



Department of Employee Relations

Tom Barrett
Mayor

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Director

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Employee Benefits Director

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Labor Negotiator

November 23, 2009

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

Dear Committee Members: Re: Common Council File Number 090952

- Analysis -

This report recommends adoption of changes in Automobile Allowance for Management Pay Plan employees effective November 1, 2009.

This report recommends the adoption of changes in Automobile Allowance for Management Pay Plan employees effective November 1, 2009.

Automobile Allowance:

- a. Effective November 1, 2009, the City shall reimburse a Management Pay Plan employee in active service, who is required as a condition of employment to have a private automobile available for use on City business, a base amount of seventy-five dollars (\$75) per month or payment for each mile driven on official City business during that month at the IRS standard mileage rate per mile, whichever is greater. (On 01/01/09, the IRS standard mileage rate is \$0.55 cents per mile) Management Pay Plan employees who receive a higher rate of automobile allowance, per Section 350-183-7-b-8 of the Milwaukee Code of Ordinances, due to supervising an employee who receives a higher rate of automobile allowance, shall continue to receive the higher rate until they no longer supervise any employees who receive a higher rate. Effective the following month, when a Management Pay Plan employee no longer supervises any employee who receives a higher rate, the Management Pay Plan employee's rate shall revert to a base amount of seventy-five dollars (\$75) per month or payment for each mile driven on official City business during that month at the IRS standard mileage rate per mile, whichever is greater. (Note: some of the bargaining unit employees who previously received a higher rate of automobile allowance have been "grandfathered" at the higher rate as long as they hold their current position. Over time the number of employees at the higher rate will decline as

will the number of Management Pay Plan supervisors who have a higher rate because of their reporting relationships.)

- b. In order to receive reimbursement, an eligible employee shall submit a record of mileage incurred on City business during the month and attest to the accuracy of such mileage on a form approved by the Comptroller. All private automobile reimbursement payments to employees exceeding 1,000 miles monthly shall be concurred by the Finance and Personnel Committee before payment is made.
- a. Effective November 1, 2009 reimbursement forms shall be submitted on a monthly basis on or before the last workday of the following month. An employee who is required to have a private automobile available for use on City business shall have at least the minimum insurance coverage prescribed by state law and shall have declared the use of his/her automobile on city business to his insurance company to protect the City's interests. It shall be the responsibility of the department head to see that the employee is adequately covered by such insurance before he/she approves the use of a private vehicle on City business and reimbursement for such use.

We recommend approval of these changes in Automobile Allowance for Management Pay Plan employees.

Sincerely,



Maria Monteagudo
Employee Relations Director

Attachment: Fiscal Note