



Department of Employee Relations

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REVISED 9/11/2023

September 11, 2023

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No 230695 - Communication from the Department of Employee Relations amending the Salary Ordinance to amend special attainment rate footnote for Milwaukee Health Department positions.

Dear Committee Members:

This communication requests an amendment to the 2023 Salary Ordinance to remove the special attainment pay of \$30 biweekly for a master's degree from Public Health Nurse positions in the Milwaukee Health Department (MHD). The footnote currently states "An employee will receive a special attainment rate of \$30 biweekly for a related master's degree or nursing certification as designated by the Commissioner of Public Health. Certifications must be maintained to continue to receive the additional rate."

MHD is currently working with the Department of Employee Relations Compensation and Pay Services teams to implement several placement matrices and job advancement levels, which, in applicable circumstances, includes a salary adjustment for a job-related Master's Degree beyond the minimum qualifications of the position.

To maintain equity in the various titles, removal of this designation from the Public Health Nurse titles is recommended as this education can be evaluated within the matrix placement context as all other MHD positions will be evaluated.

We further recommend retaining the footnote designation for a related nursing certification to encourage and acknowledge the continuing education of incumbents while adding valuable skills and knowledge to the service of the City of Milwaukee.

The existing footnote currently applies to Public Health Nurse 1 and 2 positions. We recommend adding the new footnote designation to Public Health Nurse 1, 2, and 3 positions, as well as the Public Health Nurse – Senior position. In speaking with MHD HR staff and reviewing current payroll data, no current incumbent receives the \$30 biweekly special attainment pay for a Master's degree so no fiscal impacts are anticipated.

Action Required – Effective Pay Period 10, 2023 (April 30th, 2023)

In the Salary Ordinance
Under Pay Range 2GN:

- Create footnote (16):
(16) “An employee will receive a special attainment rate of \$30 biweekly for a related nursing certification as designated by the Commissioner of Public Health. Certifications must be maintained to continue to receive the additional rate.”
- Apply footnote (16) to the title ‘Public Health Nurse 1’

Under Pay Range 2HN:

- Create footnote (16):
(16) “An employee will receive a special attainment rate of \$30 biweekly for a related nursing certification as designated by the Commissioner of Public Health. Certifications must be maintained to continue to receive the additional rate.”
- Apply footnote (16) to the title ‘Public Health Nurse 2’

Under Pay Range 2IN

- Create footnote (15):
(15) “An employee will receive a special attainment rate of \$30 biweekly for a related nursing certification as designated by the Commissioner of Public Health. Certifications must be maintained to continue to receive the additional rate.”
- Apply footnote (15) to the title ‘Public Health Nurse 3’

Under Pay Range 2KN

- Create footnote (5):
(5) “An employee will receive a special attainment rate of \$30 biweekly for a related nursing certification as designated by the Commissioner of Public Health. Certifications must be maintained to continue to receive the additional rate.”
- Apply footnote (5) to the title ‘Public Health Nurse – Senior’

Respectfully submitted,



Harper Donahue, IV
Employee Relations Director

F

Assumptions used in arriving at fiscal estimate.

DER and the department met with employees and reviewed employee records. No employee will be fiscally impacted by the change of this special attainment rate footnote.

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

H

List any costs not included in Sections D and E above.

I

Additional information.

J

This Note **Was requested by committee chair.**