

NORMAL WORK WEEK:

8 HOURS PER DAY, 7:00 AM TO 3:30 PM, MONDAY THROUGH FRIDAY, WITH ½ HOUR UNPAID LUNCH BREAK

PAY RATE:

STARTING PAY \$16.81

\$17.86 AFTER 180 DAYS (PROBATIONARY PERIOD)

\$18.91 AFTER 1 FULL YEAR (PROBATIONARY PERIOD)

WAGES

PAYROLL PERIOD RUNS FROM MONDAY TO SUNDAY OF EVERY OTHER WEEK. DIRECT DEPOSIT IS REQUIRED.

CALL IN PROVISIONS:

A MINIMUM OF TWO HOURS OF PAY AT THE APPLICABLE OVERTIME RATES ARE GUARANTEED TO AN EMPLOYEE WHO IS REQUESTED TO AND DOES RETURN FOR WORK WHEN REQUESTED BY MANAGEMENT.

OVERTIME

1 ½ TIMES THE REGULAR RATE FOR ALL HOURS WORKED OVER 40 HOURS IN ONE WEEK. 1 ½ TIMES REGULAR RATE FOR ALL HOURS WORKED OVER 8 ½ HOURS IN ONE DAY. 2 TIMES REGULAR RATE OF PAY FOR SUNDAY AND HOLIDAYS

VACATIONS

1 WEEK, AFTER COMPLETING 1 YEAR OF EMPLOYMENT

2 WEEKS, AFTER COMPLETING 3 YEARS OF EMPLOYMENT

3 WEEKS, AFTER COMPLETING 7 YEARS OF EMPLOYMENT

4 WEEKS, AFTER COMPLETING 12 YEARS OF EMPLOYMENT

HOLIDAYS

EACH REGULAR FULL TIME EMPLOYEE WILL BE ENTITLED TO THE FOLLOWING HOLIDAYS WITH PAY.

NEW YEARS DAY	DAY AFTER THANKSGIVING
MEMORIAL DAY	CHRISTMAS EVE
FOURTH OF JULY	CHRISTMAS DAY
LABOR DAY	NEW YEARS EVE
THANKSGIVING	GOOD FRIDAY

BEREAVEMENT LEAVE

SICK TIME

REGULAR FULL TIME EMPLOYEES WILL BE ELIGIBLE FOR UP TO 5 PAID SICK LEAVE DAYS DURING EACH CALENDAR YEAR AFTER CONTINUOUS EMPLOYMENT.

RETIREMENT

THE VILLAGE PARTICIPATES IN THE WISCONSIN RETIREMENT SYSTEM (WRS) EACH FULL TIME EMPLOYEE WILL BE ENROLLED IN THE WRS. AS A RESULT OF ACT 10 THE EMPLOYER PAYS 50% (6.8%) AND EMPLOYEES PAY 50% (6.8%) OF THE ANNUAL CONTRIBUTION, WHICH FOR 2018 IS 13.6% OF ANNUAL INCOME.

GROUP HEALTH INSURANCE

FULL TIME EMPLOYEES ARE ABLE TO RECEIVE VILLAGE SPONSORED HEALTH INSURANCE FOR THEM (EMPLOYEE) AND THEIR FAMILY. CURRENTLY EMPLOYEES CONTRIBUTE 12% TOWARDS THE MONTHLY PREMIUM.

LIFE INSURANCE/DISABILITY

FULL TIME EMPLOYEES ARE COVERED BY WRS LIFE INSURANCE POLICY AT A RATE OF 1X THE EMPLOYEES INCOME.

REQUIREMENTS AT TIME OF EMPLOYMENT

VALID WISCONSIN DRIVERS LICENSE AND VALID WISCONSIN CDL COMMERCIAL DRIVERS LICENSE

PASS A "FIT TO WORK" PHYSICAL, ADMINISTERED BY THE VILLAGE OCCUPATIONAL HEALTH CARE PROVIDER

PASS A PRE EMPLOYMENT DRUG/ALCOHOL TEST

SUCCESSFULLY PASS A CRIMINAL BACK GROUND CHECK

HAVE A DRIVING RECORD SUITABLE TO BE ACCEPTED BY VILLAGE INSURANCE CARRIER

VILLAGE OF PADDOCK LAKE IS AN EQUAL OPPORTUNITY EMPLOYER