

	STAFF TIME RELATING TO PRIVATE PROPERTY POLICY	
	Policy Number: F-004	
	Section: Finance	Resolution No.: 3-3-16
	Amended by:	Effective Date: 2016 02 09

Policy:

When a member of the Village staff is requested by a resident to attend to a matter that relates to private property, the staff member must inform the resident that there is a charge for doing so.

If the matter arises during regular work hours, the resident will be charged for a minimum of 1 hour for wages and benefits, work over 1 hour will be charged at % hour increments.

If the work cannot be delayed, and the work causes the employee to work overtime, the resident will be charged for the appropriate overtime.

When an employee is called out, the resident will be charged for wages and benefits for a minimum of 4 hours or time and a half for the hours worked, whichever is greater.

Objective:

The intent of this policy is to ensure the public understand that there is a cost associated with requesting village staff time for private property use and for the need for staff to inform the public of these charges.

Initially approved on June 26, 2001

Renumbered on July 22, 2015 (Former Policy #RC 06/26/01/ -03)

Renumbered on February 9th, 2016 (Former Policy #CA-008 RES #R4-722-15)