

Town of Pulaski Extra Work and Labor Approval Policy

Purpose: The Town of Pulaski recognizes the occasional need for additional work or labor beyond regular duties in both office/clerical and patrol labor capacities. This policy establishes guidelines for the approval of such extra work or labor to ensure transparency, fairness, and efficient resource management. This policy does not pertain to the regular duties of any of the town officials or the general workload of the town patrolperson.

Authority: This policy is established by the Town Board of Pulaski in accordance with its responsibilities for overseeing town operations and expenditures.

Policy Details:

1. Extra Work Definition:

- Extra work refers to tasks or projects that fall outside the scope of regular duties but are deemed necessary for the functioning and improvement of town operations.
- Extra labor refers to individuals that are not currently employed by the township or if the duties fall outside of regular duties.
- Extra work may include, but is not limited to, additional office/clerical tasks or extra patrol labor purposes.

2. Approval Requirement:

- All requests for extra work or must be submitted to the Town Board for approval.
- All requests must include a list of the individuals that will be completing the requested tasks.
- Approval of extra work requires a majority vote from the three voting members of the Town Board, consisting of the Town Chair and the two Town Supervisors.

3. Labor Rates:

- The labor rate for office/clerical extra work is set at **\$TBD per hour.**
- The labor rate for extra patrol labor is set at **\$TBD per hour.**

4. Submission Process:

- Individuals seeking approval for extra work must submit a detailed request outlining the nature of the work, the estimated duration, and the justification for the additional labor.
- Requests should be submitted to the Town Chair at least two weeks prior to the anticipated start date of the extra work.

5. Evaluation Criteria:

- The Town Board will evaluate each request for extra work or labor based on factors such as:

- The necessity and urgency of the work.
- The availability of resources and budgetary considerations.
- The potential impact on town operations and services.
- The overall benefit to the community.
- The increased safety of duties performed.

6. Decision and Notification:

- The Town Board will review and deliberate on each request for extra work during a regular or special board meeting.
- Upon reaching a decision, the Town Chair will notify the requesting individual of the outcome.

7. Implementation and Documentation:

- Approved extra work will be implemented according to the terms outlined in the request and approved by the Town Board.
- The Town Clerk will maintain records of all approved extra work requests, including details of the work performed, hours expended, and associated costs.

8. Review and Amendment:

- This policy shall be subject to periodic review by the Town Board to ensure its effectiveness and relevance.
- Amendments to this policy may be proposed by any voting member of the Town Board and will require majority approval for adoption.

Conclusion: The Town of Pulaski adopts this Extra Work Approval Policy to establish clear guidelines for the management and approval of additional work beyond regular duties. By adhering to these guidelines, the town aims to promote accountability, fiscal responsibility, and efficient utilization of resources for the benefit of its residents.

Additional Work During Emergency Situations:

1. Definition of Emergency:

- An emergency is defined as any situation that poses an immediate threat to public safety, health, property, or the environment, requiring prompt action to mitigate or address the threat.

2. Authorization for Emergency Work:

- In cases of emergency, where immediate action is necessary to protect the interests of the town and its residents, the Town Chair or, in their absence, a

designated Town Supervisor may authorize additional work without prior approval from the Town Board.

- The decision to authorize emergency work shall be made based on the severity of the situation and the urgency of the response required.

3. Notification and Reporting:

- When emergency work is authorized, the Town Chair or designated Town Supervisor shall promptly notify the Town Board of the situation and the actions taken.
- A report detailing the nature of the emergency, the work performed, and any associated costs shall be submitted to the Town Board for review at the next available meeting following the emergency.

4. Expenditure Limitation:

- While authorization for emergency work may bypass the standard approval process, expenditures incurred during emergency situations shall remain subject to budgetary constraints and fiscal responsibility.
- The Town Board retains the authority to review and assess the necessity and appropriateness of expenditures related to emergency work during subsequent budgetary and audit processes.

5. Documentation and Accountability:

- All actions taken and expenditures incurred during emergency situations shall be thoroughly documented and recorded by the Town Clerk.
- Documentation shall include details such as the date and time of the emergency, the actions taken, personnel involved, resources expended, and any other pertinent information.

6. Review and Evaluation:

- The Town Board shall periodically review the town's response to emergency situations, including the authorization and execution of emergency work, to identify areas for improvement and ensure preparedness for future emergencies.
- Lessons learned from emergency situations shall inform updates to emergency response plans and procedures, as well as training and resource allocation efforts.

7. Effective Date:

- This section regarding additional work during emergency situations shall be considered an integral part of the Town of Pulaski's Extra Work Approval Policy and shall take effect immediately upon adoption by the Town Board.

Safety Practices:

- All safety practices must be strictly adhered to during all approved activities, including both regular extra work and emergency efforts.
- Personnel involved in extra work activities, particularly those involving hazardous conditions or environments, shall receive appropriate training and equipment to mitigate risks and ensure their safety.

Conclusion: The Town of Pulaski recognizes the importance of promptly addressing emergency situations to safeguard the well-being of its residents and protect town assets. By establishing clear guidelines for the authorization and documentation of emergency work, the town aims to ensure efficient and effective response efforts while maintaining accountability and transparency in its operations.

Date passed: TBD, 2024

Roy Seifert, Town Chair

Tony Bomkamp, Town Supervisor

Dan Imhoff, Town Supervisor

ATTEST:

Lori Peat, Town Clerk

Effective Date: This policy shall take effect immediately upon adoption by the Town Board of Pulaski.