

May 23, 2007

To the Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Dear Committee Members:

The Department of Employee Relations is seeking your approval of the proposed changes to the Milwaukee Code of Ordinances to allow the option of cash overtime for selected represented and non-represented positions within the department and the Fire and Police Commission. The City Negotiating team and Milwaukee District Council 48, AFSCME, AFL-CIO have agreed to the proposed changes affecting selected represented employees in the attached Memorandum of Understanding subject to approval by the Common Council and Mayor.

As you may know the current contract between the City and DC 48 contains a provision that allows the option of cash overtime for certain positions in the Department of City Development, Port of Milwaukee, DOA-ITMD-Business Operations, Comptroller's Office, Assessor's Office, Department of Neighborhood Services, Election Commission, Health Department, and the Milwaukee Public Library. In most cases the option is to be exercised at the discretion of the Department Head and is typically used when employees are about to reach the maximum amount of compensatory time accrued by ordinance (180 hours) and/or when additional compensatory time earned may not be able to be used due to staff shortages, demanding workloads, or special projects.

The authority being requested covers a total of two represented positions and one non-represented position within DER's Employee Benefits Division, one represented position, one non-management, non-represented position, and an entry level management position (covered by the overtime provisions of the Fair Labor Standards Act) within DER's Staffing Services Division, and one non-management/non-represented position within the Fire and Police Commission.

The rationale for the cash overtime option within each area is summarized below.

Employee Benefits

Employee Benefits administrative staff was reduced by one position in 2005. The compensatory time balance for each of the three designated employees range from 118 to 180 hours. It is anticipated that through the end of the year, these employees will be required to work a significant amount of overtime due to the current upgrade of the HRMS system and open enrollment later this year. Since earlier this spring, the staff has been involved in a time-consuming upgrade of the HRMS system with staff from DOA-ITMD and consultants from Crestone. This upgrade will continue through August, and there are a limited number of employees who can work on this, which includes preparation of testing scripts, actual running the test scripts and review of how the scripts worked. In the fall the staff will be supporting open enrollment activities. This year for the first time, City employees will be required to complete open enrollment on-line. While this will create significant efficiencies in the years to come, the preparation and support needed to ensure the success of this project will require staff to explain how the new process will work as well as participate in activities to make sure the system is set up to work correctly. The benefits team will also be involved in making arrangements for work stations and kiosks in key city employee locations to ensure access to the on-line application and ease of completion. It is anticipated that cash overtime will only be used as needed during to get these key projects completed this year.

Staffing Services

Program Assistants (one represented by DC 48 and one non-management/non-represented) and one Administrative Specialist position within the Staffing Services Division are responsible for many of the clerical and administrative support functions associated with producing recruitment and job announcement materials, accepting and processing applications, tracking job applicants, administering examinations, scoring examinations, preparing civil service eligible lists, and drafting correspondence to applicants regarding the examination process or status of the applications. In general these positions are required to work a regular business schedule as well as staff test administration sessions scheduled during evening hours on a weekly and monthly basis as well as on occasional weekends for some performance examinations. In 2006 there were approximately 360 test administration sessions, 358 appointments from eligible lists, and over 9,300 applications processed for City of Milwaukee positions and classified Milwaukee Public School positions. The compensatory time balance for individuals in these positions has steadily reached over one hundred in the last couple of years. While we have the option of implementing different work schedules to staff after hour test administration sessions at straight time, there is a significant amount of application processing and test preparation work that must be performed during regular work hours as well.

Fire and Police Commission

The Fire and Police Commission has one non-management/non-represented Administrative Assistant III position supporting the work of the Commission staff and the Board. This position must attend all Fire and Police Commission meetings scheduled the first and third Thursday of every month after regular business hours as well as prepare, post and distribute agendas, minutes, press releases and other formal communications on behalf of the Board. As the single administrative support position in the department, this position is the first point of contact for all incoming calls and inquiries from citizens via the telephone or in person and the primary person researching and retrieving data in response to a significant number of open records request received by the Board. At the end of 2006 the incumbent of this position had accumulated over 170 hours of compensatory time.

We request your approval of the attached Ordinance authorizing the option of cash overtime for certain positions in the Department of Employee Relations and the Fire and Police Commission. The fiscal note and the Memorandum of Understanding will be forthcoming.

Sincerely,

Maria Monteagudo
Employee Relations Director

Attachments: Ordinance Amendment
Memorandum of Understanding

c: David Heard, FPC Executive Director