

# 1000 ISLANDS ENVIRONMENTAL CENTER

## ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna  
**Nature Center Building**  
1000 Beaulieu Court, Kaukauna



Wednesday, January 04, 2023 at 4:30 PM

### AGENDA

#### In-Person

1. Call to Order
2. Reading and Approval Minutes
  - a. 1000 Islands Administrative/Finance Sub-Committee Minutes of October 20, 2022
3. Old Business
4. New Business
  - a. Review of Administrative Assistant Job Description and Schedule
  - b. Review of 2022 Building Rentals and Discussion on the Future of Building Rentals
  - c. Park Pavilion Fee Increase to Match other City of Kaukauna Pavilions
  - d. Summary of 2022 City of Kaukauna Compensation Study
  - e. Review of Paid Holidays for Part-Time Staff
  - f. Inclement Weather Policy
5. Other Sub-Committee Items
6. Adjournment

### NOTICES

**THIS MEETING IS ACCESSIBLE TO THE HANDICAPPED. IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**

1000 Islands Environmental Center Mission Statement: To provide children, adults and families the knowledge and skills needed to build a sustainable balance among the environment, economy and community through education, conservation and recreation.

# 1000 ISLANDS ENVIRONMENTAL CENTER

## ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna  
**Nature Center Building**  
 1000 Beaulieu Court, Kaukauna



Thursday, October 20, 2022 at 5:30 PM

### MINUTES

#### 1. Call to Order

Members Present: Van Berkel, Hietpas, Manion

Also Present: Nowak

Called to order at 5:35 pm by Van Berkel

#### 2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of August 4, 2022  
 Manion made a motion to waive the reading and approve the minutes from the August 4, 2022 Administrative/Finance Sub-Committee meeting. Seconded by Hietpas. Motion carried.

#### 3. Old Business

Van Berkel mentioned that he and Manion attended a training session with HR Director Swaney regarding the new City performance review process. Van Berkel is looking to the full committee to share their input on the performance review of Nowak as the Director/Naturalist. After the full committee review, Van Berkel and Manion will then have a smaller group meeting with the Nowak to go over the performance review. Nowak will provide the review forms at the October Committee meeting.

#### 4. New Business

- a. Discuss merging the 1000 Islands Revenues and Expenditures into the City General Fund  
 Van Berkel shared some of his concerns with moving the 1000 Islands operating budget from the 201 fund to the City's general fund. He reached out to Finance Director Van Rossum regarding these concerns and shared the response with the group.  
 Van Berkel feels that the outside appropriations should remain in the 201 fund as these funds are given specifically for support of 1000 Islands and should not be at risk of being absorbed by the general fund or used for any other purpose. The rest of the sub-committee members agreed. Nowak will follow-up with Van Rossum regarding these concerns.

#### 5. Other Sub-Committee Items

#### 6. Adjournment

With no further business to discuss, Manion made a motion to adjourn. Seconded by Hietpas. Meeting adjourned at 6:07 PM.

## NOTICES

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1000 Islands Environmental Center Mission Statement: To provide children, adults and families the knowledge and skills needed to build a sustainable balance among the environment, economy and community through education, conservation and recreation.

DRAFT

## 2.0012 - Position Description ADMINISTRATIVE ASSISTANT - Pay Grade 8

Formerly policy 2.002

DATE APPROVED: 10/22/91

REVISED: 6/16/94, 10/16/97, 9/20/08, 4/19/18, 4/16/20

## FUNCTION:

The employee will manage the office environment to meet the needs and challenges of the Nature Center. Provide administrative assistance to the Director/Naturalist, 1000 Islands Environmental Center Committee, Friends of 1000 Islands Board Members, and other staff. Files all receipts, invoices and all other monies with the City finance department. The position requires the ability to work with and assist all other positions as necessary. The work schedule requires flexible hours, some evenings and weekends as needed. This is a part-time position working a maximum of 29 hours per week.

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## DESIRED QUALIFICATIONS:

Associate Degree or higher education with 2-3 years of general office experience, or a combination of education and experience that provides equivalent knowledge skills, and abilities.

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## REPORTS TO: DIRECTOR/NATURALIST

## RESPONSIBILITIES AND DUTIES:

1. Assist in general operation of the Nature Center during regular and after-hours operations as needed.
2. Performs administrative duties for Director/Naturalist and other staff including composing general correspondence, reports, forms, computer operation and general office duties.
3. In cooperation with Director/Naturalist, prepares all documentation for Committee and sub-committee meetings of the Environmental Center Committee. Acts as a secretary for all Committee meetings and posts approved minutes on MuniCode.
4. Receives and receipts all monies coming into 1000 Islands, including endowment funds and prepares the weekly deposit. Records all bills and statements and processes all invoices.
5. Maintains mailing and other contact lists for 1000 Islands including City, Friends, memorials, schools, and any other lists.
6. Keeps 1000 Islands calendar and records scheduling and reservations for all the 1000 Islands events including scheduled programs, public programs, building and pavilion rentals and other miscellaneous events, Posts 1000 Islands related programs and events to the City and other community calendars.

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7. Sends confirmations out to scheduled program groups one month ahead of their program with their schedule, programs fees, and expectations.
8. Responsible for the gift shop operations including sales, ordering, pricing and managing inventory, maintaining sales records and balancing cash drawer.
9. Maintains the 1000 Islands website as well as the 1000 Islands content on City website.
10. Maintains social media accounts including posting content as well as monitoring and responding to post interactions and messages. Works with City Communications Coordinator, and the City Attorney when necessary, regarding best practices.
11. Records and receipts all monies and finances for the Friends of the 1000 Islands including fund raising and donations. Provides all necessary reports and corresponding financial information to Friends.
12. Prepares and assists in Friends' fund raising and other projects and programs including preparatory typing, mailings and any records keeping necessary. Includes working days of projects/programs as needed.
13. Prepares all materials for Friend's monthly meetings and types meeting minutes.
14. All other work responsibilities as assigned by the 1000 Islands Committee.

#### SKILLS NEEDED:

Strong written and verbal communication skills  
Well-rounded computer skills including Microsoft Office and accounting software.  
Working knowledge of WordPress and social media platforms is desired.  
 Math and financial skills with a good understanding of accounting principles.  
 An interest and knowledge in local flora and fauna, sustainability or other environmental topics is desired.

#### SUPERVISORY RESPONSIBILITIES:

Direct supervisory responsibilities associated with this position include supervision of volunteers.

**Deleted:** <#>Maintains 1000 Islands files and updates on a scheduled basis. This includes the 1000 Islands Environmental Center general policy manual. Updates and inserts new policies and deletes obsolete or out of date policies as directed by the 1000 Islands Environmental Center Committee.¶  
 Coordinates recruiting and scheduling of volunteer workers. Includes receiving and processing applications, maintaining training log and training volunteers in office responsibilities.¶

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 Prepares material for submission to the Center's Cat-Tales and coordinates all mailings and other necessary work.

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## **2023 Proposed Schedule – Administrative Assistant**

29 Hours per week

### **Standard Schedule:**

9:00 AM – 12:00 PM Monday

9:00 AM – 4:00 PM Tuesday through Friday (with a 30 min lunch)

### **Every 4 weeks the schedule will change to accommodate working on Saturday:**

Saturday: 9:00 AM – 3:30 PM

Sunday: Off

Monday: Off

Tuesday: 9:00 AM -12:00 PM

Wednesday through Friday : 9:00 AM - 4:00 PM (with a 30 min lunch)



# Building Rentals 2022

Item 4.b.

	A	B	C	D	E	F
1	Name	Rental	Date	Cost		
2	Brian Tuyls	Building	1/15/22	\$75.00		
3	Roman Sanders	Building	2/20/22	\$75.00		
4	Elect City Post 3319	Building	3/9/22	\$0.00	Donation of \$25.00	
5	Ryan Stoeger	Building	4/10/22	\$150.00		
6	Friends of Grignon Mansior	Building	4/23/22	\$0.00		
7	Indus of Fox Valley	Pavilion	6/4/22	\$50.00		
8	Fox Valley Sierra Club	Building	6/9/22	\$150.00		
9	Brittney Sprecher	Building	6/12/22	\$150.00		
10	Judy Beach	Pavilion	6/12/22	\$25.00		
11	Aubrey Rabideau	Pavilion	6/19/22	\$25.00		
12	Brad Garrity	Pavilion	7/9/22	\$0.00		
13	League of Women Voters	Building & Pavilion	7/13/22	\$100.00		
14	Kaukauna Lioness Club	Building	8/2/22	\$0.00	Donation of \$25.00	
15	Sandra Menozzi	Building	9/6/22	\$75.00		
16	Meghan Kuehl	Building	9/13/22	\$75.00		
17	Jim Van Der Burgt	Pavilion	10/20/22	\$25.00		
18	Tara Schaefer	Building	8/20/22	\$75.00		
19	Veronica Tweedie	Pavilion	8/28/22	\$25.00		
20	Fox Valley Sierra Club	Building	9/8/22	\$75.00		
21	Anne Carey	Pavilion	9/11/22	\$25.00		
22	Lincoln's Foster Closet	Building	9/17/22	\$75.00		
23	Outagamie Co LCD	Pavilion	10/7/22	\$0.00		
24	Fox Valley Sierra Club	Building	10/13/22	\$0.00		
25	Rebecca Zielinski	Building	10/14/22	\$75.00		
26	Diane Wallace	Building	10/23/22	\$150.00		
27	Brenda Schisel	Building	10/30/22	\$150.00		
28	Janet Leon	Building	11/5/22	\$75.00		
29	Ann Sanders	Building	11/13/22	\$75.00		
30	Debra Nowak	Building	11/24/22	\$75.00		
31	Frank Vander Wyst	Building	11/26/22	\$75.00		
32	Amie Fischer	Building	12/1/22	\$75.00		
33	Rebecca Zielinski	Building	12/3/22	\$75.00		
34	Lincoln's Foster Closet	Building	12/10/22	\$75.00		
35	Michelle Witman	Building	12/11/22	\$75.00		
36	Jack Knaack	Building	12/17/22	\$75.00		
37	Doug DeValk	Building	12/23/22	\$75.00		
38	Bruce VanderLoop	Building	12/25/22	\$75.00		
39	Ashley Hartjes	Building	12/26/22	\$75.00		
40				\$2,525.00		
41			Less Sales Tax	-\$138.88		
42			<b>Total</b>	<b>\$2,341.12</b>		

## 2.029 – USE OF THE 1000 ISLANDS ENVIRONMENTAL CENTER BUILDING AND GROUNDS.

Date Approved: March 21, 1991

Revision Approved: 05/18/06, 9/20/07, 5/15/08, 11/19/09, 5/20/10, 2/16/12, 1/17/2019, 9/17/20, 1/20/22

The 1000 Islands Environmental Center Committee establishes this USAGE POLICY which is intended to cover usage of all 1000 Islands Buildings and Grounds.

A. The primary use of the buildings and pavilion will be for 1000 Islands' environmental educational programs. When not reserved for such use, they will be available for use by other individuals, groups and organizations, as approved by the 1000 Islands Environmental Center Committee and/or Director/Naturalist. The 1000 Islands pavilion is available to rent for any activities/events in accordance with this policy. The Nature Center building is only available to rent for meetings, workshops or other structured events. In order to protect the building, exhibits and live animals, party rentals will not be approved.

1. In accordance with Kaukauna Fire Department regulations, group sizes are limited to 150 (one hundred fifty) persons occupancy for the building. Groups requesting use of 1000 Islands for numbers over these limits must request special permission be granted by the Kaukauna Fire Department.
2. In the event of severe weather (severe thunderstorms, high winds, tornado warnings, or any other weather related situations) SECURE AREAS are designated as follows:  
 The kitchen area. (Be sure serving counter window curtain is down)  
 The bathroom areas and inner bathroom hallway.
3. The Kaukauna Area School District (all public and parochial schools) has priority scheduling of its students if done by authorized school personnel 12 months in advance and are exempt from any fees. Other schools and groups/organizations may schedule up to 11 months in advance.
4. Scheduling for building and pavilion rentals is done through the 1000 Islands office. Rental of the building does not include use of the pavilion. Rental of the pavilion does not include use of the Environmental Center building, ball diamonds, or other park amenities which remain open to the public. Policies 2.0296, 2.0297, and 2.0298 state the Building and Pavilion Use Agreement and Closing-up Checklist which outlines all information and guidelines regarding facility rentals.
5. When a group/organization has reserved 1000 Islands facilities or property the reservation will not be displaced because of a later request by either the Committee or staff.
6. The 1000 Islands Environmental Center or its properties will not be used for any purpose which, in the opinion of the 1000 Islands Committee, will interfere with the normal operation of 1000 Islands, or is inconsistent with the public supported character of the 1000 Islands Environmental Center. Request for use of the facility by any group or person that has abused the facilities or violated policies in an earlier use may be denied.
7. Activities on the premises which will be excluded are:



- a. Programs involving the sale, advertising or promotion of commercial services or products.
- b. Promotion or fundraising for any candidates for elected office, unless opposing points of view are represented on the same program; i.e., forum-type program.

8. Rent of 1000 Islands Building(s) must be on a preapproved basis. The building(s) and properties are open – Tuesday through Friday from 8:00 a.m. to 4:00 p.m. and Saturday from 10:00 a.m. to 3:30 p.m. After scheduled open hours, rentals are also available according to 1000 Islands' approved policies. No groups can request the parkland and 1000 Islands trails for private use. The 1000 Islands buildings and all other properties are for general use except for private or closed use which can only be approved by the 1000 Islands Environmental Center Committee.

9. Application Procedure: Application for use of the 1000 Islands building, pavilion or properties by non-1000 Islands groups, must be made on the Application Form 2.0294, by an authorized representative of the applying group or individual. The application shall include name of group or individual, date requested and nature of meeting, along with the name of the person responsible for the conduct of the group and for monetary charges that may result from the use. If use of the facility is approved, facility use rules are provided to the renter. (See 2.0296, 2.0297, 2.0298)

10. User Fee: Groups utilizing the 1000 Islands building and properties will be subject to User Fee(s) as established by this 1000 Islands Environmental Center Policy. (See 2.0291 – User Fee Schedule).

11. No User Fees are required for general public use of the wooded areas, trails and other 1000 Islands parkland. These areas are open on a daily basis under the same time period as all Kaukauna City parks.

B. This policy includes all walking, hiking, areas of the 1000 Islands Environmental Center. Use by the public follows general policies maintained by 1000 Islands, the City of Kaukauna and the Wisconsin DNR.

1. The parkland and trail system are open until 11:00 p.m. daily. All visitors must vacate the premises by this time. No overnight camping is allowed.
2. No personal animals (pets) are permitted on 1000 Islands properties at any time. Dogs licensed as service animals are acceptable.
3. With the exception of the Valley Bike Trail and mobility disability devices, all pedal powered bikes, skates or skateboards or any type of motorized vehicles are strictly prohibited unless authorized by staff.
4. Fishing is allowed along the Fox River at any point and subject to all Wisconsin Department of Natural Resources fishing regulations. Arrows must not be knocked while traveling on the property.

5. Hunting or trapping is not permitted within the 1000 Islands Conservancy Zone. The 1000 Islands Committee, with approval from the City of Kaukauna, may create special hunts for the purpose of wildlife management.
6. The Fox River abuts the 1000 Islands property. While the river is public water, basic water rules and common sense should always prevail when being by the water or using the surrounding water in any way. Water levels are controlled by the Army Corps of Engineers and these levels are subject to dramatic change due to water use and conditions.
7. The Department of Natural Resources provides rules and recommendations for use of motor crafts and avoiding disturbing water fowl, animals, or birds. Also, the U.S. Fish and Wildlife Service and the Wisconsin State Wildlife Agency provide procedures to follow in using the river and these land areas.

Misuse of any of 1000 Islands properties could be subject to restricted use of 1000 Islands areas or arrest or fines.

2.0291

**USER FEE SCHEDULE  
1000 ISLANDS ENVIRONMENTAL CENTER**

**On-Site Programs**

Kaukauna Schools	No Charge
Other Schools or Groups	\$2.00 per Student for 1/2 day, \$30 Minimum Fee \$3.00 per Student for full day*, \$45 Minimum Fee

\*Programs that require the involvement of 1000 Islands staff both before and after a lunch break will be considered a full day program.

**Programs off Premises**

Kaukauna Schools	No Charge
Other Schools or Groups	\$25.00 per Program

**Achievement Based Scout Clinics**

\$8.00 per Scout or Sibling  
(No charge for Leaders or Chaperones)

**Custom Program for Specific Group**

\$78 per Program

**Snowshoe Rentals**

All Schools (paid in school fee)	NO CHARGE
General Public:	
ADULT	\$2.50/PAIR
CHILDREN	\$1.50/PAIR
Weekend or Weekday Rental	
OFF PROPERTY	\$5.00/PAIR
Friends of 1000 Islands members	NO CHARGE

**1000 Islands Building Rental**

Kaukauna Schools	No Charge
City Residents or Groups	\$75.00
Non-Residents or Groups	\$150.00

**Security Deposit – Applies to all Building Rentals**

Kaukauna Schools	No Charge
All other Rentals	\$200.00

**1000 Islands Pavilion Rental**

Kaukauna Schools	No Charge
City Residents or Groups	<del>\$50.00</del>
Non-Residents or Groups	<del>\$75.00</del>

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**Security Deposit – Applies to all Building Rentals**

Kaukauna Schools	No Charge
All other Rentals	\$50.00

2.0291 Cont.

**Miscellaneous Fees and Security Deposit Deductions**

Security deposits shall be returned at the discretion of 1000 Islands based on the facility's cleanliness and physical condition following a rental. It is the Renter's responsibility to report damage to 1000 Islands

The following minimum fees may also be deducted from security deposits or billed as necessary if Renter has not complied with the rules.

Range/Oven Cleaning	\$25.00
Microwave Cleaning	\$25.00
Refrigerator Cleaning	\$25.00
Dishwasher Cleaning	\$25.00
Unremoved Decorations	\$25.00
Wall/Ceiling Damage from Decorations	\$25.00
Garbage/Recycling Removal	\$25.00
Key(s)/Fob(s) Not Returned	Full Security Deposit Charge
Facility Cleaning	Time and Materials Charge

**Not for Profit groups requesting an exemption from the normal fee schedule will be required to submit an application for fee exemption.**

**NOTE:** All fees become part of the Environmental Center Revenues and are included in Center's Operating Budget.

2.0295



## APPLICATION FOR RENTAL OF 1000 ISLANDS ENVIRONMENTAL CENTER BUILDING AND/OR PAVILION

Name of Organization/Group/Renter: \_\_\_\_\_

Address/City/State/ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_

Nature/Type of Activity/Meeting: \_\_\_\_\_

Date of Activity/Meeting: \_\_\_\_\_

Rental Time: From \_\_\_\_\_ To \_\_\_\_\_ Group Size: \_\_\_\_\_

\_\_\_ 1000 Islands Building\* – City Resident (\$75) \_\_\_ 1000 Islands Building\* – Non-Resident (\$150)

\_\_\_ 1000 Islands Pavilion\*\* – City Resident (\$50) \_\_\_ 1000 Islands Pavilion\*\* – Non-Resident (\$75)

\*Building rental also requires a \$200 security deposit.

**\*\*Pavilion rental also requires a \$50 security deposit.**

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Amount Paid \_\_\_\_\_

Date Paid \_\_\_\_\_

Key Fob # \_\_\_\_\_

Date Returned \_\_\_\_\_

\_\_\_\_\_ (Print Renter's Name) assumes responsibility for use of the building and/or properties of the 1000 Islands Environmental Center during the time specified and for any damages to the building, grounds or equipment. Responsibility is also assumed for the cost of cleaning the building's room(s) other than normal cleaning, resulting from the meeting or activity.

All meetings/activities must conclude by the specified stated time to assure that all participants will have left the 1000 Islands Environmental Center by normal closing time or by the agreed upon time.

**Renter acknowledges receipt of and agrees to the 1000 Islands' Building and/or Pavilion Use Agreements and Closing-up Checklist. This property is under video surveillance.**

Renter's Signature \_\_\_\_\_

Phone Number of Renter \_\_\_\_\_

Office Use Only

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Security Deposit \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

Scanned/Sent to PD \_\_\_\_\_ Date \_\_\_\_\_ Added to Calendar \_\_\_\_\_ Date \_\_\_\_\_

1000 ISLANDS ENVIRONMENTAL CENTER

1000 Beaulieu Court  
Kaukauna, WI 54130920.766.4733  
thousandisland@kaukauna-wi.org



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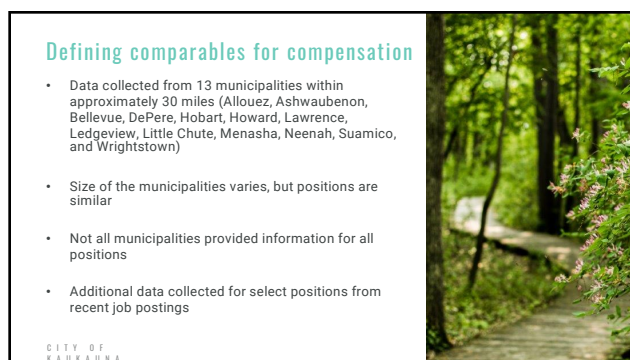
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### Defining comparables for benefits

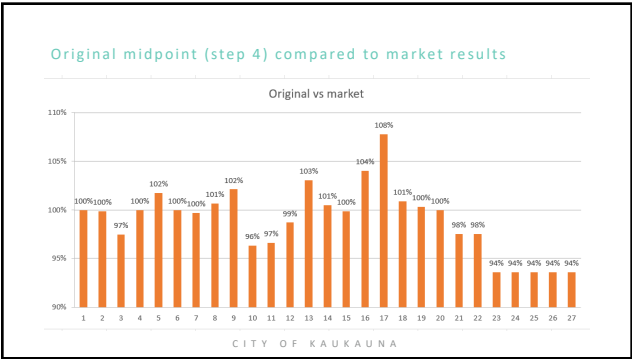
- Benefits data came from nine of the surveyed municipalities (Ashwaubenon, Bellevue, DePere, Howard, Ledgeview, Little Chute, Menasha, Neenah, and Suamico) and four private business in Northeast Wisconsin
- Benefits analysis focused on time-off benefits, specifically holidays, personal/floating/casual days, sick leave, vacation, and PTO

CITY OF KAUKAUNA

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## Results of Study

8



9

### Summary of original to market info

11 of 27 (40% overall) were BELOW market

8 of 27 (30%) were more than 2% BELOW market

16 of 27 (60% overall) were ABOVE market

19 of 27 (70% overall) were within 3% of market

CITY OF KAUKAUNA

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### Re-grading

Re-grading for several positions based on job descriptions / job analysis, discussions with department heads / leaders, & market data:

- Records Assistant (former Records Clerk 1 & Records Clerk 2)
- Clerk of Courts
- Assistant Fire Chief - Day

CITY OF KAUKAUNA

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## 2023 Grades: Non-Exempt

Pay Grade	Position
2	Library Associate
3	
4	
5	
6	Office Assistant, Administrative Coordinator (Library)
7	
8	Records Assistant, Clerk of Courts
9	Administrative Coordinator (Library), Planning & Community Development Coordinator, Assistant Records, Environmental Coordinator, Administrative Assistant, Environmental Center Site Manager
P.A.	Accounting Specialist - AR, Accounting Specialist - AP, Paralegal, Library Technology Coordinator, IT Service Desk Technician

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9.9	Original Mission Director/ Director
10	Youth Services Librarian I, Adult Services Librarian I
11	Administration Services Supervisor (Police Dept), Youth Services Librarian II, Adult Services Librarian II
12	Human Resources Payroll Coordinator, Code Enforcement Officer
13	Assistant Planner
14	Planning/Engineering Technician
15	City Clerk, Naturalist
16	Principal Planner, Accountant
17	Street Foreman
18	Project Engineer, Recreation Program Manager
19	Street Superintendent, Senior Project Engineer, Building Inspector, Assistant Library Director, IT Manager
20	Lawrence Investigator, Assistant Fire Chief, Clerk
21	Assistant Fire Chief, City, Assistant Police Chief, Recreation & Community Enhancement Director
22	Director of Planning & Community Development, Library Director
23	Human Resources Director
24	Fire Chief, Police Chief
25	Director of Public Works
26	
27	Finance Director / Treasurer

2023  
Grades:  
Exempt

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City of Kaukauna 2023 Pay Schedule									
Grade	FICA Status	Entry Pay Min of 6 mos.	Step 1 Min of 6 mos.	Step 2 Min of 6 mos.	Step 3 Min of 6 mos.	Step 4 Min of 6 mos.	Step 5 Min of 12 mos.	Step 6 Min of 12 mos.	Step 7
1	non-exempt	15.41	15.76	16.11	16.46	16.81	17.22	17.61	18.02
2	non-exempt	17.56	17.79	18.03	18.26	18.49	18.81	19.04	19.28
3	non-exempt	17.60	18.00	18.40	18.82	19.24	19.67	20.12	20.57
4	non-exempt	18.25	18.50	18.82	19.16	19.76	20.20	20.68	21.15
5	non-exempt	20.01	20.46	20.92	21.39	21.87	22.36	22.87	23.38
6	non-exempt	20.14	20.40	21.06	21.52	22.02	22.51	23.01	23.54
7	non-exempt	21.13	21.79	22.28	22.78	23.30	23.82	24.36	24.90
8	non-exempt	21.75	24.38	24.83	25.39	25.96	26.54	27.14	27.75
9a	non-exempt	24.71	25.26	25.82	26.41	27.01	27.62	28.24	28.87
9b	exempt	48,105	49,237	50,389	51,550	52,721	53,902	55,094	56,297
10	exempt	53,618	54,825	56,038	57,259	58,489	59,728	61,076	62,433
11	exempt	59,140	57,420	58,894	60,371	61,845	63,316	64,785	66,253
12	exempt	57,700	58,098	60,238	61,883	63,571	65,304	67,081	68,903
13	exempt	60,028	59,520	60,870	62,005	63,431	64,856	66,277	67,695
14	exempt	62,406	63,071	63,808	64,778	65,800	66,816	67,887	68,944
15	exempt	65,028	67,513	69,931	72,386	74,774	77,196	79,648	82,134
16	exempt	66,557	68,054	69,586	71,151	72,752	74,389	76,063	77,774
17	exempt	67,448	69,466	71,518	73,564	75,727	77,905	79,882	81,864
18	exempt	75,689	77,051	78,491	80,071	81,690	83,351	85,053	86,799
19	exempt	79,401	81,271	83,190	85,150	87,062	89,016	91,015	93,059
20	exempt	85,342	87,217	89,135	91,095	93,100	95,150	97,245	99,386
21	exempt	90,280	91,289	93,343	95,443	97,590	99,786	102,021	104,277
22	exempt	93,296	95,295	97,342	99,738	102,460	105,275	108,221	111,249
23	exempt	97,979	99,877	102,234	105,422	108,771	112,223	115,825	119,445
24	exempt	102,078	104,271	106,719	109,320	112,579	115,886	119,378	122,978
25	exempt	106,909	109,088	111,522	114,051	116,797	119,622	122,623	125,695
26	exempt	111,408	113,976	116,340	118,842	121,484	124,263	127,088	130,014
27	exempt	116,469	119,020	121,384	124,020	126,739	129,511	132,321	135,128

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Benefits Results	
City of Kaukauna offers eight (8) paid holidays	
Holidays:	13 of 14 organizations surveyed provided information about holidays. The majority (6 of 13) of organizations surveyed provide 8 paid holidays. Other annual holiday amounts: 6 days (2 of 13), 8.5 days (1 of 13), 9 days (3 of 13), 9.5 days (1 of 13)
City of Kaukauna offers two (2) personal / casual days	
Personal / Casual / Floating Holidays	6 of 14 organizations surveyed provided information about personal days / casual days / floating holidays. (1) organization allows 2 personal days, (1) organization allows 3 personal days, (2) organizations allow 4 floating holidays, (2) organizations allow 5 casual days OR floating holidays


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Benefits Results	
City of Kaukauna offers 12 sick days per year	
Sick Leave	7 of 14 organizations surveyed provided information about sick leave. (5) organizations accrue sick days at 1 day per month (12 per year), (1) organization accrues sick days at 9 per year, (1) organization accrues sick days at 5 per year, NO organizations pay out sick leave at termination. (5) organizations, including one that no longer accrues "current" sick leave, allow all or partial current and/or banked sick leave to be "converted" at retirement that qualifies under WRS. Of those conversions, some are paid out to the employee at retirement and some are put into HSA accounts or deferred compensation accounts.

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Benefits Results	
City of Kaukauna offers vacation based on length of service, starting at 5 days, prorated at hire	
Vacation	10 of 14 organizations surveyed provided information about vacation plans. (1) organization's plan differentiates between different classifications of employees (hourly versus salary versus department heads), the remaining organizations use one schedule for all non-represented employees. All organizations pro-rate vacation for the year of hire. The amounts offered at hire vary from 5 days to 15 days. The highest vacation amounts vary from 20 days to 27 days, with the majority (8) of the organizations offering 25 days as the maximum vacation amount. <u>Averages at benchmark years:</u> Prorated at hire: average of 8 days At 1 year of employment: average of 10 days At 5 years of employment: average of 14 days At 10 years of employment: average of 18 days At 15 days of employment: average of 21 days At 20 years of employment: average of 24 days At 25 years of employment: average of 24 days  (7) organizations offer carryover from year to year at some level, (5) organizations pay out vacation on termination (some with a requirement that the employee be voluntarily departing after giving proper notice). (1) additional organization pays out on termination ONLY to employees hired prior to 1/1/2012.

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# Implementation of Data

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### Salary & Benefit Adjustments for 2023

Vacation schedule updated based on results. Award for new hires updated from 5 days upon hire to 10 days upon hire prorated based on start date.

In prior years, annual adjustments were consistent for all employees.

In order to implement the findings of our study, increases will be different for different grades.

This year can be thought of as a re-calibration year. We are taking the findings and adjusting the grades accordingly based on the market data. In future years, we plan to continue with our annual adjustments as usual. We may repeat this process every few years as market conditions change.

CITY OF KAUKAUNA




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### What does this mean for me??

Employees will receive individualized statements which will show what their current wages are vs. what their wages will be for 2023.

CITY OF KAUKAUNA



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## Performance

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### How Does Performance Impact Salary?

- Step check-ins
- Successful annual review to receive increase
- Will be assessed as we continue to get more comfortable with our review process

CITY OF KAUKAUNA



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## THANK YOU

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**City of Kaukauna  
Pay Grade Classification  
As of January 1, 2023**

<u>Pay Grade</u>	<u>Position</u>
1	
2	Library Associate
3	
4	
5	Office Assistant, Administrative Coordinator (Library)
6	
7	Records Assistant, Clerk of Courts
8	Administrative Coordinator (Mayor), Planning & Community Development Coordinator, Assistant Naturalist, Environmental Center Administrative Assistant, Environmental Center Site Manager.
9 A	Accounting Specialist – AR, Accounting Specialist – AP, Paralegal, Library Technology Coordinator, IT Service Desk Technician
9 B	Grignon Mansion Executive Director
10	Youth Services Librarian I, Adult Services Librarian I
11	Administrative Services Supervisor (Police Dept), Youth Services Librarian II, Adult Services Librarian II Human Resources Payroll Generalist, Code Enforcement Officer
12	Associate Planner
13	Planning/Engineering Technician
14	City Clerk, Naturalist
15	Principal Planner, Accountant
16	Street Foreman
17	Project Engineer, Recreation Program Manager
18	Street Superintendent, Senior Project Engineer, Building Inspector, Assistant Library Director, IT Manager
19	Lieutenant Investigator, Assistant Fire Chiefs - Shifts
20	
21	Assistant Fire Chief - Day , Assistant Police Chief , Recreation & Community Enrichment Director
22	Director of Planning & Community Development, Library Director
23	Human Resources Director
24	Fire Chief, Police Chief
25	Director of Public Works
26	
27	Finance Director / Treasurer

## City of Kaukauna 2023 Pay Schedule

Grade	FLSA Status	Entry Pay	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		Min of 6 mo.	Min of 6 mo.	Min of 6 mo.	Min of 9 mo.	Min of 9 mo.	Min of 12 mo.	Min of 12 mo.	
1	non-exempt	15.41	15.76	16.11	16.48	16.85	17.23	17.61	18.01
2	non-exempt	17.36	17.75	18.15	18.56	18.98	19.41	19.84	20.29
3	non-exempt	17.60	18.00	18.40	18.82	19.24	19.67	20.12	20.57
4	non-exempt	18.10	18.50	18.92	19.35	19.78	20.23	20.68	21.15
5	non-exempt	20.01	20.46	20.92	21.39	21.87	22.36	22.87	23.38
6	non-exempt	20.14	20.60	21.06	21.53	22.02	22.51	23.02	23.54
7	non-exempt	21.31	21.79	22.28	22.78	23.30	23.82	24.36	24.90
8	non-exempt	23.75	24.28	24.83	25.39	25.96	26.54	27.14	27.75
9A	non-exempt	24.71	25.26	25.83	26.41	27.01	27.62	28.24	28.87
9B	exempt	48,185	49,257	50,369	51,500	52,670	53,859	55,068	56,297
10	exempt	53,618	54,825	56,058	57,320	58,609	59,928	61,276	62,655
11	exempt	56,140	57,403	58,694	60,015	61,365	62,746	64,158	65,601
12	exempt	57,700	58,998	60,326	61,683	63,071	64,490	65,941	67,425
13	exempt	58,029	59,335	60,670	62,035	63,431	64,858	66,317	67,809
14	exempt	62,466	63,871	65,308	66,778	68,280	69,816	71,387	72,994
15	exempt	66,028	67,513	69,033	70,586	72,174	73,798	75,458	77,156
16	exempt	66,557	68,054	69,586	71,151	72,752	74,389	76,063	77,774
17	exempt	67,448	68,966	70,518	72,104	73,727	75,385	77,082	78,816
18	exempt	75,649	77,351	79,091	80,871	82,690	84,551	86,453	88,399
19	exempt	79,483	81,271	83,100	84,970	86,882	88,836	90,835	92,879
20	exempt	83,342	85,217	87,135	89,095	91,100	93,150	95,245	97,388
21	exempt	89,280	91,289	93,343	95,443	97,590	99,786	102,031	104,327
22	exempt	93,296	95,395	97,542	99,736	101,980	104,275	106,621	109,020
23	exempt	97,679	99,877	102,124	104,422	106,771	109,173	111,630	114,141
24	exempt	102,074	104,371	106,719	109,120	111,576	114,086	116,653	119,278
25	exempt	106,668	109,068	111,522	114,031	116,597	119,220	121,902	124,645
26	exempt	111,468	113,976	116,540	119,162	121,843	124,585	127,388	130,254
27	exempt	116,484	119,105	121,784	124,525	127,326	130,191	133,121	136,116

## Benefits Results

City of Kaukauna offers eight (8) paid holidays

<b>Holidays:</b>	<b>13 of 14 organizations surveyed provided information about holidays. The majority (6 of 13) of organizations surveyed provide 8 paid holidays. Other annual holiday amounts: 6 days (2 of 13), 8.5 days (1 of 13), 9 days (3 of 13), 9.5 days (1 of 13)</b>
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City of Kaukauna offers two (2) personal / casual days

<b>Personal / Casual / Floating Holidays</b>	<b>6 of 14 organizations surveyed provided information about personal days / casual days / floating holidays. (1) organization allows 2 personal days, (1) organization allows 3 personal days, (2) organizations allow 4 floating holidays, (2) organizations allow 5 casual days OR floating holidays</b>
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CITY OF  
KAUKAUNA

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### 2022 Paid Holidays

Admin Assistant            4 days (New Year's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve)  
**TOTAL 20 HOURS (of 40 potential hours)**

Assistant Naturalist       4 days (New Year's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve)  
**TOTAL 20 HOURS (of 40 potential hours)**

Site Manager                4 days (Memorial Day, Independence Day, Labor Day, Christmas Day)  
**TOTAL 20 HOURS (of 40 potential hours)**

### 2023 Paid Holidays

Admin Assistant            5 days (New Year's Day, Memorial Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day, plus floating holiday for Christmas Eve)  
**TOTAL 28 HOURS (of 46.4 potential hours)**

Assistant Naturalist       4 days (Independence Day, Thanksgiving, Day after Thanksgiving, plus floating holiday for Christmas Eve)  
**TOTAL 20 HOURS (of 40 potential hours)**

Site Manager                6 days (New Year's Day, Memorial Day, Independence Day, Labor Day, Christmas Day, plus floating holiday for Christmas Eve)  
**TOTAL 30 HOURS (of 40 potential hours)**

## City of Kaukauna Holiday Policy

The City of Kaukauna provides full-time and part-time employees with paid time off for the following holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day

Thanksgiving  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day

Full and part-time employees receive holidays at their regular rate of pay for their scheduled hours for any of the listed holidays.

If a scheduled paid holiday occurs during a vacation or a paid leave of absence, employees will receive pay for the holiday in lieu of being charged for a vacation day or paid leave. If a holiday occurs while employees are on an unpaid leave of absence, they will not be paid for the holiday.

When any holiday falls on a Saturday, the holiday will generally be observed on the preceding Friday. When any holiday falls on Sunday, the holiday will generally be observed on the Monday following. When Christmas Eve falls on a Sunday, employees will receive a personal day. The City may change this to accommodate business needs.

All work on holidays must be pre-approved by the supervisor. Nonexempt employees who are required to work on a holiday will be paid time and one-half their regular hourly rate for all hours worked on the holiday, plus eight (8) hours of holiday pay if they are full-time or prorated holiday pay if they are part-time.

The City is mindful there may be additional religious observances, not including the holidays already mentioned. Supervisors will give such occurrences consideration as vacation, personal time, or time without pay if requested, as scheduling permits.

### DRAFT 2.0032 – HOLIDAY PAY FOR PART-TIME EMPLOYEES

DATE APPROVED:

REVISED:

1000 Islands will follow the holiday pay policy as stated in the City of Kaukauna Personnel Policies and Employee Handbook.

Nonexempt employees who are required to work on a holiday, actual or observed, will be paid time and one-half their regular hourly rate for all hours worked on the holiday.

In the event that part-time staff does not receive the 8 days of prorated holiday pay, they will receive "in lieu" paid time off that can be used as additional paid vacation.

## 2.0031 – INCLEMENT WEATHER POLICY

DATE APPROVED:

REVISED:

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1000 Islands will follow the operating status of City Hall and the Kaukauna Area School District during inclement weather.

When the Kaukauna Area School District announces that a weather related closure is in effect, the 1000 Islands Nature Center building will be closed to the public and any programs or rentals canceled. Weekend closures, or days when the school district is not in session, will be at the discretion of the Director/Naturalist. In the event of a school district related closure, full-time staff will have the option to:

1. Report to work as scheduled when it is safe to do so
2. Work from home
3. Use vacation time to cover the time missed

In addition to these options, part-time staff will also have the ability to adjust their schedule to make-up the missed hours within the same time period with Director/Naturalist approval. All employees who are unable to report to work as scheduled should contact the Director/Naturalist prior to their scheduled shift.

Following the City of Kaukauna's Personnel Policies, if it is announced that City Hall will be closed, or will close early, due to inclement weather, the 1000 Islands Nature Center building will also close and any programs or rentals will be canceled. All full-time employees will be paid for such time off. Part-time employees will be paid if normally scheduled to work that day and only for those hours which the employee would normally work.