



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

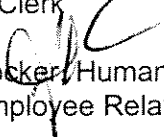
David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

MEMORANDUM

TO: Terry MacDonald, Staff Assistant
Office of the City Clerk

FROM: Andrea Knickerbocker  Human Resources Manager
Department of Employee Relations

DATE: February 16, 2005

RE: Salary Ordinance Amendment

We wish to make the following administrative correction to the 2005 Salary Ordinance (effective Pay Period 1, 2003 – December 22, 2002): Under Salary Grade 007, add the footnote designation “3/” following the title “Shop and Maintenance Supervisor.” The footnote provides additional compensation for positions regularly involved in snow and ice control operations (snow pay).

As explained in the attached letter from the Department of Public Works, a new position of Shop and Maintenance Supervisor, Salary Grade 007, was created in the 2003 budget. The new position combined the duties of two former DPW positions, one of which had a footnote in the Salary Ordinance authorizing snow pay. When the Shop and Maintenance Supervisor position was created, it was required to be on call on a 24-hour basis for all snow and ice control operations, and should have carried the footnote for snow pay.

The snow pay footnote, however, was inadvertently omitted from the report that classified the new Shop and Maintenance Supervisor position. The job evaluation report classifying the new position was approved by the City Service Commission December 17, 2002; by the Finance Committee December 18, 2002 (File Number 021173); and by the Common Council December 20, 2002 (File Number 020998). In order to correct the footnote omission, we request that the Salary Ordinance be amended as specified in the first paragraph above.

Attachment: Letter from DPW dated 1/28/05

c: Maria Monteagudo
Jeffrey Mantes
James Purko
Preston Cole



Department of Public Works

Jeffrey J. Mantes
Commissioner of Public Works

James P. Purko
Director of Operations

January 28, 2005

Ms. Maria Monteagudo
Employee Relations Director
Department of Employee Relations
City Hall, Room 706

Re: Snow Compensation

Dear Ms. Monteagudo:

The 2003 adopted budget created a Shop and Maintenance Supervisor (SG7) position in the Operations Division. This position combined the duties of the former Sanitation Shop Supervisor and the Forestry Mechanical Maintenance Supervisor. The Sanitation position included a footnote for snow pay but the Forestry position did not.

This position is required to be on call on a 24-hour basis for all snow and ice control operations. Consequently, we are requesting that the salary ordinance be amended to authorize snow pay for this position. The footnote should have been added during the 2003 budget process.

The incumbent has been performing snow and ice control duties since his appointment to the position on December 22, 2002. If you need additional information, please contact Robert McFadyen, Forestry Services Manager at extension 3729. Thank you for your assistance.

Very truly yours,

Jeffrey J. Mantes
Commissioner of Public Works

JJM:RM:ph
c: J. Purko
P. Cole
File