



**Department of Employee Relations**

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

December 13, 2010

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

Dear Committee Members:

Re: Common Council File Number 100990

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- Analysis -

This report recommends amending the Salary Ordinance to authorize 3% salary adjustments for certain transactions involving voluntary transfers within the Management Pay Plan subject to approval by the Chair of the Common Council Committee on Finance and Personnel and the Employee Relations Director.

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Over the past several years tighter budgets have resulted in significant reductions in the number of management positions and limited opportunities for promotions within the Management Pay Plan. Employees who want to further their careers within City government have limited options for upward mobility. To help address these concerns we are recommending the following:

Create language in the Salary Ordinance that would allow City Departments to request a 3% salary increase for employees voluntarily transferring within the Management Pay Plan subject to approval by the Chair of the Common Council Committee on Finance and Personnel and the Employee Relations Director. For purposes of this provision, a transfer is defined as an appointment (regular or exempt) of a current city employee to a classification within the same salary grade or pay range. This proposal only covers transfers within the Management Pay Plan. Employees receiving a 3% salary increase with their transfer would receive a new salary anniversary date.

Requirements for eligibility for the 3% salary adjustment include the following:

**Intra-departmental Transfers**

- Voluntary transfers within a department to a different classification. Transfers within a department to the same classification would only be considered when the level of responsibility and the required knowledge, skills, and abilities are significantly different.

**Inter-departmental Transfers**

- Voluntary transfers between departments into the same or different classification.

Excluded from Consideration

- Emergency, temporary or provisional appointments
- Involuntary transfers or transfers that are the result of ineffective job performance or disciplinary action
- Transfers to positions previously held.

Under all circumstances the decision to approve the 3% salary adjustment would include a review of the actual differences in responsibilities, knowledge and skill, and impact of the two positions within the same salary grade. This case by case review will require City departments to document justification for the salary adjustment. If a manager decides to transfer back to their previous position the salary adjustment would be removed.

This proposal creates an incentive for Management Pay Plan employees who want to further their career within the City and who may be subjected to a new probationary period and lower seniority rank for layoff purposes. The proposal also provides a number of benefits to the City by increasing opportunities for career growth and development for management employees and assisting with succession planning by having qualified people ready to fill key positions when they become vacant.

To implement these changes the Salary Ordinance would need to be amended as follows:

Under Part II, Section 12, add the following and change the letters for the rest of the Section.

g. Transfers: City Departments may request a 3% salary increase for employees voluntarily transferring within the Management Pay Plan subject to approval by the Chair of the Common Council Committee on Finance and Personnel and the Employee Relations Director. Transfers under this section are defined as an appointment (regular or exempt) of a current Management Pay Plan employee to a classification within the same salary grade. Employees receiving a 3% salary increase with their transfer receive a new salary anniversary date. Requirements for consideration include the following:

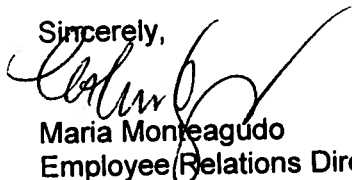
Intradepartmental Transfers – Voluntary transfers within a department to a different classification or the same classification with significantly different responsibilities.

Interdepartmental Transfers – Voluntary transfers between departments into the same or different classification.

Exclusions: the following transfers are not subject to this provision:

Transfers stemming from emergency, temporary or provisional appointments; involuntary transfers; transfers that are the result of ineffective job performance or disciplinary action; and/or transfers to positions previously held.

Sincerely,



Maria Monteagudo  
Employee Relations Director

Attachment: Fiscal Note