



Department of Employee Relations

October 18, 2004

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

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

Dear Committee Members:

Re: Common Council File 021153

Agreements on Memoranda of Understandings have been reached between the City Negotiating Team and Milwaukee District Council #48, AFSCME, AFL-CIO. The Memoranda of Understandings cover wages, hours and conditions of employment for the periods commencing January 1, 2003 through December 31, 2003, and January 1, 2004 through December 31, 2006.

Copies of the Memoranda of Understandings, a resolution approving them, a summary of their provisions, a fiscal note and a notice of ratification from the Union are attached.

It is recommended that the attached resolution be approved.

Sincerely,

DAVID KWIATKOWSKI
City Labor Negotiator

Attachments

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**Summary of Wage and Fringe Benefit Modifications in the Tentative Agreement
Between the City of Milwaukee and
Milwaukee District Council 48, AFSCME, AFL-CIO
One-Year Agreement**

1. Duration, Article 1: One year: January 1, 2003 through December 31, 2003.
2. Base Salary, Article 19:

Effective Pay Period 1, 2003, a 3% across the board increase over Pay Period 26, 2002 wage rates.
3. Pension, Article 41:

Creditable service for active military service, as provided in Chapter 36-04-2-c of the Milwaukee City Charter, shall be extended to employees represented by the Union who participate in the combined fund and who retire on a service retirement between January 1, 2003 and December 31, 2003.
4. Sick Leave, Article 31:

Continue the Sick Leave Incentive Program through Pay Period 26, 2003.
5. Special Pay Practices, Article 25
 - a. Modify section 25.47 from 2001-2002 labor agreement to continue the Pilot Office Support Continuing Education Incentive Program through December 31, 2003.
 - b. Health Department: Modify Article 25.52 by adding the following second sentence: "Employees appointed to the Environmental Health Specialist II classification, PR 541, in the Health Department on or after July 1, 2003, who pass the Fire Inspector I exam as presented by the International Code Council and who complete at least one year of service in the fifth step of their Pay Range shall advance to the Special Attainment Step \$1,743.07 (2003 rate)."
 - c. Health Department: Modify Article 25.53 by adding the following second sentence: "Employees appointed to the Environmental Health Specialist I classification, PR 530, in the Health Department on or after July 1, 2003, who pass the Fire Inspector I exam as presented by the International Code Council and who complete at least one year of service in the fifth step of their Pay Range shall advance to the Special Attainment Step \$1,573.33 (2003 rate)."
 - d. Port of Milwaukee. The City shall recommend the following title changes to the City Service Commission effective Pay Period 13, 2003. In place of the current titles of Port Maintenance Worker I, PR 272,, Port Maintenance

Worker II, PR 274, Port Technician I, PR 276, and Port Technician II, PR 278, the following titles shall be created: Port Maintenance Trainee, Port Maintenance Associate and Port Maintenance Technician. The skill level requirements for these titles shall be as indicated above and outlined in the Port of Milwaukee's "Maintenance Training Requirements". Effective Pay Period 13, 2003, the skill level requirements and the associated rates of pay for these classifications and the Port Mechanic classification, PR 280 shall be as indicated in Attachment A.

- e. Department of Public Works, Operations Division, Forestry. Effective Pay Period 1, 2003 through Pay Period 26, 2003 only, the following changes shall be made to the Urban Forestry Technicians, in Pay Range 545:
 - i. Urban Forestry Technicians shall be paid at the following biweekly rates: \$1,564.25, \$1,614.82, \$1,669.37, 1,724.97, \$1,794.57 (2003 rates)
 - ii. An employee who attains and maintains a certification by the International Society of Arboriculture as a Certified Arborist shall advance one step in the pay range. If at the maximum step, the employee will advance one step to \$1,828.50 (2003 rates) biweekly.

(Note: Effective Pay Period 1, 2004 this classification was reallocated to a higher pay range as a result of classification study done subsequent to 2004 budget.)

- f. Department of Public Works: Infrastructure Division, Electrical Services
Section: Effective Pay Period 26, 2003, when assigned to work on the pole rig crew, an employee in the Laborer (Electrical Services) classification, PR 230, shall be paid at the Special Laborer (Electrical Services) pay rate, PR 245.
- g. Delete obsolete sections from the 2001-2002 labor agreement or update titles, departments/divisions or rates as follows:
 - i. Replace "Special Equipment Operator: with "Operations Driver Worker" in sections 25.8 and 25.9.
 - ii. Replace "Chief Distribution Repair Workers" with "Water Distribution Chief Repair Workers", and "Distribution Repair Worker II" with "Water Distribution Repair Worker II" in section 25.12.
 - iii. Sections 25.7, 25.14, 25.15, 25.16, 25.24, 25.35 and 25.39. Delete sections in entirety.
 - iv. Section 25.17. Delete obsolete language on effective date and update Division title to "Administration Services Division".
 - v. Sections 25.20 and 25.41: Add "Department of Public Works, Operations Division", update pay grade for Urban Forestry

Crew Leader from 260 to 282 and Urban Forestry Specialist from 245 to 255 as per classification studies and update 2001 rate based on 2002 and 2003 across the board increase.

- vi. Update 2001 biweekly rates where applicable in following sections from 2001-2002 labor agreement: 25.20, 25.22, 25.23, 25.25, 25.26, 25.27, 25.42, 25.52, 25.53, 24.54, 25.55, 25.57, 25.59 and 25.60.
- vii. Section 25.38: Delete obsolete effective date and update 2001 biweekly rate based on across the board increases.
- viii. Section 25.40: Delete obsolete effective date.
- ix. Section 24.43: Add title "Municipal Court", delete obsolete language on effective date.
- x. Section 25.49: Update language from January 9, 2002 Memorandum on Operations Division Consolidation and update department/division and title designations.
- xi. Section 25.51: Delete obsolete effective dates and language and update amount.

8. Clothing Allowance, Article 28

- a. Department of Neighborhood Services. Effective calendar year 2003, Nuisance Control Officers shall be covered by Article 28.6 a. and b., including the dress code requirements. Under Article 28.6. a. (1), add the classification of Nuisance Control Officers I and II.
- b. Police Department: Under Article 28.7, maintain present language, except for the following items of initial issue: 5 instead of 3 navy blue short sleeve shirts and 5 instead of 3 navy blue pants. (Note: this reflects current practice.)
- c. Department of Public Works, Operations Division, Forestry. Effective in 2003, include Nursery Laborers in clothing allowance under Article 28.11.
- d. Delete obsolete effective date language.

9. Safety Shoe Allowance Program, Article 29

- a. Department of Public Works, Operations Division, Forestry. Effective in 2003, include Forestry Technicians in boot allowance under 29.8 and change "2001 and 2002" to "2003 and 2004"..
- b. Milwaukee Public Library. Under Article 29.5, substitute phrase " Eligible employees in the Public Library," in place of phrase "in the positions of Heating and Ventilating Mechanic, Bookmobile Operator, Mechanic Helper and Custodial Worker II".

- c. Delete obsolete language and update calendar year references.

10. Tuition and Textbook Reimbursement, Article 30

- a. Department of Public Works, Operations Division, Forestry.

Under Article 30.4, effective calendar year 2003 only, add Forestry Services Technical Coordinator to classifications eligible to use up to \$100 per year of annual Tuition and Textbook Reimbursement to pay for membership in job-related professional organizations according to the guidelines established by the Department of Employee Relations.

- b. Delete obsolete language and update calendar year references.

11. Miscellaneous, Article 46

Department of Public Works, Infrastructure Services Division, Electrical Services. Delete obsolete section 46.15 and 46.21.

12. Grievance Procedure, Article 16

Maintain present language, except delete obsolete language in 16. 7.a. and delete 16.7.b. in its entirety.

13. Shift and Weekend Differential, Article 22

Maintain present benefit, except delete obsolete language in Article 22.1, 22.3 and 22.6 and update rates listed in 22.6 to 22.1 and 22.3.

14. Auto Allowance, Article 27

Delete obsolete language and update calendar year references.

15. Health Insurance, Article 42

Delete obsolete language and update calendar year references.

16. Life Insurance, Article 43

Update calendar year references.

Attachment A

1.a. Effective Pay Period 13, 2003, Port Maintenance Worker I, Port Maintenance Worker II, Port Maintenance Technician I, Port Maintenance Technician II shall be reclassified to the following classifications and rates of pay, based on attaining the following skill level requirements:

Classification	Skills Required	Biweekly Pay rate (2003 rate)
Port Maintenance Worker I to Port Maintenance Trainee	Entry level	\$1,022.40
Port Maintenance Worker I to Port Maintenance Trainee	After completion of 6 months of service, Skills 1-12 required	\$1,046.40
Port Maintenance Worker II to Port Maintenance Associate	After completion of Skills 13, 14 and 15 and Skills 1-12	\$1,095.20
Port Maintenance Worker II to Port Maintenance Associate	After completion of Skills 16, 17, 18 and 19 and Skills 1-15	\$1,184.00
Port Maintenance Worker II to Port Maintenance Associate	After completion of Skills 20, 21 and 22 and Skills 1-19	\$1,280.00
Port Maintenance Technician I to Port Maintenance Technician	After completion of Skills 23, 24 and 25 and Skills 1-22	\$1,399.20
Port Maintenance Technician I to Port Maintenance Technician	After completion of Skill 26 and skills 1-25	\$1,488.00
Port Maintenance Technician II to Port Maintenance Technician	After completion of Skills 1-26 and after completion of 3 of following skills: 27, 28, 29, 30, 31 and 32	\$1,542.40
Port Mechanic	After completion of all 32 skills	\$1,635.20

1.b. The City shall recommend the following title changes to the City Service Commission: In place of the current titles of Port Maintenance Worker I, Port Maintenance Worker II, Port Technician I and Port Technician II, the following titles shall be created: Port Maintenance Trainee, Port Maintenance Associate and Port Maintenance Technician. The skill level requirements for these titles shall be as indicated above and outlined in the Port of Milwaukee's "Maintenance Training Requirements".

- 1.c. Skill numbers 1 through 26 listed above represent the same skills as under the current system, except that the operation of the heavy forklift is proposed to be included in skill 19.
- 1.d. The premium rate while operating the lathe or milling machine shall be at \$21.41 per hour (2003 rate).
- 1.e. After an employee who has been appointed to the Port after January 1, 2003, has attained the first 12 skills, he/she shall be required to achieve a minimum of one career ladder skill in a calendar year, until he/she has attained the first 25 skills.
- 1.f. In recognition of an employee achieving a new skill in the career ladder beyond skill 12, in instances where the achievement of that new skill does not advance employee to new pay rate, the employee shall receive a one-time payment as follows:

Skills	One time payment for satisfactory completion of each skill that does not result in advancement to a new pay rate after satisfactorily completing that skill.
13 through 19.	\$25
20 through 25	\$35

It is understood that once the employee achieves such skill, they may be assigned to utilize such skill.

- 1g. Once an employee achieves a new skill in the career ladder between skills 27-32, in instances where the achievement of that new skill does not advance employee to a new pay rate, the employee will be paid \$0.50 per hour when he or she is required to perform these duties.
- 1.h. Other than noted above, the remaining structure of the career ladder for maintenance shall be maintained, including but not limited to maintaining the soft red circles for the following individuals:
 - (1) Bill DiGiorgio, Joseph DiGiorgio and Myron Kowalski to be paid at rates consistent with Pay Range 245 until such time they advance to a rate higher then the maximum step of Pay Range 245.
 - (2) Leroy Kamernick to be paid rates consistent with Pay Range 250 and to be paid rates consistent with Pay Range 260 when he obtains a welder's certification and U.S. Coast Guard's Mates license until such time he advances to a rate higher then the maximum step of Pay Range 260.
 - (3) Dale Johnson shall be paid at rates consistent with Pay Range 270 after obtaining a welder's certification and U.S. Coast Guard's Mates license.

**Summary of Wage and Fringe Benefit Modifications in the Tentative Agreement
Between the City of Milwaukee and
Milwaukee District Council 48, AFSCME, AFL-CIO
Three-Year Agreement**

1. Duration, Article 1: Three years: January 1, 2004 through December 31, 2006.
2. Base Salary, Article 19:
 - a. Effective Pay Period 1, 2004, a 3% across the board increase over Pay Period 26, 2003 wage rates.
 - b. Effective Pay Period 1, 2005, a 3% across the board increase over Pay Period 26, 2004 wage rates.
 - c. Effective Pay Period 1, 2006, a 3% across the board increase over Pay Period 26, 2005 wage rates.
 - d. Effective as soon as administratively practicable after the execution date of this Agreement, the City shall provide a one-time \$100 non-pensionable lump sum payment to current City employees represented by the Union as of September 21, 2004 and seasonally laid off employees.
3. Health Insurance, Article 42:
 - a. Under subsection 42.3.a (1)(a), effective January 1, 2005, for those employees enrolled in the Basic Plan, the employee contribution shall be increased from \$50 to \$60 per month for single enrollment and from \$100 to \$120 per month for family enrollment. (Note: the deduction for January 2005 is deducted from employee's December 2004 paycheck.
 - b. Under subsection 42.3.a (1)(a), effective January 1, 2006, for those employees enrolled in the Basic Plan, the employee contribution shall be increased from \$60 to \$75 per month for single enrollment and from \$120 to \$150 per month for family enrollment. (Note: the deduction for January 2006 is deducted from employee's December 2005 paycheck.
 - c. Except as noted below, eligible employees under Article 42.2.e. or f who retire between January 1, 2005 and December 31, 2006 and who are enrolled in the Basic Plan shall contribute an amount toward meeting the monthly subscriber cost in the Basic Plan of \$30 per month for single enrollment when such employees' enrollment status is single and \$60 per month for family enrollment when such employee's enrollment status is family. The amount of retiree contribution shall be deducted from the retiree's pension check. Any subscriber costs for single or family enrollment in excess of the above stated amount shall be paid by the City. In the event that the monthly subscriber cost

to the City for single enrollment for retirees in the Basic Plan is the lowest single enrollment subscriber cost plan offered by the City, the foregoing \$30 employee contribution shall be waived. In the event that the monthly subscriber cost to the City for family enrollment for retirees in the Basic Plan is the lowest family enrollment subscriber cost plan offered by the City, the foregoing \$60 employee contribution shall be waived.

- d. For eligible employees under subsections 42.2.e. or 42.2.f, who retire between January 1, 2005 and December 31, 2006 and who are enrolled in an HMO Plan, the City will contribute an amount towards meeting the monthly subscriber cost for single enrollment for retirees in the HMO plan elected of 100% of the monthly subscriber cost of single enrollment in the Plan offered by the City pursuant to subsections 42.1.a. or b, having the lowest single enrollment subscriber cost for retirees to the City. For eligible employees under subsections 42.2.e. or 42.2.f, who retire between January 1, 2005 and December 31, 2006 and who are enrolled in the HMO Plan, the City will contribute an amount towards meeting the monthly subscriber cost for family enrollment in the HMO plan elected of 100% of the monthly subscriber cost of family enrollment for retirees in the Plan offered by the City pursuant to subsection 42.1.a. or b, having the lowest family enrollment subscriber cost for retirees to the City. If the per capita subscriber cost for enrollment in the plan elected exceeds the maximum City contribution provided, the retiree shall have the amount of excess cost deducted from his/her pension check.

In the event that the monthly subscriber cost to the City for single enrollment for retirees in the Basic Plan is the lowest single enrollment subscriber cost for retirees to the City for both the Basic Plan and any HMO Plan, the City will contribute an amount towards meeting the subscriber cost for single enrollment for retirees in an HMO Plan of 100% of the monthly subscriber cost of single enrollment for retirees in the Basic Plan. In the event that the monthly subscriber cost to the City for family enrollment for retirees in the Basic Plan is the lowest family enrollment subscriber cost for retirees to the City for both the Basic Plan and any HMO Plan, the City will contribute an amount towards meeting the subscriber cost for family enrollment for retirees in an HMO Plan of 100% of the monthly subscriber cost of single enrollment for retirees in the Basic Plan.

4. Pension, Article 41:

- a. Notwithstanding any provision of Chapter 36-05 of the Milwaukee City Charter and the Rules of the Annuity and Pension Board, for employees retiring on a service retirement allowance on or after January 1, 2005 with at least 5 years of City service, hours worked as a City Laborer-Seasonal or Playground Laborer Seasonal (MPS) shall be taken into account in determining the amount of their service retirement allowance. The additional creditable service earned under this provision shall be granted in accordance

with Board Rules and shall not exceed one year of creditable service. The additional creditable service earned under this paragraph shall not be taken into account for any other purpose including, but not limited to determining eligibility for a service retirement allowance under Chapter 36-05-1-d or f, a deferred retirement allowance under chapter 36-05-6-b-2 or 6-d-2, an early retirement allowance under Chapter 36-05-6-b-3 or 6-c, or eligibility for additional imputed service credit under Chapter 36-04-4.

- b. Creditable service for active military service, as provided in 36-04-2-c, shall be extended to employees represented by the Union who participate in the combined fund and who retire on a service retirement between January 1, 2004 and December 31, 2006.

5. Tuition and Textbook Reimbursement, Article 30

Effective January 1, 2006, increase the maximum amount of City reimbursement for tuition, laboratory fees and required textbooks for approved courses of study from \$1,000 to \$1,200 per calendar year.

6. Funeral Leave, Article 40:

Effective the next pay period following the execution date of this Agreement under Article 40.1.b., include spouse's sibling's spouse in definition of brother-in-law and sister-in-law.

7. Joint Labor Management Committees, Article 13:

Create an advisory Joint Labor Management Committee to discuss the CDL 2005 regulation changes. The committee will make advisory recommendations to the City Labor Negotiator.

8. Clothing Allowance, Article 28:

Under Article 28.6 (3) add the following sentence: If the department offers to provide a designated sweater as an option in lieu of one of the 3 shirts provided by the City during a calendar year to an eligible employee represented by Local 381, an employee may elect such sweater with a department logo in lieu of one of the three shirts provided by the City for that year.

9. Sick Leave, Article 31

Continue the Sick Leave Incentive Program through Pay Period 26, 2006.

10. Special Pay Practices, Article 25

- a. Modify section 25.47 from 2001-2002-labor agreement to continue the Pilot Office Support Continuing Education Incentive Program through December 31, 2006.
- b. Department of Public Works, Operations Division, Forestry: The City will look at a title change for the Nursery Laborer classification.
- c. Department of Public Works, Infrastructure Services Division: Effective as soon as administratively practicable after the execution date of this Agreement, the title of Sidewalk Repair Supervisor shall be retitled to Sidewalk Repair Specialist. Effective the next pay period following the execution date of this Agreement, section 25.23 shall be eliminated and replaced with the following: "Employees in the Sidewalk Repair Supervisor classification (who will be recommended to be retitled to the classification of Sidewalk Repair Specialist), PR 555, in the Infrastructure Division in the Department of Public Works who have completed one year of service at the 5th step shall be eligible to advance annually on their anniversary date to the following steps, provided that the following additional criteria is met:

<u>Step</u>	<u>Biweekly Rate</u>	<u>Criteria Required</u>
M-1	\$1,948.75 (2004 rate)	30 Credits only or 8 yrs of service & 15 credits
M-2	\$2,005.31 (2004 rate)	45 credits only or 10 yrs of service & 25 credits

Credits allowed to meet the criteria for M-step advancement shall be as follows:

- (1) Credits obtained in the engineering curriculum of any college or university accredited by the North central Association of colleges and Secondary Schools.
 - (2) Credits obtained in college-level engineering technology courses in two-hear associate degree programs at technical colleges, junior colleges and institutes.
 - (3) At least 75% of the credits used for "M" step advancement must be in engineering related courses.
- d. Department of Public Works, Operations Division: Effective the next pay period following the execution date of this Agreement, section 25.54 shall be eliminated and replaced with the following: "Employees in the Bridges and Public Buildings Inspector classification, PR 545, in the Department of Public Works who have completed one year of service at the 5th step shall be eligible to advance annually on their anniversary date to the following steps, provided that the following additional criteria is met:

<u>Step</u>	<u>Biweekly Rate</u>	<u>Criteria required</u>
M-1	\$1,830.27 (2004 rate)	Commercial Building Code certificate and either 30 credits or 8 yrs of service & 15 credits
M-2	\$1,886.06 (2004 rate)	Commercial Building Code certificate and either 45 credits or 10 years of service & 25 credits

Credits that meet the criteria for M-step advancement shall be those as specified in subsection 25.23 of this Article, except that "architectural" credits may be substituted for "engineering" credits.

Employees in the Bridges and Public Buildings Inspector classification who are currently at the 6th step of the pay range shall not be required to meet the criteria for M-1 step only.

- e. Department of Neighborhood Services: Effective the next pay period following the execution date of this Agreement, eligibility for the fourth step of Pay Range 589 for employees in the classification of Boiler Inspector II, Building Construction Inspector II, Electrical Inspector II, Elevator Inspector II and Sprinkler Construction Inspector II shall be as follows:

- (1) Employees who complete at least one year of service at the third step of Pay Range 589 shall advance to the fourth step provided they meet one of the following criteria:
 - (a) Have obtained an Associate's degree in civil engineering, architecture, construction management, construction technology or field related closely to construction; or
 - (b) Hold a Wisconsin license as a Professional Engineer or Professional Architect; or
 - (c) Have successfully completed 60 college credits of which a minimum of 39 credits are engineering-related, architectural design-related, or construction management-related and 9 credits are job-related or engineering-related, architectural design-related, or construction management-related, or
 - (d) Have 14 years of City service as a Building Construction Inspector and have successfully completed 40 college credits of which a minimum of 26 credits engineering related, architectural design related or construction management related and 6 credits are job related or engineering related, architectural design related or construction management related.

- (2) For a. (c) and d) above, Engineering related, architectural design related or construction management related credits allowed to meet the criteria shall be credits obtained in the engineering curriculum, architectural design curriculum or construction management curriculum of any college or university accredited by the North Central Association of colleges and Secondary Schools or credits obtained in college-level engineering, architectural design or construction technology courses in two-year associate degree programs at technical colleges, junior colleges and institutes. Job-related credits shall be credits determined by the Commissioner of Building Inspection as job related.
- f. Milwaukee Public Library. Effective the next pay period after the execution date of this Agreement, under Article 25.42, substitute word "Incumbents" in place of "Gail Brown" and substitute "shall be eligible to be paid a special 8th step of \$1,273.02 (2004 rate) biweekly after completing one year at the 7th step" in place of "will be paid." (Pay Range 415)
- g. Milwaukee Public Library. As soon as practicable after the execution date of this Agreement, the City shall conduct a classification study of the classification of Lead Bookbinder and Bookbinder employed in the Milwaukee Public Library to determine the proper classification.
- h. Milwaukee Public Library. Effective the next pay period following the execution date of this Agreement, the classification of Automotive Services Specialist will be reallocated from Pay Range 270 to Pay Range 275.
- i. Municipal Court. Under Article 25.43, effective the next pay period following the execution date of the Agreement, the additional amount paid to Court Services Assistants III and IV (Pay Ranges 425 and 445) and Municipal Court Clerks II, Pay Range 555, employed in the Municipal Court, while performing interpreter duties for court proceedings from Spanish to English and vice versa shall be increased from 50 cents to \$1.00 per hour.
- j. Health Department. As soon as practicable after the execution date of this Agreement, the City shall conduct a classification study of the classification of Environmental Health Specialist I and II employed in the Consumer Environmental Health Division of the Health Department to determine the proper classification.
- k. Health Department Effective as soon as administratively practicable after the execution date of this Agreement, the City shall recommend the following title change to the City Service Commission: one (1) position of

Accounting Assistant I, PR 435 employed in the Administration Division of the Health Department to Personnel Payroll Assistant I, PR 435.

- l. Health Department. As soon as practicable after the execution date of this Agreement, the City shall conduct a classification study of the classification of one position of Office Assistant IV, occupied by Marilyn Kirtley, employed in the Consumer Environmental Health Division of the Health Department to determine the proper classification.
- m. Department of Neighborhood Services Delete “or Department of Neighborhood Services “ in Article 25.52 for employees in the Environmental Health Specialist II classification in the Department of Neighborhood Services and add a new provision as follows:

Department of Neighborhood Services Effective the next pay period following the execution date of this Agreement, employees in the Environmental Health Specialist II classification in the Department of Neighborhood Services who complete at least one year of service in the fifth step of Pay Range 541 and who attain and maintain a (1) Commercial Building Code Certification and/or (2) for employees appointed to the classification prior to July 1, 2003, either completes the National Fire Academy Five Core Course when it was available prior to 1995, or completes and passes the exam for MATC State Vo-tech Fire Inspector Class Part I or passes the Fire Inspector 1 exam as presented by the International Code Council and for employees appointed to the classification on or after July 1, 2003, passes the Fire Inspector 1 exam as presented by the International Code Council shall advance to one of the following increments provided the employee meets the minimum criteria specified for that increment:

Increment One: \$1,795.36 (2004 rate) provided an employee attains and maintains on of above certifications and

Increment Two: \$1,812.25 (2004 rate) provided an employee attains and maintains all two of above certifications.

- n. Department of Public Works, Administrative Services Division, Tow Lot. As soon as practicable after the execution date of this Agreement, the City shall conduct a classification study of the following classifications in DPW Administration Services Division, Finance and Planning Section and Payroll Section:

Accounting Assistant I and II (approx. 9 positions)
Program Assistant II (two positions)

Personnel Payroll Assistant I and II (approx. 10 positions)
Office Assistant III and IV (two positions)

- o. Department of Public Works, Administrative Services Division, Tow Lot
As soon as practicable after the execution date of this Agreement, the City shall conduct a classification study of the following classifications in DPW Administration Services Division, Parking, Towing and Enforcement Section:
- Office Assistant III and IV, including Clerk II (Field)
Accounting Assistant II
- p. Department of Public Works, Operations Division, Fleet Services Section (Repair) Effective the next pay period following the execution date of this Agreement, the Special Municipal Equipment Laborer, Pay Range 225 shall be reclassified to a new title as determined by DER, Pay Range 238. This pay rate is in lieu of being rolled up to the Truck Driver classification and takes into account that 40 to 50% of time involves Tow Truck duties.
- q. Department of Public Works, Operations Division, Fleet Services Section (Repair): Effective the next pay period following the execution date of this Agreement, Garage Attendants employed in the Department of Public Works, Operations Division, when performing service calls and towing shall be paid at the pay rate of the reclassified Special Municipal Equipment Laborer (see paragraph p), Pay Range 238, in lieu of being rolled up to the Truck Driver classification.
- r. Department of Public Works, Operations Division, Fleet Services Section (Repair): Effective the next pay period following the execution date of this Agreement, employees in the Vehicles Services Technician classification Pay range 254,, who have completed one year of service at the special 6th step and who obtain and maintain at all times the Automotive Service Excellence (ASE) Master Automobile Certification, shall be paid a biweekly rate of \$1,654.08. (2004 rate). This certification consists of a series of tests given by the National Institute for Automotive Service Excellence (ASE). The Master Automobile Certification test currently consists of eight (8) certifications A1 through A8. If there are changes in the ASE program requiring additional certifications to maintain the ASE Master Automobile certification status, the employee must obtain and maintain those certifications to retain this pay rate.
- s. Department of Public Works, Operations Division, Fleet Services Section (Repair): Effective the next pay period following the execution date of this Agreement, employees in the Vehicles Services Technician- Heavy classification, Pay Range 260, who have completed one year of service at the special 6th step and who obtain and maintain at all times the

Automotive Service Excellence (ASE) Master Medium/Heavy Certification, shall be paid a biweekly rate of \$1,695.00 (2004 rate). This certification consists of a series of tests given by the National Institute for Automotive Service Excellence (ASE). The Master Medium/Heavy Certification test currently consists of seven (7) certifications T2 through T8. If there are changes in the ASE program requiring additional certifications to maintain the ASE Master Medium/Heavy certification status, the employee must obtain and maintain those certifications to retain this pay rate.

t. Department of Public Works, Operations Division, Fleet Services Section (Repair): Effective the next pay period following the execution date of this Agreement, employees in the Automotive Maintenance Mechanic classification, Pay Range 260, who have completed one year of service at the special 6th step and who complete and maintain at all times the State of Wisconsin Structural Welding certificate, including any renewals if required, shall be paid a biweekly rate of \$1,695.00 (2004 rate).

u. Department of Public Works, Operations Division, Fleet Services Section (Repair): Effective the next pay period following the execution date of this Agreement, employees in the Automotive Electrician, classification, Pay Range 260, shall be paid a biweekly rate of \$1,695.00 (2004 rate) provided they meet the following three criteria:

- (1) Have completed one year of service at the special 6th step;
- (2) Obtain and maintain at all times two Automotive Service Excellence (ASE) certifications of T-6 and A-6 (The National Institute for Automotive Service Excellence (ASE) gives the two ASE certifications.); and
- (3) Obtain and maintain at all times an Electronic Technology certificate in Basic Electronics from MATC or from another accredited school approved by the City or obtain and maintain at all times a related certificate as determined by the City from an accredited school approved by the City.

v. Department of Public Works, Operations Division, Fleet Services Section (Repair): Effective the next pay period following the execution date of this Agreement, employees in the Fluid Power Systems Technician classification, Pay Range 262, shall be paid a biweekly rate of \$1,716.59 (2004 rate) provided they have completed one year of service at the special 6th step and they meet one of the following:

- (1) Obtain and maintain at all times a certificate in Fluid Power Maintenance from MATC or another accredited

school approved by the City or obtain and maintain at all times a related certificate as determined by the City from an accredited school approved by the City; or

- (2) Have an Associates Degree in Fluid Power Technology, or related field as determined by the department, from an accredited school approved by the City.

- w. Department of Public Works, Operations Division, Fleet Services Section (Repair): Effective the next pay period following the execution date of this Agreement, individuals who have a current Automotive Service Excellence (ASE) Master Automobile certification at time of their regular appointment to the Vehicle Services Technician classification, Pay Range 254, may be paid at the second step of the pay range. Employees in the classification of Vehicle Services Technician who obtain an ASE Master Automobile certification after their regular appointment to that classification and before they reach the 5th step of their pay range, shall advance to the next higher step of their pay range effective the next pay period following their submission of their ASE Master Automobile certification to the Department.
- x. Department of Public Works, Operations Division, Fleet Services Section (Repair): Effective the next pay period following the execution date of this Agreement, individuals who have a current ASE Master Medium/Heavy certification at time of their regular appointment to the Vehicles Services Technician-Heavy classification, Pay Range 260, may be paid at the second step of the pay range. Employees in the classification of Vehicle Services Technician-Heavy who obtain an ASE Master Medium/ Heavy certification after their regular appointment to that classification and before they reach the 5th step of their pay range, shall advance to the next higher step of their pay range effective the next pay period following their submission of their ASE Master Medium/Heavy certification to Department.
- y. Department of Public Works, Operations Division, Fleet Services Section (Repair): ASE Certification Test Reimbursement. Effective for ASE certification tests eligible employees successfully complete after the execution date of this Agreement, the Department of Public Works shall reimburse eligible employees for the cost of each successfully completed ASE test, including registration fee, which is needed to obtain or maintain their ASE Master Automobile certification or ASE Master Medium Heavy certification. Reimbursement shall be made as soon as administratively practicable after employees submit copies of their certification and payment receipt to the department. Eligible employees are employees in one of the following classifications: Vehicle Services Technician, Vehicle

Service Technician-Heavy, Automotive Maintenance Mechanic, and Automotive Electrician.

- z. Department of Public Works, Infrastructure Services Division, Electrical Services: Effective the next pay period following the execution date of this Agreement, reclassify two position of Laborer (ES), Pay Range 230, occupied by Alex Stallworth and Louie Schilling to Equipment Mechanic I, Pay Range 235 contingent upon the addition of the duties of Equipment Mechanic I.
- aa. Add or update applicable department and division designations and update 2001 biweekly rates where applicable.

11. Add or update applicable dates, references and delete obsolete language.

12. Side letters.

- a. Side letter. Department of Public Works, Infrastructure Services Division: Multiple titles and vacation pay rate: Clarification of pay rate for employees with multiple titles that for multiple title employees employed in the Infrastructure Division of DPW will be based on their highest title worked at least eight (80) hours the previous fiscal year. For purposes of this provision, multiple title employees are those employees who hold more than one laborer or driver title in the Department of Public Works.
- b. Side Letter. Department of Public Works, Water Works. City will discuss flextime for Office Clerks in the Commercial Services.
- c. Side Letter. Department of City Development: Renew Vacation selection Memorandum.
- d. Side Letter: Department of Public Works, Operations Division, Fleet Services Section (Repair): Coveralls: Effective as soon as administratively practicable after the execution date of this Agreement, in lieu of providing 9 sets of coveralls, the Department of Public Works shall provide 11 sets of shirts and pants to all eligible employees who work for the tire shop or for light repairs section on the first or second shift in the following classifications: Tire Repair Worker I, Tire Repair Worker II, Tire Repair Worker III, Vehicle Services Technician, Garage Attendants, and Special Municipal Equipment Laborer in the Operations Division Fleet Services Section. The remaining eligible employees currently receiving the 9 sets of coveralls will continue to receive 9 sets of coveralls (four changes, the employee wears one set, turns in four sets for laundering and receives four sets).