



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

April 2, 2012

To The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Dear Committee Members:

SUBJECT: Additional Changes to 2012 Salary Ordinance Part I & II

Attached please find a list of recommended changes to the Salary Ordinance. The changes have been identified and recommended as a result of our ongoing review of the Ordinance.

Changes to Part 1 of Salary Ordinance

1. Edit footnotes for ALEASP positions to include a minimum and maximum of range and delete specific pay steps. This is consistent with salary ordinance changes approved for other employee groups.

Typical Footnote language:

Employees represented by the Association of Law Enforcement Allied Services Personnel to be paid in the following range effective Pay Period 1, 2006: "minimum" to "maximum."

Includes these pay ranges/titles:

- 2AN GRAPHIC DESIGNER I
- 2BN GRAPHIC DESIGNER II
- 3BN AUDIOVISUAL SPECIALIST I, COMPUTER OPERATOR I, MICROFILM TECHNICIAN I
- 3CN AUDIOVISUAL SPECIALIST II, COMPUTER OPERATOR II
- 5EN ACCOUNTING ASSISTANT III, OFFICE COORDINATOR I, POLICE SERVICES SPECIALIST-INVESTIGATOR
- 6CN OFFICE ASSISTANT I, OFFICE CLERK I
- 6DN DATA ENTRY OPERATOR I
- 6EN OFFICE CLERK II, POLICE DISTRICT OFFICE ASSISTANT, TRANSCRIPTIONIST II, OFFICE ASSISTANT II
- 6NN POLICE DISPATCHER
- 7FN PRINTER

2. Add the following language to all footnotes that currently provide pay steps for emergency or temporary appointments in the Department of Public Works. This additional language which directs how a rate is calculated for an emergency or temporary appointment, as well as the progression to a higher step after 2080 hours, is added to codify current practice and will be studied by Employee Relations at a future date. In all cases pay step advancement remains frozen.

Current Language:

An employee given an emergency appointment to this title to be paid these rates: "pay steps are listed here."

Proposed Language:

"An employee given an emergency appointment to this title to be paid these rates: 'pay steps are listed here.' **The appointment shall be at a pay rate that is at least \$10 more biweekly than the employee was receiving. An employee who reaches 2080 hours of work in at a pay rate shall advance to the next higher rate.**"

Includes these pay ranges/titles:

- 3HN MAINTENANCE TECHNICIAN II, SEWER MAINTENANCE SCHEDULER
- 3LN DRIVER TRAINING INSTRUCTOR
- 3NN URBAN FORESTRY TECHNICIAN
- 6IN LEAD PARKING CHECKER
- 6KN COMMUNICATIONS ASSISTANT V
- 7CN EQUIPMENT MECHANIC II, EQUIPMENT MECHANIC III
- 7EN EQUIPMENT MECHANIC IV
- 7FN LEAD EQUIPMENT MECHANIC, VEHICLE SERVICES TECHNICIAN-HEAVY
- 7GN AUTOMOTIVE MECHANIC LEAD WORKER
- 7HN FIELD SERVICE MECHANIC, WATER DEPARTMENT BLACKSMITH
- 7IN URBAN FORESTRY CREW LEADER
- 8EN CUSTODIAL WORKER III, LABORER (ELECTRICAL SERVICES), SEWER LABORER I, WATER DISTRIBUTION LABORER
- 8FN CEMENT FINISHER HELPER, GARAGE CUSTODIAN, INFRASTRUCTURE REPAIR WORKER, SEWER LABORER II, SPECIAL FLEET SERVICES LABORER, TRAFFIC SIGN WORKER I
- 8GN SEWER CREW LEADER I, SPECIAL LABORER (ELECTRICAL SERVICES), UTILITY WORKER (ELECTRICAL SERVICES)
- 8HN SEWER CREW LEADER II, SEWER FIELD INVESTIGATOR
- 8IN BRIDGE OPERATOR LEADWORKER, INFRASTRUCTURE REPAIR CREW LEADER, WATER DISTRIBUTION REPAIR WORKER II, WATER DISTRIBUTION UTILITY WORKER
- 8JN SEWER EXAMINER III
- 8KN OPERATIONS DRIVER/WORKER, SEWER REPAIR CREW LEADER

Changes to Part II of the Salary Ordinance

1. Sec 5. Salary Adjustments, e. Transfers – The proposed language expands the Sections of the Ordinance and titles that would now be eligible to request a 3% salary adjustment for transferring within a pay range. These requests are subject to approval by the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.

Current

e. Transfers: City Departments may request a 3% salary adjustment for employees voluntarily transferring to positions allocated to Section I, Officials and Administrators or Section II, Professionals, subject to approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. Transfers under this section are defined as the appointment to a position within the Official and Administrators or Professionals Sections within the same salary grade. Employees receiving a 3% salary adjustment under this provision shall receive a new salary anniversary date. The salary of an employee who voluntarily transfers back to the position originally held will be decreased by 3%. This provision shall only apply to voluntary transfers within a department to a different classification or the same classification with significantly different responsibilities or voluntary transfers between departments into the same or different classification.

Proposed

e. Transfers: City Departments may request a 3% salary adjustment for employees voluntarily transferring to positions allocated to Section I, Officials and Administrators or Section II, Professionals, **Section III-Technicians, Section V-Paraprofessionals, Section VI-Administrative Support, Section VII-Skilled Craft, Section VIII-Service and Maintenance** subject to approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. Transfers under this section are defined as the appointment to a position within **the same pay range or to a pay range with the same rates of pay**. Employees receiving a 3% salary adjustment under this provision shall receive a new salary anniversary date. The salary of an employee who voluntarily transfers back to the position originally held will be decreased by 3%. This provision shall only apply to voluntary transfers within a department to a different classification or the same classification with significantly different responsibilities or voluntary transfers between departments into the same or different classification **as defined above**.

2. Sec 11. Supplemental Pay Practices f. Shift Differential – Clarify language as follows:

Current

f. Shift Differential: Employees holding positions classified as non-exempt under the FLSA whose hours of work occur between the time period beginning at 5:00 p.m. and ending at 5:00 a.m. shall receive, in addition to base salary, a shift differential of \$.45 per hour. To be eligible for shift differential, the employee shall be required to work not less than 4 hours of his or her regular workday within this time frame, and when the employee satisfies that requirement, the employee's entire workday shall be compensated at a rate that includes the shift differential. Eligible employees in the Department of Public Works whose workday begins after 1:00 a.m. and before 4:00 a.m. shall be eligible to receive the shift differential for all hours worked.

Shift differential shall be paid for all hours for which an employee would have received a regular shift assignment but for the fact that the employee was on vacation, holiday, sick leave, or funeral leave. In no case shall an employee receive both shift and weekend differential rates for the same hours worked. Shift and weekend differential shall be paid for no more than 40 hours worked, including holidays.

Proposed

f. Shift Differential: Employees holding positions classified as non-exempt under the FLSA whose hours of work occur between the time period beginning at 5:00 p.m. and ending at 5:00 a.m. shall receive, in addition to base salary, a shift differential of \$.45 per hour. To be eligible for shift differential, the employee shall be required to work not less than 4 hours of his or her **workday** within this time frame, and when the employee satisfies that requirement, the employee's entire workday shall be compensated at a rate that includes the shift differential. Eligible employees in the Department of Public Works whose workday begins after 1:00 a.m. and before 4:00 a.m. shall be eligible to receive the shift differential for all hours worked.

Shift differential shall be paid for all hours for which an employee would have received a regular shift assignment but for the fact that the employee was on vacation, holiday, sick leave, or funeral leave. In no case shall an employee receive both shift and weekend differential rates for the same hours worked. Shift differential shall be paid for no more than 40 hours worked, including holidays.

3. Sec 11. Supplemental Pay Practices g. Snow and Ice Control Operations – Clarify language as follows:

Current

g. Snow and Ice Control Operations: bonus payments for support personnel in the Operations Division, Fleet Services Section who work during Snow and Ice Control Operations. Support personnel in the Operations Division, Fleet Services Section shall receive a one (\$1) dollar per hour premium for all time worked in excess of eight (8) hours in one 24 hour day worked during snow and ice control operations. These bonus payments shall also be paid to support personnel in the Fleet Services Repairs Unit at the Central Repair Garage for all time worked in excess of eight (8) hours in one 24 hour day worked repairing snow plow blades and to Repairs Unit personnel time worked in excess of eight (8) hours in one 24 hour day worked on a snow related assignment during the winter season. These support personnel shall be Operations Division employees in the Fleet Services Section, Stock Room or Tire Shop employees in the Administration Section or Garage Attendants, Garage Custodians, Field Service Mechanics, Communications Assistants III or IV in the Operations Section, or Driving Training Instructors.

Proposed

g. Snow and Ice Control Operations: bonus payments for support personnel in the Operations Division, Fleet Services Section who work during Snow and Ice Control Operations. Support personnel in the Operations Division, Fleet Services Section shall receive a one (\$1) dollar per hour premium for all time worked **outside of their normal schedule during snow and ice control operations**. These bonus payments shall also be paid to support personnel in the Fleet Services Repairs Unit at the Central Repair Garage for all time worked outside of their normal schedule repairing snow plow blades and to Repairs Unit personnel time **worked outside of their normal schedule** on a

snow related assignment during the winter season. These support personnel shall be Operations Division employees in the Fleet Services Section, Stock Room or Tire Shop employees in the Administration Section or Garage Attendants, Garage Custodians, Field Service Mechanics, Communications Assistants III or IV in the Operations Section, or Driving Training Instructors.

4. Sec 11. Supplemental Pay Practices i. Weekend Differential – Clarify language as follows:

Current

i. Weekend Differential: Employees holding positions classified as non-exempt under the FLSA shall receive fifty cents (\$.50) per hour for regularly scheduled Saturday work and sixty cents (\$.60) per hour for scheduled Sunday work. In no case shall an employee receive both shift and weekend differential rates for the same hours worked. Weekend differential shall be paid for all hours for which an eligible employee would have received the differential but for the fact that the employee was on vacation, holiday, sick leave, or funeral leave. Shift and weekend differential shall be paid for no more than 40 hours worked, including holidays.

Proposed

i. Weekend Differential: Employees holding positions classified as non-exempt under the FLSA shall receive fifty cents (\$.50) per hour for scheduled Saturday work and sixty cents (\$.60) per hour for scheduled Sunday work. In no case shall an employee receive both shift and weekend differential rates for the same hours worked. Weekend differential shall be paid for all hours for which an eligible employee would have received the differential but for the fact that the employee was on vacation, holiday, sick leave, or funeral leave. Weekend differential shall be paid for no more than 40 hours worked, including holidays.

5. Revise Titles in Section 1. Organization to match Part 1 Titles to include: Officials and Administrators; Professionals; Technicians; Protective Service; Paraprofessionals; Administrative Support; Skilled Craft; Service and Maintenance; Hourly, Part-time, Intermittent Positions, Boards and Commissions, Elected Officials.
6. Sec 3. Salary at Time of Appointment b. Recruitment for Officials and Administrators (Section I) and Professionals (Section II) – clarify language

Current

b. Recruitment for Officials and Administrators (Section I) and Professionals (Section II): In the event it becomes necessary to recruit at a rate above the minimum for positions classified as Officials and Administrators and Professionals, recruitment may be authorized at a rate up to 60% of the salary grade with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. A listing of appointments made pursuant to this provision shall be communicated to the Committee on Finance and Personnel.

Proposed

b. Recruitment for Officials and Administrators (Section I) and Professionals (Section II): In the event it becomes necessary to recruit at a rate above the minimum for positions classified as Officials and Administrators and Professionals, recruitment may be authorized at a rate up to 60% **above the minimum** of the salary grade with the

approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. A listing of appointments made pursuant to this provision shall be communicated to the Committee on Finance and Personnel.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Monteagudo', with a long, sweeping flourish extending to the right.

Maria Monteagudo
Employee Relations Director