



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

May 15, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Subject: *Common Council File No. 240226 - Communication from the Department of Employee Relations requesting a change to how the use of the 10% ERP incentive pay is approved.*

Dear Committee Members:

This communication is requesting a modification to the mechanics of how the 10% Enterprise Resource Planning (ERP) incentive pay is approved. Currently, the process follows every cycle with a special memo to Finance and Personnel to modify the Salary Ordinance, Part II, Section 5: Promotions and Special Pay Practices, I. ERP Executive Committee Incentive Pay. The current approval process is limited to the time constraints of meeting cycles and could hinder the project and potentially cause retro pay or time delays for employees who are working with the ERP project. This proposal would follow a similar process to the already established Special Rate Letter process.

The Department of Employee Relations requests consideration for the following process:

1. A change requests to add, remove, or make changes to an employee on the 10% project pay list will be sent by the requesting department to both Jill Price (IT Project Manager - ITMD) and the respective Executive Committee member that represents that department to present the request to the next Executive Committee Meeting.
2. The Executive Committee will approve or deny the request.
3. Jill Price will communicate the approval / denial to the requestor, the Budget Office (Nathaniel Haack), DER Pay Services, and DER Classification.
4. DER Pay Services will forward approval / denial of request from Department of Employee Relations Director to Jill Price, the respective Executive Committee member, the Budget Office (Nathaniel Haack) and DER Classification.
5. The Budget Office (Nathaniel Haack) will maintain the official list of approved 10% project pay.
6. DER will work with departments to administer the changes in pay as they are approved.

Furthermore, this request recommends the following ordinance change to reflect the new process:

Action Required – Effective Pay Period 13, 2024 (June 9, 2024)

In the Salary Ordinance:

Under Part II, Section 5: Promotions and Special Pay Practices, I. ERP Executive Committee Incentive Pay:

- Delete contents and replace with the following:
 - o “Through approval of the ERP Executive Committee, departments may be authorized to supply designated employees with the 10% ERP incentive rate with the approval of the Department of Employee Relations.

A listing of employees designated to receive the 10% ERP incentive rate shall be maintained by the Budget Office and communicated to the Committee on Finance and Personnel as requested.”

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Harper", written over a horizontal line.

Harper Donahue, IV
Employee Relations Director