

**CONTRACT BETWEEN THE TOWN BOARD OF BRADLEY
AND TOWN OF BRADLEY ROAD SUPERVISOR
For the Period
January 1, 2015 through December 31, 2016**

The Road Supervisor will be supervised by the Town Board; job performance will be reviewed by Town Board and Road Consultant.

This is a working supervisory position as directed by the Town Board. The Road Supervisor will perform a variety of semi-skilled and skilled maintenance work. The Road Supervisor will operate a variety of equipment in the construction, repair and maintenance of town roads, waste and recycling sites and other facilities. The Road Supervisor supervises the other employees in this department and schedules daily and long-range projects. The Road Supervisor may need to work odd hours or days including weekends, as needed.

The Road Supervisor will:

- Work with and assist other employees.
- Perform all duties in a safe and secure manner.
- Assist in training new employees in this department.
- Work under the general supervisor of the Town Board.
- Work well with others: Town Board, Town Employees, general public.
- Understand and follow the union contract.

KEY DUTIES AND RESPONSIBILITIES

Inspects and repairs town roads.

Determines location of utility line prior to construction or excavation and calls Diggers Hotline.

Responds to complaints from general public and confers with Town Chair when necessary.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives various trucks and equipment to perform maintenance.

Coordinates road maintenance and construction activities such as resurfacing, drainage, grading, landscaping, marking and signs.

Supervises/works at snow and ice removal.

Keep records updated.

The duties listed above are intended to be illustrations of various types of work that may need to be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

CONDITIONS OF EMPLOYMENT – PROBATIONARY PERIOD

The first **one hundred eighty (180) calendar days** of employment shall be a probationary period during which time the employee may be disciplined, suspended, or discharged with or without cause or limitations under this Contract.

1. The Road Supervisor is required to be on the job at the commencement of his regularly scheduled hours and shall stay on the job until the end of his day.

2. The Road Supervisor must contact the Town Chair, (or another Board Member if the Chair is unavailable) along with the Clerk in case of a necessary absence prior to the beginning of the work day. A necessary absence includes illness to self or immediate family, funeral leave, jury or witness duty or military service.
3. To be eligible to receive sick leave pay, the Road Supervisor must be off work due to illness of self, spouse or child, or off the job injury. Sick leave may be used in one-half increments.
4. All injuries, no matter how trivial, must be reported to the Town Chair and Clerk before the end of the regularly scheduled workday.

The following acts will result in discipline by the Town Board of Bradley. Depending on the severity of the incident, the discipline procedure is as follows:

- a) Oral reprimand
- b) Written warning
- c) Suspension
- d) Discharge

Acts/incidents resulting in discipline:

1. Bringing or consuming intoxicants or illegal drugs during the Road Supervisor's workday.
2. Assuming duties under the influence of liquor, illegal drugs and other drugs of sufficient quantity, which would create hazards to themselves or others.
3. Deliberate destruction or removal of the Town's or another employee's property.
4. Use of the Town's equipment for personal use without permission.
5. Sleeping on duty.
6. Disobedience, insubordination, neglect of duty, dishonesty.
7. Refusal to comply with Town Board's rules.
8. Disorderly conduct.
9. Failure to report for work other than a necessary absence.
10. Giving or taking of bribes to obtain work or retain a position.
11. Unauthorized signing of another employee's time sheet.
12. Falsifying records.
13. Originating or participation in practical jokes, which may result in bodily injury.

WORK WEEK, OVERTIME, AND REPORTING PAY

The regular workday will be eight (8) hours and the regular workweek shall be forty (40) hours, Monday through Friday. Required attendance at the Town Board meetings and employee training sessions required by the Employer shall be considered time worked. Nine (9) hour and Four (4) ten (10) hour a day shifts may be worked if mutually agreed to by the Town Board and the Road Supervisor between the first Monday in May through the last Friday in September in a calendar year.

The hours of work shall be as follows:

- 10-hour shift – 6:00 a.m. – 4:30 p.m.
- 9-hour shift – 6:00 a.m. – 3:30 p.m.
- 8-hour shift – 7:00 a.m. – 3:30 p.m.

The Road Supervisor will be required to be on the job prior to the shift start to give out duties for the day and at the Town Garage when the road crew returns at the end of the shift.

The 8-hour shift schedule shall be from 7:00 a.m. to 12:00 p.m. and from 12:30 p.m. to 3:30 p.m., unless otherwise mutually agreed upon. The 9-hour shift schedule shall be from 6:00 a.m. to 12:00 p.m. and from 12:30 p.m. to 3:30 p.m. unless otherwise mutually agreed upon. The 10-hour shift schedule shall be from 6:00 a.m. to 12:00 p.m. and from 12:30 p.m. to 4:30 p.m., unless otherwise mutually agreed upon. These hours are subject to change by the Town Board with a 48 hour or more notice.

Overtime

The Road Supervisor shall be paid at the rate of one and one-half (1 ½) times his regular rate of pay for all hours worked in excess of eight (8) hours a day and/or forty (40) hours in a work week. When working nine (9) hour days, overtime shall be calculated after 9 hours of work. When working ten (10) hour days, overtime shall be calculated after 10 hours of work. All overtime must be pre-authorized by the Town Chair (or another Board Member if Chair is not available) except in the case of an emergency. Overtime compensation shall not be pyramided and overtime compensation shall not be paid twice for the same hours worked.

Emergency Calls

The Road Supervisor shall receive a minimum of one (1) hour pay at the applicable rate of pay for all hours worked on Saturday, Sunday, or paid holiday. The one (1) hour shall be treated as time worked for purposes of computing overtime for the workweek.

Recall

If the Road Supervisor, after completing a normal work day (excluding Saturday, Sunday or available holidays) and having left the Town Hall/Garage, is called back to do emergency part time work prior to the starting time of the next regular work day, he shall receive a minimum of one (1) hour pay at the Road Supervisor’s applicable rate of pay for each recall. The one (1) hour shall be treated as time worked for purposes of computing overtime for the workweek.

VACATION

The Road Supervisor shall begin to accrue vacation benefits as of his date of hire and shall become eligible to use vacation benefits according to the following schedule:

After 1 st year	40 hours
After 2 nd year	80 hours
After 5 th year	120 hours
After 11 th year	160 hours
After 20 th year	200 hours

Vacation pay will be forty (40) hours of pay at the Road Supervisor’s regular rate of pay for each week of vacation. Vacation week will be Monday through Sunday.

Vacation may be taken in minimums of one (1) day increments with a maximum of five (5) in a calendar year. One-day vacations must be approved by the Town Chair (or another Board Member if Chair is unavailable).

If time off is required by the Road Supervisor during his first twelve (12) months of employment, it shall be considered a leave without pay. Time off is subject to the approval of the Town Chair (or another Board Member is Chair is unavailable).

In the event the employment relationship is severed for any reason, the employee shall receive pay for all earned vacation as of the date of severance.

When the Road Supervisor has completed at least 1500 hours of work in the previous year, he shall be granted a vacation with vacation pay, each twelve (12) months according to the above schedule. If the Road Supervisor is under Worker's Compensation, he will be exempt from the 1500 minimum. Payment of a partial year's vacation will be made to the Road Supervisor if he has worked less than 1500 hours on a prorated basis.

If the Road Supervisor is absent due to an on-the-job injury, which is determined to be compensable under Worker's Compensation, he will continue to accrue vacation and sick leave benefits for such time not worked for a period not to exceed one (1) year following the date of injury.

All vacation time must be approved by the Town Board with 4 weeks notice. The 4 week notice may be waived by the Town Board.

The Road Supervisor will be allowed to carry over one (1) full week of vacation, with Town Board approval.

WAGES

\$19.79 per hour (six month probationary period)

Wages could be adjusted according to experience and additional supervisory duties.

HOLIDAYS

Paid holidays for the Road Supervisor are: **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day and Christmas Day.**

If the Road Supervisor is required to work on any of the above holidays, he will be paid at the rate of two times his regular hourly rate for all hours worked. The Road Supervisor will be paid eight (8) hours of holiday pay at his straight hourly rate whether worked or not. Holiday pay will not be used in computing overtime for the Road Supervisor's work week.

In order to be eligible for a paid holiday, the Road Supervisor must work both the last scheduled work day before and the scheduled work day after such holiday, unless such absence is excused by the Town Board or the Road Supervisor receives a paid sick day or is absent because of a work related injury.

If any of the above holidays fall on a Saturday, the holiday will be observed on the preceding Friday. If any of the above holidays falls on a Sunday, the holiday will be observed on the following Monday.

PHYSICALS

All physicals required by the Town Board, or by federal or state agencies, will be paid for by the Town of Bradley.

TRAVEL

When the Road Supervisor uses his own vehicle for transportation at the request of the Town Board, and directly in the course of the Road Supervisor's employment, or to attend a seminar or any schooling approved by the Town Board, the Town of Bradley will reimburse the mileage at the rate allowable by the IRS.

The Road Supervisor will be required to maintain basic auto liability insurance as established by the State of Wisconsin.

All requests for mileage reimbursement must be submitted in writing to the Town Board to be eligible for reimbursement.

All travel related expenses for training sessions outside the boundaries of the Town of Bradley must be pre-authorized by the Town Board.

Except in the event of an emergency, the Road Supervisor is not permitted to allow anyone who is not an employee, officer, agent, contractor or other representative of the Town of Bradley in or on a vehicle while performing work for the Town of Bradley, unless prior written authorization has been obtained from the Town Board.

CLOTHING

The Town of Bradley will provide throw-away coveralls for work within the shop area. The Town of Bradley will also provide any necessary safety equipment required to be worn by the Road Supervisor.

JURY AND WITNESS DUTIES

If the Road Supervisor is called for jury duty or as a witness under subpoena involving the Town of Bradley, he will receive his minimum guaranteed weekly wage minus the amount of compensation received for such jury duty or witness fees if the amount thereof is less than the amount the employee would have received while performing his regular duties, provided the Road Supervisor:

1. Gives prior notice thereof to the Town Board;
2. Furnish the Town Board with satisfactory evidence of his call for jury duty or as a witness under subpoena, the number of days served and the amount of compensation received;
3. Make a reasonable effort to report for work during his regularly scheduled work day when the Road Supervisor's services are not required for jury duty or as witness under subpoena involving the Town of Bradley.

If the Road Supervisor is required for witness duty as stated above, he will also be reimbursed for all expenses incurred.

When the Road Supervisor is required to be present for jury duty, the Town will reimburse him for his regular wages minus jury pay up to a maximum of sixty (60) hours of pay per year.

PERSONAL LEAVE

The Road Supervisor requesting a leave of absence shall submit a written request to the Town Board stating the reason and the length of time desired. Benefits shall continue to accrue, except pay, for an approved leave of absence of two (2) weeks or less. Any other approved leave of absence shall be without pay or accrual of other benefits unless otherwise agreed to in writing between the Town Board and Road Supervisor. Any requested leave of absence for a period longer than seven (7) days may be granted for a period not to exceed six (6) months if approved by the Town Board. Personal leaves will not be granted for the purpose of working for another employer or personal gain.

SICK LEAVE

After successfully completing the probationary period; the Road Supervisor shall receive eight (8) days, for a total of sixty four (64) hours per year to be used for sick leave. Sick leave shall be paid equal to the number of hours in any one day at the Road Supervisor's straight rate and will not exceed eight (8) hours in any one day while working (8) hour shifts and will not exceed ten (10) hours in any one day while working ten (10) hour shifts. Unused sick leave may accumulate to a maximum of thirty-five (35) days, for a maximum of two hundred eighty (280) hours.

Any absence due to illness during the Road Supervisor's probationary period or thereafter when sick leave benefits are not available will be considered leave without pay.

When the Road Supervisor is off work on sick leave for more than (3) consecutive working days, upon request of the Town Board, the Road Supervisor will provide a doctor's certificate as evidence of illness.

The Road Supervisor will be paid his banked sick leave upon retirement at age 65 or 20 years of service.

SEPARATION OF EMPLOYMENT

Upon discharge, the Town of Bradley will pay all money due and earned benefits to the Road Supervisor in accordance with applicable law.

Upon quitting, the Town of Bradley will pay all money due and earned benefits to the Road Supervisor on the payday following quitting, provided the Road Supervisor has turned in all keys and equipment furnished by the Town of Bradley.

FUNERAL LEAVE

The Town of Bradley will grant up to five (5) consecutive days leave with pay to the Road Supervisor for the purpose of attending and making arrangement for the funeral of the Road Supervisor's spouse.

The Town of Bradley will grant up to three (3) consecutive days leave with pay to the Road Supervisor for the purpose of attending and making arrangements for the funeral of the Road Supervisor's immediate family. The three (3) day period shall be any three (3) regular work days representing the day before, the day of, and the day after the funeral, provided the employee attends the funeral. The term "immediate family" means the employee's child, mother, father, sister, brother, mother-in-law or father-in-law.

The Town of Bradley will grant one (1) day leave with pay to the Road Supervisor for the purpose of attending the funeral of the Road Supervisor's sister-in-law, brother-in-law, son-in-law, daughter-in-law or grandchild. The Town of Bradley will pay the Road Supervisor at his regular straight time rate not exceeding eight (8) hours per day (unless it falls when working ten (10) hour days, he will then received his straight time rate for ten (10) hours).

PENSION

The Town of Bradley will continue to fund the Road Supervisor's annual annuity on each anniversary of date of hire.

1/1/15	\$2,100	Contribution
1/1/16	\$2,150	Contribution

GENERAL PROVISIONS

The Road Supervisor will be paid bi-weekly.

The Road Supervisor's regular work week will not be altered to avoid the payment of overtime.

Dated this _____ day of _____, 2015.

Road Supervisor

Town Chair