


<b>POLICY ID: <i>HR-018</i></b>		<b>TITLE: <i>Wage Tracking Policy</i></b>	
<input checked="" type="checkbox"/> <b>ORIGINAL</b> <input type="checkbox"/> <b>REVISION</b> <b>EFFECTIVE DATE: <i>Immediate</i></b>		<b>APPROVED BY VILLAGE BOARD:</b>  <b>VILLAGE CLERK-Signature</b>	<b>DATE:</b> <i>5/9/22</i>
<b>APPLIES TO:</b> Village Administrator Village Clerk Finance Director/Village Treasurer Community Development Director Public Works Director			

### **Purpose**

The Village is interested in monitoring the time spent by employees on different activities to ensure that the costs for employees are correctly allocated to the various departments of the Village. This policy will allow the Village to adjust the funding for employees to better reflect how employees are spending their time.

### **Procedure**

Each employee covered under this policy, in addition to tracking their time on their time cards will also track the time they work during the day in one-hour increments in different categories. They will also describe in ten words or less what they did during that time, for example if the Public Works Director inspected a sewer lift station for two hours they will put "Sewer-2-Inspected lift station thirteen, talked to vendor on pump replacement." They will submit these reports along with their timecards to the Village Clerk. The Village Clerk will track the time, and each month, submit a combined report to the Administrative Policy Committee (APC) who shall then refer the report to the Village Board each month. The Village Clerk will also send this report to the Village Administrator for use in developing the subsequent year's budget. The Village Administrator will present as part of the budgeting process a breakdown of where each employee covered by this policy is spending their time and recommend a change in the breakdowns for each employee covered by this policy. The Administrative Policy Committee nor the Village Board have to approve this recommended percentage change.

The categories for employees shall be the following

**General Government**-This shall involve general government operations, such as accounts receivables, account payables, elections, and other general government activities.

**Cons & Development**-This shall involve all costs associated with conservation and development activities of the general fund which shall include, community events, and marketing.

**Bld Inspector**-This shall involve all costs associated with building inspection of the Village.

**Parks**-This shall involve all costs associated with parks of the Village, but shall not include community events taking place in a park.

**Recycling**-This shall involve all costs associated with garbage collection and recycling collection.

**Public Works**-This shall involve all costs associated with Public Works activities, which include road maintenance, sign maintenance, and road side maintenance such as storm sewer ditches, and tree trimming.

**Water-**This shall involve all operations involving the water utility, including Pumping Expense, Transmission and Distribution Expense, Customer Account Expense, Administrative and General Expense relating to the water utility.

**Sewer-** This shall involve all operations involving the sewer utility.

**RDA-**This shall all involve all work relating to the Tax Increment Districts. These hours shall be divided across each TID with 30% of the costs going to TID #1, 60% of the costs going to TID #2, 5% of the costs going to TID #3, and 5% of the costs going to TID #4.