



Fire Department

Mark Rohlfing
Chief
Gerard Washington
Acting Assistant Chief

December 16, 2010

To the Honorable
The Common Council
Room 205, City Hall
200 East Wells Street
Milwaukee, WI 53202

Dear Council Members:

Ms. Juliet Lee Battle of our staff was promoted from Administrative Assistant IV to Fire Personnel Officer, a management position, on July 26, 2009. At the time of her promotion to management, she had a compensatory time balance of 180.0 hours.

Juliet has assumed a very challenging workload, including responsibilities newly added to this position. In addition to learning the new job, the newly added responsibilities, and training the person who assumed her old position, she is working closely with nine other newly promoted managers, taking the extra time to instruct and closely communicate to ensure procedures are followed correctly and efficiently. Further, due to budget constraints, a clerical position was transferred to another section, creating a deficiency of staff to help with overflow work. Further, due to the tremendous workload, she has been unable to utilize all of her vacation, which will reach its maximum balance near the same time in which she would be expected to use up her 180.0 hours of compensatory time.

We respectfully recommend that payment be made for her compensatory time balance as an Administrative Assistant IV. She was full-paid, step 5 of PR 550 (\$25.64/hour). The rate of \$25.64 x 180.0 hours equates to a buyout in the amount of \$4,615.20.

Sincerely,


MARK ROHLFING
Chief

MR/cf
Letters&Memos\Alderpersons\JLB comp buyout