

Town of Mina
Full-time Motor Equipment Operator Employee Benefit Schedule
Effective January 1, 2024

NEW EMPLOYEE:

1. New employees will start at a wage defined annually by the Town Board.
2. New employees will be on a 90-day introductory period.
3. Health care benefits will start on the first day of the month after 30 days of employment.
4. New employees will have a 90-day performance review with the Highway Superintendent's discretion to extend the introductory period.

VACATION SCHEDULE:

Vacation begins one year from the date of hire as a full-time employee and the amount of vacation changes on that anniversary date. At the end of each calendar year, the amount of vacation time unused will be forfeited. For full-time employees hired before January 1, 2021, the vacation time will be granted in full at the beginning of the year. For full-time employees hired on or after January 1, 2021, one-fourth (1/4) of the vacation days will be granted at the beginning of each quarter.

YEARS OF EMPLOYMENT	NUMBER OF VACATION DAYS
After:	
1 Year	10
2 Years	11
3 Years	12
4 Years	13
5 Years	14
6 Years	15
20 Years	20

SICK/PERSONAL DAYS:

After one (1) year of employment, employees will accrue eight (8) sick/personal days each year. For full-time employees hired before January 1, 2021, the eight days will be granted at the beginning of the year. For full-time employees hired on or after January 1, 2021, two (2) sick/personal days will be granted at the beginning of each quarter.

1. Employees taking more than five (5) sick days consecutively will be required to show a doctor's certificate to return to work.
2. Sick/personal days may be banked at the end of the calendar year for a maximum of 20 days accumulated.
3. Banked sick/personal days may only be used for illness.
4. Banked sick/personal days will be forfeited if the employee is terminated or resigns.
5. Banked sick/personal days will be paid to any employee who retires from the Town.

6. A maximum of four (4) sick personal/days earned during the year will be eligible to be paid to the employee at the end of the calendar year. The number of days eligible for payment will be prorated for time actually worked. (Example: An employee is off on unpaid leave for 3 months, the maximum amount of sick/personal days the employee may be paid for is $9/12 \times 4 \text{ days} = 3 \text{ days}$).

HOLIDAYS:

All employees must work the day before and the day after a holiday to be eligible to be paid for the holiday (paid vacation days can be used as a work day for determining eligibility).

The following days are considered paid holidays:

New Year's Day	Labor Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Two (2) Floating Holidays	

1. If any of the above holidays fall on a weekend, either the day before or the day after the holiday will be used at the discretion of the highway superintendent.
2. The scheduling of floating holidays must have prior approval of the highway superintendent in order to avoid any work scheduling conflicts.

JURY DUTY:

An employee serving jury duty will receive full pay from the Town. Except for mileage, any monies received from the State, County, etc. must be reimbursed to the Town.

BEREAVEMENT:

Up to three (3) days will be granted for the funeral of parents, children, siblings, spouse, partner, grandparents and in-laws.

OVERTIME:

Employees can accumulate hours off from work in place of compensation for overtime worked. A maximum of 80 overtime hours (120 straight hours) may be accumulated. These hours must be used during the current year. Any hours not used by year-end will be compensated for in the last pay period of the year.

HEALTH INSURANCE:

The Town of Mina offers health insurance to full-time employees with the amount of premium contribution by employees determined by the Town Board. Any employee on unpaid leave or workers compensation must pay the full amount of the premium after three (3) months off work of unpaid leave and after four (4) months off for workers compensation.