



Department of Employee Relations

Tom Barrett  
Mayor

Maria Monteagudo  
Director

Michael Brady  
Employee Benefits Director

Deborah Ford  
Labor Negotiator

**To:** Committee on Finance and Personnel

**From:** Maria Monteagudo, Employee Relations Director 

**Date:** January 25, 2017

**Re:** Common Council File Number **161365** - "Snow Pay" for Communication Systems Manager and Equipment Inventory Manager

### Summary

This report recommends adding the classifications of Communication Systems Manager and Equipment Inventory Manager in the Fleet Services Section of the Department of Public Works Operations Division to the group of positions eligible for the "snow pay" footnote in the Salary Ordinance. The "Snow Pay" footnote provides incumbents regularly involved in snow and ice control operations which result in an excessive amount of work hours outside of their regular hours, to receive 4.8% additional biweekly salary as compensation for such work.

### Analysis

The Communication Systems Manager in the Fleet Services Division is responsible for managing all dispatching operations for the Division and Department of Public Works. The Department estimates that the incumbent has worked 184 hours beyond the 40-hour work week from October 15 through April 15 of each year. Similarly, it is estimated that the Equipment Inventory Manager who is responsible for managing repairs and ensuring that parts are available has worked 248 hours beyond his normal 40-hour schedule during the same time period. Both these positions are essential during ice and snow control operations.

The cost of adding these positions to the "snow pay" footnote is \$5,685 annually. Due to the fact that the functions performed by these positions are essential to snow and ice control operations and that documentation submitted by the Department indicates that they normally accrue many hours of work beyond their normal schedule, it is recommended that both receive the standard 4.8% additional pay on a biweekly basis commonly known as "snow pay."

### Action Required – Effective Pay Period 1, 2017 (January 1, 2017)

In the Salary Ordinance, Under Pay Range 1FX, add the footnote 4/ following the title of Communications Systems Manager to read as follows: "The incumbents of positions in this class, if certified by the Commissioner of Public Works as being, when appropriate, regularly



involved in snow and ice control operations which result in an excessive amount of overtime work, to receive 4.8% additional biweekly salary as compensation for such overtime work.”  
In the Salary Ordinance, Under Pay Range 1CX, add the footnote 2/ to read as follows: “The incumbents of positions in this class, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, to receive 4.8% additional biweekly salary as compensation for such overtime work.”