



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychev
Labor Negotiator

July 18, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Subject: Common Council File No: 240446 – Communication file from Employee Relations amending the Salary Ordinance to provide interpretation and translation pay for positions designated as bilingual in the Salary Ordinance or Positions Ordinance.

Dear Committee Members,

Employees who perform language interpretation and translation contribute greatly to ensuring our residents have equal access to the City of Milwaukee's services. The demand for bilingual employees continues to rise in the US, more than doubling in the past decade in certain sectors. The City has struggled to recruit and to retain bilingual applicants. To recognize the value of this critical skill and to ensure that the City is an attractive employer for bilingual individuals, this report recommends that those employees who hold positions that are designated as bilingual in the Salary Ordinance or Positions Ordinance be paid an additional \$2.00 per hour.

Background

The Department of Employee Relations (DER) surveyed comparable municipalities, other entities of government and private sector employers in 2019, and again within recent months, relative to bilingual pay practices. There is great variance in how bilingual pay is administered and the amount provided; the latter ranges from 5-20% of base pay. Employers who administer bilingual pay highly recommend setting a fixed, hourly differential, which provides consistency and predictability. Of note, our closest municipal comparable that offers pay for bilingual skills is the City of Madison, which pays an additional \$1.50 per hour and Dane County, which pays an additional \$2.00 per hour.

Currently, there are 23 full-time positions and two part-time positions that are designated as bilingual. To obtain a bilingual designation, a department has to make a request to DER and provide data regarding the work that is performed and the volume of language interpretation and translation needed. A report is prepared and sent to Finance and Personnel for approval. If the bilingual designation is approved, then a candidate needs to pass an assessment of language skills before being offered a position.

Recommendation

Currently, no additional pay is provided to employees in positions designated as bilingual for language interpretation and translation skills. To recognize the critical nature of these skills, this report recommends an additional \$2.00 per hour for each position designated as bilingual in the Salary

Ordinance or Positions Ordinance. This differential will provide \$4,160 annually per impacted full-time employee plus indirect costs related to salary. Of note, Part II, Section 9: Supplemental Pay Practices, B. Interpreter Pay, of the Salary Ordinance has an obsolete provision that states 'Employees of the Municipal Court shall be eligible for a premium of \$1 per hour while performing interpreter duties during court proceedings. Eligibility for interpreter pay provisions for positions outside of the Municipal Court is subject to approval from the Common Council.' As the Municipal Court uses an outside service for interpreter and translation services this provision is no longer needed.

The following ordinance change is recommended to approve pay for positions with a bilingual designation:

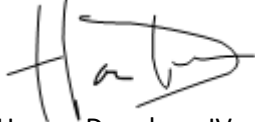
Action Required – Effective Pay Period 17, 2024 (August 4, 2024)

In the Salary Ordinance

Under Part II, Section 9: Supplemental Pay Practices, B. Interpreter Pay, delete the current paragraph and replace with the following:

'Any employee who holds a position designated as bilingual in the Salary Ordinance or the Positions Ordinance shall be paid an additional \$2.00 per hour.'

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Harper Donahue, IV". The signature is stylized with a large "H" and a long, sweeping underline.

Harper Donahue, IV
Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A

Date

7/24/2024

File Number

240446

☒ Original

☐ Substitute

Subject

Communication from the Department of Employee Relations regarding the costs of amending the Salary Ordinance to provide interpretation and translation pay for positions designated as bilingual in the Salary Ordinance or Positions Ordinance.

B

Submitted By (Name/Title/Dept./Ext.)

Sarah Wangerin/ Human Resources Representative / Employee Relations

C

This File

☒ Increases or decreases previously authorized expenditures.

☐ Suspends expenditure authority.

☐ Increases or decreases city services.

☐ Authorizes a department to administer a program affecting the city's fiscal liability.

☐ Increases or decreases revenue.

☐ Requests an amendment to the salary or positions ordinance.

☐ Authorizes borrowing and related debt service.

☐ Authorizes contingent borrowing (authority only).

☐ Authorizes the expenditure of funds not authorized in adopted City Budget.

D

Charge To

☒ Department Account

☐ Capital Projects Fund

☐ Debt Service

☐ Other (Specify)

☐ Contingent Fund

☐ Special Purpose Accounts

☒ Grant & Aid Accounts

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

F**Assumptions used in arriving at fiscal estimate.**

The total cost for 2024 is \$46,046. The total cost for a full year is \$119,721. Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet.

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.

Department of Employee Relations
Fiscal Note Spreadsheet

Finance and Personnel meeting: July 24, 2024

NEW COSTS FOR 2024

Pos.	Dept	Title	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal
1	CCCC	Business Systems Specialist	2HX	\$0	\$4,160	17	\$1,600	\$224	\$1,824
2	CCCC	Customer Service Representative II	6HN	\$0	\$4,160	17	\$3,200	\$654	\$3,854
3	CCCC	Executive Administrative Assistant I (0.5 FTE)	2CN	\$0	\$4,160	17	\$4,800	\$982	\$5,782
1	City Treasurer	Customer Service Representative III	6KN	\$0	\$4,160	17	\$1,600	\$327	\$1,927
1	City Treasurer	Teller	6KN	\$0	\$4,160	17	\$1,600	\$327	\$1,927
4	DOA	United Call Center Representative 3	5IN	\$0	\$4,160	17	\$6,400	\$1,309	\$7,709
1	Election	Election Services Coordinator	2EN	\$0	\$4,160	17	\$1,600	\$327	\$1,927
1	FPC	Fire and Police Commission Investigator	2KX	\$0	\$4,160	17	\$1,600	\$224	\$1,824
1	Health	Community Health Dietitian 3*	2JN	\$0	\$4,160	17	N/A Grant Funded Position		
1	Health	Medical Assistant-Bilingual Hmong	5CN	\$0	\$4,160	17	\$1,600	\$327	\$1,927
1	Health	Public Health Educator II-Bilingual	2DN	\$0	\$4,160	17	\$1,600	\$327	\$1,927
1	Health	WIC Client Services Assistant 3*	5IN	\$0	\$4,160	17	N/A Grant Funded Position		
5	MPL	Library Circulation Services Representative Bilingual	5AN	\$0	\$4,160	17	\$8,000	\$1,636	\$9,636
3	MWW	Customer Service Representative III	6KN	\$0	\$4,160	17	\$4,800	\$982	\$5,782
26							38,400	7,646	\$46,046

Assume Effective Pay Period 17, 2024 (August 4, 2024) unless otherwise indicated.

* Position funded by the 2024 Women, Infants & Children grant

Note: Totals may not be to the exact dollar due to rounding.

NEW COSTS FOR FULL YEAR

Pos.	Dept	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal
1	CCCC	Business Systems Specialist	2HX	\$0	\$4,160	1	\$4,160	\$582	\$4,742
2	CCCC	Customer Service Representative II	6HN	\$0	\$4,160	1	\$8,320	\$1,701	\$10,021
3	CCCC	Executive Administrative Assistant I (0.5 FTE)	2CN	\$0	\$4,160	1	\$12,480	\$2,552	\$15,032
1	City Treasurer	Customer Service Representative III	6KN	\$0	\$4,160	1	\$4,160	\$851	\$5,011
1	City Treasurer	Teller	6KN	\$0	\$4,160	1	\$4,160	\$851	\$5,011
4	DOA	United Call Center Representative 3	5IN	\$0	\$4,160	1	\$16,640	\$3,403	\$20,043
1	Election	Election Services Coordinator	2EN	\$0	\$4,160	1	\$4,160	\$851	\$5,011
1	FPC	Fire and Police Commission Investigator	2KX	\$0	\$4,160	1	\$4,160	\$582	\$4,742
1	Health	Community Health Dietitian 3*	2JN	\$0	\$4,160	1	N/A Grant Funded Position		
1	Health	Medical Assistant-Bilingual Hmong	5CN	\$0	\$4,160	1	\$4,160	\$851	\$5,011
1	Health	Public Health Educator II-Bilingual	2DN	\$0	\$4,160	1	\$4,160	\$851	\$5,011
1	Health	WIC Client Services Assistant 3*	5IN	\$0	\$4,160	1	N/A Grant Funded Position		
5	MPL	Library Circulation Services Representative Bilingual	5AN	\$0	\$4,160	1	\$20,800	\$4,254	\$25,054
3	MWW	Customer Service Representative III	6KN	\$0	\$4,160	1	\$12,480	\$2,552	\$15,032
26							\$99,840	\$19,881	\$119,721

* Position funded by the 2024 Women, Infants & Children grant
Note: Totals may not be to the exact dollar due to rounding.