*HT82Z3DV0	179.98	CHARLOTTE ABT
2022/10/17	AMZN MKTP US*HT2590BG1	24.62	CHARLOTTE ABT
2022/10/19	AMZN MKTP US*HT4OM5X92 AM	14.99	CHARLOTTE ABT
2022/10/19	AMZN MKTP US*HT1L76P12	100.27	CHARLOTTE ABT
2022/10/20	AMZN MKTP US*H85LN2N81	27.98	CHARLOTTE ABT
2022/10/25	AMZN MKTP US*H80Y059P1	14.99	CHARLOTTE ABT
2022/10/27	AMAZON.COM*H03P72L61 AMZN	4.35	CHARLOTTE ABT
2022/10/27	REVDANCE.TENTH HOUSE	727.97	CHARLOTTE ABT
2022/10/27	AMZN MKTP US*H00WS7F01	7.99	CHARLOTTE ABT
2022/10/27	AMZN MKTP US*H09RE6ZH1	35.96	CHARLOTTE ABT
2022/11/01	SP IMAGINATIONSENSRY	351.00	CHARLOTTE ABT
2022/11/10	AMAZON.COM*HB7H42401	14.73	CHARLOTTE ABT
2022/10/28	HOMERS TOWING & SERVICE	292.73	SCOTT ASCHER
2022/11/03	KIMS PIZZA PUB	184.23	SCOTT ASCHER
2022/11/09	THE THIRSTY DUCK	49.50	SCOTT ASCHER
2022/10/14	ABC-NV	80.00	JONATHAN S BAUMANN
2022/10/14	ABC-NV	80.00	JONATHAN S BAUMANN
2022/10/17	ABC-NV	80.00	JONATHAN S BAUMANN
2022/10/21	THE UPS STORE 4914	13.93	JONATHAN S BAUMANN
2022/10/25	SQ *PRO ENGINEERING & MAN	266.04	JONATHAN S BAUMANN
2022/11/10	ULINE *SHIP SUPPLIES	708.71	JONATHAN S BAUMANN
2022/10/26	AMZN MKTP US*H825C3GJ2	62.88	THOMAS A BERRES
2022/10/24	BAKER & TAYLOR - BOOKS	2,016.95	PHPL BOOKS
2022/10/24	BAKER & TAYLOR - BOOKS	740.23	PHPL BOOKS
2022/10/24	BAKER & TAYLOR - BOOKS	197.91	PHPL BOOKS
2022/10/24	BAKER & TAYLOR - BOOKS	2,882.72	PHPL BOOKS
2022/10/24	BAKER & TAYLOR - BOOKS	376.95	PHPL BOOKS
2022/10/24	BAKER & TAYLOR - BOOKS	461.69	PHPL BOOKS
2022/10/24	BAKER & TAYLOR - BOOKS	50.62	PHPL BOOKS
2022/10/24	BAKER & TAYLOR - BOOKS	870.48	PHPL BOOKS
2022/10/19	AMZN MKTP US*HT7EF7Y01	34.98	DIANE BRUNS
2022/10/20	AMZN MKTP US*H88WR0N11	110.36	DIANE BRUNS
2022/10/25	AMZN MKTP US*H84V639W1	29.98	DIANE BRUNS
2022/11/01	AMZN MKTP US*H07N95JF2	69.98	DIANE BRUNS
2022/10/13	WRISTBANDEXPRESSCOM	(30.00)	HALIE DOBBECK
2022/10/14	AMZN MKTP US*HT9Y62AP1	111.72	HALIE DOBBECK
2022/10/17	AMZN MKTP US*HT2QG3GC0	81.22	HALIE DOBBECK
2022/10/17	COSTCO WHSE #1101	68.72	HALIE DOBBECK
2022/10/17	AMZN MKTP US*HT2ZW3FA2	24.99	HALIE DOBBECK
2022/10/19	TONY MARONNI'S	55.84	HALIE DOBBECK
2022/10/24	AMAZON.COM*HT52J0YB2	53.98	HALIE DOBBECK
2022/10/27	WEISSMAN'S THEATRICAL SU	1,251.60	HALIE DOBBECK
2022/10/27	WEISSMAN'S THEATRICAL SU	2,937.17	HALIE DOBBECK
2022/10/28	AMAZON.COM*H006O2NC1	14.73	HALIE DOBBECK
2022/10/28	AMAZON.COM*H84U36K12 AMZN	43.73	HALIE DOBBECK
2022/11/10	AMZN MKTP US*H221W8HC2	49.90	HALIE DOBBECK
2022/11/04	THE HOME DEPOT #4940	53.34	JEFFREY GOODYEAR
2022/10/11	FDIC/EMS TODAY	649.00	KRISTOPHER GROD
2022/10/14	THE HOME DEPOT 4940	438.00	KRISTOPHER GROD
2022/10/17	MENARDS PEWAUKEE WI	6.78	KRISTOPHER GROD
2022/10/27	MENARDS PEWAUKEE WI	17.47	KRISTOPHER GROD
2022/11/08	FIRSTOUT RESCUE EQUIPMENT	504.83	KRISTOPHER GROD



Posting Date	Merchant Name	Transaction Amount	Cardholder
2022/10/11	AMZN MKTP US*1K2YW17M0	97.05	CHRIS LIEDTKE
2022/10/11	AMZN MKTP US*1K5MF5EC2	155.88	CHRIS LIEDTKE
2022/10/12	AMZN MKTP US*1K5DO07B1	33.54	CHRIS LIEDTKE
2022/10/13	AMAZON.COM*HT73Q9N10 AMZN	11.93	CHRIS LIEDTKE
2022/10/13	AMZN MKTP US*HT8RV4N80 AM	9.99	CHRIS LIEDTKE
2022/10/17	AMAZON.COM*HT0381681	23.88	CHRIS LIEDTKE
2022/10/24	SUSSEX BOWL	224.44	CHRIS LIEDTKE
2022/10/11	AMZN MKTP US*1K4I29211	96.34	ADELE M LORIA
2022/10/14	TONY MARONNI'S	51.88	ADELE M LORIA
2022/10/14	METRO MARKET #380	27.95	ADELE M LORIA
2022/10/25	AMZN MKTP US*H82R21NK2	79.49	ADELE M LORIA
2022/10/26	AMZN MKTP US*H06N68NL0	49.37	ADELE M LORIA
2022/10/27	AMZN MKTP US*H86FL4VV2 AM	77.35	ADELE M LORIA
2022/10/28	ZOOLOGICAL SOCIETY OF MIL	1,000.00	ADELE M LORIA
2022/11/02	FRIENDS OF THE DOMES INC	500.00	ADELE M LORIA
2022/11/10	SQ *BETTY BRINN CHILDREN'	500.00	ADELE M LORIA
2022/10/13	PORT-A-JOHN -CLV	90.00	SANDRA A MEYER
2022/10/13	R A SMITH NATIONAL INC	20,055.50	SANDRA A MEYER
2022/10/13	SPECTRUM	1,434.31	SANDRA A MEYER
2022/10/13	WMH RETAIL PHARMACY	68.63	SANDRA A MEYER
2022/10/13	MUNIMETRIX SYSTEMS COR	975.00	SANDRA A MEYER
2022/10/13	L&R LAWN EQUIPMENT & REP	338.95	SANDRA A MEYER
2022/10/14	MENARDS PEWAUKEE WI	535.82	SANDRA A MEYER
2022/10/14	A/E GRAPHICS, INC.	72.70	SANDRA A MEYER
2022/10/14	NORTHERN LAKE SERVICE- IN	832.11	SANDRA A MEYER
2022/10/14	TRUGREEN LP *5741	3,706.46	SANDRA A MEYER
2022/10/14	AIRGAS USA, LLC	199.13	SANDRA A MEYER
2022/10/14	AIRGAS USA, LLC	17.48	SANDRA A MEYER
2022/10/18	USA BLUE BOOK	849.89	SANDRA A MEYER
2022/10/20	SHADY LANE GREENHOUSES	562.50	SANDRA A MEYER
2022/10/20	CDW GOVT #DG39567	1,398.75	SANDRA A MEYER
2022/10/20	UTILITY SERVICE CO	3,657.25	SANDRA A MEYER
2022/10/20	SPECTRUM	217.96	SANDRA A MEYER
2022/10/20	SPECTRUM	149.99	SANDRA A MEYER
2022/10/20	SPECTRUM	10.90	SANDRA A MEYER
2022/10/20	SPECTRUM	129.99	SANDRA A MEYER
2022/10/20	IN *PHARMACEUTICAL INVENT	295.00	SANDRA A MEYER
2022/10/20	EUROFINS SF ANALYTICAL LA	359.40	SANDRA A MEYER
2022/10/20	PROHEALTH WORKS (SEEGER)	70.00	SANDRA A MEYER
2022/10/20	AERIAL WORK PLATFORMS, I	210.00	SANDRA A MEYER
2022/10/24	ENVISION WARE	2,057.79	SANDRA A MEYER
2022/10/24	OFFICE DEPOT #1099	138.52	SANDRA A MEYER
2022/10/24	DEMCO	149.33	SANDRA A MEYER
2022/10/24	DEMCO	254.22	SANDRA A MEYER
2022/10/24	JAMES IMAGING SYSTEMS, IN	382.27	SANDRA A MEYER
2022/10/24	SALAMONE SUPPLIES INC	48.61	SANDRA A MEYER
2022/10/25	USA BLUE BOOK	857.70	SANDRA A MEYER
2022/10/27	SPECTRUM	97.62	SANDRA A MEYER
2022/10/27	SPECTRUM	149.98	SANDRA A MEYER
2022/10/28	MENARDS PEWAUKEE WI	379.79	SANDRA A MEYER
2022/10/28	MID-AMERICAN RESEARCH CHE	989.97	SANDRA A MEYER
2022/10/28	SERVICE SANITATION WI	405.00	SANDRA A MEYER
2022/10/27	SQ *PIEPER ELECTRIC INC./	2,650.00	SANDRA A MEYER

Posting Date	Merchant Name	Transaction Amount	Cardholder
2022/11/02	TYCOINTEGRATEDSECURITY	73.04	SANDRA A MEYER
2022/11/02	TYCOINTEGRATEDSECURITY	155.79	SANDRA A MEYER
2022/11/02	TYCOINTEGRATEDSECURITY	91.94	SANDRA A MEYER
2022/11/02	TYCOINTEGRATEDSECURITY	118.53	SANDRA A MEYER
2022/11/03	PAYNE & DOLAN INC 1010	166.75	SANDRA A MEYER
2022/11/03	IN *WISCONSIN LAKE & POND	600.00	SANDRA A MEYER
2022/11/03	CINTAS CORP	1,173.44	SANDRA A MEYER
2022/11/03	CINTAS CORP	109.56	SANDRA A MEYER
2022/11/03	EUROFINS SF ANALYTICAL LA	453.97	SANDRA A MEYER
2022/11/03	SHERWIN WILLIAMS 703224	173.36	SANDRA A MEYER
2022/11/03	CUMMINS CSSNA - EV	937.34	SANDRA A MEYER
2022/11/04	MILLER BRADFORD RISBERG	3,904.08	SANDRA A MEYER
2022/11/04	EMERGENCY MEDICAL PRODUC	292.15	SANDRA A MEYER
2022/11/04	RHYME BUSINESS PRODUCTS L	46.80	SANDRA A MEYER
2022/11/04	SERVICE SANITATION WI	315.00	SANDRA A MEYER
2022/11/04	PORT-A-JOHN -CLV	100.00	SANDRA A MEYER
2022/11/04	TRUGREEN *LOCKBOX	155.83	SANDRA A MEYER
2022/11/04	AIRGAS USA, LLC	129.64	SANDRA A MEYER
2022/11/04	IN *NILES XPEDITE SOLUTIO	1,155.00	SANDRA A MEYER
2022/11/07	AMERICAN PLANNING A	227.00	SANDRA A MEYER
2022/11/07	REYNOLDS RIGGING AND CRAN	813.20	SANDRA A MEYER
2022/11/09	SJE RHOMBUS	10,751.54	SANDRA A MEYER
2022/11/09	IN *COMPETITOR AWARDS & E	155.00	SANDRA A MEYER
2022/11/09	DORNER COMPANY	40.00	SANDRA A MEYER
2022/11/10	SERVICE SANITATION WI	300.00	SANDRA A MEYER
2022/11/10	ATT* BILL PAYMENT	414.10	SANDRA A MEYER
2022/11/10	R A SMITH NATIONAL INC	282.75	SANDRA A MEYER
2022/11/10	ATT* BILL PAYMENT	252.14	SANDRA A MEYER
2022/11/10	SALAMONE SUPPLIES INC	662.65	SANDRA A MEYER
2022/11/10	AERIAL WORK PLATFORMS, I	475.00	SANDRA A MEYER
2022/10/31	ODP BUS SOL LLC# 106869	188.09	JENNIFER A MOORE
2022/10/28	AMZN MKTP US*H04VP6AR1	36.07	JENNIFER A MOORE
2022/10/28	AMZN MKTP US*H859P0S02	6.39	JENNIFER A MOORE
2022/10/31	AMAZON.COM*H06W47UQ0	9.28	JENNIFER A MOORE
2022/11/07	AMZN MKTP US*H28GV8VZ1	71.86	JENNIFER A MOORE
2022/11/07	AMZN MKTP US*H08X32YV2	69.29	JENNIFER A MOORE
2022/11/09	JIMMY JOHNS # 1099	30.16	JENNIFER A MOORE
2022/11/09	JIMMY JOHNS # 1099 -	251.63	JENNIFER A MOORE
2022/11/10	TONY MARONNI'S	341.61	JENNIFER A MOORE
2022/10/26	NOODLES & CO WEB 205	212.10	CAREY NELSON
2022/11/08	NOODLES & CO WEB 205	(10.10)	CAREY NELSON
2022/10/11	AMAZON.COM*1K1B58UL0 AMZN	37.13	ANNA OLESZCZAK
2022/10/13	AMAZON.COM*HT7UU5EY0 AMZN	11.99	ANNA OLESZCZAK
2022/10/14	USPS PO 5681000089	3.95	ANNA OLESZCZAK
2022/10/17	AMZN MKTP US*HT8PF8DZ0	24.49	ANNA OLESZCZAK
2022/10/17	AMAZON.COM*HT17G5QG1 AMZN	15.29	ANNA OLESZCZAK
2022/10/18	AMAZON.COM*HT9YD1Y60	35.90	ANNA OLESZCZAK
2022/10/19	AMAZON.COM*HT8VT6YF1 AMZN	64.91	ANNA OLESZCZAK
2022/10/21	AMAZON.COM*H830P8X20 AMZN	24.96	ANNA OLESZCZAK
2022/10/21	AMAZON.COM AMZN.COM/BILL	(0.77)	ANNA OLESZCZAK
2022/10/24	AMAZON.COM*H85G30900 AMZN	11.99	ANNA OLESZCZAK
2022/10/25	AMAZON.COM AMZN.COM/BILL	(19.95)	ANNA OLESZCZAK
2022/10/25	AMAZON.COM*H09RQ4FN0 AMZN	18.99	ANNA OLESZCZAK

Posting Date	Merchant Name	Transaction Amount	Cardholder
2022/10/31	AMZN MKTP US*H09LY3U90	11.98	ANNA OLESZCZAK
2022/10/31	AMAZON.COM*H00LA8KV1 AMZN	121.95	ANNA OLESZCZAK
2022/11/01	AMZN MKTP US*H03EP8YS0	345.95	ANNA OLESZCZAK
2022/11/01	AMZN MKTP US*H02W29911	109.82	ANNA OLESZCZAK
2022/11/04	AMAZON.COM*H25KN3PF0	10.99	ANNA OLESZCZAK
2022/11/07	AMAZON.COM*H28R08QW1 AMZN	45.86	ANNA OLESZCZAK
2022/10/11	AMAZON.COM*1K6P35IY0 AMZN	31.92	LISA PONTO
2022/10/11	AMAZON.COM*1K9AH0240	14.91	LISA PONTO
2022/10/12	AMZN MKTP US*1K2KC31Z2	31.58	LISA PONTO
2022/10/12	BATTERIES PLUS #0543	23.00	LISA PONTO
2022/10/13	WISCONSIN LIBRARY ASSOCIA	61.06	LISA PONTO
2022/10/13	WISCONSIN LIBRARY ASSOCIA	170.00	LISA PONTO
2022/10/14	PIGGLY WIGGLY	18.15	LISA PONTO
2022/10/17	AMAZON.COM*HT1GQ6IA0 AMZN	39.87	LISA PONTO
2022/10/17	AMZN MKTP US*HT5BO78G1	4.89	LISA PONTO
2022/10/17	AMZN MKTP US*HT4XL7750	18.10	LISA PONTO
2022/10/19	MEIJER # 277	83.16	LISA PONTO
2022/10/20	TRACFONE *SERVICES	25.63	LISA PONTO
2022/10/24	FACEBK *QCYUDJXUH2	10.00	LISA PONTO
2022/10/24	AMZN MKTP US*H80RG39B0	24.84	LISA PONTO
2022/10/25	WALGREENS #7730	3.99	LISA PONTO
2022/10/26	HEIDISFLOR* HEIDISHOBB	59.95	LISA PONTO
2022/10/27	AMZN MKTP US*H85649M32	7.99	LISA PONTO
2022/10/28	AMZN MKTP US*H078M2341	113.24	LISA PONTO
2022/10/28	AMZN MKTP US*H02VT5MJ0	30.19	LISA PONTO
2022/10/31	AMZN MKTP US*H09OE3VG1	17.98	LISA PONTO
2022/10/31	AMAZON.COM*H03GG5WT0 AMZN	149.99	LISA PONTO
2022/10/31	AMZN MKTP US*H09EF4H11	13.95	LISA PONTO
2022/10/31	AMZN MKTP US*H08C32F22	17.99	LISA PONTO
2022/11/01	MOBILE BEACON	720.00	LISA PONTO
2022/11/01	CONLEY PUBLISHING GROUP	264.00	LISA PONTO
2022/11/03	WALGREENS #7731	3.59	LISA PONTO
2022/11/03	ADS*ME5B8JBVH2	10.00	LISA PONTO
2022/11/03	COSTCO WHSE #1101	122.50	LISA PONTO
2022/11/04	BESTBUYCOM806695460760	905.87	LISA PONTO
2022/11/04	BESTBUYCOM806695460760	199.09	LISA PONTO
2022/11/07	ADS*LAMZ4KPUH2	10.00	LISA PONTO
2022/11/07	AMAZON.COM*H28L31FG2	22.58	LISA PONTO
2022/11/09	AMZN MKTP US*H21MN3VA2	11.98	LISA PONTO
2022/11/10	AMAZON.COM*H22IV1BQ2 AMZN	20.86	LISA PONTO
2022/10/11	MOE'S ONLINE #274	189.18	ANNE PULVERMACHER
2022/10/14	MILWAUKEE JOURNAL	14.99	ANNE PULVERMACHER
2022/10/17	AMAZON.COM*HT3P27UN0 AMZN	66.44	ANNE PULVERMACHER
2022/10/17	AMZN MKTP US*HT7TY1FN2	23.47	ANNE PULVERMACHER
2022/10/19	4 STATE TRUCKS WEB	950.56	ANNE PULVERMACHER
2022/10/21	AMZN MKTP US*HT3SY6S22	47.64	ANNE PULVERMACHER
2022/10/27	AMAZON.COM*H82K14HQ2	51.97	ANNE PULVERMACHER
2022/10/31	AMAZON.COM*H02JJ7NO2 AMZN	27.78	ANNE PULVERMACHER
2022/11/02	AMAZON.COM*H207283B0 AMZN	49.90	ANNE PULVERMACHER
2022/11/02	AMAZON.COM*H02108W41	35.99	ANNE PULVERMACHER
2022/11/03	AMAZON.COM*H23QW2F31	39.99	ANNE PULVERMACHER
2022/11/04	NAME BADGES	21.22	ANNE PULVERMACHER
2022/11/07	AMZN MKTP US*H28VX8EV1	154.99	ANNE PULVERMACHER

Posting Date	Merchant Name	Transaction Amount	Cardholder
2022/11/07	AMZN MKTP US*H298046L0	6.95	ANNE PULVERMACHER
2022/11/07	AMZN MKTP US*H21JH7XG1	19.99	ANNE PULVERMACHER
2022/11/09	COMPLETE OFFICE OF WISCON	219.45	ANNE PULVERMACHER
2022/10/13	AMAZON.COM*HT4NT4N21 AMZN	34.92	BRENDA TENNYSON
2022/10/14	AMAZON.COM*HT85W4AO1 AMZN	77.91	BRENDA TENNYSON
2022/10/14	AMAZON.COM*HT2T14TD0	22.65	BRENDA TENNYSON
2022/10/17	COMPLETE OFFICE OF WISCON	73.73	BRENDA TENNYSON
2022/10/24	LASER-LABS.COM	79.00	BRENDA TENNYSON
2022/10/24	AMZN MKTP US*H88EO1111	88.49	BRENDA TENNYSON
2022/10/24	AMAZON.COM*H82YV64W2 AMZN	359.52	BRENDA TENNYSON
2022/10/27	AMZN MKTP US*H84S27MV2	88.49	BRENDA TENNYSON
2022/11/04	AMZN MKTP US*H02FK08K2	47.97	BRENDA TENNYSON
2022/10/11	AMZN MKTP US*1K1BN59T0	13.99	LYDIA VANDERPOEL
2022/10/26	AMZN MKTP US*H873L8EQ2	5.39	LYDIA VANDERPOEL
2022/10/27	TARGET 00000828	74.51	LYDIA VANDERPOEL
2022/10/28	HOBBY LOBBY #685	66.30	LYDIA VANDERPOEL
2022/11/09	AMZN MKTP US*H26RK2I81	9.98	LYDIA VANDERPOEL
2022/11/09	AMZN MKTP US*HB1X22AK0	48.58	LYDIA VANDERPOEL
2022/10/25	L&W SUPPLY 7351	172.33	NANCY A WHALEN
2022/11/02	ICHIBAN SUSSEX	72.00	NANCY A WHALEN
		<u>98,385.41</u>	

VILLAGE OF SUSSEX

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Payroll Summary

Pay Group: 01 BI-WEEKLY

Check Date: 11/10/2022 per. 23

*Regular*

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
<u>941 Deposit</u>		<u>Pay Summary</u>												
Federal Tax	\$12,634.51	Gross	139,729.18		<u>Tax Summary</u>									
Medicare	\$3,943.28	Federal Gross	124,552.55		Federal Tax		12,634.51					<u>Others</u>		8,272.69
Social Security	\$16,860.86	State Gross	124,552.55		State Tax		5,257.17					Retirement		6,903.94
Advanced EIC	None	FICA Gross	135,974.92		Local Tax							Tax-Sheltered		1,499.53
Total Deposit	\$33,438.65				FICA Ded/Ben		8,430.43		8,430.43			Voluntary		0.00
					Medicare Ded/Ben		1,971.64		1,971.64			Tips		0.00
												Reimbursement		0.00
												Net Pay (-tips)		94,759.27

VILLAGE OF SUSSEX

Payroll Summary

Pay Group: 01 BI-WEEKLY  
 Check Date: 11/25/2022 per. 24

*Regular*

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
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941 Deposit

Federal Tax	\$11,978.19
Medicare	\$3,830.88
Social Security	\$16,380.70
Advanced EIC	None
Total Deposit	\$32,189.77

Pay Summary

Gross	139,806.95
Federal Gross	124,988.10
State Gross	124,988.10
FICA Gross	132,103.15

Tax Summary

Federal Tax	11,978.19
State Tax	5,108.23
Local Tax	
FICA Ded/Ben	8,190.35
Medicare Ded/Ben	1,915.44

Others

Retirement	8,085.37
Tax-Sheltered	6,903.94
Voluntary	997.93
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	96,627.50



VILLAGE OF SUSSEX - ACE HARDWARE

CHECK REGISTER

11/30/2022

DATE	CHECK#	VENDOR	AMOUNT	COMMENT	ACCOUNT DESCRIPTIO
11/16/22	066531	ACE HARDWARE	\$116.78	MATERIALS - SPOOKY ARCH	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$16.18	PAINT	E 100-55200-000-298 Contract--Misc Sanitation
11/16/22	066531	ACE HARDWARE	\$2.69	COUPLE	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$8.26	FRICTION TAPE	E 100-55200-000-298 Contract--Misc Sanitation
11/16/22	066531	ACE HARDWARE	\$47.49	GAME MATERIAL - SPOOKY	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$14.73	REPAIR MATERIALS - BACK HALL	E 100-52200-000-242 Maint--Bldg & Facilities
11/16/22	066531	ACE HARDWARE	\$32.32	ENGINE OIL	E 100-55200-000-240 Maint--Equipment
11/16/22	066531	ACE HARDWARE	\$4.13	LIQUID NAILS	E 100-52200-000-242 Maint--Bldg & Facilities
11/16/22	066531	ACE HARDWARE	\$132.97	PARTS	E 620-53610-100-249 Maint--General Plant
11/16/22	066531	ACE HARDWARE	\$20.84	BATTERIES - SPOOKY	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$2.51	BASTER	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$20.30	RSP 1 PARTS	E 620-53610-300-249 Maint--General Plant
11/16/22	066531	ACE HARDWARE	\$62.85	TOOLS FOR SPOOKY TOOL BOXES	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$2.32	ADAPTER	E 620-53610-300-249 Maint--General Plant
11/16/22	066531	ACE HARDWARE	\$70.15	REFLECTIVE SPRAY	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$4.49	BRUSH ART	E 620-53610-100-249 Maint--General Plant
11/16/22	066531	ACE HARDWARE	\$122.31	BUNGEEES, CABLE TIES - SPOOKY	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$3.39	ELBOW, BUSHINGS	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$48.54	MARKING PAINT FOR PARKING - SPOOKY	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$35.59	TAP CUBE	E 100-55200-000-298 Contract--Misc Sanitation
11/16/22	066531	ACE HARDWARE	\$7.73	OUTLET	E 100-55202-000-403 Special Events
11/16/22	066531	ACE HARDWARE	\$23.38	SLIDE RUG	E 100-51600-000-242 Maint--Bldg & Facilities
11/16/22	066531	ACE HARDWARE	\$15.45	PAINT SUPPLIES	E 100-51600-000-242 Maint--Bldg & Facilities
11/16/22	066531	ACE HARDWARE	\$62.61	SKIMMER, EXT POLE, RAKE	E 620-53610-100-249 Maint--General Plant
11/16/22	066531	ACE HARDWARE	\$7.19	REPAIR KIT	E 100-53311-000-242 Maint--Bldg & Facilities
11/16/22	066531	ACE HARDWARE	\$63.72	H/W UNIT #47	E 100-53311-000-244 Maint--Vehicle
11/16/22	066531	ACE HARDWARE	\$19.80	CR REPAIR KIT, STEM CHICAGO	E 100-53311-000-242 Maint--Bldg & Facilities
11/16/22	066531	ACE HARDWARE	\$14.49	H/W	E 100-53311-000-345 Supplies
11/16/22	066531	ACE HARDWARE	\$59.34	BUNGEE CORD, TARP	E 100-55200-000-298 Contract--Misc Sanitation
11/16/22	066531	ACE HARDWARE	\$9.50	CARABINER	E 620-53610-100-249 Maint--General Plant
11/16/22	066531	ACE HARDWARE	\$2.33	PICTURE HANGER	E 610-53700-000-955 Pumping-Maint of Equipment
11/16/22	066531	ACE HARDWARE	\$5.02	TRAY LINER	E 100-52100-000-242 Maint--Bldg & Facilities
11/16/22	066531	ACE HARDWARE	<u>\$15.46</u>	CHIP PAINT BRUSHES	E 100-55200-000-391 Baseball Diamonds

\$1,074.86





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## MEMORANDUM

To: Finance and Personnel Committee  
From: Jennifer Moore, Clerk/Treasurer  
Date: November 28, 2022  
**Re: Operator's License Talking Points**

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At the October 4, 2022 Finance and Personnel Committee meeting staff was instructed to research questions and talking points for operator license applicants (bartenders) that, due to their background check, are required to appear in person for approval.

Following is a list of possible questions the committee may want to ask an applicant and a sample statement regarding the responsibilities of a licensed bartender in the Village of Sussex.

### Questions:

1. Will you check for proper identification?
2. Will you monitor your patrons and safely deal with any undesirable alcohol related incidents?
3. Will you obey all laws prohibiting serving alcohol to minors?
4. Will you be aware of a patron passing alcohol to a minor?
5. Will you obey all laws prohibiting serving alcohol to intoxicated persons?
6. How will you deal with a visibly intoxicated person that wants to drive home?
7. What procedures do you have in place to get them home safely?

### Statement:

An Operators License is a privilege granted by the Village of Sussex. It is in the Board's interest to grant licenses to Operators that hold themselves accountable for their actions. It is your responsibility to make sure the patrons of your establishment feel safe. It is important for you to be an observant operator. Tracking patrons' behaviors and noting visibly intoxicated guests are essential when determining when you must slow or stop service to a patron.



## Issuance of Operator License Staff Guidance & Review Policy

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**Purpose:** The purpose of this policy is to establish guidelines, standards and procedures for issuance of Operator “Bartender” Licenses in the Village of Sussex. Ordinance 866 allows village staff to approve of Operator Licenses without approval by the Village Board. This policy sets Standards of Operations for staff when reviewing applications for approval.

### **1. When applicants do not require approval by the Village Board.**

- a. Applicant has no convictions within the past three (3) years, staff may issue license.
- b. If applicant has convictions under three (3) years, but are only vehicle (non-alcohol) related charges (citations are paid in full), staff may issue license.

### **2. When applicants require approval by the Finance & Personnel Committee and Village Board.**

- a. Applicant has criminal record or conviction under three (3) years, in relation to the following areas:
  - i. Alcohol
  - ii. Illegal Drugs
  - iii. Violent Offenses
  - iv. Theft
  - v. Fraud
  - vi. Fiduciary
- b. Any felony conviction.
- c. Other reasons not covered by this policy, that staff feels would require the Finance & Personnel Committee and Village Board’s approval.

### **3. Letter of Support**

If an applicant is required to go before the Finance & Personnel Committee and Village Board for approval, they are required to obtain a letter of support, or an appearance at the meeting from the Establishment Owner or their representative in which the Operator License is required for employment. The Letter of Support/appearance shall acknowledge the Business is aware of the applicants criminal record.



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## MEMORANDUM

To: Village Board  
From: Kelsey McElroy-Anderson, Assistant Village Administrator  
Date: December 1, 2022  
**Re: Civic Systems | Caselle Contract for Computer Software and Conversion Services**

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As part of the 2023 Budget the Village Board approved funding for a new Enterprise Resource Planning (ERP) software solution to replace the Village's finance software (Banyon) and building inspection software (Permit Base). An ERP system combines several unique software systems into one, which streamlines processes and offers better, more efficient customer service. The enclosed memo was provided to the Village Board as part of the 2023 budget process, which identifies the need for and functionality of the proposed ERP system.

The new ERP system would cover the following areas: accounts payable, accounts receivable, cash receipting, general ledger, budget, utility billing, service order requests, building permits, code enforcement, business licenses, maintenance orders, building inspection, payroll, employee time off requests, animal licenses, and project accounting.

### **Process:**

The vetting process started by identifying system requirements and vendors that could potentially meet those requirements. The following vendors were identified as part of that process: BS&A, Civic Systems (Caselle), and Tyler Technologies. Village staff then participated in full-day demonstrations with each of these vendors in the summer and received pricing information. Following the budget meetings additional staff, including power users and front-line staff, participated in a two-day demonstration with Civic Systems (Caselle) to further understand the capabilities of the program. Everyone was encouraged to ask questions and identify any potential issues or limitations of the system. Staff then completed reference checks with the following existing Civic Systems clients in Wisconsin: Village of Grafton, Village of Pewaukee, Village of Waunakee, Town of Lisbon, City of St. Francis, City of Cudahy, City of Lake Geneva as well as the City of Sartell, MN.

### **Recommendation:**

Based on the functionality of the program, cost, and customer experience, staff recommends entering into a contract with Civic Systems to implement, support, and host Caselle software for a one-time implementation cost of \$179,050, which includes a 10% contingency. The annual support fee, which is prorated based on the go-live date, will be \$31,340.



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## MEMORANDUM

To: Village Board  
From: Kelsey McElroy-Anderson, Assistant Village Administrator  
Date: September 21, 2022  
**Re: Enterprise Resource Planning (ERP) Software Budget Request**

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Included in the 2023 base budget is \$165,115 one-time (implementation) and \$24,911 additional ongoing costs to fund an Enterprise Resource Planning (ERP) software. An ERP system combines several unique software systems into one, which streamlines processes and offers better, more efficient customer service. It allows the various systems to communicate with each other instead of creating clunky integrations or having to download and upload information from one system to the next. It also reduces the amount of entry necessary because it eliminates the need to enter the same information into multiple systems. This ERP system would replace the Village's finance software, which dates back to 1997, as well as our building inspection software, which is a homegrown system with limited functionality. The new ERP system would cover the following areas: accounts payable, accounts receivable, cash receipting, general ledger, budget, utility billing, service order requests, building permits, code enforcement, business licenses, maintenance orders, building inspection, payroll, and employee time off requests. In the future we could expand to the following modules for an additional cost: animal licenses, applicant tracking, materials management, and fixed assets.

### **ERP Benefits:**

- Resident Portal: The Village does not currently offer one customer portal (one stop shop) to pay for building permits, manage animal licenses, pay utility bills, etc. Residents have a utility account and may only pay the other permits/licenses as a guest by completing a Seamless form. [Here's a link to see a demo of the portal.](#) Accounts can be created through the system or residents may use their Google account. Accounts may be linked within the portal and bills may also be paid as a guest.
- Building Permits and Inspections: The Village's existing building software, Permit Base, offers very limited functionality. One user is allowed in the system at a time, which creates challenges when multiple people are calling or at the counter wanting service. All building inspection requests must be made by email or phone and scheduling is done through an Outlook calendar. The new system offers a portal that could be used by residents and developers to request permits, pay fees, and request inspection days/times. The customer can see where they are at in the process and read any notes from the building inspectors. Currently the Building Inspectors keep handwritten notes, which are transcribed into Permit Base once they are in the office. The new system would allow these notes, approvals, re-inspection requirements, etc. to be entered into the system from the worksite, saving significant time. Permit Base has frequent customer service delays as a small company (2 employees) with limited updates and frequent software challenges, which we have limped along with for several years now. At the time of writing this memo the Permit Base website ([www.permitbase.com](http://www.permitbase.com)) is not functioning. [Here's a demo showcasing what a new ERP system offers.](#)
- Financial Management: Our finance software dates back to 1997 and is no longer adequate for our growing community. The software is not user friendly, which has resulted in very few managers/supervisors learning the system. The result is that most employees go to finance staff to ask about budget availability and to check on YTD spend. The Finance Department does email out reports monthly, but the reports generated by the system are in Word. A new system would empower staff to complete much of this work on their own without the need for Finance to pull

data. Additionally, a new system will allow us to import p-card batches and CivicRec receipts with less manual work.

- **Budget:** The budget is currently created in Excel, which requires work to upload into the system after approval and adjustments cannot be made live throughout the budget review process. Instead, the Finance Director has linked Excel documents, which can be challenging to maintain and understand. A new system has a budget portal where supervisors can see historical spend by line item and also submit their budget request. These requests can be adjusted throughout the review process within the system and ultimately exported for final approval by the Board. [Here's a demo of the system.](#)
- **Accounts Payable** Currently staff approves invoices through email or paper, which requires that we maintain paper records and we have additional administrative time involved with emailing out the invoices and documenting approvals. The new ERP system would allow these approvals to be done within the system through a dashboard for each employee. The invoice could be uploaded into the system and routed to the correct employee(s) for approval. This would eliminate the need to keep A/P paper records for seven years.
- **Accounts Receivable:** The Village currently uses Building Manager Pro Deluxe for accounts receivable. The system is no longer supported and does not integrate with our finance software. The result is that all invoices must be input into the Building Manager system. Once they are paid and reconciled in that system, we then print the invoice for our Finance Department who then inputs the information into BDS, which is the Village's Finance software. We also then have to maintain the paper records for seven years. On average we process 600 invoices in a year. A new ERP would reduce the need for duplicate entry of these roughly 600 invoices yearly.
- **Credit Card Payments:** The Village is currently able to accept credit card payments for just about everything; however, the workaround we have created in order to allow this service is manual and time intensive. Some in-person credit card payments, such as yard waste passes, dog licenses, and bartender licenses, are run through CivicRec which is the Village's recreation software. In-person credit card payments for building permits are run through Square. Online credit card payments are mostly accepted through Stripe and use a Seamless form. All of these payments have to be manually reconciled by our finance team. The new system would allow credit card payments online and in person through one system, which can then be reconciled within the same system.
- **Backups:** Any time an upload is created, such as when new utility bills are loaded into the system, a backup is required. When backups are required, all users must be out of the system, which includes point of sale. This means employees can't be working within the system for that period of time and, if a customer wants to pay their bill, they have to wait until the backup is finished. Currently staff calls other each time this is necessary to ensure no one is in the system. The new system backups would happen continuously and while users are in the system.
- **Service and Maintenance Orders:** Currently utility customers have to call the Civic Center or email service requests. The new system would allow users to create those requests within the same customer portal that they use to pay their utility bill. The new system would also allow us to track general maintenance orders.
- **Offsite Hosting:** The ERP software would be hosted offsite with at least one additional offsite backup. This is critical not only for security, but also helps us reduce server space. Additionally, an offsite hosting solution will allow employees to access the system remotely. Our finance software, which includes payroll timesheets, was our most notable challenge when employees were working at home during Covid. We are not proposing employees work from home on a regular basis; however, situations come up from time to time that require remote access, typically relating to the care of a family member, which we are currently not able to fully accommodate.
- **Payroll/Timecards:** All hourly employees are required to submit a timecard bi-weekly. The submission of these timecards is challenging for staff who do not work at the Civic Center because they have to use a VPN to access the program, which can be laggy. Employees have

reported waiting 30+ minutes from the Park Shop to submit a timesheet. At certain times of the year, it has gotten so bad that they went back to paper timecards, which then required administrative staff to code the hours into the system. The timecard system is not available remotely, so supervisors or employees can't submit or approve timecards except at their desk. Currently, after a supervisor approves payroll they then have to sign a paper document stating that it's approved because we aren't able to see without clicking into each separate employees account what has been approved. Our system for tracking paid time off (sick and vacation) is separate from the payroll system, which requires that the person completing payroll manually enter this into the payroll system for salary employees. Employees and Supervisors are also not able to see their leave bank when requesting time off and manually have to track this information. The existing system doesn't provide a means to identify which employees have approved timecards and who has not adding to the administrative workload. A new system would address all of these issues. A new system would also allow each employee to be able to clock in and out through an app or a portal if they choose versus calculating their own hours. Paper paystubs and W-2s are currently necessary whereas a new system would allow us to distribute all of these electronically and allow employees to access this information easily throughout the year.

#### **ERP Limitations:**

- The ERP systems we have reviewed do not offer a recreation software, so this would likely continue to be a separate system for the foreseeable future. The Village converted to a new recreation software in 2020 and we have been happy with this new system.
- The ERP systems we have reviewed do not currently offer a module to accept and process property tax payments. Two of the potential vendors have committed to finding a solution to address this issue, which would be of high value to residents and staff

#### **Solutions:**

Village staff participated in full-day demonstrations with all municipal ERP vendors who service clients in Wisconsin. These vendors included BS&A, Civic Systems, and Tyler Technologies. Based on these demonstrations and cost, we have included the cost of Civic Systems in the base budget as it seems most likely they will be the vendor of choice. If the Village Board does approve funding for this project as part of the 2023 budget, we will want to complete additional demonstrations to include more staff and to address some outstanding questions before a final decision is made. Communities in the area that use Civic Systems include Delafield, Grafton, Cudahy, Lisbon, and the Village of Pewaukee. The goal at this point in the process was to identify potential vendors and submit a budget estimate so if approved staff could negotiate the final contract and begin implementation in 2023



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## MEMORANDUM

To: Finance and Personnel Committee  
From: Kelsey McElroy-Anderson, Assistant Village Administrator  
Date: November 15, 2022  
**Re: Personnel Policy and Procedures Manual Revisions**

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Periodically staff reviews the Personnel Policy and Procedures Manual and recommends appropriate changes as necessitated by changes in law, to add further clarification, and address staff concerns. In this case, the majority of revisions were necessary to align the Personnel Policy and Procedures Manual with the Collective Bargaining Agreement for fulltime fire employees. Additionally, some clarifications were made to ensure the policy document aligns with existing practice. Lastly, staff recommends making a few noteworthy changes to address requests from employees.

The recommended noteworthy changes are outlined below and included in the redline draft of the attached Personnel Policy.

- Section 9.2: Clarified that all employees are paid 1.5 their regular rate for working on the actual holiday and added that regular employees are paid this same rate for working on observed holidays.
- Section 9.2: Martin Luther King Jr. Day was added as a holiday.
- Section 9.8: Meals for employee trainings will be paid on a per diem basis instead of reimbursement.
- Section 11.11: The dress code for office employees will change from business casual to dress for your day.
- Appendix I: Added Transitional Modified Duty for employees recovering from injury. This is to distinguish between primarily doing the regular work of a position with some modifications while injured versus out of position work done while injured under the existing light duty policy.



# **Village of Sussex, Wisconsin Personnel Policy and Procedures Manual**

**Effective Date: January 1, 2023**



**Village of Sussex, Wisconsin  
Personnel Policy and Procedures Manual**

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## **Introduction**

Sussex is a Village incorporated under the general statutes of the State of Wisconsin. The Village citizens elect the Village President and six Village Trustees who together make up the Village Board of the Village of Sussex. The President and Trustees are elected at large for three-year staggered terms with Two Trustee's elected every year and the Village President elected every third year. The Village Board establishes policy of the Village, approves the annual budget, approves annual capital improvement programs, establishes wages and conditions of employment and generally handles the policy making role within the Village.

The administrative operation of the Village is under the authority of the Village Administrator, who is hired by the Village Board. The Administrator is the chief administrative officer of the Village and is responsible for the operation of the Village, the hiring and termination of most employees, the supervision of employees, the administration of the budget after it is approved by the Village Board, preparation of the annual budget, the purchasing of Village supplies, and the coordination of the activities of all departments of the Village. The staff of the Village is responsible to the Administrator for their activities. The Administrator is responsible to the Village Board.

### **Section 1: Purpose**

It is the purpose of this manual to establish normal policies and procedures, which will serve as guides to administrative actions concerning various personnel activities and transactions. This manual is intended to indicate the customary and the most reasonable methods whereby the aims of the personnel program can be carried out.

It is the Village's goal to provide all employees with fair management, competitive salaries and benefits, opportunities for personal growth and development and a safe and pleasant place to work.

This manual also outlines employee benefits provided by the Village and provides general information regarding, among other items, the equitable/non-discriminatory standards for selection, classification and compensation, leaves of absence, and the fair and equitable settlement of disputes. It is an employee's responsibility to read and become familiar with and to follow the policies and procedures contained herein. Specific questions about this manual should be addressed to the employee's Supervisor.

Please note that the contents of this manual have been collected for informational purposes only. The Village is not granting to any employee any contractual commitment, expressed or implied, by the issuance of this manual. None of the policies or procedures contained in this manual constitutes a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment. The relationship between the Village and each of its employees is at all times one of at-will employment. In other words, the employment relationship may be ended at any time by either party, for any reason, with or without notice and with or without cause.

The Village of Sussex, in its sole discretion, at any point in time and without advanced notice, may review, amend, modify, change, add to, or eliminate any of the policies, procedures, or benefits in this manual, as well as any policies, procedures, or benefit plans not referenced in this manual.

All previous Village of Sussex Personnel Manuals that state the personnel policies and procedures of the Village are considered to be null and void with the publication and distribution of this manual.

If and to the extent that any provision contained in this manual conflicts with any civil service regulation, statute, law, or contract, then the regulation, statute, law or contract shall prevail.

## **Section 2: Definitions**

ACTING means serving temporarily in a position with all the authority, responsibility and duties of that position.

APPOINTMENT means the employment of an individual by the Village Administrator.

VILLAGE means the Village of Sussex, Wisconsin.

COMPENSATION means either monetary payment or compensatory time in lieu thereof.

DEPARTMENT HEAD means the employee appointed by the Village Administrator to administer a Department of the Village, including Administration, Finance, Fire, Police Services, Public Works, and Parks and Recreation Services.

EMPLOYEE means all paid personnel who are appointed by the Village Board or Village Administrator, except members of Boards, Commissions and Committees. Employees of other agencies who may be providing services to the Village under inter-local or other agreements shall not be considered employees of the Village.

EXEMPT EMPLOYEE means all employees whose positions meet the exemption tests established by the Fair Labor Standards Act (FLSA) and state law and are exempt from overtime pay requirements.

NON-EXEMPT EMPLOYEE means all employees whose positions do not meet FLSA or state law exemption tests. Non-exempt employees are eligible for overtime pay.

FULL-TIME EMPLOYEE means a person duly employed by the Village in a position for which employment with the Village is at least 40 hours per seven day work period and at least 2,080 hours in any calendar year. Full-time hours for ~~sworn non-exempt Fire Personnel is a person who, on average, works at least 212 hours in a 28-day work period and at least 2,763 hours in any calendar year.~~ Represented Fire Personnel is a person who, on average, works 182 hours in a 24-day FLSA work cycle.

PART-TIME EMPLOYEE means a person employed by the Village who works an average of less than 40 and at least 20 hours per seven day work period and is not limited time, seasonal, or temporary. Part-time hours for non-exempt ~~sworn~~ Fire Personnel is a person who works, on average, less than 212 hours, and at least 106 hours per 28 day work period.

REPRESENTED FIRE PERSONNEL means regular full-time firefighting employees of the Village, excluding part-time employees, paid-on-call employees, supervisors, and confidential, managerial and executive employees.

NON-REPRESENTED FIRE PERSONNEL refers to part-time and paid-on-call employees of the Fire Department. This classification excludes supervisors and confidential managerial and executive employees.

FIRE PERSONNEL refers to Represented Fire Personnel and Non-Represented Fire Personnel as defined above.

IMMEDIATE FAMILY means an employee's father, mother, husband, wife, brother, sister, son, daughter, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, step-parent or step-child (a step-child is one living with or who was raised by the step-parent).

LIMITED TIME EMPLOYEE means a person who holds a job of a limited duration or hours due to workloads, special projects, or emergencies and who works less than 1,040 hours per year or ~~any employee of the Fire Department regardless of the number of hours worked except for full-time and part-time firefighters~~ any paid-on-call Fire Department employee. Limited-time employees are only eligible for benefits required by law, subject to any eligibility standards that are contained in this manual or applicable plan documents.

REGULAR EMPLOYEE means employees who are hired to perform the ongoing work of the Village, and their employment is not seasonal, limited time, or temporary.

SEASONAL EMPLOYEE OR TEMPORARY EMPLOYEE means a person who has a position with the Village, whether on a full-time or part-time or limited-time basis which, by its nature, is temporary and is affected by a particular need or the availability of work at a defined time and is not meant to be continued uninterrupted from year to year. The duration is determined by the Department Head.

MANAGEMENT means the Village Board, the Village Administrator, and Department Heads.

PERSONNEL OFFICER means the Village Administrator or his/her designee.

OVERTIME means time worked by a nonexempt employee ~~(except sworn Fire or Police personnel)~~ in excess of forty hours a week, 182 hours in a 24 day FLSA work period for full-time Fire Personnel, and 212 hours per 28 day work period for part-time Fire Personnel.

SUPERVISOR means an employee appointed by the Village Administrator or Department Head to oversee operations of subordinate personnel within the department (i.e. ~~superintendent~~ Lieutenant, foreman, etc.).

VILLAGE ADMINISTRATOR means an employee, under the direction and authority of the Village Board, who is the chief administrative officer of the Village and is responsible for the administrative operation of the Village.

### **Section 3: Administration of Policies and Procedures**

#### ***3.1 Responsibility for Administration***

The responsibility to establish policies and procedures with regard to Village employment lies with the Village Board of the Village of Sussex. Administration of these policies and procedures shall be the responsibility of the Village Administrator. The Personnel Officer shall have the day-to-day responsibilities of administering the policies and procedures as set forth herein. The Village Administrator will interpret the policies and procedures and, from time to time, will recommend to the Village Board appropriate amendments in order to maintain a fair and equitable system of personnel policies and procedures.

#### ***3.2 Departmental Rules***

Department Heads may formulate written work rules necessary for the safe, efficient and effective administration of their departments. These rules shall not supersede or conflict with the provisions of this manual. A copy of all departmental rules must be placed on file with the Personnel Officer.

#### ***3.3 Management Rights***

The Management of the Village shall exclusively:

- a. Direct all operations of the Village;
- b. Determine the nature, scope and definition of the Village organization including: classification, pay plan, selection, number, retention, promotion, reorganization, transfer, deployment, assignment, layoff, recall and scheduling of employees;
- c. Determine the methods, means, tools and equipment, and personnel by which operations are to be conducted, including the right to contract and subcontract existing and future work;
- d. Introduce new or improved methods or facilities and/or change existing methods or facilities;
- e. Direct employees;
- f. Discipline, suspend, demote and/or terminate employees;
- g. Require as part of normal employee development that an employee fulfill the responsibility of the position and attain or maintain minimal skills of their classification;
- h. Take the necessary measures to attain and maintain optimum efficiency and productivity in operations;

- i. Relieve employees from their duties because of lack of work or for other legitimate reasons;
- j. Take action necessary to comply with state and federal law;
- k. Determine the necessity for and assignment of overtime; and
- l. Determine the scope, priority and amount of budget allocations.

The Village Administrator shall promulgate and establish administrative rules and procedures based on the general policies and procedures outlined herein covering such areas as:

- a. Hours of work/work schedules;
- b. Pay plan and pay periods;
- c. Performance appraisal systems;
- d. Personnel records and reports;
- e. Temporary work assignments and transfers;
- f. Use of Village vehicles and mileage reimbursements;
- g. Outside employment;
- h. Safety procedures;
- i. Job related injury procedures; and
- j. Other related internal administrative personnel matters.

## **Section 4: Qualifications for Employment**

### ***4.1 Merit Philosophy***

All appointments and promotions of Village employees shall be made solely on the basis of merit and fitness demonstrated by examination, evidence of competence, past work experience, etcetera. All such action shall be taken wholly without favoritism or unlawful discrimination.

### ***4.2 Equal Opportunity***

It has been and shall continue to be the policy of the Village of Sussex to recognize the competence and ability of applicants for employment and existing employees. The Village will provide equal employment opportunities to all individuals without any discrimination on the basis of race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, veteran status, sexual orientation, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other characteristic protected by state, federal, or local law. This policy applies to all aspects of employment including, but not limited to, recruitment, placement, assignment, hiring, formal or informal training, compensation, benefits, promotions, transfers, layoffs, recall, discipline, termination, and other conditions of employment.

If any employee feels that they have witnessed or have been subject to any harassment or discrimination, they are responsible for immediately reporting the harassment or discrimination to their immediate supervisor, department head, or the Personnel Officer, and the complaint will be investigated in accordance with the procedures set forth in Section 8.3.

### ***4.3 Nepotism***

Relatives of current employees of the Village will be considered on an equal basis for employment. However, an employee may not directly or indirectly supervise, or be supervised by, an immediate relative (Defined as: spouse and their parents, siblings, and children; children and their spouses and children; parents and their siblings; siblings and their spouses and children; grandparents; or anyone living in an employee's household. The foregoing categories include adoptive, step and foster relationships as well as the blood and marital relationships encompassed by those categories).

In the event that the marriage or cohabitation of employees places them in violation of this policy, they will be given the opportunity to decide between themselves which of them is to resign or, if feasible, they will be given the opportunity to transfer to a different position within the Village where this policy would not be violated. If the employees fail to make this election within thirty (30) calendar days of the marriage or cohabitation, the Village will make the decision on which employee will be transferred or terminated. This policy does not provide any assurance or guarantee that another position in the Village will be available under such circumstances.

### ***4.4 Americans with Disabilities Act (ADA)***

The Village is committed to complying fully with the Americans with Disabilities Act, as well as any State or local laws regarding disabilities in employment. The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of a person's physical or mental disability. The Village will attempt to reasonably accommodate any applicant needing such accommodation in the hiring process. In addition, the Village will attempt to reasonably accommodate any qualified employee who is unable to perform the duties of the job due to a disability defined by local, state or federal law. An employee who believes he or she is disabled and in need of accommodation should contact the Personnel Officer in writing to request the appropriate accommodation.

### ***4.5 Immigration Reform Act***

It is the policy of the Village to only employ persons who are legally eligible to work in the United States.

The Village will comply with the Immigration Reform and Control Act of 1986. Each new employee must complete the Employment Eligibility Verification Form I-9 and present proper documentation establishing identity and employment eligibility.

Employees with questions on immigration law issues are encouraged to contact the Personnel Officer.

### ***4.6 Residency Requirements***

There shall be no residency requirement for a Village employee unless designated by the Village Board. However, any employee of the Village whose job function requires timely responses to emergency situations shall live close enough to the Village that the employee can reasonably respond within 45 minutes of notice of an emergency situation.



#### **4.7 Requirement for CDL for Public Works and Parks Employees**

A valid Wisconsin CDL is a condition of employment for the following positions: Public Works Employee, Wastewater Operator, Water Operator, Utility Foreman, Streets Foreman, Parks Foreman, or as stated in the job description. ~~all public works employees, except for the Director of Public Works, Assistant Director of Public Works and Maintenance Technician. It is also a condition for the Parks Foreman.~~ Any employee required to ~~hold~~have a valid Wisconsin CDL who loses the CDL during his/her employment will be subject to termination of employment with the Village.

The Village Administrator may decide not to terminate the employee, provided that: a) the employee is eligible to have the CDL reinstated within one year from the date of the loss of the license; b) during the one year the employee is without a CDL there is work available as determined by the Village Administrator in consultation with the Department Head; and c) there shall be a commensurate reduction in pay during the CDL suspension period. The CDL must be re-instated within 13 months, or employment will be terminated. An employee may only qualify once for this exception.

### **Section 5: Appointments & Vacancies**

#### **5.1 Recruitment Process**

Department Heads shall notify the Personnel Officer as far in advance as possible of any requirements for authorized personnel, setting forth such information as requested to facilitate the filling of the position. The Personnel Officer shall administer application and testing procedures, as approved by the Village Administrator. The Personnel Officer and Department Head shall determine qualified applications for interview and will make a recommendation to hire to the Village Administrator. Once the employment recommendation is approved by the Village Administrator, a conditional offer of employment may be made.

The Personnel Officer shall determine the nature and extent of publicity required to obtain a reasonable number of qualified applicants for each vacancy. Unless filled from within, all positions shall be announced to the public through a standard announcement form. Vacancies which can be filled through promotion shall be announced to eligible current Village employees through email ~~or bulletin boards.~~

All applicants will be required to submit a completed, dated and signed application.

#### **5.2 Applicant Screening Process**

The screening process for an applicant shall include an oral interview, evaluation of experience, education and training, and a reference check. The process may also include, but not be limited to, one or any combination of the following as determined by the Personnel Office in consultation with the Department Head and Village Administrator:

- Written examinations
- Performance evaluations
- Medical examinations

- Substance abuse screening
- Psychological evaluations/intelligence tests
- Background investigations

Some screening measures may be used after a conditional offer of employment has been made. Any applicant supplying false or misleading information is subject to immediate disqualification or termination, if hired.

### ***5.3 Use of Part-Time, Seasonal, Limited Time or Temporary Employees***

Department Heads and supervisors will annually provide a request for part-time, seasonal or temporary employees. The request will include the following: number of positions needed, average number of hours per position, justification for each position and a detailed job description for each position. Requests will be reviewed by the Village Administrator and must be submitted with the Department's annual budget.

### ***5.4 Volunteers***

Volunteers may be recruited by Department Heads to assist with the provision of Village programs/services. All volunteers who will serve for more than one specific event must complete a Village application form including references and have a background check performed. All volunteers will be supervised by a regular employee or a designated volunteer supervisor. The Village reserves the right to decline to utilize any volunteer, for any reason. Volunteers who serve for programs where they will interact with children not accompanied by a parent shall have a background check completed.

### ***5.5 Resignations***

Non-exempt employees may resign by submitting a written letter of resignation to the Village Administrator at least fourteen calendar days prior to the effective date unless the Village Administrator agrees to a shorter period. Exempt employees may resign by submitting a letter of resignation to the Village Administrator at least ~~one month~~ four weeks prior to the effective date unless the Village Administrator agrees to a shorter period. Resignation procedures for Represented Fire Personnel are governed by the Collective Bargaining Agreement.

An employee who resigns with the proper notice may be eligible for a payout of unused accumulated sick leave and unused accrued vacation time as specified in this manual. If the employee does not give the proper notice or gives less notice than is mutually agreed upon, the employee shall be considered to have resigned with prejudice and automatically waives his or her rights to any payment of unused accrued vacation time, unused accumulated sick leave, and any other benefit not obligated to be paid by law. An employee who resigns before completing 365 days of service with the Village automatically waives his or her rights to any payment of unused accrued vacation time, ~~unused accumulated sick leave~~ and any other benefit not obligated to be paid by law. All requests to use paid vacation and/or sick leave must be approved by the Personnel Officer after a resignation letter has been submitted.

## **5.6 Terminations**

Employees whose employment with the Village is terminated with cause are not eligible to receive payment of unused accrued vacation time, unused accumulated sick leave, nor any other benefit not obligated to be paid by law.

## **Section 6: Pay Plan & Pay Practices**

### **6.1 Establishment of the Plan**

Compensation established for a pay range is based on such factors as knowledge, experience, training, decision-making authority and responsibility, problem-solving, supervisory responsibility, environmental working conditions and external market factors. The actual placement of an employee within the job grade is based on individual productivity and merit. The pay policy is designed to stimulate excellence in both individual and organizational performance. Placement is at the sole discretion of the Village Administrator.

The Village Administrator is responsible for presenting to the Village Board for approval a uniform and equitable pay plan which consists of ranges of minimum and maximum rates of pay for each job classification and provides reasonable progression in the pay range based on employee job performance.

### **6.2 Administration of the Pay Plan**

Administration of pay rates within pay ranges and on the basis of merit is the responsibility of the Personnel Officer with approval of the Village Administrator. All positions requiring similar duties and responsibilities shall be similarly compensated, insofar as possible, as established by the current ~~classification pay~~ plan.

Actual adjustment amounts (raises) will be based on the Village's capability to pay the adjustments as determined by the Village Board and approved in the annual Village budget.

~~Individual performance shall also be a determining factor. If adjustments are approved through the budget process the disbursement of said funds will be based on merit as determined through the performance review process.~~

### **6.3 New Employee Placement**

Generally, a new employee will be hired at the minimum rate in the appropriate classification unless the employee's qualifications are such that it is to the Village's advantage to offer higher starting pay within the range. Hiring at an advanced rate shall be based upon years of experience or the skill qualifications of the individual and shall require the approval of the Village Administrator. The Department Head must provide appropriate documentation with the recommendation that such action will benefit the Village.

### **6.4 Merit Increases**

Advancement to a higher rate of pay within an established range shall be called a merit increase. All merit increases shall be based upon the performance of the individual in the position measured against established job performance criteria and annual goals as set by the employee and his/her supervisor. ~~Such criteria may include level of knowledge, skills, ability, work traits,~~

~~compliance with established Village, State or other regulating authority rules and regulations, or any other criteria which are indicative of performance.~~ Merit increases may be granted only upon approval by the Village Administrator and after documentation is provided by the appropriate Department Head, including, but not limited to, the most recently completed performance evaluation for the individual. Guidelines shall be established annually regarding pay adjustment as they relate to performance ratings.

### **6.5 Frequency of Merit Increases**

Merit increases may be available at the beginning of the fiscal year.

### **6.6 Performance Management**

#### **A. Frequency of Reviews**

Performance reviews for a Village employee, utilizing the performance management ~~job description and performance~~ criteria as outlined by the Personnel Officer, shall be conducted ~~no less frequently than at six months and at the one year anniversary of employment.~~ Thereafter, ~~performance reviews shall be conducted at least once~~ annually near the end of each fiscal year. An evaluation may, however, be conducted more frequently at the discretion of the Department Head or at the request of the Personnel Officer. ~~Normally, a merit increase will not be granted unless a performance evaluation has taken place within ninety days prior to the effective date of the increase.~~

#### **B. Annual Performance Cycle**

Annually, at the beginning of the employee's performance cycle, or in the event of a change in the Village's or department's goals, the immediate supervisor shall conduct a performance planning session with the employee to discuss the essential job functions, the individual employee's goals, the Department's goals, the Village's performance goals, and the employee's job performance criteria. Any changes in the existing job performance criteria shall be recorded on the job description form and approved by the Personnel Officer before taking effect.

#### **C. Performance Reviews and Coaching**

The employee's immediate supervisor will regularly monitor the employee's performance and, on a periodic basis, will conduct a performance review meeting with the employee to document individual performance.

#### **D. Completion of the Performance Cycle**

The supervisor shall provide employees with copies of the self-appraisal form each year. The employee shall complete the self-appraisal form. The supervisor shall complete the performance appraisal form in the most objective manner possible based on the performance data collected throughout the year, information contained in the self-appraisal form and the established performance criteria for each position. The immediate supervisor shall assign a total performance score which shall be reviewed and approved by the Department Head and submitted to the Personnel Officer. The Personnel Officer and Village Administrator will review the forms and return them with comments to the Department Heads. The supervisor shall meet with the employee to discuss the evaluation and future areas of development. The

employee shall be given an opportunity to provide written comments and sign the form. The Department Head shall review and approve the form. A copy is provided to the employee and the original forwarded to the Personnel Officer. All of this work must be completed in accordance with a timeline provided by the Personnel Officer on an annual basis.

### **6.7 Fair Labor Standards Act**

It is the policy of the Village to comply fully with the provisions of the Fair Labor Standards Act (FLSA), as well as applicable state laws, regarding minimum wage, overtime pay, equal pay, and procedures for record keeping and child labor standards.

### **6.8 Payroll & Time Cards**

The payroll period is every two weeks. Employees are paid bi-weekly. Paydays for non-exempt employees cover the previous payroll period and paydays for exempt employees cover the current payroll period. Time sheets must be submitted in compliance with the Time Sheet Policy as set by the Personnel Officer.

### **6.9 Overtime**

Overtime is any time worked by a nonexempt employee (~~except sworn Fire personnel~~excluding Fire Personnel) in excess of forty hours a week. ~~Sworn-Part-time~~ Fire Personnel are paid overtime for all time worked in excess of 212 hours for a 28 day period in accordance with the Fair Labor Standards Act and applicable state laws. Full-time Fire Personnel work under a 24-day work period (182 hours) for FLSA purposes. Overtime will be compensated at a rate of one and one-half times the employee's regular rate of pay. All overtime must be expressly authorized by the employee's Supervisor and may be mandated by the Supervisor. Time off on sick leave, vacation leave, or any leave of absence, ~~or working shift trades for Sworn Fire Personnel~~ will not be considered hours worked for purposes of performing overtime calculations. Overtime is calculated in increments of 15 minutes.

In addition, non-exempt employees (except ~~sworn~~ Fire personnel) are paid overtime rates of pay if they are called in to work outside of their regularly scheduled work hours as specified in this manual unless the schedule was modified with at least 24 hours' notice by the Supervisor. Non-routine weekend work (i.e. meter change outs, leaf collection, etc.) and special events planned by the Village may also be pre-approved by the employee's supervisor to be paid at the overtime rate for full-time employees.

### **6.10 Call Out and On Call Pay**

Call Out Pay: Any non-exempt employee (except ~~sworn~~ Fire ~~and Police p~~Personnel) called into work by an authorized representative of the Village at a time outside of his or her regularly scheduled work hours shall receive a minimum of 2 hours pay at one and one-half times their regular rate of pay unless the schedule was modified with at least 24 hours' notice by the Supervisor. Call Out and On Call Pay for Represented Fire Personnel is governed by the Collective Bargaining Agreement.

A non-exempt employee may be asked to stay after his or her regularly scheduled work hours occasionally to complete an assignment or handle an emergent situation. Overtime in this case

shall be determined by the standard under the FLSA and applicable state law for the first 2 hours of work after the end of an employee's regularly scheduled work hours. Beginning 2 hours after the termination of an employee's regularly scheduled work hours call out pay provisions will apply.

A non-exempt employee who is called in to work to address snow operations, a water main break or leak, or a sewer issue, will be eligible to receive call out pay at the rate of one and one-half times the employee's regular rate of pay, which shall be calculated based on hours worked such that no minimum number of hours of pay shall be given. In these situations when a call out occurs on a regular workday the employee must work more than eight hours to be eligible for the call out pay. For example, if an employee is called in early to plow snow (3 a.m.) and chooses to leave work early (11:30 a.m.) they would not receive the call out pay because they did not work more than eight hours.

On Call: Any non-exempt employee may be asked to carry a cell phone or other device and to have that device on their person at all times. This assignment will be rotated equally among qualified employees. No additional pay is provided for this assignment.

### ***6.11 Compensatory Time***

Non-exempt employees: In lieu of cash payment for overtime hours worked, employees may elect to take compensatory time off with pay. Compensatory time off will accumulate at the rate of one and one-half (1 ½) hours for each overtime hour worked. Part-time employees may also accrue compensatory time when they work more than their regular hours in a given week. In these instances, employees are compensated at a rate of one hour for each hour worked so long as the hours worked do not exceed 40 in a week. Employees may accrue up to 40 hours of compensatory time and must use it within the same calendar year it was earned. In the event accrued compensatory time off is not used within the same calendar year it was earned, it will be ~~forfeited~~ paid out to the employee. The compensatory time must be approved by the Village Administrator. Overtime which is to be taken as compensatory time must be so indicated on the employee's time card when turned into the payroll office by the employee. Compensatory time may not be transferred to other time ~~or be used to receive a cash payment.~~ Sworn Fire and Police Personnel are not eligible for compensatory time unless discussed and approved by the Fire Chief and Village Administrator. Compensatory Time for Represented Fire Personnel is governed by the Collective Bargaining Agreement.

Exempt employees: Exempt employees are expected to work hours outside of the normal workday including occasional nights or weekends. Exempt Employees may be allowed occasional flexible time for personal needs to account for the extra work hours. The flexible time is not meant to be a one-to-one match of extra hours worked. Flexible time over four hours at a time must be requested in writing and approved by the Village Administrator one week in advance of the time off. A full day may be requested based on special circumstances such as working a full day on the weekend.

## **Section 7: Hours of Work & Attendance**

### **7.1 Hours of Work and FLSA Work Periods**

The working hours of employees of the Village of Sussex are established by the employee's Department Head. The typical work day for full-time employees is 8 hours long, with an unpaid lunch break, which is typically one hour for office workers and 30 minutes for field employees.

The particular schedule of working hours for employees may vary according to requirements of a particular job or department. The standard number of working days in a week is five; however, employees may be scheduled to work other than five days in a week depending on the requirements of a particular job, position or season. The Village shall have the sole discretion to determine work schedules.

Village employees are allowed two fifteen minute rest periods during an eight hour work day. These periods may be taken approximately at the middle of the morning and afternoon work periods. The rest periods are taken with pay; however, the fact that an employee's work load does not allow him or her to take a break does not entitle the employee to additional compensation for a missed rest period. The fifteen minute rest period includes any travel time to or from a location away from the job-site. Breaks cannot be combined with lunch to extend the lunch hour beyond the designated time unless approved by the Department Head, nor can breaks be taken at the end of the day so as to leave early. Employees working less than 6 hours in a day, but more than 4 hours may take one 15 minute paid rest period and all other applicable requirements mentioned above still apply.

The Village considers the standard work week for FLSA purposes to be forty hours worked per week, except for Fire Personnel. sworn Fire Personnel. Sworn Fire Personnel standard work period is 212 hours per 28 day work period per the FLSA. Full-time Fire Personnel work on a 24 day (182 hours) FLSA work period and part-time Fire Personnel work on a 28 day (212 hours) FLSA work period.

The Fire Chief has final authority over shift scheduling in order to maintain efficient operation of the Fire Department and safety of the community.

~~Sworn Fire Personnel may voluntarily trade shifts (12 or 24 hours) with each other provided that the parties submit the request, including the specific days that will be traded and with whom, and receive prior approval by the Chief or their designee. Failure to obtain approval shall result in the employee being considered absent without leave. The Village shall not incur any liability for overtime as a result of exchanges in shifts by reason of such trades. The employees who participate in these shift trades recognize that repayment of shift trades is an obligation between the employees and it shall be the responsibility of the individuals involved in the shift trade to see that they respectively fulfill such obligation. No shift trade shall be approved if the employee exceeds forty-eight (48) consecutive hours without 12 hours off, unless prior approval by the Fire Chief. The shift traded shall be repaid within the same calendar year, unless otherwise authorized by the Fire Chief.~~

## ***7.2 Punctuality & Regular Attendance***

Punctuality and regular attendance are essential for the Village to provide efficient services to the public. If an employee is unable to arrive at work on time, the employee must notify their Supervisor as soon as possible. Punctuality and attendance play an important role in an employee's merit and promotion reviews. Employees are expected to abide by the following attendance policy rules:

- Employees will not be allowed unexcused absences or tardiness.
- Employees may not leave early and must be at the assigned work area at the start or end of shifts, breaks and meal periods. Non-exempt employees shall remain in their work areas during the time periods they are being paid unless otherwise authorized by a supervisor.
- Employees must be assembled in their assigned work areas at the time designated by their Supervisor.
- Employees may not waste time or loiter.
- Employee may not combine breaks and lunch, unless approved by the Department Head.

## ***7.3 Requests for Time Off***

Unless otherwise specified in this manual, a request for time off must be made to the immediate Supervisor. Requests for time off for one day should be made at least forty-eight hours in advance. If more than a day is requested, then a week notice is required. A month notice is required for time off of a week or more.

All vacation, compensatory time, or applicable sick leave or holiday time should be used before taking any time off without pay, which should only be used in an emergency situation. The Village has sole discretion, to the extent that the law permits, to determine approved paid and unpaid time off.

~~Part-time employees requesting time off should attempt to make arrangements for covering the days off and have this approved by their Supervisor prior to making a request for time off.~~

~~Sworn-Represented~~ Fire Personnel will submit their vacation for the entire year during the month of January. No more than the maximum approved personnel will be allowed off per shift in order to maintain staffing minimums. Minimum staffing levels are determined by the Chief.

# **Section 8: Employment Policies & Practices**

## ***8.1 Non Harassment Policy***

Every employee of the Village has the right to work in an environment free from harassment. As provided by law, the Village forbids and will not tolerate harassment of its employees by anyone, including any supervisor, co-worker, vendor, or customer. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as of race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, veteran status, sexual orientation, national origin, ancestry, arrest record, conviction record,



membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other characteristic protected by state, federal, or local law. Harassment may also include threatening behavior which includes threatening physical harm, verbal abuse, stalking, and other types of intimidating conduct. The Village will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. The Village has developed this policy prohibiting harassment for the benefit of all its employees. It is essential that all employees be aware of and comply with this policy. The Village may take appropriate disciplinary action against any employee who violates this Policy, up to and including termination of employment.

Sexual harassment is a form of discrimination based on sex and deserves special mention. Unwelcome sexual advances; requests for sexual favors; unsolicited, deliberate, or repeated sexually explicit, derogatory statements, gestures, or physical contacts which are considered demeaning, humiliating, or threatening constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexually harassing behavior includes, but is not limited to, unwanted verbal innuendo, suggestive comments, leering, unwanted physical contact (touching, pinching, patting and etcetera), sexual demands, attempted rape, and rape. Sexual harassment also includes conduct directed by one person at another person of the same or opposite gender. It does not, however, refer to dating or other mutually agreed to relationships.

### ***8.2 Hostile Workplace***

Hostile workplace harassment is discrimination where the unwelcome conduct of co-workers, whether it is sexual, racial, religious or national origin in nature or on the basis of any other characteristic protected by state, federal, or local law, interferes with an individual's ability to work, creates an intimidating or offensive atmosphere, or is prohibited by Federal and State law.

### ***8.3 Procedures for Handling Harassment Claims***

If any employee feels that they have witnessed or have been subject to any harassment, they must immediately report the harassment to their immediate supervisor, Personnel Officer, or the Village Administrator.

The Village's policy is to investigate all harassment complaints thoroughly and promptly and take all appropriate action that may be necessary to end the harassment and to prevent this

conduct from recurring. Employees who register complaints or make reports of harassment may request that their complaints or reports be made in confidence. The Village will investigate complaints, and if the Village determines that an employee has engaged in harassment as defined by this manual, appropriate disciplinary action may be taken against the offending employee, up to and including termination of employment.

The Village Board will not be involved in such an investigation unless the employee who is being investigated pursuant to this procedure is the Village Administrator. The role of the Village Board shall be limited to the grievance procedure as outlined in this Manual.

The Village will not permit or condone retaliation against an employee who makes a good faith harassment complaint under this policy or assists, testifies or participates in an investigation. Retaliation is prohibited by the Village and by state and federal statutes and must be reported immediately. Retaliation against another employee for filing a harassment complaint or for assisting, testifying, or participating in an investigation is a form of misconduct and is considered separate violation of this policy. Complaints for retaliation shall be reported and processed in the same manner as complaints for harassment complaints.

Any employee who makes a complaint in bad faith, provides false information regarding a complaint, or engages in any form of retaliation may be subject to disciplinary action, up to and including termination.

## **Section 9: Employee Benefits**

### ***9.1 Eligibility for Benefits***

Full-time employees are eligible for the benefits as described in this section of the handbook pursuant to any eligibility standards that are contained in this manual or applicable plan documents.

Part-time employees ~~that are scheduled to work twenty (20) or more hours per week, year round~~ are eligible for pro-rated (to their normal weekly schedule) vacation, sick, and holiday benefits as described in this manual. Part-time employees are eligible for health, ~~and~~ dental, and vision insurance as described in Appendix G – Health Insurance.

Limited-time, seasonal, and temporary employees are only eligible for benefits required by law subject to any eligibility standards that are contained in this manual or applicable plan documents.

If you have questions about eligibility, you may ask the Personnel Officer for more information. In instances where this manual's provisions and the Village's benefit plan documents may disagree, the plans will prevail.

### ***9.2 Holidays***

The following holidays are paid for all full-time and part-time regular employees. Regular Ppart-time employees will be paid for the holiday in proportion to their normal work schedule i.e. if an employee normally works 20 hours per week on average out of a regular 40 hour work week

they would be paid for 4 hours of each holiday. Annually the Personnel Officer shall post the holiday schedule.

All employees (seasonal, limited term, and regular) will be paid 1.5 times their regular hourly wage for working on the actual holiday (not observed day) listed below. When the holiday falls on a weekend the guaranteed overtime pay will also be granted to all regular employees for working on the observed holiday.

**Employees, Excluding ~~Non-Exempt Sworn Fire Personnel~~ Fire Personnel**

New Year's Day

Martin Luther King Jr. Day

Friday before Easter

Memorial Day

4th of July

Labor Day

Thanksgiving Day

The day after Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

**~~Non-Exempt Sworn Fire Personnel~~**

Holiday pay for Represented Fire Personnel is governed by the Collective Bargaining Agreement. ~~Non-Exempt Sworn Fire Personnel~~ Non-Represented Fire Personnel do not receive paid holidays. Instead, they are paid 1.5 times the employee's hourly rate for work on the below identified holidays. The date for each holiday will be posted annually. This holiday pay begins at 6:00 a.m. on the day of the designated holiday through 6:00 a.m. the following day.

New Year's Day

Martin Luther King Jr. Day

Easter

Memorial Day

4th of July

Labor Day

Thanksgiving Day

The day after Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

The Village will work with employees who may observe religious holidays not listed above. These requests should be submitted in writing to the employee's Supervisor.

**9.3 Vacation**

**Full-Time Employees, Excluding Non-Exempt ~~Sworn~~ Represented Fire Personnel:**

Vacation Disbursement	Vacation Time
During the First Calendar Year of hire.	1 day per full month the employee is anticipated to work for the remainder of the calendar year.
The First January 1 <sup>st</sup> after date of hire.	12 days.
Starting the second January 1 <sup>st</sup> after date of hire and every January 1 <sup>st</sup> thereafter.	12 days plus one (1) day for each full year of service, up to a maximum of 27 days of vacation.

**~~Full-Time Non-Exempt Sworn Fire Personnel:~~**

<del>Vacation Disbursement</del>	<del>Vacation Time</del>
<del>During the First Calendar Year of hire.</del>	<del>10 hours per full month the employee is anticipated to work for the remainder of the calendar year.</del>
<del>The First January 1<sup>st</sup> after date of hire.</del>	<del>120 hours.</del>
<del>Starting the second January 1<sup>st</sup> after date of hire and every January 1<sup>st</sup> thereafter.</del>	<del>120 hours plus 12 hours for each full year of service, up to a maximum of 300 hours of vacation.</del>

Paid vacation time for Represented Fire Personnel is governed by the Collective Bargaining Agreement.

Department Head positions may start at 17 days of vacation if so granted by the Village Administrator. Starting on the second January 1<sup>st</sup> after the date of hire, employees who started with 17 days of vacation will earn one (1) vacation day for each full year of service, up to a maximum of 27 days of vacation.

For employees hired prior to January 1, 2019, vacation is earned during the prior years' service and is available for use January 1 of the following year.

For employees hired January 1, 2019 and after, vacation is earned in the same year it is available and all vacation for that calendar year is available on January 1. Vacation is considered earned on a monthly basis, such that the number of vacation days an employee is eligible for in that calendar year are divided by 12 for the monthly earned vacation allotment. If the employee is employed from the first day through the last day of that particular month they have earned the monthly vacation allotment for that month. Upon termination/resignation of employment, vacation used but unearned will be deducted from the employee's paycheck.

Part-time employees, except ~~Sworn Non-Represented~~ Fire Personnel, will earn vacation based on hours worked in proportion to a full-time employee, rounded down to the nearest quarter of an hour. ~~Part-time Sworn Non-Represented~~ Fire Personnel do not earn vacation.

Vacation allowances must be used in the year they are available or be forfeited, except up to ~~five (5) vacation days~~40 hours may be carried over to the following year for non-fire employees (~~full-time and part-time~~) and 48 hours of vacation for ~~non-exempt~~fire ~~P~~Personnel. Vacation must be taken in a minimum of two hour increments. ~~The Vacation allowance during the initial calendar year of hire may not roll over unless specifically allowed by the Personnel Officer.~~

Years of service shall be based upon the number of full years of service where the employee was eligible for vacation time, whether part-time or full-time with the Village.

Employees shall make application for vacation on a form provided by the Village Administrator. Vacation shall be subject to the approval of the Village Administrator or his/her designee.

For employees hired prior to January 1, 2019, who resign, unused earned vacation time, will be paid on the basis of one day of pay for each day of unused earned vacation. Employees hired on January 1, 2019 or after, who resign, are eligible for a pay out of vacation days prorated based on the months worked in the year of the resignation, less vacation days used. For example, an employee hired on or after January 1, 2019 who resigns on June 30 would be eligible for 50% of the vacation days granted on January 1 of that year, less the number of vacation days utilized as of June 30. If the employee is employed from the first day through the last day of that particular month they have earned the monthly vacation allotment for that month. Upon termination/resignation of employment, vacation used but unearned will be deducted from the employee's paycheck.

Vacation time will not be paid to employees who resign without proper notice or resign service before completing one full year of service as provided in Section 5.5 of this manual, or employees who are terminated as provided in Section 5.6 of this manual.

#### **9.4 Health, ~~and~~ Dental, and Vision Insurance**

The Village of Sussex provides a health, ~~and~~ dental, and vision insurance program for all full-time employees and certain part-time employees and their families. Details about ~~the health insurance~~these programs, including the required employee contribution to the ~~health insurance~~ premiums, are available in Appendix G or by contacting the Personnel Officer. Appendix G is subject to administrative change on an annual basis.

Employees must regularly work at least thirty (30) or more hours per week year-round to be eligible for ~~health~~ insurance benefits at the same premium contribution rates as full-time employees plus the percentage difference between their hours and full-time hours. ~~Employees who are enrolled in the health insurance benefits as of January 1, 2013, but who do not work sufficient hours to qualify for health insurance benefits under the thirty (30) hour threshold rules are allowed to maintain the health insurance benefits they are participating in as of January 1, 2013, but may not add other benefits they were not signed up for at said time, nor if they drop said coverage are they eligible to rejoin that benefits program unless qualifying with the thirty (30) hour threshold rules.~~

### ***9.5 Health Insurance Opt-Out***

Employees eligible for Village health and dental insurance may apply to receive an amount equal to 20% of the Village's total premium minus the employee's contribution including the Village's Health Savings Account contribution amount (prorated over 24 pay periods), should they choose to decline enrollment in the Village's health and/or dental insurance plans. An employee is eligible for opt-out pay for the Village's insurance plan level (i.e. family, single, etc.) based on the insurance plan level they qualify for. The incentive payments will be made as part of the regular payroll process. Employees who wish to receive this incentive must show proof of ~~eligibility for~~ enrollment in another employer sponsored plan annually during the Village's insurance open enrollment period or upon hire ~~and may not return to the Village's plan(s) for the full term of the incentive unless there is a qualifying event or during an open enrollment period.~~ If the employee returns to the Village's planplan, then the opt-out benefit shall cease immediately. In this instance, the Village shall only contribute to the HSA the difference between the maximum the Village places in the HSA in a year for an employee and what the employee has already been paid on the prorated basis for the HSA that year.

### ***9.6 Vision Expense Reimbursement***

~~Limited vision insurance is included in the Village's health insurance policy, and the Village contributes resources as part of the Health Savings Account payment every six months for the same.~~

### ***9.6 Employee Fitness Centers***

Full-time employees, part-time employees, and Fire Personnel may use the fitness centers at the Civic Center and Public Safety Building. These facilities are available for use at any time. The Village of Sussex is not liable for any damages arising from personal injuries as a result of the use of the equipment or facilities.

### ***9.7 Post Retirement Health Insurance***

Employees who resign or retire from the Village may be eligible for COBRA.

### ***9.8 Fringe Benefits***

Full-time employees are entitled to fringe benefits as outlined in the following list. Employees ~~not enrolled in the following fringe benefits as of January 1, 2013~~ must regularly work thirty (30) or more hours per week to be eligible for said benefits. These benefits are in addition to salary and should be considered as such.

- A. Training: The Village recognizes the mutual benefits derived from personal growth and increased work competence and thereby encourages employees to pursue applicable training opportunities. At the discretion of the Department Head, and/or the Village Administrator or his/her designee, the Village may provide partial or full payment for costs associated with the employee's attendance at training workshops and seminars that are directly related to Village employment, including the requirement to obtain or maintain specific licenses or certifications and to develop staff resources. All requests are contingent upon availability of funds. Whether training time is paid or unpaid depends on the nature of the training and will be determined in accordance with state and/or

federal law. As a general rule, the Village pays for the training and travel time when attendance is required for work. Examples include CDL training for Public Works employees for Certified Pool Operator training for Parks employees. In these instances, the employee will be asked to flex their time that week to limit the use of overtime. If the training is not required (i.e. Public Works Leadership Academy or Clerk's Academy) the Village pays hourly wages for the hours the employee would typically work on a given day. Any excess hours above a typical workday, including for training or travel, will not be paid. For example, if an optional training runs from 8:00 a.m.-6:00 p.m. and two hours of travel is necessary the employee would only be paid for a typical eight-hour workday. -In these instances, the training is completely optional and attendance is at the discretion of the employee and supervisor.

- B. Educational Assistance Program: The Village has established an educational assistance program to provide employees with the opportunity to enhance their development, to increase their knowledge and skills, and to earn undergraduate and advanced degrees that are related to their work. Courses must be directly related to the employee's current job, an advanced position within the Village, or an identifiable career path within the Village in order to qualify for reimbursement. Classes must not interfere with an employee's normal work schedule and the time spent in such classes is not compensable work time unless compensation for the time is required by federal and/or state law. Regular, full-time employees who have completed two years of continuous employment are eligible to apply for the program.
- i. Covered Expenses: Tuition costs, examination fees and required laboratory fees at an accredited institution are covered by the program. The annual dollar limit on reimbursable tuition expenses is \$1,000 or as mutually agreed upon between the employee and the Village Administrator. Books, travel, parking, lodging and extraneous fees are not reimbursable expenses. There are no advance payments. Reimbursements are made after a course is completed and grades are available. Employees who quit a course or are no longer full-time employees of the Village of Sussex at the time reimbursement is due are not eligible for reimbursement.
  - ii. Grade Requirements – Amount Eligible for Reimbursement, subject to the annual dollar limit stated above:
    1. Undergraduate or Graduate coursework B or better: 85%
    2. Undergraduate or Graduate coursework A or better: 100%
    3. Pass/Fail: 100% if "Pass" but only reimbursable if regular letter grade system is unavailable.
    4. No reimbursement for grades less than B.
  - iii. Approval: In order to be eligible for tuition reimbursement, employees must obtain written approval in advance from their Department Head and the Village Administrator. Approval of any

course for reimbursement is at the discretion of the Village and contingent on the availability of funds.

C. Reimbursements: Village employees may be reimbursed for reasonable and customary expenses actually incurred while performing official Village business. The Village will not reimburse for expenses that have already been paid by another program or organization, or if reimbursement is available through another program or organization. The Village may provide administrative leave with pay for employees attending schooling, conventions, or similar meetings that will benefit the Village and in accordance with state and/or federal law. Expenses such as meals, lodging, mileage, airfare, parking, bridge tolls, and ferries may be reimbursed with proper approval and/or receipts. A receipt is required before reimbursement will be granted for all but meal expenses. Employees and elected officials are responsible for the submittal of their own reimbursement requests. Requests that are not submitted in a timely manner, normally 30 days from the date in which the expense was incurred, may not be approved. Requests for reimbursement are to be submitted on an expense report form signed by the employee and the Department Head or Village Administrator, with applicable receipts attached. Alcoholic beverages, traffic and parking tickets and similar expenses are non-reimbursable. If the employee chooses to take his or her spouse to a convention or meeting, the cost of additional expenses as a result of the spouse's travel (i.e. the spouse's meals, plane ticket, etc.) must be paid by the employee. Travel expenses should be submitted for approval by the Department Head before the event whenever possible.

a. Travel reimbursements will be based on the cost of travel by the most direct route to and from the meeting. Automobile mileage reimbursement is the standard mileage rate as set forth in the most current issue of IRS Publication 17.

~~b. Meal expenses, including tax and tip are \$50 per day or as follows per meal if the event doesn't last long enough to require all three meals: Breakfast \$10.00, Lunch \$17.00 and Dinner \$25.00. Meal expenses, including tax and tip, are covered by a per diem meal allowance as set by the U.S. General Services by zip code for Meals & Incidentals (M&IE). If the event doesn't last long enough to require all three meals, expenses will follow the allotment by meal for breakfast, lunch, and/or dinner. Meals will only be covered if the employee is attending the training or traveling through the entirety of the following meal periods: breakfast (6:00 a.m. to 7:30 a.m.), lunch (11:30 a.m. to 1:00 p.m.), or dinner (5:00 p.m. to 6:30 p.m.). An allowance for incidental expenses is only paid for overnight travel. If a free meal is included in a conference registration fee, built in-to the hotel room rate, or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed. Receipts are not required for per diem allowances. Each employee traveling must submit their own pro diem request and per diem allowances are paid after the trip is completed.~~



- ~~b.c.~~ Department Head/Administrator authorization is required for Village coverage of lodging expenses for employees on official Village business.
- ~~e.d.~~ Entertainment reimbursement requests must include the date, time, place, people involved, and purpose of the expense.

### **9.9 Life Insurance**

The Village of Sussex provides a life insurance policy of a term nature for all full-time employees. The amount of life insurance is the employee's base salary. The premium is paid entirely by the Village. A portion of the life insurance includes accidental death and dismemberment benefits. The specifics of the life insurance program will be explained when an employee fills out an application for life insurance and is subject to change.

### **9.10 Retirement**

The Village participates in the Wisconsin Retirement System (WRS), which provides retirement benefits for eligible employees. The eligibility requirements for participation in the Wisconsin Retirement System are determined by state law. All eligible employees will be covered under the WRS. The Village shall pay only that portion of the Wisconsin Retirement System contribution that it is legally required to pay by statute and each employee shall pay the remainder of that employee's contributions to the WRS.

~~Each department will be responsible for tracking the hours of employees working within the department and must inform the Assistant to the Finance Director of each employee's hours on a regular basis.~~ Employees may request information on their hours from the ~~department or the~~ Assistant to the Finance Director.

The Village has adopted a voluntary deferred compensation plan, with two options for investments. The Village Administrator shall be the coordinator for this program and shall receive necessary reports, notices, etc. from the funds contracted with the Village, and shall cast, on behalf of the Village and any required votes under the program. Information about this program is available on the employee benefits webpage. ~~At hire an employee will receive information regarding this plan.~~

Full-time and part-time regular employees, ~~excluding Sworn Fire Personnel,~~ shall be entitled to participate in the Village deferred compensation program at the beginning of employment. ~~Sworn Fire Personnel participating in the program as of December 31, 2018 shall be allowed to continue to participate in the program.~~ If an employee, excluding Fire Personnel, chooses to participate in said program, the Village will contribute \$15.00 per month plus ten percent (10%) of any contribution made by the employee after the employee has worked for the Village for one year. In no case shall the Village's contribution exceed \$50.00 per month. In no case shall the Village contribute more than the employee.

### **9.11 Situational Telecommuting**

Some employees may request to work at home from time to time. The employee must submit a written request for such scheduling that includes the day and time of the requested telecommuting to their supervisor. The scheduling must be approved by the Supervisor.

## **Section 10: Leave**

### ***10.1 Family and Medical Leave***

It is the policy of the Village to provide family and medical leave to employees to the extent required by law. Questions regarding family and medical leave, including maternity/paternity leave, should be directed to the Personnel Officer. Granting of maternity/paternity leave shall be governed by applicable state and federal FMLA legal standards. If an employee has sick time, vacation time or comp time available, the employee shall utilize such paid time concurrently with Family or Medical leave. The Village of Sussex utilizes a 12-month period measured forward as defined by the Department of Labor for establishing FMLA periods and eligibility.

### ***10.2 Military Leave***

The Village will abide by all the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and all other applicable federal and state laws regarding military leave.

### ***10.3 Sick Leave***

~~Full-time employees, excluding non-exempt Fire Sworn Personnel, accrue one day of sick leave per month in the current year. This time is considered earned in the following calendar year and may be used beginning January 1 of the following calendar year. Part-time employees, excluding non-exempt Fire Sworn Personnel, accrue sick leave in the current calendar year for use beginning January 1 of the following calendar year at the rate that the employee's work compared to the normal work week of a full-time employee as established in this manual. In no case shall accrued, but not earned sick leave be used in the same year it is accrued.~~

In the first calendar year of employment, a full-time employee, excluding ~~non-exempt~~ Fire ~~Sworn~~ Personnel, will be allotted one day of sick leave or pro-rated amount based on the employee's part-time status, for every full month the employee is anticipated to work for the remainder of the year. ~~Unused sick time in the first calendar year does not accumulate and cannot roll over to the following year.~~ On the first January 1<sup>st</sup> after the date of hire and every year thereafter, the employee will receive twelve (12) days of sick leave, or a pro-rated amount based on the employees part-time status, ~~which may roll over into subsequent years. Starting the second January 1<sup>st</sup> after the date of hire and every January 1<sup>st</sup> thereafter the employee shall follow 10.3.A.~~

Sick leave for represented fire personnel is governed by the Collective Bargaining Agreement.

~~Full-time non-exempt Sworn Fire Personnel accrue 12 hours of sick leave per month instead of 8 hours. Part-time non-exempt Sworn Fire Personnel are not eligible for sick leave. All other provisions from 10.3.A and 10.3.B apply.~~

Sick leave may be accrued up to 960 hours with the exception of exempt employees hired prior to January 1, 2013 who can accrue up to 1,200 hours.

Sick leave is to be used for illness or injury of the employee or for the employee to take care of a ill or injured person or pet or a member of the employee's immediate family, or for a non-work related accidental accident and/or disability of the employee or a member of the employee's immediate family. This includes doctor's appointments and other medical treatments. ~~Employees may use sick leave for necessary treatment by a doctor or an immediate family member's treatment by a doctor. Care should be taken to schedule appointments at times that minimize the amount of work time missed. If doctor appointments must be scheduled during working hours, then the appointments must be scheduled during the first one and one-half hour of work or the last one and one-half hour of work, unless otherwise approved by the employee's supervisor in circumstances beyond the employee's control.~~ Regular employees sick leave use for funeral leave shall follow section 10.6 of this manual.

Sick leave must be reported formally to the employee's immediate supervisor prior to the start of the work day in which an employee will be absent due to the sick leave, or before the employee leaves work due to the illness. Employees who use sick leave must also report the sick leave on a form to be provided by the Village Administrator. If an employee is absent from work for five or more days on sick leave (or two consecutive 24-hour shifts for full-time ~~Sworn~~ Fire Personnel) due to the employee's own illness, accident, or disability, the form which is completed by the employee must have attached to it a doctor's release for the employee to return to work. The Village reserves the right to investigate all sick leaves and to take necessary action to assure that sick leave is not used in a fraudulent manner. Some patterns of sick leave use may result in enhanced Village oversight of an employee's use of the program, such as when sick leave is being used on Mondays and Fridays a consistent day of the week, or in the case of other unusual patterns of sick leave usage.

#### ***10.4 Annual Sick Leave Payouts***

- A. Regular employees (except Exempt Employees hired prior to January 1, 2013) who accumulate 120 days of sick leave shall be paid one-half day pay for each day of sick leave over 120 days which is earned and not used. The payment shall be made with the last paycheck in December of each calendar year. The amount shall be based on the employee's regular rate of pay at the time of payment. Sick leave will not be paid to employees who resign without proper notice or are terminated as provided in Sections 5.5 and 5.6 of this manual.
  
- B. Regular Exempt Employees hired prior to January 1, 2013 who accumulate 150 days of sick leave shall be paid one-half day pay for each day of sick leave over 150 days which is earned and not used. The payment shall be made with the last paycheck in December of each calendar year. The amount shall be based on the employee's regular rate of pay at the time of payment. Sick leave will not be paid to employees who resign without proper notice or are terminated as provided in Sections 5.5 and 5.6 of this manual.

#### ***10.5 Sick Leave Payouts upon Resignation or Retirement***

- A. Non-Exempt Employees hired before January 1, 2013 who attain twenty (20) or more years of permanent full-time service ~~and who are eligible to receive a retirement annuity under provisions of the Wisconsin Retirement system, subject to the eligibility standards~~

~~and categories stated in this manual~~, shall have, up to the levels listed below, accumulated unused sick leave placed into a deposit account designated by the Village, which shall be a post-employment health plan (PEHP) upon resignation or retirement from the Village. Use of the money in the account shall be restricted to the payment of health insurance related expenses as allowed by IRS rules. If the employee dies prior to depletion of the account, then the surviving spouse and/or dependents will be eligible to use the remaining funds for insurance premiums. If the retired employee and his/her surviving spouse and eligible dependent(s) should die prior to the depletion of the account, the remaining monies in the account shall be divided equally among other retirees who have monies in deposit accounts created under the provisions of this section. An employee must resign or retire from the Village, with proper notice, to receive this benefit.

<u>Non-exempt employee hire date</u>	<u>Max. Sick Leave PEHP Contribution</u>
Prior to January 1, 2000 ----	Up to 120 days
Between January 1, 2000 and January 1, 2008	Up to 95 days
January 1, 2008 to December 31, 2012	50% up to 45 days

- B. Exempt Employees hired prior to January 1, 2013 with less than 20 years of permanent full-time service who resign from employment with the Village, subject to the eligibility standards and categories stated in this manual, shall receive a payment for accumulated unused sick leave in the form of a check at the time of resignation up to the following levels:

<b>Years of Service</b>	<b>Maximum Payout</b>
5 years of full-time service	20% of accumulated unused sick days
10 years of full-time service	40% of accumulated unused sick days
15 years of full-time service	60% of accumulated unused sick days

- C. Exempt Employees hired prior to January 1, 2013 with 20 or more years of permanent full-time service who resign or retire from employment with the Village, subject to the eligibility standards and categories stated in this manual, shall have 100% of their accumulated unused sick leave up to a maximum payout of 95 days placed into a deposit account designated by the Village, which shall be a PEHP. The money in the account shall be restricted to the payment of health insurance related expenses as allowed by IRS rules. If the employee dies prior to the depletion of the account, then the surviving spouse and/or dependents will be eligible to use the remaining funds for insurance premiums. If the retired employee and his/her surviving spouse and eligible dependent(s) should die prior to the depletion of the account, the remaining monies in the account shall be divided equally among other retirees who have monies in deposit accounts created under the provisions of this section.
- D. All Employees Hired on or after January 1, 2013 are not entitled to a sick leave payout upon resignation or retirement.

### ***10.6 Funeral Leave***

Full-time and part-time employees may choose to use a maximum three (3) days of sick leave (or one 24-hour shift for ~~full time Sworn~~ Represented Fire Personnel) to attend a funeral of a family member or close friend. Eligible employees may also elect to use vacation or compensatory time to attend a funeral ~~with the approval of the Village Administrator.~~

### ***10.7 Jury or Witness Duty***

The Village complies with all applicable laws concerning jury and witness duty. For purposes of this policy an employee will be deemed to be required to serve as a witness only in cases in which the employee is not a party, and is compelled to attend by subpoena. Employees must provide proof of such subpoena service. Up to five (5) days of leave with pay will be granted to employees for jury or witness duty for each case. This time will not count against accrued vacation or sick leave, unless the employee chooses to use this accrued time after five (5) days. The employee must turnover any payments received for service from the first five days to the Village.

### ***10.8 Leaves of Absence without Pay***

Leave of absence without pay may be granted for a number of reasons. If an employee wishes to take leave, he or she should notify the Village Administrator as far in advance of the contemplated absence as possible and ask for the proper form. The employee must complete the form, being sure to specify the dates of the leave and the reason for requesting the leave and return to the Village Administrator for approval. Normally approval will not be granted for leave in excess of 60 days except in the case of approved educational, family or medical leave, or military leave. Employees are required to use all paid leave before requesting unpaid leave. Refer to section 10.1 for details on family or medical leave without pay.

### ***10.9 Workers Compensation***

The Village of Sussex shall follow the laws of the State of Wisconsin with regards to Workers Compensation and will only provide those workers compensation benefits required by law. An employee who becomes ill as a result of his or her job or becomes injured while performing services for the Village of Sussex may be covered by Workmen's Compensation Benefits. In this case, an employee should notify his or her supervisor immediately, and the supervisor shall contact the Administrator or their designee immediately to report any accidents, injury or illness. ~~The Village will only provide those workers compensation benefits required by law.~~ Assignment to light/~~limited~~ duty shall be at the sole discretion of the Village. See Appendix H for additional information.

~~All employees are required to report injuries or illness related to work functions immediately to their supervisor.~~ The Village shall not supplement workers compensation payments, but an employee may choose to use their available vacation, compensatory, or sick time to make up any gap between the workers compensation payment and full wages.

## **Section 11: Conduct, Counseling & Discipline**

It is the Village of Sussex's policy that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from all forms of harassment and violence.

To ensure orderly operations and provide the best possible work environment, the Village of Sussex expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Village. Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person.

All Village employees are expected to represent the Village to the public in a professional manner, which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and their Department Head.

Since the proper working relationship between employees and the Village depends on each employee's on-going job performance, professional conduct and behavior, the Village has established certain minimum standards of personal conduct. Among the Village's expectations are:

- basic tact and courtesy towards the public and fellow employees;
- adherence to Village policies, procedures, safety rules and safe work practices;
- compliance with directions from supervisors;
- preserving and protecting the Village's equipment, grounds, facilities, and resources;
- providing orderly and cost efficient services to its citizens; and
- Compliance with all laws and regulations while performing work for the Village.

The Village is a relatively small organization. To function as efficiently as possible, employees may be asked to perform duties outside of regular assignments. It is no reflection on the employee's worth to the Village, but a necessary arrangement for most small organizations. The Village expects reasonable cooperation from the employee under such circumstance.

### ***11.1 Safety***

All Village employees must wear all safety equipment that has been provided to them by the Village, as the job requires and follow the procedures dictated in the Village of Sussex safety manuals. Employees are also responsible for following all laws pertaining to safe work practices. Any employee who is aware of a safety issue must report the issue to their Supervisor immediately. Employees should reference the Village Safety Manual for detailed safety requirements. Each employee is responsible for the safe operation of all Village vehicles and equipment in conformance with all local and State regulations and laws.

### ***11.2 Customer Service***

Employees should treat persons requiring assistance as important customers who deserve the best service available. Employees should be aware of and follow the Village's Customer Service Policy. This Policy is attached as appendix D. When an employee has face-to-face contact with the public while on the job, the employee must extend full courtesy, attention and patience in

serving the public. If a problem develops and a resident or customer becomes mean, hostile or argumentative, the employee should refer them to a Supervisor or a nearby Department Head. Employees should review the Customer Service Policy for more guidelines in this area.

### ***11.3 Telephone Use and Courtesy***

Many of the people who rely upon the Village rarely, if ever, see its representatives face-to-face. To them, the Village is a voice over the telephone, and therefore, courtesy and tact should be used. A friendly voice, clear speech and identifying yourself to the caller go a long way toward maintaining good relationships with those whom we serve. Callers, generally and justifiably, object to prolonged ringing, being placed “on hold” for an unreasonable amount of time, or being provided wrong or incomplete information. Please use good judgment in addressing these concerns. Also, remember that the Village’s telephone system is a vital link in the chain of service to those who rely on us and, therefore, it must be ready and available for Village business at all times. Please use discretion and limit personal use of the telephone. Please review the Customer Service Policy and the Communications Policy for more guidelines in this area.

### ***11.4 Confidential Information***

In the daily operations of the Village, employees may have to use or have access to confidential information. It is the responsibility of everyone, from an ethical and legal standpoint, to safeguard and use confidential information properly. Whether it is reproducing copies or communicating in other ways, common sense should prevail in protecting the interests of the Village and its personnel from unauthorized intrusion and access into confidential matters.

### ***11.5 Communication Policy***

Communication is critical to successfully performing the Village’s business. It is important that employees understand the Village’s Communication Policy, attached as Appendix E. ~~Employees will receive the policy on their first day with the Village.~~ The Village Administrator is the contact for press questions and employees should avoid talking with the press unless designated by the Administrator to do so.

### ***11.6 Inter-Departmental Cooperation***

Due to the size of the Village's Department and Divisions, it is a standard operating procedure that all divisions work cooperatively in the delivery of Village services. Towards this end, all vehicles, equipment, supplies, personnel etc., will be shared on a request basis by any of the respective Supervisors. If a situation arises where such an agreement is not possible, it should be reported to the Village Administrator or Assistant Village Administrator.

### ***11.7 Village Property***

Employees may use Village property and equipment only for work purposes as directed, unless authorized by the Village Administrator. Employees may not misuse, destroy, or otherwise use in an improper manner, Village property or the property of any employee. Unauthorized use, duplication, or possession of Village keys is prohibited.

Employees are responsible for assuring the security of Village confidential/proprietary material in their possession and similarly the security of Village provided equipment. Employees

concerned for the security of their work area or equipment must inform their supervisor of their concerns.

### ***11.8 Tools and Equipment***

All employees who check out tools and equipment out of the stockroom and tool locker must return the same to the stockroom upon completion of the task or at the end of each day. Tools assigned to trucks and equipment must remain with the vehicle when it is parked in its respective department area.

### ***11.9 HIPAA***

The Village attempts to safeguard all protected health information from improper release as required by HIPAA. Any suspected problems with the release of protected health information should be reported to the Village Administrator.

### ***11.10 Workers Compensation***

### ***11.11 Employee Dress***

Office employees will work under a Dress for your Day policy. This policy allows employees' discretion to select appropriate dress for the business of each workday. Employees are allowed to wear casual dress, which includes jeans, on workdays when they do not have meetings with residents or outside parties. When involved in any such meetings, employees are expected to wear business attire. Front office staff are allowed to wear jeans on a regular basis even though they interact with the public daily. While Dress for your Day is intended to be relaxed, the expectation is that employees will wear clothing appropriate for an office environment. Traditional business attire is always acceptable. Dress for your Day clothing and appearance must always be neat, clean, and professional. Employees are expected to present themselves for work in a presentable, well-groomed manner at all times, in attire appropriate to their position. Dress for all employees other than Public Works, Parks, and Fire personnel is business-casual. Office staff will have a jean-day on Fridays. On jean-day employees may not wear t-shirts, but may wear polo shirts, dress shirts or similar attire. Employees should not have any advertising on their clothing except for brand names of clothing, i.e., Chaps, Guess, etc. T-shirts, shorts, and bibs are not allowed. All clothing must be clean, neat, and free of holes and frays. Athletic shoes are not permissible unless they are leather and have a clean appearance. Sandals that are of a professional appearance may be worn, but are discouraged.

Public Works, Fire, and Parks staff are provided a uniform and should wear said uniform when on the job per their Department policies. As an alternative to the uniform Public Works staff may wear T-shirts when the T-shirt includes a Sussex logo. Public works staff ~~should wear professional looking dark pants and~~ must wear safety shoes at all times. During hot periods of the year public works staff may wear the provided uniform, t-shirt, or vest and approved shorts. The shorts will be provided by the Village.

The perception of our customers, the public, is influenced by how we present ourselves. If we present ourselves in a professional manner, we will be perceived as professionals. If you have questions about appropriate attire or appearance, please see your immediate supervisor.



### ***11.12 Alcohol and Substance Abuse***

The Village's philosophy on substance abuse has two focuses:

- (1) Concern for the well-being of the employee and
- (2) Concern for the safety of other employees and members of the public

It is the policy of the Village of Sussex to maintain an alcohol and drug-free workplace. The manufacture, distribution, dispensation, possession, use, or being under the influence of alcohol or unlawful drugs on Village premises, in Village vehicles, or during work hours by Village employees is strictly prohibited. This does not apply to employees taking prescription drugs, as directed by a physician or dentist, provided such use does not cause an undue risk of harm to the employee or others. It is the employee's responsibility to verify with his/her physician, dentist, or pharmacist, as to whether or not a prescription or over-the-counter drug will impair performance and to notify his/her supervisor of the impairment and the period of time the medication will be used. The supervisor or Village Administrator may elect to place an employee on a leave of absence if the supervisor or Village Administrator determines that the use of the prescription or drug while on duty by the employee in question will cause an undue risk of harm to the employee in question, other Village employees, or members of the public. Such a leave of absence shall be on a paid or unpaid basis, as is determined to be appropriate by the Village Administrator or his/her designee.

~~Moreover, at no time may any employee enter a tavern during working hours unless explicitly directed or authorized by an immediate supervisor.~~

- Availability of Rehabilitation or Treatment: As part of the employee assistance program through the Village's medical plan, the Village encourages employees who are concerned about their alcohol or drug use to seek counseling, treatment and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the Village is fully committed to helping employees who voluntarily come forward to overcome substance abuse problems. In many cases, the expense of treatment may be fully or partially covered by the Village's benefit program. In recognition of the sensitive nature of these matters, all discussions will be kept confidential to the extent permitted by law. Employees who seek advice or treatment will not be subject to retaliation or discrimination.
- When Job Performance is Affected: Although the Village is concerned with rehabilitation, it must be understood that disciplinary action may be taken when an employee's job performance is impaired because he/she is under the influence of drugs or alcohol on the job. An employee may be required to submit to alcohol or controlled substance testing when the Village has reasonable suspicion that the employee is under the influence of a controlled substance or alcohol while on the job. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.

- Substance Abuse Policy for Operators of Commercial Motor Vehicles: Village employees who hold commercial driver's licenses ("CDL's") and who operate commercial motor vehicles while employed by the Village are subject to additional rules and regulations imposed by the federal government. These regulations require urine drug testing and alcohol breath testing in the following circumstances:
  1. Pre-employment;
  2. Reasonable suspicion;
  3. Post-accident;
  4. Return to duty testing;
  5. Random testing: CDL holders who test positive must be removed from service and are subject to discipline, up to and including termination. CDL holders should consult the Village Administrator for additional details concerning these rules.

### ***11.13 Prohibited Activities***

Employees have a right to conduct their work without disorderly or undue interference from other employees. The Village prohibits employees from violating this right of their co-workers. This prohibition includes, but is not limited to acts such as:

1. Unprovoked insolence or disrespect on the part of the employee toward fellow employees, Village Board members, visitors or other members of the public;
2. Boisterous or disruptive activity in the workplace;
3. Sexual or other unlawful or unwelcome harassment;
4. Fighting or provoking a disturbance among fellow employees or threatening violence in the workplace or actions adversely affecting morale, productivity or efficiency.
5. Discrimination against others because of race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, veteran status, sexual orientation, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or because of any other characteristic protected by state, federal, or local law;
6. Making malicious, false or harmful statements about others; and
7. Publicly disclosing another's private information.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules that may result in disciplinary action, up to and including termination of employment.

1. Falsification of timekeeping or Village records;
2. Theft or destruction of Village equipment or property;
3. Dishonesty;
4. Insubordination, inclusive of, but not limited to, a willful refusal to obey lawful and reasonable directives;
5. Negligence or improper conduct leading to damage of Village property;

6. Possession of dangerous or unauthorized materials, such as explosives, firearms or weapons, in the workplace;
7. Unauthorized use of Village owned or leased equipment or property;
8. Manufacture, Possession, distribution, dispensation, use, or being under the influence of alcohol or unlawful drugs on Village premises, in Village vehicles, or during work hours;
9. Sleeping on the job;
10. Smoking in prohibited areas, such as in Village vehicles or buildings;
11. Unauthorized disclosure of confidential information;
12. Unsatisfactory performance or conduct;
13. Immoral or otherwise improper conduct that adversely and substantially injures or brings the Village into disrepute or being charged with or convicted of a crime that is directly related to the job which the person is hired to perform;
14. Excessive absenteeism or any absence without notice;
15. Habitual tardiness or abuse of sick leave privileges; and
16. Violation of state law, administrative rules, Village Code, departmental work rules, employee policies or other Village policies or safety rules.

#### ***11.14 Corrective & Disciplinary Actions***

Corrective and disciplinary action may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable or when the employee's conduct is detrimental to the interests of the Village of Sussex. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Sussex reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

#### ***11.15 Consequences of Policy Violation***

The above lists of examples of prohibited activities and infractions of rules are not all inclusive. The Village may take corrective or disciplinary action against employees whose conduct violates this or other Village policies and practices or other conduct, not specified here, which the Village determines to be detrimental to the interest of the Village. The Supervisor shall consult with the Personnel Officer on such matters.

#### ***11.16 Right to Search***

The Village reserves the right to search locked or unlocked property on Village property and publicly owned Village property at any time without consent.

#### ***11.17 Grievance Procedure***

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than ~~police and fire employees~~ Personnel subject to Section 62.13(5), Wis. Stats. An employee may appeal any level

of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

### **DEFINITIONS**

"Employee discipline" includes all levels of progressive discipline, but shall not include the following items:

- Placing an employee on paid administrative leave pending an internal investigation;
- Counseling, meetings or other pre-disciplinary action;
- Actions taken to address work performance, including use of a performance improvement plan or job targets;
- Adverse employment evaluation;
- Verbal or written reprimand;
- Demotion, transfer or change in job assignment; or
- Other personnel actions taken by the employer that are not a form of progressive discipline.

"Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:

- Voluntary quit;
- Layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;
- Job abandonment, "no-call, no-show", or other failure to report to work; or
- Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

"Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence and training related to same.

### **FILING A GRIEVANCE**

Any written grievance filed under this policy must contain the following information:

- A statement of the issue involved;
- A statement of the relief sought;
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place;
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

### **STEPS OF THE GRIEVANCE PROCEDURE**

Employees should first discuss complaints or questions with their immediate supervisor. **Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a written grievance.**

1. Step 1 – Discussion with Immediate Supervisor. Prior to submitting any formal, written grievance, as outlined in Step 2, discuss the complaint with your immediate supervisor. Openly address your areas of concern and attempt to resolve the issue at this step. If you disagree with your immediate supervisor’s decision, you may then appeal your complaint in writing as described in Step 2.
2. Step 2 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Personnel Officer, who shall conduct the investigation.

The Village of Sussex Department Heads are the [Village Clerk/Treasurer](#), ~~Administrative Services Director~~, Finance Director, Fire Chief, Director of Police Services, Village Engineer and Public Works Director, [Parks and Recreation Director](#), Assistant Village Administrator, and the Village Administrator.

3. Step 3 – Review by Village Administrator. If the grievance is not settled at Step 2, the employee may appeal the grievance to the Village of Sussex Administrator within five (5) business days of the receipt of the decision of the Department Head at Step 2. The Village of Sussex Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.
4. Step 4 – Impartial Hearing Officer. If the grievance is not settled at Step 3, the employee may request in writing, within five (5) business days following receipt of the Village of Sussex Administrator’s decision, a request for written review by an impartial hearing officer. The Village of Sussex shall select the impartial hearing officer. The impartial hearing officer shall not be a Village of Sussex employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village of Sussex acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

5. Step 5 – Review by the Governing Body If the grievance is not resolved after Step 4, the employee or the Village of Sussex Administrator shall request within five (5) business days of receipt of the written decision from the impartial hearing officer a written review by the Governing Body. The appeal shall be filed with the Village of Sussex Board of Trustees. The Village of Sussex Board of Trustees shall not take testimony or evidence; it may only determine whether the impartial hearing officer reached an arbitrary or incorrect result based on a review of the record before the impartial hearing officer. The matter will be scheduled for the Village of Sussex Board of Trustees next regular meeting. The Village of Sussex Board of Trustees will inform the employee of its findings and decision in writing within ten (10) business days of the Village of Sussex Board of Trustees meeting. The Village of Sussex Board of Trustees shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time, etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

## Appendix A – Wage Scale

<b>Appendix A - Regular</b> Revision Date 11/2022				
<b>Title</b>	<b>Pay Grade</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Administrator	12	\$108,800	\$128,000	\$147,200
Assistant Village Administrator	11	\$93,500	\$110,000	\$126,500
Finance Director	11			
Public Works Director/Engineer	11			
Fire Chief	11			
Parks and Recreation Director	10	\$80,750	\$95,000	\$109,250
Community Development Director	10			
Assistant Public Works Director	10			
Utility Foreman	9	\$72,250	\$85,000	\$97,750
Assistant Engineer	8	\$65,450	\$77,000	\$88,550
Streets Foreman	8			
Parks Foreman	8			
Clerk/Treasurer	8			
Wastewater Operator*	7	\$59,500	\$70,000	\$80,500
Water Operator**	6	\$55,250	\$65,000	\$74,750
Public Works Employee	6			
Recreation Coordinator	5	\$52,700	\$62,000	\$71,300
Assistant to the Finance Director	5			
Deputy Clerk	4	\$45,050	\$53,000	\$60,950
Communications Coordinator	4			
Information Technology Coordinator	4			
Park Maintenance Technician	4			
Building Maintenance Technician	4			
Special Events Coordinator	3	\$42,500	\$50,000	\$57,500
Program Coordinator-Adults Over 50	3			
Administrative Assistant II	3			
Administrative Assistant	2	\$38,250	\$45,000	\$51,750
Cleaner	1	\$32,300	\$38,000	\$43,700

<b>Appendix A - Regular Notes</b>	
*	Wastewater Operators are paid an additional \$1.00 per hour for completing the Wastewater Operator Certification - Basic. The hourly pay must remain within the authorized pay range even with this additional certification pay.
**	Water Operators are paid an additional \$0.50 per hour for completing the Water Operator Certification - Grade 1 (distribution and groundwater). The pay must remain within the authorized pay range even with this additional certification pay.

<b>Appendix A - Limited Term and Seasonal</b>		
Revision Date 11/2022		
Title	Min	Max
Recreation Instructor III	\$20.00	\$31.00
Seasonal II	\$17.00	\$28.00
Recreation Instructor II	\$14.00	\$25.00
Rental Attendant	\$15.00	\$20.00
Parks Seasonal	\$12.00	\$17.00
Recreation Instructor I	\$10.00	\$15.00
Intern	As appropriate per project and educational background	



<b>Appendix A - Fire Department</b> Revision Date 11/2022	
<b>Title</b>	<b>Pay Rate</b>
Deputy Chief (POC)^	\$25.35
Fire Lieutenant (fulltime)	Union Contract
Fire Lieutenant (POC)^	\$19.21
Firefighter/Paramedic (fulltime)	Union Contract
Firefighter/Paramedic*	\$17.00
Firefighter/EMT-A*	\$14.98
Firefighter/EMT-B*	\$14.29
Fire Recruit (POC)_	\$7.25

<b>Appendix A - Fire Department Notes</b>	
—	Paid on call Fire positions are paid 70% of their hourly rate for duties aside from fire/rescue runs and paid-on-premise time.
*	These positions are paid an additional \$.25 per hour for each completed preferred certification, as outlined in the job description. This adjustment is applicable to the fire/rescue runs hourly wage.
^	The following bi-weekly stipends are paid to Paid on Call Fire Officers for those in these roles prior to January 1, 2020. Deputy Chief - \$232.93 Lieutenant - \$115.38

**Appendix B**  
***Employee Position Descriptions***  
*Updated as of June 13, 2017 unless otherwise noted*

**Village of Sussex Position Description**

<b>Position Title:</b>	Village Administrator	<b>Department:</b>	Executive
<b>Revision Date:</b>		<b>Pay Grade:</b>	12 <b>FLSA:</b> E
<b>Staff to Committee(s):</b>	Village Board	<b>Reports To:</b>	Village Board

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**Job Summary**

Responsible for all day to day activities of the Village, strategic leadership, and implementation of the Village Board's policies and plans.

**Essential Duties & Responsibilities**

Including, but not limited to:

As specified by Chapter 1.20 of the Sussex Municipal Code and all other duties assigned by the Village Board.

**Minimum Requirements**

- Five years as Manager or similar high level municipal management experience.
- Master's Degree in Public Administration or similar degree. Equivalent work experience will be accepted.
- Valid Driver's License

**Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment.

**Physical Demands of the Position**

50% of the time is spent standing, walking, talking, hearing, carrying and low handling.  
50% of the time is spent sitting, typing, and talking on the phone.

**Environmental Conditions**

80% of the time is spent inside.  
20% of the time is spent outside.

## Village of Sussex Position Description

<b>Position Title:</b>	Assistant Village Administrator	<b>Department:</b>	Executive		
<b>Revision Date:</b>		<b>Pay Grade:</b>	11	<b>FLSA:</b>	E
<b>Staff to Committee(s):</b>	Village Board, PW, Finance, others	<b>Reports To:</b>	Village Administrator		

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### Job Summary

Responsible in conjunction with the Village Administrator for all day to day activities of the Village, strategic leadership, and implementation of the Village Board's policies and plans with specific emphasis on human resources and community information.

### Essential Duties & Responsibilities

Including, but not limited to:

As specified by Chapter 1.21 of the Sussex Municipal Code. This position, under the direction of the Village Administrator, supports the daily management and administration of the Village; organizes, coordinates, reviews and implements Village policies and programs; represents the Village in intergovernmental relations; coordinates all personnel and labor relations programs; leads the Village's safety and risk management services, develops and implements the Village's community information program, provides technical and research support, and assists with long term and operational planning and budgeting and all other duties as assigned by the Village Administrator.

### Minimum Requirements

- Five years of municipal management experience.
- Three years of supervisory experience
- Master's Degree in Public Administration or similar degree. Equivalent work experience will be accepted.
- Valid Driver's License

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Capable of strategic thought, leadership, and excellent customer service and community building skills.

### Physical Demands of the Position

50% of the time is spent standing, walking, talking, hearing, carrying and low handling.  
50% of the time is spent sitting, typing, and talking on the phone.

### Environmental Conditions

80% of the time is spent inside.  
20% of the time is spent outside.

## Village of Sussex Position Description

<b>Position Title:</b>	Finance Director	<b>Department:</b>	Financial Services		
<b>Revision Date:</b>	January 1, 2019	<b>Pay Grade:</b>	11	<b>FLSA:</b>	E
<b>Staff to Committee(s):</b>	Finance Committee	<b>Reports To:</b>	Village Administrator		

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### Job Summary

The Finance Director manages the Financial policies, programs and records of the Village to ensure a fiscally sound operation that is transparent with its financial information and ensures the Village is strategically forward focused in its implementation of financial practices.

### Essential Duties & Responsibilities

Including, but not limited to:

The Finance Director is responsible for financial records and planning of the Village including all of the Village funds, and agencies. The Finance Director compiles financial information for all external reporting (annual audit, State of WI, PSC, IRS, Waukesha County) as well as prepares all necessary work papers for the annual independent audit. The Finance Director is responsible for investment management, maintaining all debt records and payment of the same. The Finance Director shall maintain records of all Village assets. The Director shall work to prepare the annual budget, and the long range Plans. The Director shall adhere to all generally accepted accounting principles as they apply to governmental accounting. The Director directly supervises all Finance Department employees who handle the day to day work related to accounts payable, payroll, utility billing collections and ambulance invoicing. In addition, the Director assists all Department staff with general invoicing, point of sale issues, and ensures sound financial policies and practices throughout the Village. Other duties as assigned by supervisors.

### Minimum Requirements

- Five years of public financial management experience (CPA preferred).
- Prefer experience as Department/Division Head of Accounting/Finance Department.
- College degree in accounting, financial management or related field. -Master's Degree in Accounting or Business or related field and additional management training preferred. Equivalent work experience will be accepted.

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. There are several specialized programs including BDS accounting, payroll, utility billing software, PSC annual reports and various online platforms that are used. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

**Physical Demands of the Position**

70% of the time is spent sitting, on the phone, and typing with long periods looking at a computer screen.

30% of the time is spent standing, walking, talking, hearing, carrying, and low handling.

**Environmental Conditions**

95% of the time is spent inside in an office setting.

5% of the time is spent outside, rarely in extreme elements (heat, cold, etc.)

## Village of Sussex Position Description

<b>Position Title:</b>	Public Works Director/Engineer	<b>Department:</b>	Public Works		
<b>Revision Date:</b>		<b>Pay Grade:</b>	11	<b>FLSA:</b>	E
<b>Staff to Committee(s):</b>	Public Works Committee, Plan Commission	<b>Reports To:</b>	Village Administrator		

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### Job Summary

The Public Works Director/Village Engineer manages the Public Works Department for effective and efficient provision of Department services including Utility operations, Regulatory compliance, Capital project management, day to day operations of personnel and equipment, contractual management, and engineering services. The position leads with best management practices to ensure well maintained, fiscally sound, public works operations, infrastructure, and services are provided in the community.

### Essential Duties & Responsibilities

Including, but not limited to:

Manages all Public Works services and personnel of the Village. Strategically aligns resources, personnel, and information to implement the public works plans and services of the Village.

Engineering and Operations:

Directs engineering design, and construction activities including management of the Capital Improvement Plan. Determines operation, efficiency, and service priorities. Manage consulting engineering firms hired by the Village. Provides engineering review of proposed developments and their associated improvements.

Coordinates Department assistance requested by other departments or agencies and obtains service proposals and quotes, recommends repairs, provides technical assistance, maintains records, and inspects construction projects.

Evaluates public works needs and formulates short and long-range plans to meet needs in all areas of responsibility, including operations and public infrastructure. Manages contracts and recommend adjustments for enhancements/cost savings.

Responds to local, state and federal rules/regulations to assure that the department and Village is in conformance with applicable regulations, is operating safely and efficiently. Maintains knowledge of current civil engineering, public works, and utility needs; administrative principles and techniques.

Budgeting and Grants:

Prepares and manages Departmental budgets. Approves expenditures, prepares cost estimates, recommendations, and requests for projects and budgets and administers grants for public works.

#### **Personnel and Risk Management:**

Manage all personnel matters of department employees. Responds to claims against the Village related to public works. Testifies in court and answers interrogatories.

#### **Public and Board Interactions:**

Acts as liaison with the Village Board and the general public. Consults with Village officials and staff regarding department activities and progress. Responds to inquiries and complaints from the Village Board members and the general public regarding public works activities.

Other duties as assigned by supervisors.

#### **Minimum Requirements**

- Five years of progressively responsible civil engineering, public works management, and/or municipal experience including project administration and supervision.
- Prefer experience as Department/Division Head of Engineering/PW Department.
- College degree in Civil Engineering. - Master's Degree in Public Administration or related field and additional management training preferred.
- Valid driver's license.
- Wisconsin Licensed Municipal Engineer.

#### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Should have general knowledge of CAD, G.I.S., survey and drafting equipment. Should be knowledgeable about the equipment used in the daily operations of the public works department (trucks, pavers, backhoes, motors, pumps, etc.). Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

#### **Physical Demands of the Position**

50% of the time is spent standing, walking, talking, hearing, carrying and low handling.

50% of the time is spent sitting, typing, and talking on the phone.

#### **Environmental Conditions**

70% of the time is spent inside.

30% of the time is spent outside, occasionally in extreme elements (heat, cold, etc.)

## Village of Sussex Position Description

<b>Position Title:</b>	Fire Chief	<b>Department:</b>	Fire
<b>Revision Date:</b>	August 16, 2016	<b>Pay Grade:</b>	1 <del>1</del> 0 <b>FLSA:</b> E
<b>Staff to Committee(s):</b>	BOFC	<b>Reports To:</b>	Village Administrator and BOFC

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### Job Summary

The Fire Chief performs complex professional work according to state statutes, organizing and supervising activities of the department in order to protect life and property including maintenance, management of fire suppression, prevention, equipment, physical facilities and Emergency Medical Services (EMS), managing and administering department budget and operations, ensuring continued development of staff, responding to after-hours emergencies and other duties as assigned. Work involves setting policies and goals under the direction of the Village Administrator and supervision over all personnel within the Fire Department.

### Essential Duties & Responsibilities

Including, but not limited to:

- Assumes command of all Department operations at fires and other emergencies as required.
- Plans, coordinates, supervises and evaluates Fire and EMS operations.
- Supervises the planning, formulation and development of minimum standards of conduct, training and technical competence in the Department in accordance with National and State standards. Provides leadership to personnel.
- Plans and develops department programs.
- Maintains compliance with fire code provisions in State Statute and local ordinances.
- Protects the privacy of all patient information.
- Supervises the development of the Fire Department budget for submittal to the Village Administrator. Manages the budget, including proposing and implementing programs.
- Supervises staffing, inspection, investigation and equipment.
- Directs maintenance, repairs, improvements and replacement of Department equipment and facilities.
- Develops and reviews policies, rules, regulations and guidelines, including long range planning, records and files.
- Maintains Department ethics and discipline.
- Reviews and appraises performance of Department personnel. Develops and implements training programs and initiatives aimed to maintain a high level of employee engagement and morale.
- Prepares reports and maintains necessary records and files.
- Represents the department in all activities including networking with County, State, and International Fire Chief's Associations.
- Maintains high quality skills in the use of computers, office equipment, copiers and telecommunication devices, and new technology necessary to communicate, develop, and produce accurate and complete reports.
- Other duties as assigned.



## Minimum Requirements

- BA in Fire Science or closely related field. Equivalent work experience will be accepted.
- 10 years of experience in Fire Work or Emergency Medical Service work
- Certified as an EMT-Basic and Fire Fighter II
- 7 years of supervisory experience
- Emergency response time of less than 45 minutes
- Wisconsin Driver's License

## Knowledge, Skills and Abilities

- Thorough knowledge of modern fire suppression/prevention, emergency medical services, principles, procedures, techniques and equipment. Considerable knowledge of applicable laws, ordinances, standards and regulations.
- Ability to maintain effective working relationships with elected officials, other employees and the public.
- Ability to provide expert advice.
- Ability to make hiring and promotional recommendations and to train, supervise and lead subordinate personnel.
- Ability to respond to complaints and to communicate effectively, both orally and in writing.
- Ability to provide leadership, create initiative, and serves as a spokesperson for the department.
- Ability to plan and develop programs.
- Ability to read and prepare budgets.
- Ability to negotiate and resolve all types of conflicts.
- Ability to exercise sound judgement in evaluating situations and making decisions, particularly when under stress.
- Knowledge of: fire inspection, fire investigation and incident command.

## PHYSICAL AND WORK ENVIRONMENT

The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

### Physical Environment:

- The duties of this job include physical activities such as climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting (up to 50 pounds frequently, and in excess of 100 pounds occasionally), fingering, grasping, feeling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and the ability to adjust focus.
- Must possess or be able to obtain at time of hire a Wisconsin Driver's License.

**Work Environment:** The work environment may include some or all of the following:

- Must be available/reachable 24/7, 365 with the exception of scheduled leaves of absence or vacation time. Must establish proper coverage for the Department during these times.
- Frequent lifting or moving of up to 25 pounds and occasional lifting or moving of over 100 pounds.
- Required to sit, talk, hear, stand, walk, use hands to operate objects, tools or controls. Required to climb, balance, stoop, kneel, crawl, crouch, taste, smell, lifting and repetitive motions.
- Requires close vision, distance vision, ability to adjust focus, depth perception, color perceptions, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately loudly and quickly. Hearing is required to perceive information at normal spoken word levels.
- Work requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles or smoke, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to risk of electrical shock, working with explosives and wearing a self-contained breathing apparatus.
- Works in high, precarious places, exposure to vibrations and blood borne pathogens.
- Work is generally in a moderately noisy location, performed in an office, vehicles or outdoor settings in all weather conditions, including day and night and extreme temperatures. Work is often performed in emergency and stressful situations. Individual exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance.

Please Note: The duties listed above are intended as examples of the various types of work performed. This is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. This job description does not create an employment contract between the municipality and the member and is subject to change.

## Village of Sussex Position Description

<b>Position Title:</b>	Parks and Recreation Director	<b>Department:</b>	<del>Administrative Services,</del> Parks and Recreation <del>Division</del>
<b>Revision Date:</b>	June 26, 2018	<b>Pay Grade:</b>	<del>108</del> <b>FLSA:</b> E
<b>Staff to</b>	Park/Recreation Board, Senior	<b>Reports To:</b>	<del>Administrative Services</del> <del>Director</del> <u>Village</u> <u>Administrator</u>
<b>Committee(s):</b>	Advisory Board		

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### Job Summary

The Director will strive to provide the best possible recreational experience for the residents of the Village. This includes planning, organizing, establishing, and attaining overall goals and objectives of the Division. This position ensures the efficient and effective use of Division resources while maintaining excellent delivery of service.

### Essential Duties & Responsibilities

Including, but not limited to:

Responsible for all aspects of park and recreation operations, in conformance with Village goals and objectives. The Director oversees all parks and recreation staff and actively participates in personnel management and quality control of subordinate work. They apply professional principles and exercise strong leadership, in the management and administration of recreation programs and parks facilities to ensure effective operation, and maximize excellent service provision to the public.

Responsible for the comprehensive management and supervision of assigned functions and programs, including planning, day-to-day operations, supervision, development, training, budgeting, analysis and troubleshooting of parks maintenance operations and development. Administrative duties includes customer service, reporting and record keeping, fundraising, and scheduling. The Director will demonstrate leadership of the division and also in Village wide programs, public relations, planning and operations. Responsible for recreation, including youth and adult sports and a variety of youth, adult and senior activities, special event program development and implementation. Participates in the selection, training and evaluation of designated staff and performs other duties as assigned.

### Minimum Requirements

- Five years of experience planning and implementing recreation programs/special events, managing parks operations, or in a public administration position.
- Three years of Supervisory experience.
- Bachelor's Degree in Recreation, Education, Leisure Services or similar degree (Master's Degree in Recreation Field or Public Administration preferred). Equivalent work experience will be accepted.
- Valid Driver's License
- First Aid and CPR (or ability to obtain within 6 months)

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, Outlook) along with other basic office equipment. Must be able to drive and operate recreational equipment and vehicles. Should possess knowledge of recreational safety protocols and have familiarity with best practices in

recreation and parks management. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

**Physical Demands of the Position**

45% of the time is spent standing, walking, talking, hearing, carrying and low handling.

45% of the time is spent sitting, typing, and talking on the phone.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

Must be able to lift 40 pounds to chest height.

**Environmental Conditions**

60% of the time is spent inside.

40% of the time is spent outside.

## Village of Sussex Position Description

<b>Position Title:</b>	Community Development Director	<b>Department:</b>	<u>Planning and Development</u> <u>Community Development</u>
<b>Revision Date:</b>	November 9, 2021	<b>Pay Grade:</b>	<u>109</u> <b>FLSA:</b> E
<b>Staff to Committee(s):</b>	ARB, CDA, Plan Commission, Zoning Board of Appeals	<b>Reports To:</b>	Village Administrator

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### Job Summary

Responsible for coordination of Village's Planning and Development efforts, from developing and implementing the Village Economic Development program, oversight of Department support staff and contracted inspectors, coordinating with interested parties and leading businesses and residents through the development/permit approval process and handling zoning code compliance.

### Essential Duties & Responsibilities

Including, but not limited to:

Manages the Planning and Development Department and supervises the administrative assistant position(s) and contracted building inspectors. Act as the Zoning Administrator including working with residents/business community with property upkeep, citizen complaints, and zoning code compliance. Develops and implements the Economic Development program of the Village promoting redevelopment, and industrial/commercial retention and expansion. Is the key coordinator for the Village's development approval and review process. Coordinates with the Plan Commission, ARB, CDA, other committees, agencies, and Departments to ensure responsiveness to their needs and guidance of plans through the process. Other duties as assigned.

### Minimum Requirements

- Five years' in the planning /economic development field with increasing supervisory experience.
- College degree in economic development/planning or similar field, Masters Degree preferred. Equivalent work experience will be accepted.
- Valid Driver's License

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Able to utilize G.I.S. and other planning tools. Strong writing, report creation, communication, and grant writing capabilities are essential. Able to read and understand development plans, perform financial analysis of development deals and incentives, interpret codes and ordinances, facilitate conflict resolution with the public, contractors, developers, and issue orders and citations. Must be able to manage teams and projects for effective service delivery. Must be able to build and maintain relationships with the business community, and economic development agencies. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

### Physical Demands of the Position

45% of the time is spent standing, walking, talking, hearing, carrying and low handling.

45% of the time is spent sitting, typing, and talking on the phone.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

**Environmental Conditions**

70% of the time is spent inside.

25% of the time is spent outside in extreme hot and cold, in a wet, humid atmosphere.

5% of the time is spent in potentially dangerous situations with electrical hazards, dust, noise, odor, and vibrations.

## Village of Sussex Position Description

<b>Position Title:</b>	Assistant <del>DPW</del> <del>Operations</del> <u>Public Works Director</u>	<b>Department:</b>	Public Works
<b>Revision Date:</b>		<b>Pay Grade:</b>	<u>109</u> <b>FLSA:</b> E
<b>Staff to Committee(s):</b>	<del>Technical Advisory Committee</del> <del>Public Works</del> <u>As needed</u>	<b>Reports To:</b>	Public Works Director/Engineer

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### Job Summary

Oversees the day to day operations of the Public Works Department including, Sewer Utility, Water Utility, Stormwater Utility, Streets Division, Health and Sanitation and general field operations of the Public Works Department.

### Essential Duties & Responsibilities

Including, but not limited to:

Supervises the operation and maintenance of the Sewer Utility, the Wastewater Treatment Facility and sanitary sewerage system, including lift stations, interceptors and collection mains. Keeps records and monitors WWTF performance to insure Discharge Permit compliance, performs required laboratory analysis, reports, and budgets.

Supervises the operation and maintenance of the Water Utility, well houses, pump stations, towers, and distribution system. Keeps records and monitors performance for compliance.

Supervises the operation and maintenance of the Stormwater Utility and its collection system and ponds. Administers activities including but not limited to brush pickup, leaf pickup, catch basin maintenance and repair, ditch maintenance, and equipment maintenance.

Supervises the operation and maintenance of the Streets and Sanitation services including the Public Work garage, and Yard Waste Site. Coordinates snow clearing operations including salt purchases, roadway plowing, sidewalk snow removal, and maintaining public buildings.

Responsible for the operation and maintenance of all of the equipment, vehicles, and machinery for public works. Submits for approval as required DNR, PSC, DOT, EPA, and other federal and state agency testing and reporting documentation as necessary

Supervises employees assigned to the Public Works Department, except Engineering. Coordinates daily tasks of the Department and stand-by/on-call for after-hours operation, distribution and scheduling of over time tasks. Coordinates with the Parks and Recreation Department on various parks projects and activities.

This position develops and implements policies, procedures, and practices to accomplish objectives and maintain existing programs for the department. Assures the efficient and economical use of department funds and other resources, including personnel, facilities, and time to accomplish short and long-range objectives. Assists contractors, residents, and developers in addressing problems and providing information and other duties as assigned by supervisors.

### **Minimum Requirements**

- Five years of experience as a plant, production/operations superintendent.
- High School Diploma with additional management training required. Technical College or College Degree preferred.
- Valid driver's license and CDL.
- D.N.R. Wastewater Treatment Plant Operator Certification.
- D.N.R. Water Certification.
- Compliance with applicable sections of Wisconsin Administrative Code also required.
- Must live within 45 minutes for reporting to off hour, on call duty, and emergencies.

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Working knowledge of pumps, electric equipment, sewage treatment process and laboratory equipment, heavy and light trucks, vehicles, and equipment, snow plows, power tools, and sludge application equipment . Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

### **Physical Demands of the Position**

40% of the time is spent standing, walking, talking, hearing, carrying and low handling.

40% of the time is spent sitting, typing, and talking on the phone.

20% of the time is spent bending, climbing, twisting, and lifting

### **Environmental Conditions**

50% of the time is spent inside in an office setting,

30% of the time is spent outside, occasionally in extreme elements (heat, cold, etc.)

20% of the time is spent in confined spaces or spaces with dangerous gases, chemicals, noise, etc.



## Village of Sussex Position Description

<b>Position Title:</b>	<u>Utility</u> Foreman	<b>Department:</b>	Public Works
<b>Revision Date:</b>		<b>Pay Grade:</b>	<del>97</del> FLSA: E
<b>Staff to Committee(s):</b>	As needed	<b>Reports To:</b>	Assistant Director of Public Works— <del>Operations</del>

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### Job Summary

The ~~Public Works~~Utility Foreman manages the day to day ~~field-utility~~ operations of public works department, directing work assignments, developing and implementing projects, supervising front line ~~pw-utility~~ staff, assisting the public in resolving issues, and ensuring the maintenance and successful operation of equipment, facilities, and vehicles in public works.

### Essential Duties & Responsibilities

Including, but not limited to:

- Directs activities and actively work with subordinate personnel who oversee installation, maintenance, operation and repair of ~~streets, water, stormwater,~~ and sewage-wastewater facilities.
- Provide daily supervision, direction and control over the work performed by ~~pw-utility~~ employees. Carries out supervisory responsibilities.
- Inspects field projects to confirm conformance to specifications.
- Confers with internal personnel and other utilities to coordinate departmental activities.
- Ensure coverage for emergencies with utilities and snow plowing.
- Evaluates materials, tools, and equipment to recommend or deny purchase.
- Help prepare budget estimates based on anticipated needs of department.
- Assist in training new employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Participate in interviews and effectively recommend hiring of new employees.
- Prepare work schedules, receive requests for time off and approve as appropriate.
- ~~Provide direct supervision of snow operations including from time to time plowing snow.~~
- Submits for approval as required DNR, PSC, DOT, EPA, and other federal and state agency testing and reporting documentation.
- Coordinates with the Assistant DPW – Operations purchases or department operations.
- Coordinates with the Assistant DPW – Operations stand-by/on-call water after hours operation, distribution and scheduling of over time tasks, and Position requires the ability to work flexible and extended hours.
- Assists Contractors, Residents, and Developers in addressing problems.
- The position also locates utilities in the field, assists the public with questions about the utilities, installs and reads water meters, and provides maintenance for infrastructure.
- The position also assists as needed to mow grass, maintain park facilities, repairs and

- maintain Village property, buildings, grounds, streets, equipment, machinery.
- Other duties as assigned by supervisors.

### **Minimum Requirements**

- Five years of experience as a water or sewer operator, ~~laborer, equipment operator, truck driver, or maintenance worker~~. Working in and gaining additional management skills in the operation of a water or sewer utility preferred.
- High School Diploma or equivalent
- ~~Some foreman positions require a~~Ability to obtain and maintain DNR Water and Wastewater Certifications ~~(preferred for all)~~.
- Must have a valid Driver's License with CDL.
- Must be available for emergency situations and must live within 45 minutes of the Village of Sussex for reporting to off hour calls, on call duty, and emergency situations.

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. There are several specialized programs including G.I.S., and Utility operating programs that the Foreman must be able to use. Must be able to operate and have a working knowledge in Trucks, snow plows, power tools, heavy and light equipment, pumps, and motors, and pw equipment. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

### **Physical Demands of the Position**

50% of the time is spent standing, walking, talking, hearing, carrying and low handling.

20% of the time is spent lifting and bending

20% of the time is spent kneeling, crouching, bending, climbing, and twisting.

10% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

Must perform manual tasks requiring average physical strength and be able to lift 80 pounds to chest height.

### **Environmental Conditions**

50% of the time is spent outside, regularly in extreme elements (heat, cold, etc.)

40% of the time is spent inside in an office setting or in a vehicle,

10% of the time is spent in confined spaces with noise, moisture, gas, electrical hazards, dust, and vibrations, etc.

## Village of Sussex Position Description

<b>Position Title:</b>	Administrative Services Director	<b>Department:</b>	Administrative Services		
<b>Revision Date:</b>		<b>Pay Grade:</b>	9	<b>FLSA:</b>	E
<b>Staff to Committee(s):</b>	Village Board, All Committees	<b>Reports To:</b>	Village Administrator		

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### Job Summary

Responsible for the provision of excellent customer service to the public from the Civic Center. Responsible for overseeing all work in Parks & Recreation Division and Administration Division (the Clerk's Office). Manages special projects and actively engages in developing positive working relationships with customers and helps staff develop positive relationships with the community. Anticipates issues likely to draw community concern, and implements plans to manage these issues.

### Essential Duties & Responsibilities

Including, but not limited to:

Responsible for provision of excellent customer service and communication to the public, including managing all general communication in person, phone, social media, website and email communications. Continuously improve methods to streamline service provision to enhance outcomes. Must possess outstanding interpersonal and community relations skills and be able to work effectively in a diverse environment. Provide leadership to staff, including setting work loads and ensuring work performance. Responsible for the effective use of funds/resources, including personnel, facilities, time and technology to accomplish day to day operations, short/long range planning. Ensure conformance with laws and regulations.

Responsible for all statutory requirements of the Clerk position. Oversees work of issuing licenses, elections, minutes and agendas, fulfilling open records requests and similar duties of the Administrative Services Division (Clerks Office). Responsible for oversight of the Parks and Recreation Division including coordination within the Administrative Services Department for all services therein and responsible for the Civic Center building and its operations and other duties as assigned by supervisors.

### Minimum Requirements

- Five years of experience in municipal work. Some supervisory experience preferred.
- Master's Degree in Public Administration or related field.
- Valid driver's license.
- Ability to obtain WI Clerks Association certification and G.A.B. Certification to run elections.

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Should be detail oriented, demonstrate core skills in customer service, leadership, communication, management and knowledgeable of statutory duties of the Clerk. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

### Physical Demands of the Position

70% of the time is spent sitting, talking on the phone, and typing.

30% of the time is spent standing, walking, talking, hearing, carrying, and low handling.

### Environmental Conditions

90% of the time is spent inside in an office setting.

10% of the time is spent outside, rarely in extreme elements.

## Village of Sussex Position Description

<b>Position Title:</b>	Assistant Village Engineer	<b>Department:</b>	Public Works		
<b>Revision Date:</b>		<b>Pay Grade:</b>	8	<b>FLSA:</b>	E
<b>Staff to Committee(s):</b>	As needed	<b>Reports To:</b>	Public Works Director/ Engineer		

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### Job Summary

The Assistant Village Engineer shall assist the Village Engineer with the ongoing responsibilities associated with managing the improvements to the public infrastructure, carrying out engineering studies/designs and the oversight of engineering consultants and construction contractors. Performs professional, diversified engineering work including planning, design, project management, computer aided drafting (using AutoCAD), creating construction plans/specifications, updating maps, creating public works records, planning, designing and directing municipal civil engineering projects such as streets, sidewalks, drainage systems, sanitary sewer systems, municipal water systems stormwater systems, construction inspection and related work as assigned. The Assistant Village Engineer oversees building maintenance and cleaning. The position supervises the Building Maintenance Technician, cleaning staff, and manages associated contract services.

### Essential Duties & Responsibilities

Including, but not limited to:

- Assists with the provision of professional engineering services to Village residents and corporate customers. Investigates and responds to inquiries/complaints in a timely manner.
- Possess a working knowledge of methods, materials and techniques of public works projects.
- Possess a technical knowledge of engineering, drafting, surveying and mechanical practices, methods, materials and techniques and the ability to apply them to the position as needed.
- Coordinate the selection/oversight of consultants and inspect work performed by contractors.
- Evaluate and make recommendations on citizen complaints involving infrastructure.
- Assist with the development of long range capital improvement plans and budgets for DPW.
- Responsible for pavement analysis to develop priorities for roadway/sidewalk projects.
- Prepare traffic and pedestrian studies and resolve issues that arise with the same.
- Provides professional engineering services including: sanitary sewer and water system evaluations and studies, Implements stormwater management plan, Develops plans, drawings and specifications, contract administration, field inspections, Village representation at meetings, hearings and inquiries, construction project administration, design, bidding and inspection.
- Assists in the study/preparation of special projects and furnishes technical information.
- Reviews development plans and submittals for conformance with Village standards.
- Assists in the preparation of grant applications and DNR reports for various Village projects.
- Must have experience in design, construction, maintenance and/or inspection of streets, storm, sanitary and related infrastructure projects.
- Must have a thorough understanding of the administration of public works contracts.
- Must have the ability to work positively with the public in a variety of settings, especially in stressful situations and handle citizen complaints with excellent customer service.
- Must be familiar with regulations and funding programs for engineering and public works.

- Must be able to work on several projects simultaneously and have the ability to work in group settings, independently, with minimal supervision. Must be able to organize, prioritize and disseminate large amounts of information and all other duties assigned.
- Oversees building maintenance and cleaning at the Civic Center, Public Safety Building and as needed at other Village facilities. This includes the development and implementation of a preventative maintenance program. Works with contractors and Village staff to complete repairs as necessary. Oversees cleaning functions and supervises associated employees.

### **Minimum Requirements**

- Five years of experience in related work. Some municipal experience preferred.
- Bachelor's degree in civil engineering or similar. Equivalent work experience will be accepted.
- Valid driver's license.
- Registered Wisconsin Professional Engineer.

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position as well as the following:

- Expert knowledge of public infrastructure/construction practices, survey and drafting equipment.
- Ability to utilize computer applications, operate AutoCAD, and other engineering softwares, plan and perform complex technical computer-assisted drafting.
- Ability to perform algebraic mathematics quickly and accurately.
- Ability to give/receive complex oral and written instructions/perform tasks in an efficient manner.
- Ability to learn specific municipal and civil engineering policies, practices, manuals and techniques in order to perform essential duties and plan field work.
- Ability to make engineering calculations in order to accurately depict a project.
- Willingness to assume responsibility for completing complex assignments.
- Also should have good knowledge of CAD, G.I.S.,
- Must have knowledge about equipment used daily in public works operations (trucks, pavers, backhoes, motors, pumps, etc.)

### **Physical Demands of the Position**

- regularly requires sitting, standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching with hands and arms, to handle or feel, pushing or pulling, lifting and repetitive motions with the occasional exertion of up to 25 pounds of force
- regularly requires close vision, ability to adjust focus and color perception; and visual inspection involving small defects and/or small parts
- regularly requires vocal communication by means of the spoken word to convey detailed or important instructions to others accurately, loudly or quickly and to hear to perceive information in the same manner word levels;
- regularly requires preparing and analyzing written or computer data, use of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;

- occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment;

**Environmental Conditions**

55% of the time is spent inside.

45% of the time is spent outside, often noisy construction locations, regularly in extreme elements

## Village of Sussex Position Description

<b>Position Title:</b>	<del>Public Works</del> <u>Streets</u> Foreman	<b>Department:</b>	Public Works
<b>Revision Date:</b>		<b>Pay Grade:</b>	<del>87</del> FLSA: E
<b>Staff to Committee(s):</b>	As needed	<b>Reports To:</b>	Assistant Director of Public Works— <del>Operations</del>

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### Job Summary

The ~~Public Works~~Streets Foreman manages the day to day field operations of public works department, directing work assignments, developing and implementing projects, supervising front line ~~streets~~pw staff, assisting the public in resolving issues, and ensuring the maintenance and successful operation of equipment, facilities, and vehicles in public works.

### Essential Duties & Responsibilities

Including, but not limited to:

- Directs activities and actively work with subordinate personnel who oversee installation, maintenance, operation and repair of streets ~~and, water,~~ stormwater ~~and sewage~~ facilities.
- Provide daily supervision, direction and control over the work performed by ~~pw~~streets employees. Carries out supervisory responsibilities.
- Inspects field projects to confirm conformance to specifications.
- Confers with internal personnel and other utilities to coordinate departmental activities.
- ~~Ensure coverage for emergencies with utilities and snow plowing.~~
- Evaluates materials, tools, and equipment to recommend or deny purchase.
- Help prepare budget estimates based on anticipated needs of department.
- Assist in training new employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Participate in interviews and effectively recommend hiring of new employees.
- Prepare work schedules, receive requests for time off and approve as appropriate.
- ~~Provide direct supervision of~~Manages snow operations including from time to time plowing snow.
- Submits for approval as required DNR, ~~PSC,~~ DOT, EPA, and other federal and state agency testing and reporting documentation.
- Coordinates with the Assistant ~~DPW—Operations~~Public Works Director purchases or department operations.
- Coordinates with the Assistant ~~DPW—Operations~~Public Works Director stand-by/on-call water after hours operation, distribution and scheduling of over time tasks, and Position requires the ability to work flexible and extended hours.
- Assists Contractors, Residents, and Developers in addressing problems.
- ~~The position also locates utilities in the field, assists the public with questions about the utilities, installs and reads water meters, and provides maintenance for infrastructure.~~
- The position also assists as needed to mow grass, maintain park facilities, repairs and

- maintain Village property, buildings, grounds, streets, equipment, machinery.
- Other duties as assigned by supervisors.

### **Minimum Requirements**

- Five years of experience as a ~~water or sewer operator,~~ laborer, equipment operator, truck driver, or maintenance worker. Working in and gaining additional management skills in the operation of a water or sewer utility preferred.
- High School Diploma or equivalent
- ~~Some foreman positions require ability to obtain~~ DNR Water and Wastewater Certifications ~~preferred~~(preferred for all).
- Must have a valid Driver's License with CDL.
- Must be available for emergency situations and must live within 45 minutes of the Village of Sussex for reporting to off hour calls, on call duty, and emergency situations.

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. There are several specialized programs including G.I.S., ~~and Utility operating programs~~ that the Foreman must be able to use. Must be able to operate and have a working knowledge in Trucks, snow plows, power tools, heavy and light equipment, pumps, and motors, and pw equipment. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

### **Physical Demands of the Position**

50% of the time is spent standing, walking, talking, hearing, carrying and low handling.

20% of the time is spent lifting and bending

20% of the time is spent kneeling, crouching, bending, climbing, and twisting.

10% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

Must perform manual tasks requiring average physical strength and be able to lift 80 pounds to chest height.

### **Environmental Conditions**

50% of the time is spent outside, regularly in extreme elements (heat, cold, etc.)

40% of the time is spent inside in an office setting or in a vehicle,

10% of the time is spent in confined spaces with noise, moisture, gas, electrical hazards, dust, and vibrations, etc.



## Village of Sussex Position Description

<b>Position Title:</b>	Parks Foreman	<b>Department:</b>	<del>Administrative Services</del> Parks and Recreation <del>Division</del>
<b>Revision Date:</b>		<b>Pay Grade:</b>	<del>87</del> <b>FLSA:</b> E
<b>Staff to Committee(s):</b>	As needed	<b>Reports To:</b>	<del>Deputy Director of Parks</del> & Recreation <del>Director</del>

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### Job Summary

The Parks Foreman manages the day to day field operations of parks and recreation division, directing work assignments, supervising front line staff, developing and implementing projects, assisting the public in resolving issues, and ensuring the successful operation of equipment, facilities, buildings, vehicles, fields, and grounds of the Village.

### Essential Duties & Responsibilities

Including, but not limited to:

- Directs activities and actively work with subordinate personnel who perform maintenance work in parks and public buildings.
- Provide daily supervision, direction and control over the work performed by front line parks employees. Carries out supervisory responsibilities including implementing work schedules, hiring, managing leave situations, training new employees; appraising performance; addressing complaints and resolving problems.
- Inspects field projects to confirm conformance to specifications.
- Confers with outside experts and internal resources to coordinate division activities.
- Evaluates materials, tools, and equipment to recommend or deny purchase.
- Help prepare budget estimates based on anticipated needs of department.
- This position specifically plows snow as may be needed from time to time.
- Ability to work flexible and extended hours.
- The position supervises and performs the following duties:
  - Sow grass seed or plant trees, shrubs, or flowers, according to instructions and planned design of landscaped area. Maintains Main Street flowers.
  - Applies herbicide or mulch to designated areas.
  - Grubs and weeds around bushes, trees, and flowerbeds.
  - Trims hedges and prunes trees including forestry activities.
  - Mows lawns.
  - Maintenance of playing fields.
  - Removes garbage, recycling, and rubbish from the parks and buildings.
  - Repairs and paints benches, tables and guardrails, playgrounds, and assists in repair of roads, walks, buildings, and mechanical equipment.
  - Maintains the Civic Center, Public Safety Building, and parks buildings
  - Manages the maintenance of parks equipment, vehicles, and structures

- Other duties as assigned by supervisors.

### **Minimum Requirements**

- Five years of experience working in and gaining additional management skills in the operation of a park system or in public works.
- High School Diploma or equivalent
- Ability to obtain Playground Maintenance Certification
- Must have a valid Driver's License with CDL.
- Must be available for emergency situations and must live within 45 minutes of the Village of Sussex for reporting to off hour calls, on call duty, and emergency situations.

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. There are several specialized programs including G.I.S., and recreation rental program that the Foreman must be able to use. Must be able to operate and have a working knowledge in trucks, snow plows, power tools, heavy and light equipment, pumps, and motors, and parks equipment. Knowledge of building maintenance valuable. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

### **Physical Demands of the Position**

50% of the time is spent standing, walking, talking, hearing, carrying and low handling.

20% of the time is spent lifting and bending

20% of the time is spent kneeling, crouching, bending, climbing, and twisting.

10% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

Must perform manual tasks requiring average physical strength and be able to lift 80 pounds to chest height.

### **Environmental Conditions**

50% of the time is spent outside, regularly in extreme elements (heat, cold, etc.)

40% of the time is spent inside in an office setting or in a vehicle,

10% of the time is spent in confined spaces with noise, moisture, gas, electrical hazards, dust, and vibrations, etc.

## Village of Sussex Position Description

<b><u>Position Title:</u></b>	<u>Clerk/Treasurer</u>	<b><u>Department:</u></b>	<u>Clerk/Treasurer</u>
<b><u>Revision Date:</u></b>		<b><u>Pay Grade:</u></b>	<u>8</u> <b><u>FLSA:</u></b> <u>E</u>
<b><u>Staff to Committee(s):</u></b>	<u>Village Board, All Committees</u>	<b><u>Reports To:</u></b>	<u>Village Administrator</u>

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### **Job Summary**

Serves as the statutory Clerk/Treasurer for the Village of Sussex. Responsible for elections, licenses, records retention, minutes and agendas, open records requests and similar duties. This position supervises administrative assistants on the first floor of the Civic Center who are responsible for the provision of excellent customer service to the public. Actively engages in developing positive working relationships with customers and helps staff develop positive relationships with the community.

### **Essential Duties & Responsibilities**

Including, but not limited to:

One of the most essential functions of this position is provision of external customer service. Oversees the provision of customer service to the external public in person, on the phone, via email, and the Village website. Serve as the supervisor for front line counter staff at the Civic Center and handles all work flow management, training, evaluation, and staff development.

Attend meetings of the Village Board, Plan Commission and Board of Review and other Boards as requested, and provide accurate minutes of the proceedings. Will prepare and distribute agendas, minutes and other accompanying information for boards, committees, and commissions. Assist in the preparation of ordinances and resolutions, as well as the codification of the same. Maintain records as required by Wisconsin State law and Village policy. Prepare and publish official notices required by law.

Serve as record custodian for the Village, including the corporate seal of the Village. Certify, attest and record legal documents, including ordinances, resolutions, contracts, easements and deeds as required. Enter every enacted ordinance and resolution into the permanent record for the Village. Oversee the records management program, including retention and disposition of official documents. Maintain all papers and records open to inspection during normal working hours. Serve as notary public.

Oversees the issuance of permits and licenses for intoxicating liquor, fermented beverages, peddlers, cigarette, coin-operated machines, fireworks, dance, amusement and other permits in accordance with applicable Village ordinances and regulations. Oversees the coordination of the Cemetery.

Perform the duties as required by state statute relating to elections including overseeing the election process, record/update voter registration in SVRS, inform the public of all presidential, state and local elections, along with state and local referendum voting, arrange for polling places and recruit, train and supervise poll workers. Prepare and distribute ballots, including absentee ballots and other supplies required to run elections. Test electronic voting equipment, deliver voted ballot and required election forms to the County Clerk for tabulation. Prepare reports and recommendations for federal and state agencies as required.

### **Minimum Requirements**

- Five years' in the Clerk or similar municipal field with increasing supervisory experience.

- High School Degree, college degree in relevant field preferred.....
- Valid Driver's License
- Notary Public
- Wisconsin Certified Clerk

**Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software, 50 wpm typing, (word, excel, power point, access) along with other basic office equipment. Able to utilize state election software, G.I.S. and other billing and software programs for records management and social media/website activities. Must be able to manage and evaluate office performance for effective service delivery. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

**Physical Demands of the Position**

50% of the time is spent sitting, typing, and talking on the phone.

40% of the time is spent standing, walking, talking, hearing, carrying and low handling.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

**Environmental Conditions**

95% of the time is spent inside.

5% of the time is spent outside in extreme hot and cold, in a wet, humid atmosphere.

## Village of Sussex Position Description

<b>Position Title:</b>	<del>Public Works Employee with Utility Certification</del> Wastewater Operator	<b>Department:</b>	Public Works
		<b>Division:</b>	
<b>Revision Date:</b>	January 1, 2023 <del>0</del>	<b>Pay Grade:</b>	<del>76</del> 76 FLSA: NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	<del>Public Works</del> Utility Foreman

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### Job Summary

Responsible for the provision of excellent customer service while completing work primarily in the wastewater utility and assisting as needed in streets, stormwater, water, ~~wastewater~~ and the park system ~~as needed~~. ~~Employees in this classification have all of the necessary licenses and certifications to operate the Village's Water or Sewer systems as determined by the Public Works Director/Engineer. These added certifications provide valuable skills, knowledge, and capability allowing the Utilities to be run more efficiently and effectively.~~

### Essential Duties & Responsibilities

Including, but not limited to:

- Position performs all work within the streets, stormwater utility, water utility, wastewater utility, and assists in the park system as needed; however, the majority of work is focused on the Wastewater Utility.
- ~~• Maintenance and operation of the Water Utility including maintenance and operation of wells, pump stations, vehicles, equipment, machinery, and all water infrastructure. Locates utilities in the field, assists the public with questions above the water utility, installs and reads water meters.~~
- The positions primary focus is Mmaintenance and operation of the Sewer Utility including maintenance and operation of the Sussex Regional Wastewater Treatment Facility, collection system, lift stations, equipment, and machinery. The position also performs lab work, works on motor control, electrical controls, pumps, and maintains the sanitary sewer infrastructure, while assisting the public with calls for service.
- The position specifically plows snow.  
This position also assists in the Water Division, which includes Mmaintenance and operation of the Water Utility including maintenance and operation of wells, pump stations, vehicles, equipment, machinery, and all water infrastructure. Locates utilities in the field, assists the public with questions above the water utility, installs and reads water meters.
- ~~•~~
- This position also assists in the Streets Division where the Pprimary responsibilities relate

to the maintenance of the roadways, sidewalks, stormwater facilities, public buildings, parks, and machinery of public works and parks division as needed. These responsibilities include maintaining both the infrastructure and equipment in the above listed service areas. The position also assists with other tasks, such as election set-up, special event set-up, etc.

- Other duties as assigned by supervisors.

### **Minimum Requirements**

- High School Diploma or equivalent
- Must have a valid Driver's License with CDL.
- Certified as a Wastewater Operator for the Village Utility System as determined by Public Works Director/Engineer is preferred.
- ~~Must be fully certified as a water or sewer operator for the Village Utility System as determined by Public Works Director/Engineer.~~
- Must be available for emergency situations and must live within 45 minutes of the Village of Sussex for reporting to off hour calls, on call duty, and emergency situations.

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. There are several specialized programs including G.I.S., and Utility operation programs the employee must be able to use. Must be able to operate and have a working knowledge in trucks, snow plows, power tools, heavy and light equipment, pumps, and motors, and public works equipment. Knowledge of building maintenance valuable. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

### **Physical Demands of the Position**

40% of the time is spent standing, walking, talking, hearing, carrying and low handling.

25% of the time is spent lifting and bending

25% of the time is spent kneeling, crouching, bending, climbing, and twisting.

10% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

Must perform manual tasks requiring average physical strength and be able to lift 80 pounds to chest height.

### **Environmental Conditions**

65% of the time is spent outside, regularly in extreme elements (heat, cold, etc.)

20% of the time is spent inside in an office setting or in a vehicle,

15% of the time is spent in confined spaces with noise, moisture, gas, electrical hazards, dust, and vibrations, etc.

## Village of Sussex Position Description

<b><u>Position Title:</u></b>	<u>Water Operator</u>	<b><u>Department:</u></b>	<u>Public Works</u>		
		<b><u>Division:</u></b>			
<b><u>Revision Date:</u></b>	<u>January 1, 2023</u>	<b><u>Pay Grade:</u></b>	<u>6</u>	<b><u>FLSA:</u></b>	<u>NE</u>
<b><u>Staff to Committee(s):</u></b>	<u>None</u>	<b><u>Reports To:</u></b>	<u>Utility Foreman</u>		

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### **Job Summary**

Responsible for the provision of excellent customer service while completing work primarily in the water utility and assisting as needed in streets, stormwater, wastewater and the park system.

### **Essential Duties & Responsibilities**

Including, but not limited to:

- Position performs all work within the streets, stormwater utility, water utility, wastewater utility, and assists in the park system as needed; however, the majority of work is focused on the Water Utility.
- The positions primary focus is in the Water Division, which includes maintenance and operation of the Water Utility including maintenance and operation of wells, pump stations, vehicles, equipment, machinery, and all water infrastructure. Locates utilities in the field, assists the public with questions above the water utility, installs and reads water meters.
- The position specifically plows snow.
- This position also assists with the maintenance and operation of the Sewer Utility including maintenance and operation of the Sussex Regional Wastewater Treatment Facility, collection system, lift stations, equipment, and machinery. The position also performs lab work, works on motor control, electrical controls, pumps, and maintains the sanitary sewer infrastructure, while assisting the public with calls for service.
- This position also assists in the Streets Division where the primary responsibilities relate to the maintenance of the roadways, sidewalks, stormwater facilities, public buildings, parks, and machinery of public works and parks division as needed. These responsibilities include maintaining both the infrastructure and equipment in the above listed service areas. The position also assists with other tasks, such as election set-up, special event set-up, etc.
- Other duties as assigned by supervisors.

### **Minimum Requirements**

- High School Diploma or equivalent

- Must have a valid Driver's License with CDL.
- Certified as a Water Operator for the Village Utility System as determined by Public Works Director/Engineer is preferred.
- Must be available for emergency situations and must live within 45 minutes of the Village of Sussex for reporting to off hour calls, on call duty, and emergency situations.

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. There are several specialized programs including G.I.S., and Utility operation programs the employee must be able to use. Must be able to operate and have a working knowledge in trucks, snow plows, power tools, heavy and light equipment, pumps, and motors, and public works equipment. Knowledge of building maintenance valuable. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

### **Physical Demands of the Position**

40% of the time is spent standing, walking, talking, hearing, carrying and low handling.

25% of the time is spent lifting and bending

25% of the time is spent kneeling, crouching, bending, climbing, and twisting.

10% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

Must perform manual tasks requiring average physical strength and be able to lift 80 pounds to chest height.

### **Environmental Conditions**

65% of the time is spent outside, regularly in extreme elements (heat, cold, etc.)

20% of the time is spent inside in an office setting or in a vehicle,

15% of the time is spent in confined spaces with noise, moisture, gas, electrical hazards, dust, and vibrations, etc.



## Village of Sussex Position Description

<b>Position Title:</b>	Public Works Employee	<b>Department:</b>	Public Works
<b>Revision Date:</b>	<u>January 1, 2023</u>	<b>Pay Grade:</b>	<del>65</del> FLSA: NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	<del>Public Works</del> <u>Streets</u> Foreman

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### Job Summary

Responsible for the provision of excellent customer service while completing work primarily in streets ~~and~~, stormwater and assisting as needed in, water, wastewater and the park system ~~as needed~~.

### Essential Duties & Responsibilities

Including, but not limited to:

- Position performs all work within the streets, stormwater utility, water utility, wastewater utility, and assists in the park system as needed; however, the majority of work is focused on streets and stormwater functions.  
The positions primary focus is on the Mmaintenance of the roadways, sidewalks, stormwater facilities, public buildings, parks, and machinery of public works and parks division as needed. These responsibilities include maintaining the infrastructure and equipment in the above listed service areas. The position also assists with tasks, like election set-up, Community Picnic set-up, etc.
- This position also assists in the Water Division, which includes Mmaintenance and operation of the Water Utility including maintenance and operation of wells, pump stations, vehicles, equipment, machinery, and all water infrastructure. Locates utilities in the field, assists the public with questions, installs/reads water meters.
- This position also assists with the Mmaintenance and operation of the Sewer Utility including maintenance and operation of the Sussex Regional Wastewater Treatment Facility, collection system, lift stations, equipment, and machinery. The position also performs lab work, works on motor control, electrical controls, pumps, and maintains the sanitary sewer infrastructure, while assisting the public with calls for service.
- The position specifically plows snow.
- ~~• Maintenance of the roadways, sidewalks, stormwater facilities, public buildings, parks, and machinery of public works and parks division as needed. These responsibilities include maintaining the infrastructure and equipment in the above listed service areas. The position also assists with tasks, like election set up, Community Picnic set up, etc.~~
- Other duties as assigned by supervisors.

### Minimum Requirements

- Experience as Water or Sewer operator, streets or parks laborer, equipment operator, truck driver, or maintenance worker.
- High School Diploma or equivalent
- Must have a valid Driver's License with CDL.
- Must obtain water operator's license.
- Must be available for emergency situations and must live within 45 minutes of the Village of Sussex for reporting to off hour calls, on call duty, and emergency situations.

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. There are several specialized programs including G.I.S., and Utility operation programs the employee must be able to use. Must be able to operate and have a working knowledge in trucks, snow plows, power tools, heavy and light equipment, pumps, and motors, and public works equipment. Knowledge of building maintenance valuable. Should attend continuing education courses relative to the position.

### **Physical Demands of the Position**

40% of the time is spent standing, walking, talking, hearing, carrying and low handling.

25% of the time is spent lifting and bending

25% of the time is spent kneeling, crouching, bending, climbing, and twisting.

10% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

Must perform manual tasks requiring average physical strength and be able to lift 80 pounds to chest height.

### **Environmental Conditions**

70% of the time is spent outside, regularly in extreme elements (heat, cold, etc.)

20% of the time is spent inside in an office setting or in a vehicle,

10% of the time is spent in confined spaces with noise, moisture, gas, electrical hazards, dust, and vibrations, etc.

## Village of Sussex Position Description

<b>Position Title:</b>	Recreation Coordinator	<b>Department:</b>	<del>Administrative Services</del> Parks and Recreation <del>Division</del>
<b>Revision Date:</b>	January 1, 2020	<b>Pay Grade:</b>	5 <b>FLSA:</b> E
<b>Staff to Committee(s):</b>	As needed	<b>Reports To:</b>	Parks & Recreation Director

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### Job Summary

Responsible for recreational activities and classes, sport leagues, ball diamond/ soccer field management, and summer day camp.

### Essential Duties & Responsibilities

Including, but not limited to:

The individual will develop, implement, and supervise recreational activities and classes, sport leagues, ball diamond/ soccer field management, and summer day camp. They are also responsible for the recruiting, training, scheduling, supervising and evaluating of part-time, seasonal staff and volunteers. He/she will assist in the office with registrations, help with promotion and marketing, and assist with the daily senior programs and events. Weekly schedule includes evening and weekend hours to meet program needs. Arrange the purchase of necessary equipment for programs. Maintain an inventory of all program equipment. Organize and direct sports leagues, train coaches, uphold and enforce all rules in order to maintain a safe environment. Help create and maintain program budgets. Look for creative way to secure funding to meet program needs. Establish partnerships with local schools, businesses, community organizations, and surrounding recreation departments. Attend meetings, in-service trainings, conferences, and related workshops. Assist in preparing promotional materials. Evaluate the effectiveness of existing recreation programs and update program content to assure that it is current and relevant to community needs. Prepare monthly reports concerning programming. Other duties as assigned by supervisors.

### Minimum Requirements

- Two years of experience planning and implementing recreation programs/special events with Supervisory experience preferred
- Bachelor's Degree in Recreation, Education, Leisure Services or similar degree. Equivalent work experience will be accepted.
- Valid Driver's License
- First Aid and CPR (or ability to obtain within 6 months)

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Must be able to drive and operate recreational vehicles. Should possess knowledge of recreational safety protocols and have familiarity with best practices in recreation and parks management. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

### Physical Demands of the Position

45% of the time is spent standing, walking, talking, hearing, carrying and low handling.  
45% of the time is spent sitting, typing, and talking on the phone.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

Must be able to lift 40 pounds to chest height.

**Environmental Conditions**

60% of the time is spent inside.

40% of the time is spent outside, sometimes in extreme weather.

## Village of Sussex Position Description

<b>Position Title:</b>	Assistant to the Finance Director	<b>Department:</b>	Financial Services
<b>Revision Date:</b>	January 1, 2020	<b>Pay Grade:</b>	<del>56</del> FLSA: NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Finance Director

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### Job Summary

Responsible for payroll and benefits processing, utility and ambulance billing processing and general work of the Finance Department.

### Essential Duties & Responsibilities

Including, but not limited to:

Responsible for bills and payment of all invoices for committee approval, data entry to print checks for payment of invoices and maintenance of invoice filing system. Prepare payroll and all associated reports for all employees. Responsible for maintaining vacation and sick leave records. Assists Finance Director in tax and special assessment record keeping, reconciliation and settlement. Assists in cash collections, customer service and other duties as assigned. Reviews reporting from ambulance billing firm for accuracy. Responsible for the collections related to the monthly utility bill and serves as the backup for processing utility bills.

### Minimum Requirements

- Five years as financial book keeping experience or degree in accounting.
- High School Degree, college degree in accounting preferred.

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment.

### Physical Demands of the Position

45% of the time is spent standing, walking, talking, hearing, carrying and low handling.

45% of the time is spent sitting, typing, and talking on the phone.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

### Environmental Conditions

95% of the time is spent inside.

5% of the time is spent outside.

## Village of Sussex Position Description

<b>Position Title:</b>	Deputy Clerk	<b>Department:</b>	<del>Administrative Services Clerks</del> <u>Division Clerk/Treasurer Department</u>
<b>Revision Date:</b>		<b>Pay Grade:</b>	<u>46</u> <b>FLSA:</b> E
<b>Staff to Committee(s):</b>	Village Board, Plan Commission, others	<b>Reports To:</b>	<del>Administrative Services Director</del> <u>Clerk/Treasurer</u>

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### Job Summary

~~Responsible for coordination of Village's Planning and Development efforts, from oversight of contracted inspectors, support staff, coordinating with interested parties and leading businesses and residents through the development/permit approval process and handling zoning code compliance. Assists the Clerk/Treasurer with elections, record retention, licensing, and other duties as assigned. One of the most essential functions of this position is provision of external customer service. In the absence of the Clerk/Treasurer, supervise the front desk staff at the Civic Center and the provision of customer service to the external public in person, on the phone, via email, and the Village website.~~

### Essential Duties & Responsibilities

Including, but not limited to:

One of the most essential functions of this position is provision of external customer service. Assist with the supervision and provision of customer service to the external public in person, on the phone, via email, ~~social media~~ and the Village website. In the absence of the Clerk/Treasurer, supervise the front desk staff at the Civic Center and the provision of customer service to the external public in person, on the phone, via email, and the Village website. Serve as the supervisor for front line counter staff at the Civic Center and handles all work flow management, training, evaluation, and staff development.

Under the supervision of the Clerk/Treasurer, ~~T~~his position will attend meetings of the Village Board, Plan Commission and Board of Review and other Boards as requested, and provide accurate minutes of the proceedings. Will prepare and distribute agendas, minutes and other accompanying information for boards, committees and commissions. Assist in the preparation of ordinances and resolutions, as well as the codification of the same. Maintain records as required by Wisconsin State law and Village policy. Prepare and publish official notices required by law.

This position s~~S~~erves as the backup record custodian for the Village, including the corporate seal of the Village. Certify, attest and record legal documents, including ordinances, resolutions, contracts, easements and deeds as required. Enter every enacted ordinance and resolution into the permanent record for the Village. Oversee the records management program, including retention and disposition of official documents. Maintain all papers and records open to inspection during normal working hours. Serve as notary public.

Administer the issuance of permits and licenses for intoxicating liquor, fermented beverages, peddlers, cigarette, coin-operated machines, fireworks, dance, amusement and other permits in accordance with applicable Village ordinances and regulations. Also assists with coordination of the Cemetery.

Perform the duties as required by state statute relating to elections including overseeing the election process, record/update voter registration in SVRS, inform the public of all presidential, state and local elections, along with state and local referendum voting, arrange for polling places and recruit, train and supervise poll workers. Prepare and distribute ballots, including absentee ballots and other supplies required to run elections. Test electronic voting equipment, deliver voted ballot and required election forms to the County Clerk for tabulation. Prepare reports and recommendations for federal and state agencies as required.

Serves as the backup for the ~~Administrative Services Director (Clerk)~~Clerk/Treasurer, while including assisting with statutory obligations of Clerk/Treasurer position and perform all other duties as assigned.

### **Minimum Requirements**

- ~~Five-Two~~ years' in the Clerk or similar municipal field with increasing supervisory experience.
- High School Degree, college degree in relevant field preferred.....
- Valid Driver's License
- Notary Public
- Wisconsin Certified Clerk

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software, 50 wpm typing, (word, excel, power point, access) along with other basic office equipment. Able to utilize state election software, G.I.S. and other billing and software programs for records management and social media/website activities. Must be able to manage and evaluate office performance for effective service delivery. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

### **Physical Demands of the Position**

50% of the time is spent sitting, typing, and talking on the phone.

40% of the time is spent standing, walking, talking, hearing, carrying and low handling.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

### **Environmental Conditions**

95% of the time is spent inside.

5% of the time is spent outside in extreme hot and cold, in a wet, humid atmosphere.

## Village of Sussex Position Description

<b>Position Title:</b>	Communications Coordinator	<b>Department:</b>	Executive		
<b>Revision Date:</b>		<b>Pay Grade:</b>	4	<b>FLSA:</b>	NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Assistant- Administrator		

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### Job Summary

The position is responsible for the design and creation of multi-platform communication pieces to create professional presentations of Village information. The position erves as the backup on IT efforts of the Village.

### Essential Duties & Responsibilities

Including, but not limited to:

The Communications Coordinator designs the Village newsletter, recreation brochures, senior newsletter, and other infographics for various events/communications. Said work includes managing print costs and distribution and/or electronic distribution. The position monitors the website for updated content/design and assists with messaging on social media outlets to enhance the public's awareness of Village information and enhance special events. –The position also works with various programs such as InDesign, SeamlessGov, BDS, and others to enable customers to utilize Village services more effectively.

The position serves as the Village's backup in-house IT coordinator and assists the IT Coordinator with managing the IT services contract, IT budgets, plans, and self-performs basic IT tasks. Responsible for Assists with computer and printer roll outs, help desk/troubleshooting, software licensing and data backup efforts. A significant portion of the work is understanding various programming/software challenges and finding solutions for the same and working with the IT consultant to continue to move the Village forward. Other duties as assigned.

### Minimum Requirements

- Five years of experience in the field
- High School Degree with additional trainings and on the job experience or Bachelor's Degree in design, IT or related field.
- Valid Driver's License

### Knowledge, Skills and Abilities

Must have advanced computer skills, utilize software and have knowledge of networking and IT systems. Should possess knowledge of design, and grammar best practices. Must be oriented towards customer service, precision, and trouble shooting. Should attend continuing education relative to the position.

### Physical Demands of the Position

45% of the time is spent standing, walking, talking, hearing, carrying and low handling.

45% of the time is spent sitting, typing, and talking on the phone.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

Must be able to lift 40 pounds to chest height.

### Environmental Conditions

90% of the time is spent inside.



10% of the time is spent outside.

## Village of Sussex Position Description

<b><u>Position Title:</u></b>	<u>Information Technology Coordinator</u>	<b><u>Department:</u></b>	<u>Executive</u>		
<b><u>Revision Date:</u></b>		<b><u>Pay Grade:</u></b>	<u>4</u>	<b><u>FLSA:</u></b>	<u>NE</u>
<b><u>Staff to Committee(s):</u></b>	<u>None</u>	<b><u>Reports To:</u></b>	<u>Assistant Administrator</u>		

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### **Job Summary**

The position is responsible for the Village's information technology efforts.

### **Essential Duties & Responsibilities**

Including, but not limited to:

The position serves as the Village's in-house IT coordinator and manages the IT services contract, IT budgets, plans, and self-performs basic IT tasks. Responsible for computer and printer roll outs, help desk/troubleshooting, software licensing and data back-up efforts. A significant portion of the work is understanding various programming/software challenges and finding solutions for the same and working with the IT consultant to continue to move the Village forward. Other duties as assigned.

### **Minimum Requirements**

- Five years of experience in the field
- High School Degree with additional trainings and on the job experience or Bachelor's Degree in IT or related field.
- Valid Driver's License

### **Knowledge, Skills and Abilities**

Must have advanced computer skills, utilize software and have knowledge of networking and IT systems. Must be oriented towards customer service, precision, and trouble shooting. Should attend continuing education relative to the position.

### **Physical Demands of the Position**

45% of the time is spent standing, walking, talking, hearing, carrying and low handling.

45% of the time is spent sitting, typing, and talking on the phone.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

Must be able to lift 40 pounds to chest height.

### **Environmental Conditions**

90% of the time is spent inside.

10% of the time is spent outside.

## Village of Sussex Position Description

<b>Position Title:</b>	<del>Park Maintenance Technician– Parks</del>	<b>Department:</b>	<del>Administrative Services Parks and Recreation Division</del>
<b>Revision Date:</b>	November 2019	<b>Pay Grade:</b>	<del>42</del> FLSA: NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Parks Foreman

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### Job Summary

The Maintenance Technician is responsible for providing outstanding year round maintenance of the Village's park system and Village buildings, fields, and landscaping including snow removal.

### Essential Duties & Responsibilities

Including, but not limited to:

This position will be responsible for the general cleaning, housekeeping, set-up, and maintenance of Village facilities, as well as outdoor maintenance of the park system, including cleaning, trash removal, ball diamonds, playground maintenance, mowing, trimming, tree maintenance, etc. Will assist with capital projects in the Parks System and perform related work in order to operate and maintain parks and buildings in an orderly manner, utilizing manual and power equipment. Collects and disposes of trash. Position will plow snow in a one ton truck, trackless, pickup truck, use a snow blower and/or shovel or similar equipment on an on-call basis during winter. Keeps entrances to facilities orderly by sweeping and cleaning walks, light sidewalk shoveling and salting. Perform event setup and breakdown. Will perform equipment and vehicle maintenance as needed and other duties as assigned.

### Minimum Requirements

- Three years of experience as a landscaper, laborer, or similar work preferred.
- High School Degree or G.E.D.
- Valid Driver's License

### Knowledge, Skills and Abilities

Must be able to operate basic appliances, tools, and cleaning equipment. Must have construction/landscape skills and be able to operate landscape maintenance equipment and be able to drive pick-up trucks, one ton trucks, and similar vehicles and equipment. Should be able to communicate and resolve customer issues.

### Physical Demands of the Position

70% of the time is spent standing, walking, talking, hearing, carrying, and low handling

5% of the time is spent sitting, typing, and talking on the phone.

25% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for support), bending/twisting, reaching, and using far and near vision.

Must perform manual tasks requiring average physical strength and be able to lift 80 pounds to chest height.

### Environmental Conditions

90% of the time is spent outside, including in extreme temperatures and weather conditions.

10% of the time is spent inside.

## Village of Sussex Position Description

<b>Position Title:</b>	<del>Building Maintenance Technician— Facilities</del>	<b>Department:</b>	<del>Administrative Services</del> <u>Public Works and Engineering</u>
<b>Revision Date:</b>		<b>Pay Grade:</b>	<del>42</del> <b>FLSA:</b> NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	<del>Parks Foreman</del> <u>Assistant Engineer</u>

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### Job Summary

The Maintenance Technician for Facilities is responsible for providing outstanding maintenance of the Village's buildings including their systems, public spaces, snow removal and more.

### Essential Duties & Responsibilities

Including, but not limited to:

This position provides maintenance of Village facilities. The position will operate and maintain the building in an orderly manner including, scrubs, mops, cleans, waxes, vacuums and polishes floors, walls and ceilings. Dusts, cleans and polishes furniture, other equipment and metal work. Collects and disposes of trash. Keeps entrance to facilities orderly by sweeping and cleaning walks, light sidewalk shoveling and salting. Occasionally assists with bathroom cleaning, recreation activity area setup, and stacking chairs. Performs other duties as assigned and performs minor repair duties as follows:

Electrical: Remove and replace light bulbs and tubes. Small equipment repair.

Plumbing: Clean out drains & replace faucet washers.

Carpentry: Light construction (assemble furniture, shelving, sign posts, etc.). Repair desks, chairs, tables and like equipment. Replace baseboards and floor tile. Painting walls, doors, etc.

Mechanical Equipment: Lubricate and grease equipment, change or clean furnace filters.

### Minimum Requirements

- Three years of experience as a maintenance employee or similar work.
- High School Degree or G.E.D. with additional trade experience preferred
- Valid Driver's License

### Knowledge, Skills and Abilities

Must be able to operate basic appliances, tools, and cleaning equipment. Considerable knowledge of the methods, practices, tools and materials used in general maintenance and repair work. Must possess considerable knowledge of the hazards of the trade and meaning of safety precautions. Must be able to interact well with people of all ages in a harmonious manner and maintain confidentiality.

### Physical Demands of the Position

45% of the time is spent standing, walking, talking, hearing, carrying and low handling.

45% of the time is spent sitting, typing, and talking on the phone.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

Must perform manual tasks requiring average physical strength and be able to lift 80 pounds to chest height.

**Environmental Conditions**

90% of the time is spent inside.

10% of the time is spent outside, occasionally in extreme temperatures and weather conditions.

## Village of Sussex Position Description

<b>Position Title:</b>	Special Events Coordinator	<b>Department:</b>	Parks and Recreation		
<b>Revision Date:</b>	January 1, 2020	<b>Pay Grade:</b>	3	<b>FLSA:</b>	NE
<b>Staff to Committee(s):</b>	As needed	<b>Reports To:</b>	Park and Recreation Director		

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### Job Summary

The Special Events Coordinator facilitates community wide and program specific special events.

### Essential Duties & Responsibilities

The Coordinator is responsible for overseeing the planning, scheduling, organizing, coordinating and implementation of community wide special events. The position will schedule and prepare facilities, develop, coordinate and implement a marketing plan, manage supplies and equipment needed and utilize those items accordingly. Evaluates risk management concerns and coordinates volunteers/committees for event planning and implementation. Develops and maintains relationships with event sponsors, business partners and community leaders to maximize special event sponsorship opportunities. Evaluates special events with input from public, volunteers and staff. Prepares and monitors budgets for special events. Attends/Supervises events that are outside of normal business hours, including nights, weekends, and holidays to meet event and planning needs. Other duties as assigned.

### Minimum Requirements

- Three years of experience working in event planning or special event coordination
- High School Degree or G.E.D. Post high school education preferred.
- Valid Driver's License
- First Aid and CPR/AED or ability to obtain.

### Knowledge, Skills and Abilities

Must be able to operate a computer with basic software (word, excel, power point, access) along with basic office equipment. The position requires strong customer service skills, the ability to communicate effectively both orally and in writing, and have skills in event planning. Ability to maintain strong working relationships with vendors, participants, volunteers, sponsors, and donors. Must be able to drive/use recreational vehicles and equipment. Should look to be part of the professional association and continue to advance trainings and skills.

### Physical Demands of the Position

45% of the time is spent standing, walking, talking, hearing, carrying and low handling.

45% of the time is spent sitting, typing and talking on the phone.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

Must be able to lift at least 20 pounds to chest height.

### Environmental Conditions

60% of the time is spent inside.

40% of the time is spent outside, occasionally in extreme weather.

## Village of Sussex Position Description

<b>Position Title:</b>	<del>Senior</del> Program Coordinator <u>Adults Over 50</u>	<b>Department:</b>	<del>Administrative Services</del> Parks and Recreation <del>Division</del>
<b>Revision Date:</b>	January 1, 2020	<b>Pay Grade:</b>	3 <b>FLSA:</b> NE
<b>Staff to Committee(s):</b>	Senior Advisory Committee	<b>Reports To:</b>	Park and Recreation Director

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### Job Summary

The Coordinator will enhance the quality of life ~~of senior citizens~~ for adults over 50 in Sussex through coordinated programs, social engagement, and special events geared for older adults.

### Essential Duties & Responsibilities

Develop, implement, promote, and supervise social and educational ~~senior~~ programs, trips and events targeted at adults over 50. ~~Assist in recruiting, hiring, training, and supervising part time staff and volunteers.~~ Evaluate the effectiveness of existing ~~senior-older adult~~ programs and keep programs relevant to community needs. Assist with preparation of print and online materials. Support intergenerational activities that cultivate youth-~~senior-older~~ adult partnerships. Lead the Senior Advisory Committee meetings. Manage electronic program information files. Manage the annual ~~senior~~ program budget. Look for creative ways to secure funding to meet program needs. Maintain good communication with the participants, volunteers and other staff. Other duties as assigned.

### Minimum Requirements

- Three years of experience working with ~~senior~~ adults over 50 populations in a similar manner
- High School Degree or G.E.D. Post high school education preferred.
- Valid Driver's License
- First Aid and CPR/AED or ability to obtain.

### Knowledge, Skills and Abilities

Must be able to operate a computer with basic software (word, excel, power point, access) along with basic office equipment. The position requires strong customer service skills and the ability to communicate effectively both orally and in writing. Must enjoy working with older adults, be able to work different schedules, and have skills in event planning. Should look to be part of the professional association and continue to advance trainings and skills.

### Physical Demands of the Position

45% of the time is spent standing, walking, talking, hearing, carrying and low handling.

45% of the time is spent sitting, typing and talking on the phone.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

### Environmental Conditions

90% of the time is spent outside.  
10% of the time is spent inside.



## Village of Sussex Position Description

<b>Position Title:</b>	Administrative Assistant II	<b>Department:</b>	Various
<b>Revision Date:</b>	January 1, 2020	<b>Pay Grade:</b>	<u>34</u> <b>FLSA:</b> NE
<b>Staff to Committee(s):</b>	As necessary	<b>Reports To:</b>	Department Supervisor

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### Job Summary

The Administrative Assistant II position is a critical thinking and advanced skill “Executive Level” administrative Assistant. A person in this position works independently on job assignments and completes analysis on business matters of the Village, interacts and negotiates with other businesses on transactions and contracts, and often works on ~~HR matters and other~~ confidential items for multiple Departments. This work is on top of regular Administrative Assistant tasks.

### Essential Duties & Responsibilities

Including, but not limited to:

#### Civic Center 3<sup>rd</sup> Floor Front Desk Administrative Assistant II

The position is the primary contact person for residents, contractors, and others at the 3<sup>rd</sup> Floor Front Desk at the Civic Center serving the Planning and Development Department, Public Works Department, and Executive Department. The position is supervised by the ~~Assistant-Community~~ Development Director, but handles tasks from employees of all three Departments they serve. The position is to assist customers with the paperwork and information (processes permits, collects building fees, tracks bonds, coordinates inspections) related to the development/building process, coordinates with the public on public works related scheduling and work (meter change-outs, backflow testing, water testing, billing for weed mowing, engineering, and other PW work), ~~and~~ assists the public with appointments with the Executive Department (HR processes, meetings, events), and is responsible for processing monthly utility billing. The administrative assistant provides administrative support to the ~~Assistant-Community~~ Development Director, Building Inspector, Public Works Director/Engineer, Assistant Engineer, Assistant Public Works Director-~~Operations~~, Public Works Foreman, Public Works Staff, Administrator, and Assistant Administrator, ~~and Communication Coordinator~~. This work includes things like handling calls for the office staff on the 3<sup>rd</sup> Floor, completing and filing paperwork, scanning documents, typing letters and memos, purchasing supplies, organizing the office, tracking bills for Public Works operations, managing the Attorney bills and corresponding billing. This position ~~coordinates phone system solutions and assists with broadcasting Village Board and Committee meetings and all~~ is also responsible for other duties as assigned. ~~This position is also responsible for processing monthly utility bills.~~

#### Finance/Human Resources Administrative Assistant II

This position is responsible to the Finance Department for accounts payable of all funds, assists with ambulance billing and other back-up duties for the Assistant to the Finance Director including Utility billing. The position is responsible to the Executive Department for human resource activities including hiring administrative processing, drug screenings and employment physicals, paperwork records management, and other HR paperwork or communications needed, including confidential management of information. This position is directly supervised by the Finance Director, but takes considerable direction from the Assistant Administrator and all other duties assigned.

#### Public Safety Building Administrative Assistant II

This position directly reports to the Director of Police Services / Fire Chief and is responsible for processing Lake Country Municipal Court (LCMC) revenues, prepares billing for contract community's transcription, manages fire department staffing schedule, submits Federal and State incident reporting data, prepares fire department payroll reports, maintains mandatory training records including driver's license checks. This position also maintains the emergency government plan for the Village, maintains the Village Emergency Operations Center (EOC) supplies and equipment, ordering supplies and manages facility repairs for the public safety building. In addition, this position prepares grant applications and maintains required documentation, develops and prepares statistical reports for matters related to public safety for the Director of Police Services and the Fire Chief as well as other duties as assigned.

### Cross-Trained

~~The Administrative Assistant II positions are additionally cross trained and able to assist with Administrative Assistants job functions in Administrative Services Department. In a backup capacity and as needed serves in the following ways: As a primary contact person via the counter and telephone. Handles cash collections of sewer, water, and tax bills and licensing of bikes and dogs. Maintains the central numeric filing system. Distributes the mail and handles payments received. Type's letters, memos, minutes, reports, etc. for the various departments of the Village. Photocopies and distributes copies as required.~~

### **Minimum Requirements**

- Five years of experience as an Administrative Assistant with track record of growth
- High School Degree with additional trainings and on the job experience.
- Valid Driver's License

### **Knowledge, Skills and Abilities**

Must be able to operate a computer with basic software (word, excel, power point, access) along with basic office equipment. The position requires strong customer service skills, the ability to convey information and direct citizens to other resources (internally or externally), and the ability to communicate effectively both orally and in writing (50 wpm typing). The position requires the ability to perform basic math skills such as (+, -, /, \*, %), etc. and the ability to recall information and assist customers. The ability to maintain confidentiality and utilize critical thinking skills to resolve issues independently with an understanding of impacts of said decisions. Should attend continuing education courses relative to the position.

### **Physical Demands of the Position**

50% of the time is spent sitting, typing, and talking on the phone.

40% of the time is spent standing, walking, talking, hearing, carrying and low handling.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), bending/twisting, reaching, and using far and near vision.

Must be able to lift 20 pounds up to chest height.

### **Environmental Conditions**

95% of the time is spent inside.

5% of the time is spent outside.

## Village of Sussex Position Description

<b>Position Title:</b>	Administrative Assistant	<b>Department:</b>	Various		
<b>Revision Date:</b>		<b>Pay Grade:</b>	2	<b>FLSA:</b>	NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Department Supervisor		

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### Job Summary

Responsible for the provision of excellent customer service at the front desk of the Sussex Civic Center or Public Safety Building and handles a variety of administrative/office support duties.

### Essential Duties & Responsibilities

Including, but not limited to:

#### Civic Center Front Desk Administrative Assistants

Primary contact person with residents, customers, etc. via the counter and telephone. Processes and handles recreation sign-up and reservation process and rentals. Handles cash collections of programs, sewer, water, tax bills, licensing of bikes and dogs. Type's letters, memos, minutes, reports, copies, distributes mail, and other administrative duties as assigned. Provides administrative support for the Parks and Recreation Department. Updates the website and social media. Supervised by the Deputy Clerk/Treasurer and supports staff of the entire Department in the Clerk's Department as well as Parks and Recreation Department.

#### Public Safety Building Administrative Assistants

Primary contact person with residents, customers, etc. via the counter and telephone for Public safety services. Prepares citations and court rosters, handles court paperwork, ticket processing, and sends required notices to violators. Type's letters, memos, minutes, reports, copies, distributes mail, and other administrative duties as assigned. Updates the character generator as necessary. Supervised by the Director of Police Services and Fire Chief and supports staff of the Police and Fire Departments.

#### Building and Development Administrative Assistants

Primary contact person with residents, customers, etc. via the building counter and telephone. Processes and handles building permits, answers general building and development related questions, and manages the schedule for the Building Inspectors. Handles cash collections at the building counter. Performs other administrative duties as assigned. Supervised by the Community Development Director and supports staff in the Community Development Department.

### Minimum Requirements

- Three years of experience as an Administrative Assistant or similar
- High School Degree or G.E.D.

### Knowledge, Skills and Abilities

Must be able to operate a computer with basic software (word, excel, power point, access) along with basic office equipment. The position requires strong customer service skills, the ability to convey information and direct citizens to other resources (internally or externally) and the ability to communicate effectively both orally and in writing (50 wpm typing). The position requires the ability to perform basic math skills such as (+, -, /, \*, %), etc. and the ability to recall information and assist customers directly.

### Physical Demands of the Position

50% of the time is spent sitting, typing, and talking on the phone.

40% of the time is spent standing, walking, talking, hearing, carrying and low handling.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), bending/twisting, reaching, and using far and near vision.

Must be able to lift 20 pounds to chest height.

**Environmental Conditions**

95% of the time is spent inside.

5% of the time is spent outside

## Village of Sussex Position Description

<b>Position Title:</b>	Cleaner	<b>Department:</b>	Administrative Services		
<b>Revision Date:</b>		<b>Pay Grade:</b>	1	<b>FLSA:</b>	NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	<del>Administrative Services Director</del> <u>Assistant Engineer</u>		

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### Job Summary

The Cleaner will perform custodial work in public buildings.

### Essential Duties & Responsibilities

Including, but not limited to:

Performs cleaning of public spaces, including sweeping, mopping, vacuuming and polishing floors. Dusts woodwork, furniture, window sills. Cleans kitchens and bathrooms. Removes and empties trash and recycling. Cleans office furniture and conference room furniture. Washes walls. May assist supervisor with monitoring and ordering cleaning supplies. Other duties as assigned.

### Minimum Requirements

- Three years of experience cleaning public gathering type facilities
- High School Degree or G.E.D.
- Valid Driver's License

### Knowledge, Skills and Abilities

Must be able to operate basic appliances and cleaning appliances. The position requires customer service skills to work around and assist the public.

### Physical Demands of the Position

35% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

35% lifting, carrying, pushing and pulling. Ability to reach, seize, stoop, kneel, crouch and crawl.

20% of the time is spent standing, walking, talking, hearing, carrying and low handling.

10% of the time is spent sitting, typing and talking on the phone.

Must be able to lift at least 50 pounds to chest height.

### Environmental Conditions

90% of the time is spent inside.

10% of the time is spent outside, occasionally in extreme weather.

## *Fire Position Descriptions*

### **Village of Sussex Position Description**

<b>Position Title:</b>	<del>Assistant</del> /Deputy Chief	<b>Department:</b>	Fire
<b>Revision Date:</b>	October 24, 2017	<b>Pay Grade:</b>	<del>&amp;Fire</del> FLSA: E
<b>Staff to Committee(s):</b>	As needed	<b>Reports To:</b>	Fire Chief/ <del>Assistant Chief</del>

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#### **Job Summary**

Responsible for the management and day-to-day operation of the Fire Department divisions, including Training, Operations, Support Services, or Fire Prevention. Serves as a key member of the Fire Department's administrative management team.

#### **Essential Duties & Responsibilities**

Including, but not limited to:

- Ensures goals and objectives of the assigned division – Training, Operations, Emergency Medical Services, Support Services, or Fire Prevention – are accomplished through developing and implementing procedures, work plans, and programs; coordinating staff efforts; maintaining all required records; and evaluating performance.
- Performs administrative and management activities including managing special projects, budget development and monitoring; preparation of reports; purchase of capital assets; formulation of work plans, programs, and long-range strategic planning.
- May supervise Deputy Chiefs and/or Lieutenants, which includes overseeing work, monitoring training and maintaining personnel records.
- May assume command and direct operations during major incidents.
- Inspects conditions and practices of the Fire Service to assure standards are met, and takes corrective actions as necessary – includes conditions of stations and grounds, and the fitness of firefighters.
- Responds to reported emergencies such as fires, accidents, emergency medical incidents, and incidents involving hazardous conditions. Performs emergency scene operations including size-ups, resource requests and assignments, fire confinement and extinguishment, salvage, and overhaul.
- Provides emergency medical service and pre-hospital care within the scope and practice of the employee's current licensure.
- Must maintain the job performance requirements defined in NFPA 1001, 1002, 1021, and 1582.
- Must maintain certification as an Emergency Services Instructor I or equivalent.
- Develops policies to ensure the safety of Firefighters and proper equipment operation.
- May temporarily assume duties of the Fire Chief in their absence.
- Other duties as assigned

#### **Minimum Requirements**

- Ten years of experience in the Fire Service or Emergency Medical Service field, with a minimum of three years serving in the same department.
- Five years of supervisory experience as a Captain or equivalent
- High school diploma or equivalent required. Bachelor's Degree in a related field preferred.
- Valid Driver's License
- Certified as a Firefighter II, EMT-B, Fire Officer II, Driver/Operator – Pumper and Aerial, and Emergency Services Instructor I.
- Completion of ICS 300/400 within one year of appointment, and Fire Inspector I certification within two years.
- Paramedic and Blue Card Incident Command certifications preferred.
- Additional certifications specific to assigned responsibilities may be required.

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position. Must be able to use Fire Department vehicles and equipment, radios, key and box system. Must maintain considerable knowledge of procedures of modern fire suppression, prevention, investigation, and emergency medical services methods. Must have strong written and verbal communications skills. Must be able to give presentations and lead training courses. Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing job functions. Must be knowledgeable of Wisconsin Fire Service and Mutual Aid Box Alarm System (MABAS). Must be able to calculate basic mathematical calculations without a calculator. Must be able to work in a team environment.

### **Physical Demands of the Position**

60% of the time is spent standing, walking, running, talking, hearing, carrying and low handling.

20% of the time is spent sitting, talking on the phone, and typing.

10% of the time is spent kneeling, crouching, bending, climbing, and twisting.

10% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

### **Environmental Conditions**

45% of the time is spent outside, regularly in extreme elements (heat, cold, etc.) and exposed to loud noises

45% of the time is spent inside in an office setting

10% of the time is spent in confined spaces and/or exposed to hazards, which includes mechanical, electrical, chemical, burns, explosive, radiation, heights, atmospheric conditions, and fast moving vehicles

## Village of Sussex Position Description

<b>Position Title:</b>	Lieutenant	<b>Department:</b>	Fire
<b>Revision Date:</b>	January 1, 2020	<b>Pay Grade:</b>	<del>7</del> Fire FLSA: NE
<b>Staff to Committee(s):</b>	As needed	<b>Reports To:</b>	<del>Assistant Chief</del> Fire Chief/Deputy Chief

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### Job Summary

Responsible for overseeing activities of the fire station and personnel on an assigned shift. Lieutenants also perform specialized administrative duties in support of Department Divisions, including Training, Operations, Emergency Medical Services, Support Services, and Fire Prevention.

### Essential Duties & Responsibilities

Including, but not limited to:

- Assumes command of all firefighting, rescue and public service operations of the company unless relieved by a senior officer.
- Effectively directs, coordinates, and completes assigned projects, activities, and specialized administrative duties related to an assigned division – Training, Operations, Support Services, or Fire Prevention.
- Responsible for proper maintenance and care of all Fire Department equipment, buildings, and grounds.
- May supervise personnel, which includes overseeing work, monitoring training and maintaining personnel records.
- Inspects conditions and practices of the Fire service to assure standards are met and takes corrective actions as necessary – includes conditions of stations and grounds, and the fitness of firefighters.
- Responds to reported emergencies such as fires, accidents, emergency medical incidents, and incidents involving hazardous conditions. Performs emergency scene operations including size-ups, resource requests and assignments, fire confinement and extinguishment, salvage, and overhaul.
- Acts in the capacity of an Incident Safety Officer (ISO) when required.
- Provides emergency medical service and pre-hospital care within the scope and practice of the employee's current licensure.
- Must maintain the job performance requirements defined in NFPA 1001, 1002, 1021, and 1582.
- Must maintain certification as an Emergency Services Instructor I or equivalent.
- Other duties as assigned

### Minimum Requirements

- Five years of experience in the Fire Service or Emergency Medical Service field in an expanding leadership role, with a minimum of three years serving in the same department.
- High school diploma or equivalent required. Associates Degree in a related field preferred.



- Valid Driver's License
- Maintain Firefighter II, Driver/Operator – Pumper and Aerial, Emergency Services Instructor I, and Paramedic license during employment (or equivalent).
- Certified as a Fire Officer I (or equivalent) within 12 months of appointment.
- Certified Fire Inspector I within 18 months of appointment.
- Additional certifications specific to assigned responsibilities may be required.

### **Knowledge, Skills and Abilities**

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position. Must be able to use Fire Department vehicles and equipment, radios, key and box system. Must maintain considerable knowledge of procedures of modern fire suppression, prevention, investigation, and emergency medical services methods. Must have strong written and verbal communications skills. Must be able to give presentations and lead training courses. Must demonstrate adherence to the mission, vision, and values of the Village of Sussex and the Sussex Fire Department. Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing job functions. Must be knowledgeable of Wisconsin Fire Service and Mutual Aid Box Alarm System (MABAS). Must be able to calculate basic mathematical calculations without a calculator. Must be able to work in a team environment.

### **Physical Demands of the Position**

65% of the time is spent standing, walking, running, talking, hearing, carrying and low handling.

15% of the time is spent sitting, talking on the phone, and typing.

10% of the time is spent kneeling, crouching, bending, climbing, and twisting.

10% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

### **Environmental Conditions**

50% of the time is spent outside, regularly in extreme elements (heat, cold, etc.) and exposed to loud noises

35% of the time is spent inside in an office setting

15% of the time is spent in confined spaces and/or exposed to hazards, which includes mechanical, electrical, chemical, burns, explosive, radiation, heights, atmospheric conditions, and fast-moving vehicles

## Village of Sussex Position Description

<b>Position Title:</b>	Firefighter/Paramedic	<b>Department:</b>	Fire
<b>Revision Date:</b>	October 24, 2017	<b>Pay Grade:</b>	<del>4-PT/5</del> <b>FLSA:</b> NE <del>FF</del> <u>Fire</u>
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Lieutenant

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### Job Summary

Under general direction, performs specialized work with regard to protecting life and property through fire suppression, fire prevention and emergency medical services and may perform fire inspection and code enforcement duties.

### Essential Duties & Responsibilities

Including, but not limited to:

- Responds to reported emergencies such as fires, accidents, emergency medical incidents, and incidents involving hazardous materials. Performs emergency scene operations including size-ups, resource requests and assignments, fire confinement and extinguishment, salvage, and overhaul.
- Provides emergency medical service and pre-hospital care within the scope and practice of the employee's current licensure.
- Completes assigned projects, activities, and specialized administrative duties related to the Training, Operations, Emergency Medical Services, Support Services, and Fire Prevention divisions.
- Responsible for proper maintenance and care of all Fire Department equipment, buildings, and grounds.
- Must maintain the job performance requirements defined in NFPA 1001, 1002, and 1582.
- Other duties as assigned

### Minimum Requirements

- High school diploma or equivalent
- 18 years of age
- Valid Driver's License with a good driving record
- Certified as a Firefighter I and Paramedic
- Hazardous Materials Operations Certificate
- Certified as a Driver/Operator – Pumper and Aerial(required within 12 months of employment), Driver/Operator –Aerial, Firefighter II, Fire Inspector, and Emergency Services Instructor preferred.
- Additional certifications specific to assigned responsibilities may be required.

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position. Must be able to use Fire Department vehicles and equipment, radios, key and box system. Must maintain considerable

knowledge of procedures of modern fire suppression, prevention, investigation, and emergency medical services methods. Must have strong written and verbal communications skills. Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing job functions. Must be knowledgeable of Wisconsin Fire Service and Mutual Aid Box Alarm System (MABAS). Must be able to calculate basic mathematical calculations without a calculator. Must be able to work in a team environment.

### **Physical Demands of the Position**

66% of the time is spent standing, walking, running, talking, hearing, carrying and low handling.

10% of the time is spent sitting, talking on the phone, and typing.

12% of the time is spent kneeling, crouching, bending, climbing, and twisting.

12% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

### **Environmental Conditions**

55% of the time is spent outside, regularly in extreme elements (heat, cold, etc.) and exposed to loud noises

25% of the time is spent inside in an office setting

20% of the time is spent in confined spaces and/or exposed to hazards, which includes mechanical, electrical, chemical, burns, explosive, radiation, heights, atmospheric conditions, and fast moving vehicles

## Village of Sussex Position Description

<b>Position Title:</b>	Firefighter/EMT	<b>Department:</b>	Fire
<b>Revision Date:</b>	October 24, 2017	<b>Pay Grade:</b>	<del>2</del> Fire FLSA: NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Lieutenant

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### Job Summary

Under general direction, performs specialized work with regard to protecting life and property through fire suppression, fire prevention and emergency medical services and may perform fire inspection and code enforcement duties.

### Essential Duties & Responsibilities

Including, but not limited to:

- Responds to reported emergencies such as fires, accidents, emergency medical incidents, and incidents involving hazardous materials. Performs emergency scene operations including size-ups, resource requests and assignments, fire confinement and extinguishment, salvage, and overhaul.
- Provides emergency medical service and pre-hospital care within the scope and practice of the employee's current licensure.
- Completes assigned projects, activities, and specialized administrative duties related to the Training, Operations, Emergency Medical Services, Support Services, and Fire Prevention divisions.
- Responsible for proper maintenance and care of all Fire Department equipment, buildings, and grounds.
- Must maintain the job performance requirements defined in NFPA 1001, 1002, and 1582.
- Other duties as assigned

### Minimum Requirements

- High school diploma or equivalent
- 18 years of age
- Valid Driver's License
- Certified as a Firefighter I and EMT-A or EMT-B.
- Certified as a Driver/Operator – Pumper and Aerial, Firefighter II, Fire Inspector, and Emergency Services Instructor preferred.
- Additional certifications specific to assigned responsibilities may be required.

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position. Must be able to use Fire Department vehicles and equipment, radios, key and box system. Must maintain considerable knowledge of procedures of modern fire suppression, prevention, investigation, and emergency medical services methods. Must have strong written and verbal communications skills. Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing

job functions. Must be knowledgeable of Wisconsin Fire Service and Mutual Aid Box Alarm System (MABAS). Must be able to calculate basic mathematical calculations without a calculator. Must be able to work in a team environment.

**Physical Demands of the Position**

66% of the time is spent standing, walking, running, talking, hearing, carrying and low handling.

10% of the time is spent sitting, talking on the phone, and typing.

12% of the time is spent kneeling, crouching, bending, climbing, and twisting.

12% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

**Environmental Conditions**

55% of the time is spent outside, regularly in extreme elements (heat, cold, etc.) and exposed to loud noises

25% of the time is spent inside in an office setting

20% of the time is spent in confined spaces and/or exposed to hazards, which includes mechanical, electrical, chemical, burns, explosive, radiation, heights, atmospheric conditions, and fast moving vehicles

## Village of Sussex Position Description

<b>Position Title:</b>	Fire Recruit	<b>Department:</b>	Fire
<b>Revision Date:</b>	October 24, 2017	<b>Pay Grade:</b>	Limited TermFire
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Lieutenant

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### Job Summary

Recruit is a trainee class used to prepare incumbents for performing public safety work involving the protection of life and property and the delivery of Sussex Fire Department programs. Preparation involves training in fire suppression, Emergency Medical Services (EMS), and emergency and nonemergency incident response.

### Essential Duties & Responsibilities

Including, but not limited to:

- Demonstrate the ability to use fire suppression and emergency medical service skills in accordance with Sussex Fire Department standards prior to academy graduation.
- Engage in fire code enforcement, public education, and station and equipment maintenance activities.
- Completes assigned projects, activities, and specialized administrative duties related to the Training, Operations, Emergency Medical Services, Support Services, and Fire Prevention divisions.
- Responsible for proper maintenance and care of all Fire Department equipment, buildings, and grounds.
- Must meet the job performance requirements defined in NFPA 1001, 1002, and 1582 prior to academy graduation.
- Other duties as assigned

### Minimum Requirements

- High school diploma or equivalent
- 18 years of age
- Valid Driver's License
- Certified as a Firefighter I and EMT-B within 18 months of appointment.

### Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Must be able to use Fire Department vehicles and equipment, radios, key and box system. Must maintain considerable knowledge of procedures of modern fire suppression, prevention, investigation, and emergency medical services methods. Must have strong written and verbal communications skills. Must be able to understand and utilize codes, regulations, instruction manuals, and maps in performing job functions. Must be knowledgeable of Wisconsin Fire Service and Mutual Aid Box Alarm System (MABAS). Must be able to calculate basic mathematical calculations without a calculator. Must be able to work in a team environment.

**Physical Demands of the Position**

66% of the time is spent standing, walking, running, talking, hearing, carrying and low handling.

10% of the time is spent sitting, talking on the phone, and typing.

12% of the time is spent kneeling, crouching, bending, climbing, and twisting.

12% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching

**Environmental Conditions**

55% of the time is spent outside, regularly in extreme elements (heat, cold, etc.) and exposed to loud noises

25% of the time is spent inside in an office setting

20% of the time is spent in confined spaces and/or exposed to hazards, which includes mechanical, electrical, chemical, burns, explosive, radiation, heights, atmospheric conditions, and fast moving vehicles

## Seasonal and Limited Term Employee Position Descriptions

### Village of Sussex Position Description

<b>Position Title:</b>	Recreation Instructor III	<b>Department:</b>	<del>Administrative Services-</del> Parks <u>and</u> & Recreation <del>Division</del>
<b>Revision Date:</b>		<b>Pay Grade:</b>	Limited <b>FLSA:</b> NE Term
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Recreation Coordinator

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#### Job Summary

Responsible for the coordination of the assigned program. Includes management of activities, staff supervision and interaction with individual program participants and groups.

#### Essential Duties and Responsibilities

- Create/develop curriculum, as related to the specific job assignment.
- Lead instruction and/or provide direction for instruction.
- Ensure that all supplies and equipment and ready and available.
- Have a clear, educated understanding of the instruction you are providing.
- Obtained certifications must be kept up to date, at all times.
- Provide a healthy and safe environment, both physically and mentally, to ensure a quality experience.
- Communicate promptly, effectively and professionally with participants, coworkers, and supervisors.
- Assist in the preparation, setup and takedown of equipment or supplies, as related to your specific job assignment.
- Represent the Village of Sussex in a professional manner.
- Attend staff meetings and trainings, as required.
- All other duties as assigned.

#### Knowledge, Skills and Abilities

- Must be available to work day, evening and/or weekend hours.
- Prefer candidates who have a passion for and experience working in their scope.

#### Minimum Requirements

- Must be 18 years old, preferably 21 years old.
- Current CPR/First Aid certifications required.
- Certification or ability to obtain from an accredited organization for the program assignment.



**Physical Demands of the Position**

- 65% of the time is spent standing, walking, talking, hearing, carrying and low handling.
- 5% of the time is spent sitting, typing, and talking on the phone.
- 30% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.
- Must be able to lift 40 pounds to chest height.

**Environmental Conditions**

- 70% of the time is spent outside
- 30% of the time is spend inside

## Village of Sussex Position Description

<b>Position Title:</b>	Seasonal II, Snow Removal	<b>Department:</b>	Public Works
<b>Revision Date:</b>		<b>Pay Grade:</b>	Seasonal <b>FLSA:</b> NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	<u>PW-Streets</u> Foreman

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### Job Summary

The Seasonal II Snow removal Employee is responsible for snow removal at public buildings, public parking lots and sidewalks in winter.

### Essential Duties & Responsibilities

Including, but not limited to:

Responsible for snow removal using pickup trucks, one-ton truck, sidewalk snow clearing machinery, such as the Trackless, snow blowers and shovels. Assists with other public works projects as needed. Other duties as assigned.

### Minimum Requirements

- Some experience with snow removal, landscape work preferred
- High School Degree or G.E.D.
- Valid Driver's License

### Knowledge, Skills and Abilities

Must be able to operate a pick-up, one-ton truck, small machinery, snow blower and shovel.

### Physical Demands of the Position

60% of the time spent sitting and driving.

35% of the time is spent lifting, pushing, and bending.

5% of the time is spent lifting or carrying objects.

Must be able to lift at least 60 pounds to chest height.

### Environmental Conditions

95% of the time is spent outside, often in extreme weather, often far away from restroom.

5% of the time is spent inside.

## Village of Sussex Position Description

<b>Position Title:</b>	Seasonal II, Yard Waste Site Attendant	<b>Department:</b>	Public Works		
<b>Revision Date:</b>		<b>Pay Grade:</b>	Seasonal	<b>FLSA:</b>	NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	<del>PW</del> <u>Streets</u> Foreman		

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### Job Summary

The Seasonal II Compost Employee is responsible for customer service to the public and staffing during hours of operation at the Village operated compost site located on Woodside Road.

### Essential Duties & Responsibilities

Including, but not limited to:

Responsible for opening and closing the gate system, screening entrance to permitted compost pass holders and maintaining a safe and accessible compost site by moving piles of brush or material to different locations as necessary. Other duties as assigned.

### Minimum Requirements

- Some experience with landscape work preferred
- High School Degree or G.E.D.
- Valid Driver's License

### Knowledge, Skills and Abilities

Must be able to operate pick-up, one ton flatbed truck, small machinery, skid steer or similar.

### Physical Demands of the Position

40% of the time spent walking, bending, kneeling, operating equipment.

40% of time spent sitting, driving, cutting grass.

20% of time spent lifting or carrying objects

Must be able to lift at least 40 pounds to chest height.

### Environmental Conditions

90% of the time is spent outside, often in extreme weather, often far away from restroom.

10% of the time is spent inside (not climate controlled).

## Village of Sussex Position Description

<b>Position Title:</b>	Recreation Instructor II	<b>Department:</b>	<del>Administrative Services-</del> Parks <del>and</del> Recreation Division
<b>Revision Date:</b>		<b>Pay Grade:</b>	Limited <b>FLSA:</b> NE Term
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Recreation Coordinator

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### Job Summary

Responsible for the coordination of the assigned program. Includes management of activities, staff supervision, and interaction with individual program participants and groups.

### Essential Duties and Responsibilities

- Create and develop curriculum, in coordination with the Recreation Coordinator as related to the specific job assignment.
- Lead instruction and/or provide direction for instruction.
- Ensure that all supplies and equipment are ready and available.
- Provide a healthy and safe environment to ensure a quality program experience.
- Communicate promptly, effectively and professionally with participants, coworkers, and supervisors.
- Assist in the preparation, setup and takedown of equipment or supplies, as related to your specific job assignment.
- Represent the Village of Sussex in a professional manner.
- Ensure that facilities and equipment are in good working order.
- Attend staff meetings and trainings, as required.
- All other duties as assigned.

### Knowledge Skills, and Abilities

- Must be available to work day, evening and/or weekend hours.
- Must be able to interact with people of all ages in a harmonious manner.
- Prefer candidates who have a passion for and experience working in recreation programming.
- Ability to maintain confidentiality.

### Minimum Requirements

- High School Degree or GED for adults, work permit for minors.
- Previous experience in programming instruction.

- Current CPR/First Aid certifications, or ability to obtain within three months of employment.

### **Physical Demands of the Position**

- 65% of the time is spent standing, walking, talking, hearing, carrying and low handling.
- 5% of the time is spent sitting, typing, and talking on the phone.
- 30% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.
- Must be able to lift 40 pounds to chest height.

### **Environmental Conditions**

- 70% of the time is spent outside
- 30% of the time is spend inside

## Village of Sussex Position Description

<b>Position Title:</b>	<del>Site Supervisor</del> <u>Rental Attendant</u>	<b>Department:</b>	<del>Administrative Services</del> <u>Clerk/Treasurer</u>
<b>Revision Date:</b>		<b>Pay Grade:</b>	Limited Term
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	<del>Recreation Coordinator</del> <u>Clerk/Treasurer</u>

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### Job Summary

The Site Supervisors provide on-site support and excellent customer service to renters at the Civic Center Building. When not actively helping a renter the Site Supervisor will perform light cleaning activities.

### Essential Duties & Responsibilities

Including, but not limited to:

The Site Supervisor is responsible for general building supervision in the absence of full-time department staff. The position assists building users with equipment needs or other set-up questions. Sweeps, mops, vacuums and cleans assigned areas on a daily basis, including washing windows, cleaning and disinfecting facilities and basins. Collects and removes refuse and recycling materials as necessary. Replenishes supplies such as soap, towels and tissues as specified by supervisor. Assists with the closing and opening procedures of the building. Keeps entrances to facilities orderly by sweeping and cleaning dirt and debris, light sidewalk shoveling and salting as necessary. Reports security concerns to the proper authorities. Ensures that all outside and/or inside doors and other areas of entry are secured/locked at the proper times. Completes room set-up in a timely and accurate manner when required. Operates building maintenance equipment as needed. Performs other duties as assigned.

### Minimum Requirements

- High School Degree or G.E.D for adults, work permit for minors

### Knowledge, Skills and Abilities

Must be able to interact well with people of all ages in a harmonious manner and maintain confidentiality. Must be able to operate basic appliances, tools and cleaning appliances.

### Physical Demands of the Position

65% of the time is spent standing, walking, talking, hearing, carrying and low handling.  
30% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.  
5% of the time is spent sitting, typing and talking on the phone.

Must be able to lift at least 40 pounds to chest height.

### Environmental Conditions

90% of the time is spent inside  
10% of the time is spent outside, occasionally in extreme weather.

## Village of Sussex Position Description

<b>Position Title:</b>	Seasonal Parks - Turf Maintenance Employee	<b>Department:</b>	<del>Administrative Services</del> Parks and Recreation <del>Division</del>
<b>Revision Date:</b>		<b>Pay Grade:</b>	Seasonal <b>FLSA:</b> NE
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Parks Foreman

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### Job Summary

Responsible for cutting, trimming, and general maintenance of Village owned grass areas.

### Essential Duties & Responsibilities

Including, but not limited to:

Cutting, trimming, and general maintenance of Village owned grass areas. General clean-up of park and Village owned lands and buildings. Provides tree and brush trimming as necessary. Maintains and cleans grass cutting equipment on a daily basis. Assists with other Public Works projects as necessary. Assist customers of the Park system. Other duties as assigned.

### Minimum Requirements

- Recommended to have at least 1 year of experience with turf maintenance.
- High School Degree or G.E.D for adults, work permit for minors
- Valid Driver's License

### Knowledge, Skills and Abilities

Must be able to safely operate a pick-up truck, gator, small tractor, commercial size lawnmowers, trackless vehicle, one ton flatbed truck, and trimming devices. Maintenance skills a major plus for the job. Must be able to communicate with the public.

### Physical Demands of the Position

40% of the time spent walking, bending, kneeling, climbing.

40% of time spent sitting, driving, cutting grass.

20% of time spent lifting or carrying objects.

Must be able to lift at least 40 pounds to chest height.

### Environmental Conditions

95% of the time is spent outside in extreme weather conditions, often far away from restroom.

5% of the time is spent inside.

## Village of Sussex Position Description

<b>Position Title:</b> Seasonal Parks - Landscape, Fields, and Facilities Maintenance Employee	<b>Department:</b> <del>Administrative Services</del> Parks and Recreation <del>Division</del>
<b>Revision Date:</b>	<b>Pay Grade:</b> Seasonal <b>FLSA:</b> NE
<b>Staff to Committee(s):</b> None	<b>Reports To:</b> Parks Foreman

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### Job Summary

Responsible for the excellent upkeep of the parks, Main Street flowers and athletic fields.

### Essential Duties & Responsibilities

Including, but not limited to:

Responsible for field preparation for sporting events. Responsible for watering, weeding, planting, etc. of flower beds and baskets and general areas of the Village. Assist with cutting grass in parks as needed. Responsible for general clean-up of park areas and facilities including park restrooms. Assists with table set-ups. Provides painting and other basic maintenance work for park facilities. Assists with other public works projects as needed. Other duties as assigned.

### Minimum Requirements

- Recommended to have at least 1 year of experience with turf maintenance.
- High School Degree or G.E.D for adults, work permit for minors
- Valid Driver's License

### Knowledge, Skills and Abilities

Must be able to safely operate a pick-up truck, gator, small tractor, commercial size lawnmowers, trackless vehicle, one ton flatbed truck, and trimming devices. Maintenance skills a major plus for the job. Must be able to communicate with the public.

### Physical Demands of the Position

70% of the time spent walking, bending, kneeling, climbing.

20% of time spent lifting or carrying objects.

10% of time spent sitting, driving, cutting grass.

Must be able to lift at least 60 pounds to chest height.

### Environmental Conditions

95% of the time is spent outside in extreme weather conditions, often far away from restroom.

5% of the time is spent inside.



## Village of Sussex Position Description

<b>Position Title:</b>	Recreation Instructor I	<b>Department:</b>	<del>Administrative Services-</del> Parks <u>and</u> & Recreation <del>Division</del>
<b>Revision Date:</b>		<b>Pay Grade:</b>	Limited <b>FLSA:</b> NE Term
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Recreation Coordinator

---

### Job Summary

Responsible for the instruction and supervision of Recreation Programming.

### Essential Duties and Responsibilities

- Assist in the implementation of program specific curriculum.
- Provide a healthy and safe environment to ensure a quality program experience.
- Communicate promptly, effectively and professionally with participants, coworkers, and supervisors.
- Provide instruction to participants as related to the specific job assignment.
- Assist in the preparation, setup, and takedown of equipment or supplies, as related to the specific job assignment.
- Represent the Village of Sussex in a professional manner.
- Maintain equipment and facilities in good working order.
- Attend staff meetings and trainings, as required.
- All other duties as assigned.

### Knowledge Skills, and Abilities

- Must be available to work day, evening and/or weekend hours.
- Must be able to interact with people are of all ages in a harmonious manner.
- Prefer candidates who have a passion for and experience working in recreation programming.
- Ability to maintain confidentiality.

### Minimum Requirements

- High School Degree or GED for adults, work permit for minors.
- Current CPR/First Aid certifications, or ability to obtain within three months of employment.

### Physical Demands of the Position

- 65% of the time is spent standing, walking, talking, hearing, carrying and low handling.
- 5% of the time is spent sitting, typing, and talking on the phone.

- 30% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.
- Must be able to lift 40 pounds to chest height.

**Environmental Conditions**

- 70% of the time is spent outside
- 30% of the time is spend inside

## Appendix C – Performance Appraisal Forms and Definitions

### *All Employees*

**Quality of Work and Productivity:** Employees use time productively to provide a quality work product. Their work is complete and accurate, showing attention to detail. Employees are expected to perform their job with minimal supervision, and must be knowledgeable about all aspects of the job.

**Cares About the Community and Public Trust:** Employees care about the community they service, and work to build and maintain public trust daily. They demonstrate the utmost integrity, adhering to the highest standards and ethical and just conduct. Employees must comply with all federal, state, ordinances, and Village policies.

**Cares About Co-Workers and Teamwork:** Employees must perform well as a team by exchanging ideas, promoting mutual respect, being respectful of all opinions, professionally resolving conflicts, displaying a good attitude, and promoting a safe and positive work environment. Employees care about their co-workers and demonstrate that on a daily basis.

**Communication:** Employees accurately and effectively communicate information necessary to accomplish goals and objectives. They inform others as necessary. Employees use diplomacy and tact; listen and ask questions; produce and present data and documentation in an organized and concise manner. Employees communicate clearly and coherently.

**Customer Service:** Employees provide a high level of customer service at all times to residents and co-workers. They anticipate and act upon the expectations of internal and external customers in a timely, professional manner. Employees go the extra distance for customers; consistently treat customers fairly and with professionalism. They are approachable and empathize with and show sensitivity to the needs and concerns of others.

**Continuous Improvement:** Employees are expected to seek out new responsibilities, generate new ideas, and identify opportunities to improve as an employee and advance the organization.

**Problem Solving:** Employees must apply past experience and the resources at his/her disposal to make thoughtful and timely decisions.

### *Management*

**Team Success:** The manager has a short and long term plan for the growth and improvement of the work group. He/she accepts responsibility for the success and/or failure of their work group.

**Employee Coaching and Staff Development:** The manager empowers staff, completes quality control, motivates, coaches, delegates work, and actively participates in the evaluation of performance and conduct. The supervisor has worked with employees to understand their short-term and long-term career goals.

## Village of Sussex - Non Management Evaluation Form

<b>Employee:</b>		
<b>Department:</b>		
<b>Date:</b>	<b>Appraisal Year:</b>	
<p>The performance appraisal process is designed to facilitate the review of performance and development of employees. This process should identify the current performance level of the individual and areas for improvement, as well as provide an opportunity for the supervisor and employee to work together in achieving organizational and departmental goals. Supervisors should focus their attention in this evaluation on reoccurring behavior, and not one-time occurrences. A continued dialogue about performance between the supervisor and employee is expected so that the content of this review does not come as a surprise to the employee.</p>		
<b>Instructions</b>	1. The employee and supervisor will work together to establish goals at the beginning of the appraisal period.	
	2. The employee completes the self-assessment process by completing the employee comment sections below in the area of goals, performance characteristics, and overall performance (yellow cells). This must be completed before the supervisor completes the form below. This self-assessment should be considered by the supervisor when completing the appraisal.	
	3. The supervisor completes the remaining portions of the appraisal form, and must provide an overall score and comments (green cells). The raise and new pay rate will be determined based on the availability of funds for the next year.	
	4. The supervisor and employee meet to review the appraisal form and obtain the required signatures.	
<b>Goals</b>		
<p>Employees will work with their supervisor to identify three to five goals for the evaluation period. Employees will be rated in the categories listed below based on the execution of these goals. There is a total of three points possible in this category. Goals should focus on employee development and organizational improvement. They should focus on ways to improve, and should not include the employees routine responsibilities. In developing the goals, the supervisor and employee should consider the day-to-day responsibilities of the employee and the time available to achieve the desired outcomes. This is particularly important for frontline employees.</p>		
<b>Rating Categories</b>	<b>Description</b>	
<b>Exceptional</b>	Tackled all of the goals, and others throughout the year, and achieved exceptional results. The employee understands how the individual goals relate to the goals of the department and organization.	
<b>Exceeds Expectations</b>	Tackled all of the goals and achieved exceptional results. The employee understands how the individual goals relate to the goals of the organization and department.	
<b>Meets Expectations</b>	Tackled most of the goals and/or met the level of quality expected.	

<b>Below Expectations</b>	Tackled very few goals, and/or demonstrated lower than anticipated quality.		
<b>Unsatisfactory</b>	Tackled very few or no goals and demonstrated low quality of work.		
<b>Goals</b>	<b>Points Possible</b>	<b>Rating</b>	<b>Earned Points</b>
Goal 1			n/a
Goal 2			n/a
Goal 3			n/a
Goal 4			n/a
Goal 5			n/a
Other Goals			n/a
<b>Goals Rating and Points</b>	<b>3.00</b>	<b>Unsatisfactory</b>	<b>0.00</b>
<b>Employee Comments:</b>			
<b>Supervisor Comments:</b>			
<b>Performance Characteristics</b>			
The following seven performance characteristics have been identified as critical characteristics for employees to uphold in order for the Village to provide a high level of service to the public. There is one point possible for each category, for a total of seven points.			
<b>Exceptional</b>	Consistently exceeds the performance standards required of the position <u>AND</u> encourages or assists others to do the same.		
<b>Exceeds Expectations</b>	Consistently exceeds the performance standards required of the position.		
<b>Meets Expectations</b>	Consistently meets the performance standards required of the position.		
<b>Below Expectations</b>	Sometimes meets the performance standards required of the position, but not consistently.		
<b>Unsatisfactory</b>	Does not meet the performance standards required of the position.		
<b>Performance Characteristics</b>	<b>Rating</b>	<b>Points</b>	
Quality of Work and Productivity			
Cares About Community and Public Trust			
Cares About Co-Workers and Teamwork			
Communication			
Customer Service			
Continuous Improvement			
Problem Solving			
<b>Performance Characteristics Rating and Points</b>		<b>7.0</b>	
<b>Employee Comments:</b>			

<b>Supervisor Comments:</b>			
<b>Overall Rating</b>			
<b>Rating Categories</b>	<b>Points</b>	<b>Note</b>	
Exceptional	8.75-10	The employees raise is based on the total score and rating category, and is subject to the funding available each year for merit increases. The chart on the right breaks down the rating categories.	
Exceeds Expectations	6.25-8.74		
Meets Expectations	3.75-6.24		
Below Expectations	1.25-3.74		
Unsatisfactory	0-1.24		
		<b>Total Score</b>	
		<b>Rating</b>	
		<b>Raise (%)</b>	
		<b>New Pay Rate</b>	
<b>Employee Comments:</b>			
<b>Supervisor Comments:</b>			
<p><b>Signature:</b> The employee and supervisor must sign the evaluation before submitting to the Village Administrator for final signature. The employee signature does not signify agreement with the evaluation; it simply means the appraisal has been discussed with them.</p>			
<b>Employee:</b>		<b>Date:</b>	
<b>Supervisor</b>		<b>Date:</b>	
<b>Village Administrator</b>		<b>Date:</b>	

## Village of Sussex - Management Evaluation Form

<b>Employee:</b>		
<b>Department:</b>		
<b>Date:</b>	<b>Appraisal Year:</b>	

The performance appraisal process is designed to facilitate the review of performance and development of employees. This process should identify the current performance level of the individual and areas for improvement, as well as provide an opportunity for the supervisor and employee to work together in achieving organizational and departmental goals. Supervisors should focus their attention in this evaluation on reoccurring behavior, and not one-time occurrences. A continues dialogue about performance between the supervisor and employee is expected so that the content of this review does not come as a surprise to the employee.

<b>Instructions</b>	1. The employee and supervisor will work together to establish goals at the beginning of the appraisal period.
	2. The employee completes the self-assessment process by completing the employee comment sections below in the area of goals, performance characteristics, and overall performance (yellow cells). This must be completed before the supervisor completes the form below. This self-assessment should be considered by the supervisor when completing the appraisal.
	3. The supervisor completes the remaining portions of the appraisal form, and must provide an overall score and comments (green cells). The raise and new pay rate will be determined based on the availability of funds for the next year.
	4. The supervisor and employee meet to review the appraisal form and obtain the required signatures.

### Goals

Employees will work with their supervisor to identify three to five goals for the evaluation period. Employees will be rated in the categories listed below based on the execution of these goals. There is a total of three points possible in this category. Goals should focus on employee development and organizational improvement. They should focus on ways to improve, and should not include the employees routine responsibilities. In developing the goals, the supervisor and employee should consider the day-to-day responsibilities of the employee and the time available to achieve the desired outcomes. This is particularly important for frontline employees.

Rating Categories	Description
<b>Exceptional</b>	Tackled all of the goals, and others throughout the year, and achieved exceptional results. The employee understands how the individual goals relate to the goals of the department and organization.
<b>Exceeds Expectations</b>	Tackled all of the goals and achieved exceptional results. The employee understands how the individual goals relate to the goals of the organization and department.
<b>Meets Expectations</b>	Tackled most of the goals and/or met the level of quality expected.
<b>Below Expectations</b>	Tackled very few goals, and/or demonstrated lower than anticipated quality.
<b>Unsatisfactory</b>	Tackled very few or no goals and demonstrated low quality of work.

Goals	Points Possible	Rating	Earned Points
Goal 1			
Goal 2			
Goal 3			
Goal 4			
Goal 5			
Other Goals			
<b>Goals Rating and Points</b>	<b>3.00</b>		
<b>Employee Comments:</b>			
<b>Supervisor Comments:</b>			
Performance Characteristics			
The following nine performance characteristics have been identified as critical characteristics for employees to uphold in order for the Village to provide a high level of service to the public. There are a total of seven points possible in this section.			
<b>Exceptional</b>	Consistently exceeds the performance standards required of the position <u>AND</u> encourages or assists others to do the same.		
<b>Exceeds Expectations</b>	Consistently exceeds the performance standards required of the position.		
<b>Meets Expectations</b>	Consistently meets the performance standards required of the position.		
<b>Below Expectations</b>	Sometimes meets the performance standards required of the position, but not consistently.		
<b>Unsatisfactory</b>	Does not meet the performance standards required of the position.		
Performance Characteristics	Rating	Points	
Quality of Work and Productivity			
Cares About Community and Public Trust			
Cares About Co-Workers and Teamwork			
Communication			
Customer Service			
Continuous Improvement			
Problem Solving			
Team Success			
Employee Coaching and Staff Development			
<b>Performance Characteristics Rating and Points</b>		<b>7.00</b>	
<b>Employee Comments:</b>			
<b>Supervisor Comments:</b>			



Overall Rating		
Rating Categories	Points	Note
Exceptional	8.75-10	The employees raise is based on the total score and rating category, and is subject to the funding available each year for merit increases. The chart on the right breaks down the rating categories.
Exceeds Expectations	6.25-8.74	
Meets Expectations	3.75-6.24	
Below Expectations	1.25-3.74	
Unsatisfactory	0-1.24	
		<b>Total Score</b>
		<b>Rating</b>
		<b>Raise (%)</b>
		<b>New Pay Rate</b>
<b>Employee Comments:</b>		
<b>Supervisor Comments:</b>		
<p><b>Signature:</b> The employee and supervisor must sign the evaluation before submitting to the Village Administrator for final signature. The employee signature does not signify agreement with the evaluation; it simply means the appraisal has been discussed with them.</p>		
<b>Employee:</b>		<b>Date:</b>
<b>Supervisor</b>		<b>Date:</b>
<b>Village Administrator</b>		<b>Date:</b>

## **Appendix D – Customer Service Policy**

### **Our Customer Service and Marketing Vision**

The Village is dedicated to providing accessible, responsible, and professional customer service to anyone seeking assistance, while providing this service in an atmosphere which encourages citizen participation.

### **Code of Ideals**

Customers have a right to expect that...

- Staff will be fair and honest in our relations.
- Staff will be respectful, courteous, and understanding of customer needs.
- Staff will hold themselves accountable to assure dependable and timely services.
- Staff will take the responsibility to follow through on customer requests.
- Staff will work together as team players.
- Staff will strive to demonstrate competency, knowledge, and efficiency in our jobs and will have the training necessary to get the job done.
- Staff will demonstrate a positive attitude.
- Staff will provide a safe, and secure environment to conduct public business.
- Staff will provide answers that are not bureaucratic by providing an honest and direct response.
- Staff will take the initiative to creatively solve problems.
- Staff will learn from feedback from customers and look to improve their customer service delivery.
- All staff will be reasonably available to meet with customers.
- Staff will show their dedication to public service and go the extra mile when providing customer service.

### **In person**

Customers have a right to expect...

- A timely, courteous acknowledgement, such as eye contact or a positive indication that the staff member knows they are there.
- That staff will listen to requests/questions and ask for clarification if needed.
- Courtesy and respect.
- Helpful and accurate information.
- That the main counter is always staffed during business hours.

### **Meetings/Open Houses**

Customers have a right to expect that...

- They will be given reasonable advance notice of meetings.
- Meeting notifications contain accurate information.
- They will be notified of meeting cancellations or scheduling changes.
- Meetings will start and end on time.
- Meetings will be organized.

## **Money/Currency Exchange**

Customers have a right to expect...

- User-friendly bills/statements.
- That the Village is able to handle daily monetary exchanges and financial transactions are accurate.
- Receipts are provided if requested.

## **Participation**

Customers have a right to expect that...

- Staff will inform them of ways to participate in their Government.
- Staff will make them feel invited to participate in their Government.
- Staff will make a concerted effort to get their input on projects.
- Staff will put together and implement a plan on ways to increase customer participation.
- Staff will attempt to minimize participation barriers to the best of their abilities.

## **Public Amenities**

Customers have a right to expect...

- Properly maintained facilities that are clean and professional in nature.
- Timely responses to identified problems at the facility. All staff is responsible for how the facilities appear and should follow through on problems.
- Hours of regular operation are posted and changes to hours of operation are posted.

## **Telephone/Voicemail**

Customers have a right to expect that...

- The phone will be answered promptly (within three rings).
- Their calls will be answered in a courteous manner.
- A person, not voicemail will answer their calls at the 246-5200 line.
- Staff answering the phone will listen and understand the nature of the request before transferring the calls, inform the caller who they are being transferred to and the number to reach them directly.
- All calls will be returned within 24 hours (at least to acknowledge the call).
- Voicemail messages will be kept current.
- All staff will leave their full names, phone numbers, and times available when leaving messages with customers.

## **Written Correspondence**

Customers have a right to expect that...

- Written correspondence has been edited for accuracy.
- Complete, accurate, and precise information regarding their inquiries.
- A quick response or a communication explaining the delay.
- Faxes sent have the full name and number of the staff person sending the fax

## Appendix E – Communication Policy

### Intent

This policy aims to strengthen the communication of the Village of Sussex, its officials, and response to citizens. The policy also aims to protect the Village and its information from unnecessary exposure. It covers communication through phones, technology, and print means.

### 1. Cellular Phone Policy

The Village of Sussex wishes to provide the most consistent, convenient and cost-effective cellular telephone services possible for its employees. The objectives of this policy are to:

- provides guidelines to employees who may require a cellular telephone to conduct Village business;
- apply standards to the cellular telephone equipment and service agreements used by Village employees;
- provide a system for monitoring cellular telephone usage patterns so that plans can be routinely modified to better meet the needs of the user;
- ensure that the Village's acquisition of cellular telephone services is cost-effective; and
- provide an internal system for purchasing cellular telephone services, gaining access to repair services, and acquire necessary training and support.
- establish a system for monitoring future developments in cellular services and selecting those that meet the needs of the Village.

Cellular telephones and services may be provided to certain Village employees to conduct activities related to their employment that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone. Requests for cell phones must be approved by the Department Head and the Village Administrator.

The Village provides cellular telephones to employees for the purpose of conducting Village regular and emergency business. Use of Village-owned cellular equipment to make or receive personal calls is not permitted, except in the case of an emergency. Cell phones will be returned to the Village if the employee discontinues employment. Final paychecks may be withheld pending return of cell phones. Cell phones should be carried and turned on at all times. Cell phones should be on silent during staff meetings, except for emergency personnel.

The following are unauthorized uses of a Village-owned cellular telephone:

1. Any call made in relation to an employee's personal business enterprise or participation/membership in a non-Village related organization.
2. Any call made for entertainment purposes, such as a 900 number.
3. Any personal calls, unless it is an emergency.
4. Use of cell phones for business purposes while driving.

Violation of this policy shall subject an employee to disciplinary action and may require appropriate reimbursement to the Village.

Handsets or other equipment that is damaged in the course of business should be brought to the employee's department manager, who will contact the Administration Department for repair.

Lost or stolen cellular equipment should be immediately reported to the employee's supervisor,

who will notify Sussex Police Services and the Village Administrator or designee so that the service can be cancelled. The Village will replace lost or stolen cellular phones, however all costs incurred for replacement or repair will be the responsibility of the employee's department.

Department Heads are responsible for educating subordinates about appropriate cellular telephone procedures and monitoring their usage.

Phone may be issued to:

- Department Heads.
- Foremen and staff who have on-call responsibility.
- Full-time Firefighting staff and officers.
- Emergency Government Director.
- As approved by the Administrator for volunteers and staff with special duties.

2. Standard Phone Policy: This policy is intended to insure proper use and courtesy for general telephone use.

- a. Telephone Use & Courtesy: Many of the people, who rely upon employees rarely, if ever, see them face-to-face. To them, the Village is a voice over the telephone and therefore, courtesy and tact should be used. A friendly voice, clear speech and identifying yourself to the caller go a long way toward maintaining good relationships with those whom we serve. Callers, generally and justifiably, object to prolonged ringing, being placed on-hold for an unreasonable amount of time, or being provided wrong or incomplete information. Please use good judgment in addressing these concerns. Also, remember that the Village's telephone system is a vital link in the chain of service to those who rely on us and, therefore, it must be ready and available for Village business at all times.
- b. Personal Calls: Please use discretion and limit personal use of the telephone. The Village does recognize that, on occasion, situations may necessitate personal use of the phones by employees, but it should be limited. It is prohibited to conduct a personal private enterprise from a Village phone. If an employee is on a personal call and a staff member or customer needs assistance, place the personal call on hold. Should you need additional time to conduct a personal call, ask your supervisor to be excused and use a phone away from the general work area. Attempt to make personal calls during scheduled breaks.
- c. Answering Calls: Answer telephone calls as promptly as possible, preferably within 3-4 rings. Phones with voice mail options should be programmed/messaged to transfer caller into voice mail if unanswered or given an option of dialing "0" for the operator.
  - i. Calls should always be handled using a pleasant, clear and professional tone of voice.

- State appropriate opening greeting. “Good Morning, Village of Sussex.
  - Identify the department or unit, if necessary.
  - State your name using your first name.
  - Use courteous phrases. How may I help you? I would be glad to. Please. Thank you.
  - Always use a closing phrase or line.
  - Help the caller reach their intended contact (the first time).
  - Question the caller to obtain necessary information to identify the appropriate contact/party.
  - If unable to make contact at that time, assure caller someone will contact them as soon as possible.
- d. Transferring Calls: when necessary to screen calls, say, “May I say who is calling?” before transferring the call. It is also a good idea to determine what they need so you can insure the caller is being transferred to the correct person to help them. Transfer calls promptly and announce to the caller that you are making the transfer.
- e. Call Waiting/Hold Messages
- i. Before placing a caller on hold, ask if they would like to go into voicemail or be placed on hold.
  - ii. Wait for a response.
  - iii. While the caller waits, use the hold button, call will ring back if not answered. Again ask if they would like to continue to hold or if they would like voicemail.
  - iv. Always provide the opportunity for the caller to leave a message. Take an accurate message, which should include date and time of call, the name of the caller (first and last), name of the company or association, a complete telephone number (area code, extension #'s) and the message takers name.
- f. Terminating Calls: end all calls with a courteous thank you and good bye.
- g. Initiating Calls
- i. When placing a call, identify yourself by name and the Village of Sussex department/facility.
  - ii. Use a pleasant, clear and professional manner during all telephone calls.
  - iii. Provide phone numbers to ensure that return callers can reach you. Be prepared and available to take the call.
  - iv. When using voicemail options, provide clear, concise information including a return phone number and extension, if necessary. Refer to the Village of Sussex message system booklet for specific instructions for using the voicemail system.

### 3. Internet and E-mail Use Policy

- a. Purpose and Scope: The Internet, as a value-added working tool, can bring great benefits to its users and to the Village. Unfortunately, Internet use offers many non-productive work alternatives and increased security risk. Inappropriate use makes the Village network more vulnerable to hackers, virus infections and other dangers. This policy has been developed to provide guidelines for use of this privilege. Violation of these guidelines may result in disciplinary action, up to and including termination of employment.
- b. Personal Use
  - i. All electronic resources are Village property and are intended to be used for business use only in a manner consistent with the Village's standards of conduct. It is not to be used for personal items, personal business, profit or political endeavors.
  - ii. Employees should have no expectation of privacy with any electronic resource.
  - iii. The Village may monitor any electronic activities at any time.
  - iv. The Village may restrict or discontinue use of any electronic resource at any time, including access to some or all Internet resources.
- c. Viruses: Virus infection is one of the most well document threats of internet use. It is important that employees scan all incoming files for viruses, whether downloaded or attached to e-mail. Users should not open or attempt to read any files received over the Internet that they did not specifically request, and should immediately contact the Village IT administrator upon receiving an unrequested or suspicious file. Employees should also immediately notify the IT administrator if they suspect their computer may have a virus.
- d. Copyright: Information placed on the internet is the intellectual property of the person or organization posting it. Users must be sure to cite their sources when using any text, ideas, software or graphics copied from the Internet.
- e. Fee Resources: Some resources on the Internet may require a fee to use. Employees must obtain permission from their Supervisor prior to using such resources.
- f. Public Record Requests: Requests from outside the Village for access to electronic files should be handled through the same procedures as requests for any other public record. Employees should not send out files of Village information without approval from their Supervisor.
- g. Email: Internet E-mail is not secure or private. Users should always consider that messages may be read by someone other than the intended recipients. There can be no expectation of confidentiality. Employees should choose a more secure method for the transmittal of information deemed sensitive or confidential. E-mail messages should always be written as if they were going to appear in tomorrow's newspaper.

h. Remote Access: Employees may have access to their Village email, phone, or other documents remotely. It is the Village's policy that non-exempt employees, excluding employees who are "on call", shall only check email, voicemail, text messages, and access work files during regular business hours unless otherwise authorized in writing by their supervisor. Such authorization shall be limited in nature and time.

h.i. Village Property: All Internet transmissions sent from or received by Village computers are Village property. Village management reserves the right to examine, at any time and without prior notice, all E-mail, directories, files and other information stored on data disks, computers, tape or other electronic media.

i.j. Confidentiality Notice: All e-mails should be sent with the following notice at the bottom of the e-mail. *CONFIDENTIALITY NOTICE:*

*This e-mail, including any files transmitted with it, is the property of the Village of Sussex, Wisconsin. It is confidential and is intended solely for the use of the individual, or entity, to whom the email is addressed. If you are not a named recipient, or otherwise have reason to believe that you have received this message in error, please notify the sender at 262-246-5200 and delete this message immediately from your computer. Any other use, retention, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited.*

j.k. Discussion Groups and Social Media: The Internet contains numerous discussion groups or forums where users may post messages and exchange ideas. Many of these are useful places for research on topics of interest to Village employees. However, as with any other form of communication, employees are responsible for their conduct and must not misrepresent official Village policy in any message posted to the Internet. Employees should consult with their supervisor prior to posting messages to such locations. Employees using e-mail, posting to public forums or participating in online chats must take care to ensure that their personal statements are not misconstrued as official Village positions. All Village standards for communication with the public apply to the Internet. Employees must take care not to disclose confidential or proprietary information, including anything that you would not tell an anonymous caller on the telephone.

k.l. Responsibilities: Each individual is responsible for complying with all applicable state and federal laws, and all Village policies and standards when accessing the Internet. Violations of any policies or standards can result in disciplinary action, up to and including termination. Widespread abuse of Internet access by individuals can result in the revocation of Internet privileges.

l.m. Unacceptable practices: The following practices are unacceptable and are not allowed. Anyone conducting any of these practices will be subject to discipline, up to and including termination.

- Viewing, storing, downloading or forwarding pornographic images or other obscene materials.



- Sending e-mail that is obscene, racist, sexist, harassing, intimidating or otherwise offensive.
- Any form of hacking, including: attempting to gain access to restricted resources inside or outside the Village's network; impersonating another user; and damaging or deleting the files of another user.
- Downloading, installing or using unlicensed or unauthorized software.
- Using Village e-mail or Web pages to promote enterprises (political, religious and personal business) unrelated to the Village's activities.
- Failing to use virus-checking software.

#### 4. Paper Use Policy

- a. Purpose and Scope: This section of the policy addresses more traditional forms of communication. Paper communication is important because of the paper trail that can be left. It is very important that all employees understand the impact that their actions have on the whole organization when they communicate both internally and externally on paper.
- b. Letters: Letters from the Village of Sussex should be sent on letterhead. Letters should be professional in nature and be free of spelling and other grammatical errors.

#### 5. Mail Box Use Policy

- a. The Village would like to minimize the amount of information placed in mailboxes. Employees should consider the below criteria before placing an item in a mailbox:
  - i. Is this information really necessary for others to see or is it something that is only useful for a select few or my department?
  - ii. If it is important for people to see, should it only go to a select few?
  - iii. Can I send it electronically?
  - iv. If I must send the information via paper hardcopy, how can I minimize the amount of paper needed?

## **Appendix F – Time Sheet Policy**

Time Sheets should be turned into the Assistant to the Finance Director by the Friday after the pay period. The Time sheets should be collected and turned in by the Foreman, Superintendent, or Department Head responsible for each area of the organization.

The Foreman, Superintendent, or Department Head is responsible for signing off on each employee's time sheet before turning them in. As part of that process the responsible official should ensure that the time sheets from their department/division are accurate and reflective of any time taken off (Vacation, sickness, compensation, etc.) during the pay period.

Any questions or concerns about the accuracy of an employee's time sheet should be directed to the Administrator or Assistant Administrator.

Reminder: Time sheets are used to record benefit use and assure proper payment so it is vitally important that they be accurate.

## Appendix G – Employee Benefits

The Village of Sussex provides a health, dental, and vision insurance program for all full-time and certain part-time employees, as described in section 9.1 – Eligibility for Benefits of the employee handbook. For the 2023 plan year the Village offers a high deductible, HSA health insurance plan through UHC, a dental plan through Delta Dental of Wisconsin, and a vision plan also through Delta Dental of Wisconsin. This section may be changed at the sole discretion of the Village from time to time as different health care benefits are provided.

### Health Insurance and Dental Premiums

A. From January 1, 2023 to December 31, 2023 all full-time employees shall pay 11% of their health and dental insurance premiums and the Village will pay 89%. All part-time employees who regularly work at least 30 hours per week shall pay 11% of their health and dental insurance premium plus the percentage difference between their hours and full-time hours. For example, an employee who works 75% of the hours of a full-time employee would pay 36% of health and dental insurance premiums.

#### B. Health Insurance Monthly Premiums

Plan	Employee (11%)	Village (89%)	Total Cost
Employee	82.30	665.86	748.16
Employee + Spouse	172.83	1,398.31	1,571.14
Employee + Child(ren)	164.60	1,331.72	1,496.32
Family	246.89	1,997.59	2,244.48

#### C. Dental Insurance Monthly Premiums

Plan	Employee (11%)	Village (89%)	Total Cost
Employee	3.81	30.82	34.63
Employee + Spouse	7.50	60.70	68.20
Employee + Child(ren)	8.04	65.01	73.05
Family	13.86	112.18	126.04

#### A. Vision Insurance Monthly Premiums

Plan	Employee (100%)
Employee	5.92
Employee + Spouse	11.84
Employee + Child(ren)	12.09
Family	18.01

**Health Savings Account**

The Village utilizes a Health Savings Account Health Care Plan. The Employee will establish a Health Savings Account (HSA) at the bank or credit union identified by the Village. The Village will provide each employee with \$1,100 for single coverage and \$2,100 for family coverage, toward the cost of the deductible. The employee shall be responsible to fund the remainder of the deductible. The Village does not reimburse employees for co-payments.

The Village will contribute the Village HSA contribution twice annually by check issued jointly to the employee and the designated bank or credit union. 50% of the contribution will be issued on July 1 and 50% on December 1, no early disbursements will be issued. For any employee entering the plan after January 1, the Village shall fund the deductible on a prorated manner for the remainder of the plan year.

## Appendix H - Light Duty Policy

“Light Duty” is a special, short term, temporary work assignment that is not an employee’s regular position and may be assigned in the Village’s discretion if:

- a. An employee has a temporary medical restriction which prohibits the employee from performing the essential functions of his or her job with or without a reasonable accommodation; and
- b. If the employee meets the requirements as set forth below.

### Definitions

A. Healing Period - The period between the date of injury or illness and when an employee reaches a plateau in healing. This is a temporary period when the employee is in treatment, convalescing, and unable to return to the performance of the regular job functions. The period may continue until the employee is able to return to perform work or until there is no longer any improvement in the employee’s injury or illness.

B. End of Healing (EOH) – This is the point in time when there is no longer any anticipated or expected improvement in the employee’s health condition following a treatment and recovery period. A plateau in healing has been reached. It does not mean that the employee is without pain or restrictions.

C. Light Duty – A special, short term, temporary work assignment that is not an employee’s regular position and may be assigned in the Village’s discretion if specific conditions are met.

D. Temporary Injury or Illness – A medical condition following a work related or non-work related injury or illness where the prognosis is that the employee will be able to return to the performance of their functions of the job and meet all requirements of said job after a period of absence, which is limited in duration.

Eligibility -- Full-time and part-time employees who have sustained a work-related or non-work-related injury or illness which prevents the employee from performing his or her regular job duties, and whose medical condition has been diagnosed to be temporary in nature. Light duty for represented fire employees is governed by the Collective Bargaining Agreement.

An employee’s request for a “light duty” assignment may be granted where such temporary assignment is available and possible, and the provision for light duty assignment is determined by the Village, in its sole discretion, to be in its best interest at the time. The Village reserves all rights with respect to the creation and implementation of a light duty assignment for all employees seeking such assignment and there is absolutely no guarantee of a light duty assignment. The Village reserves the rights to reject, allow, or make any adjustments to its light duty policy and implementation therein at any time, even in the middle of a light duty assignment as the amount and type of light duty work will vary from time to time based on changing needs and Village budget. Light duty is a specially created assignment for a

specifically limited time period, and may be granted only if the employee is unable to perform the essential functions of his or her job without a reasonable accommodation, and one of the following specific fact sets exists:

1. An employee has temporary medical restrictions and is recuperating from an injury occurring while the employee was performing services growing out of an event incidental to his or her employment and is covered by the Worker's Compensation Act; or
2. A Full or Part Time employee who has temporary medical restrictions and who has been on light duty fewer than three times previously with the Village.

Participation Period – Light duty is temporary and a light duty assignment shall not last more than two months and all light duty assignments will have a written termination date. An employee may request up to a one month extension of the light duty assignment in the rare circumstances in which the employee is only waiting for their medical appointment to provide final clearance for a full return to work. The Employee, when requesting such an extension, shall provide to the Village the necessary information, to the satisfaction of the Village that such an extension will result in the employee being able to return within that extension time period to their regular pre-injury position.

In the event the employee is not able to return to his or her regular pre-injury position at the end of the light duty work assignment, the light duty assignment is ended and will not become a long term or permanent assignment. At the point the light duty assignment is ended the employee must follow all other procedures of the personnel handbook including existing leave policies.

Program Cessation – An employee's eligibility for the program will end if any of the following occur:

1. The Village no longer has light duty assignments for the employee,
2. The employee has reached an end of healing and can return to their regular job functions,
3. The employee has reached an end of healing, and based on medical substantiation the employee is unable to return to their regular job functions,
4. The employee does not comply with the requirements of the program, which includes providing information as requested.
5. The conclusion of two months (three months with an extension) of participation in the program.
6. For any other reason as determined at the sole discretion of the Village.

Medical Restrictions – During the period of Light Duty, the employee is required to comply with and follow any medical restrictions or limitations, both on and off the job. An employee on

modified assignment is prohibited from working on outside employment; if it would violate their medical restrictions, or prolong their recovery period. If any employee disregards the medical restrictions or engages in conduct which is inconsistent with those restrictions, they may be subject to discipline, up to and including termination, particularly where such conduct may aggravate the employees' condition and/or prolong his/her recovery, eligibility for Light Duty, or absence from work.

Employee Responsibilities – When an employee is on Light Duty they must comply with the following:

1. Provide timely return-to-work information from the treating physician or other treatment providers.
2. Submit a written medical status and prognosis from the treating physician after each medical appointment. The status report must include the expected end of healing target date as well as any restrictions or changes in restrictions, and medical management goals.
3. Maintain regular contact with their supervisor and the Personnel Officer.
4. Report any issues with the Light Duty assignment or any change in their medical status as soon as they are known.
5. Comply with any medical restrictions both on and off the job.
6. Follow the treating physician's medical treatment plan.

Refusal of Modified Duty Assignment – If an employee is eligible for Light Duty, he or she may refuse the assignment and apply for FMLA or other applicable leaves under Village policy, or state or federal law.

Return to Regular Duty – Prior to an employee's return to their regular duties and responsibilities, a full release to return to work from the treating physician must be provided to the employee's supervisor. An employee may move from Light Duty (alternative work assignment) to Transitional Modified Duty; however, the time on Light Duty counts towards the 120 day maximum placed on Transitional Modified Duty assignments. In addition, an employee may be required to participate in a functional capacity evaluation to assess their abilities to return to work. Employees who refuse to complete the functional capacity evaluation will be considered to have resigned.

Employee Compensation and Work Schedule – Employees may be assigned light duty on a part-time basis, at a different rate of pay, different location, different hours, and/or with different duties than performed in the employee's pre-injury position. Light duty will not count as leave time used under ~~FMLA~~the Family and Medical Leave Act. Light duty assignments shall not be available for non-workers compensation situations for limited time, seasonal, or other non-regular employees.

Approval -- Written notices in the format attached hereto as Exhibit A will be given whenever a Light Duty work assignment is created, in the sole discretion of the Village. The notice will state

that a temporary assignment has been established and will state the end date of the Light Duty assignment. The Village Administrator, or his or her designee, will be responsible for sending appropriate notices to employees placed on Light Duty assignments.

Any qualified employee with a disability may request a reasonable accommodation to enable the employee to perform the essential functions of his or her job, which shall not be considered to be a light duty assignment.

### Exhibit A

Dear \_\_\_\_\_:

You have requested a light duty assignment due to the following temporary medical restrictions, \_\_\_\_\_ . The information which you provided indicates that your “healing plateau” should be reached in \_\_\_\_\_. This temporary medical restriction is the result of an injury which either:

1. Occurred while the employee while you were performing services growing out of an event incidental to your employment and is covered by the Workers’ Compensation Act; or
2. Not related to the Workers Compensation Act and this is the (first, second, or third) placement in a light duty assignment while working for the Village.

Your regular position of \_\_\_\_\_ has duties, among others, of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. These are some of the essential functions of your job that your doctor indicates you are not able to perform during this healing period with or without a reasonable accommodation. The light duty assignment is temporary and will continue until \_\_\_\_\_, at which time the light duty assignment will be terminated, unless extended for up to one month in writing, at the sole discretion of the Village. Initially upon your request and implementation of the light duty assignment the Village expects the following work assignment \_\_\_\_\_ during the following time period and hours \_\_\_\_\_. Said work will be compensated at \$\_\_\_ per hour during the light duty work assignment. You may at your selection choose to use available paid leave that you have accrued to make up for the difference between these hours and pay level and your normal wage. Such request shall be made on the appropriate leave request form.

Throughout the Light Duty assignment, you must comply with Appendix H of the Personnel Handbook. It is your obligation to review this information and pay particular attention to the section labeled “Employee Responsibilities”.

Please note this light duty assignment is temporary and any portion of it, up to and including ending the light duty assignment prior to the date listed above may be changed at any time at the sole discretion of the Village. If you have any questions regarding this letter, please contact the undersigned.

Sincerely,

[Personnel Officer]



## Appendix I – Transitional Modified Duty

“Transitional Modified Duty” provides employees an opportunity to continue working in their regular position with limited work restrictions, during a specified time period, when the employee is in a healing period following a work related or non-work related injury or illness.

An employee may request Transitional Modified Duty when they can perform the vast majority of their regular job duties and are able to continue in their same role; however, there are still work restrictions placed that impact their ability to perform all functions of said job. When an employee is unable to perform the vast majority of their job duties, he/she should consider requesting light duty, which is an alternative work assignment, or submit an accommodation request to the Personnel Officer as authorized under the Americans with Disability Act (ADA).

### Definitions

A. Healing Period - The period between the date of injury or illness and when an employee reaches a plateau in healing. This is a temporary period when the employee is in treatment, convalescing, and unable to return to the performance of the regular job functions. The period may continue until the employee is able to return to perform work or until there is no longer any improvement in the employee’s injury or illness.

B. End of Healing (EOH) – This is the point in time when there is no longer any anticipated or expected improvement in the employee’s health condition following a treatment and recovery period. A plateau in healing has been reached. It does not mean that the employee is without pain or restrictions.

C. Transitional Modified Duty – Provides employees an opportunity to continue working in their regular position with limited work restrictions, during a specified time period, when the employee is in a healing period following a work related or non-work related injury or illness. A transitional modified duty does not create an entitlement to continue the assignment on a regular or permanent basis.

D. Temporary Injury or Illness – A medical condition following a work related or non-work related injury or illness where the prognosis is that the employee will be able to return to the performance of their functions of the job and meet all requirements of said job after a period of absence, which is limited in duration.

Eligibility -- Full-time and part-time employees who have sustained a work-related or non-work-related injury or illness which prevents the employee from performing his or her regular job duties, and whose medical condition has been diagnosed to be temporary in nature.

The eligibility of an employee is at the sole discretion of the Village Administrator or his/her designee, taking into consideration the employee’s medical condition, and the availability of transitional modified duty assignments within the employee’s skills and restrictions, whether

there are other employees currently on modified duty, and the operational needs of the department.

Eligibility determinations will be made on a case-by-case basis. When an employee is on an approved Transitional Modified Duty, they may be required to provide periodic updates regarding the status of their medical condition and their ability to resume the modified or regular duties. For work related injury or illness the Village's Worker's Compensation claims administrator may conduct periodic case review to determine the appropriateness of continuing the transitional modified duty assignment.

Compliance with State and Federal Statutes – This policy is not intended to alter, nor does it alter, an employees' rights under the Wisconsin Fair Employment Act (WFEA), the Americans with Disability Act (ADA), the Wisconsin Family Medical Leave Act (FMLA), the Federal FMLA, or the Wisconsin Worker's Compensation laws. The determination of eligibility under the State and Federal statutes will be the responsibility of the Personnel Officer based on a review of information from the employees treating physician and other statutory requirements.

Participation Period – An employee's participation in the program is limited by either the employee's healing period or one hundred twenty (120) calendar days, whichever is shorter. On a case-by-case basis, an evaluation and assessment will be conducted to determine if the participation period should be extended beyond the employee's healing period or one hundred twenty (120) day limit.

Program Cessation – An employee's eligibility for the program will end if any of the following occur:

1. The Village no longer has any transitional modified duties for the employee,
2. The employee has reached an end of healing and can return to their regular job functions,
3. The employee has reached an end of healing, and based on medical substantiation the employee is unable to return to their regular job functions,
4. The employee does not comply with the requirements of the program, which includes providing information as requested.
5. The conclusion of one hundred twenty (120) days of participation in the program.

Employee Compensation – While on Transitional Modified Duty assignment, an employee will be paid their regular rate of pay that he or she earns when performing their regular duties. A department may restrict the scheduling of an employee for overtime when on a transitional modified assignment. Approval of overtime is at the discretion of the department head.

Work Schedules – When an employee is on a transitional modified duty assignment the employee’s work schedule may be modified and adjusted to meet the needs of the department. This may include the employee’s hours of work and shift assignment.

Medical Restrictions – During the period of transitional modified duty, the employee is required to comply with and follow any medical restrictions or limitations, both on and off the job. An employee on modified assignment is prohibited from working on outside employment; if it would violate their medical restrictions, or prolong their recovery period. If any employee disregards the medical restrictions or engages in conduct which is inconsistent with those restrictions, they may be subject to discipline, up to and including termination, particularly where such conduct may aggravate the employees’ condition and/or prolong his/her recovery, eligibility for transitional modified duty, or absence from work.

Employee Responsibilities – When an employee is on a transitional modified duty assignment they must comply with the following:

1. Provide timely return-to-work information from the treating physician or other treatment providers.
2. Submit a written medical status and prognosis from the treating physician after each medical appointment. The status report must include the expected end of healing target date as well as any restrictions or changes in restrictions, and medical management goals.
3. Maintain regular contact with their supervisor and the Personnel Officer.
4. Report any issues with the Transitional Modified Duty assignment or any change in their medical status as soon as they are known.
5. Comply with any medical restrictions both on and off the job.
6. Follow the treating physician’s medical treatment plan.

Refusal of Modified Duty Assignment – If an employee is eligible for transitional modified duty, he or she may refuse the assignment and apply for Family Medical or other applicable leaves under Village policy, or state or federal law.

Return to Regular Duty – Prior to an employee’s return to their regular duties and responsibilities, a full release to return to work from the treating physician must be provided to the employee’s supervisor. In addition, an employee may be required to participate in a functional capacity evaluation to assess their abilities to return to work. Employees who refuse to complete the functional capacity evaluation will be considered to have resigned.

## Exhibit A

Dear \_\_\_\_\_:

You have requested a ~~light duty assignment~~ Transitional Modified Duty due to the following temporary medical restrictions, \_\_\_\_\_. The information which you provided indicates that your "healing plateau" should be reached in \_\_\_\_\_. ~~This temporary medical restriction is the result of an injury which either:~~  
~~- Occurred while the employee while you were performing services growing out of an event incidental to your employment and is covered by the Workers' Compensation Act; or~~  
~~Not related to the Workers Compensation Act and this is the (first, second, or third) placement in a light duty assignment while working for the Village.~~

Your regular position of \_\_\_\_\_ has duties, among others, of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. These are some of the essential functions of your job that your doctor indicates you are not able to perform during this healing period with or without a reasonable accommodation; however, you are still able to perform the vast the majority of your job assignments. The ~~light duty~~ Transitional Modified Duty assignment is temporary and will continue until \_\_\_\_\_ or until you have reached a healing plateau, at which time the ~~light duty assignment will be terminated, unless extended for up to one month in writing, at the sole discretion of the Village~~ Transitional Modified Duty will end. ~~Initially upon your request and implementation of the light duty assignment the Village expects the following work assignment~~  
~~\_\_\_\_\_ during the following time period and hours~~  
~~\_\_\_\_\_.~~ Said work will be compensated at \$ \_\_\_\_\_ per hour during the light duty work assignment. You may at your selection choose to use available paid leave that you have accrued to make up for the difference between these hours and pay level and your normal wage. ~~Such request shall be made on the appropriate leave request form.~~

Throughout the Transitional Modified Duty assignment, you must comply with Appendix I of the Personnel Handbook. It is your obligation to review this information and pay particular attention to the section labeled "Employee Responsibilities".

Please note this light duty assignment is temporary and any portion of it, up to and including ending the light duty assignment prior to the date listed above may be changed at any time at the sole discretion of the Village. If you have any questions regarding this letter, please contact the undersigned.

Sincerely,

[Personnel Officer]

**Appendix J – Employee Handbook Acknowledgement Form**

**Initial**

\_\_\_\_\_ I am in receipt of a copy of the Employee Policy Handbook which enumerates Village policies in a number of employee-related areas. I recognize that it is my responsibility to read this handbook and abide by the policies of the Village of Sussex.

\_\_\_\_\_ I further understand that the contents of this manual have been collected for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained in this handbook constitutes a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment. The Village of Sussex reserves the right to modify or change any of the policies or procedures in this manual at any point in time.

\_\_\_\_\_ I understand that for employees hired January 1, 2019 and after, vacation is earned in the same year it is available and all vacation for that calendar year is available on January 1. Vacation is considered earned on a monthly basis, such that the number of vacation days an employee is eligible for in that calendar year are divided by 12 for the monthly earned vacation allotment. If the employee is employed from the first day through the last day of that particular month they have earned the monthly vacation allotment for that month. **Upon termination/resignation of employment, vacation used but unearned will be deducted from the employee's paycheck.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name - Printed