

- 3.01 Salaries of City Officials**
- 3.02 Mileage Allowance**
- 3.03 Expense Allowance and Acting Mayor Salary**
- 3.04 Salaries Paid Biweekly**
- 3.05 Written Requests to the City Clerk**
- 3.06 Requests by Representatives**
- 3.07 Charter Ordinance 109 - Wisconsin Municipal Retirement Fund**
- 3.08 City Employee Residence Requirement**

**3.01 SALARIES OF CERTAIN CITY OFFICIALS (MC#1152)**

- (1) The salary of the assistant city Attorney, deputy city clerk, and deputy city treasurer shall be set by the council annually.
- (2) The salary of alderpersons shall be \$490 per month.

**3.02 MILEAGE ALLOWANCE**

The officers and employees shall be granted a mileage allowance as established by the common council. The mileage allowance rates shall be kept on file with the city clerk.

**3.03 EXPENSE ALLOWANCE AND ACTING MAYOR SALARY**

- (1)
  - (a) Alderpersons of the City of Wisconsin Rapids shall be allowed expenses in an amount of not more than \$500.00 in any calendar year for city-related educational purposes. Mileage at the current rate in effect at the time of travel is to be paid, in addition to the expense allowance set forth above. (MC#740)
  - (b) All employees of the City of Wisconsin Rapids, not covered in Section 3.03(1)(a) above, shall be authorized to attend events for educational-related purposes, provided funds are established in the annual budget. (MC#740)
  - (c) All travel outside of the State of Wisconsin must be authorized by Common Council prior to travel. (MC#740)
- (2) An officer or employee of the City of Wisconsin Rapids may withdraw his expense allowance in advance of the conference or convention which he is going to attend; however, he shall submit an expense statement to the city clerk and return any money not expended after he returns from the conference or convention.
- (3) Payment of actual and necessary expenses of an alderpersons, including loss of wages or salary, incurred while traveling outside of the city in performance of his duties, is also authorized and shall not be considered part of the \$350.00 expense referred to in section (1) and (2) above.
- (4) The president of the common council, when serving as "acting mayor", pursuant to Section 62.09(8)(e) of the Wisconsin Statutes, as amended, shall be compensated for his service and time at a salary based upon his or her loss of wages or salary while serving in said capacity. The compensation paid to the acting mayor shall not exceed the salary of the mayor. If the acting mayor is not employed, his compensation shall be determined by the common council.

**3.04 SALARIES PAID BIWEEKLY (MC#385)**

The annual salary of each elected or appointed officer and all other non-represented employees shall be divided into equal payments and paid biweekly. Employees terminating employment during the calendar year, or new employees hired during the year will have their annual salary adjusted on a prorated basis for that portion of the year in which they were actually employed.

**3.05 WRITTEN REQUEST TO THE CITY CLERK**

All the employees of the City of Wisconsin Rapids shall submit, in writing, to the city clerk for presentation to the Wisconsin Rapids Common Council any and all requests for wage adjustments, together with reasons for adjustments set out therein, on or before August 1 of each year. (112)

### **3.06 REQUESTS BY REPRESENTATIVES**

All requests for wage adjustments shall be submitted, in writing, either by the individual employee or by his department head, pursuant to a written request by the employee to the respective department head, or by the respective business representative of any group or groups of city employees. (112)

### **3.07 WISCONSIN RETIREMENT FUND**

The City of Wisconsin Rapids shall include eligible city personnel under the provisions of the Wisconsin Retirement Fund, as set forth in the Wisconsin Statutes and any subsequent amendments. The city's original declaration to participate in the Wisconsin Retirement Fund was set forth in Charter Ordinance No. 109, passed on May 2, 1944.

### **3.08 CITY EMPLOYEE RESIDENCY REQUIREMENT (REPEALED MC#1367)**