VILLAGE OF HORTONVILLE

R – 19– 26

RESOLUTION TO AMEND THE VILLAGE PERSONNEL MANUAL

WHEREAS, the Village of Hortonville Board of Trustees recognizes the need to periodically update or amend the Village personnel manual; and

NOW, THEREFORE BE IT RESOLVED: the changes made in the personnel manual reflect the change listed below, as of January 1st, 2027.

Part Time Vacation: Permanent regularly scheduled Part-Time employees will receive Vacation hours based on regularly scheduled hours worked. For Example, an employee who works 22 hours a week who receives one week of vacation will receive 22 hours. Part-Time Vacation will be from January 1st – December 31.

Continuous Service	Weeks
Successful completion of Orientation period	1
After Year 3	2
After Year 6	3

ADOPTED this 15th day of October 2026.

BY THE VILLAGE BOARD

Ayes _____

Nays _____

_____
Jeanne Bellile, Village President

_____
Jane Booth, Clerk/Treasurer

Amendment A

Current Ordinance

Part Time Vacation: Permanent Part-Time employees will receive Vacation equal to one week of their regularly scheduled hours. Part-Time Vacation will be from January 1st – December 31.

Proposed Ordinance

Part Time Vacation: Permanent regularly scheduled Part-Time employees will receive Vacation hours based on regularly schedule hours worked. For Example, an employee who works 22 hours a week who receives one week of vacation will receive 22 hours. Part-Time Vacation will be from January 1st – December 31.

Continuous Service	Weeks
Successful completion of Orientation period	1
After Year 3	2
After Year 6	3

Administrator Memo:

The Idea with this change is create a better retention strategy for retaining part time employees. Currently part time employees receive up to one week of vacation for their regularly scheduled time. For part time employees this is about 20-28 hours of PTO.

With the proposed changes the Total PTO an employee could get would be the following

Continuous Service	Hours	Estimated Number of Weeks off Yearly
Successful completion of Orientation period	20-28	1
After Year 3	40-56	2
After Year 6	60-76	3