

## PART II – ADMINISTRATION

The rates of pay for offices and positions in the City of Milwaukee are organized by sections as presented below.

1. **Officials and Administrators:** Positions in which employees set broad policies, exercise overall responsibility for execution of policies, or direct work units and personnel in their respective are-as. Examples of classifications include department directors and deputies (except sworn), division managers and administrators, and technical and service supervisors.
2. **Professionals:** Positions which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Examples of classifications include engineering and technical professionals, accounting, budgeting and finance professionals, research and procurement professionals, attorneys, scientists and health professionals, enforcement/property professionals, personnel, community service, and community relations professionals, librarians and nurses.
3. **Technicians:** Positions which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Examples of classifications include information management technicians, engineering and drafting technicians, and field health technicians.
4. **Protective Service:** Occupations in which workers are entrusted with public safety, security and protection including all sworn positions in the Fire and Police Departments.
5. **Paraprofessionals:** Positions in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Examples of classifications include library services assistants, clinic assistants, human resources assistants, program assistants, and accounting assistants.
6. **Administrative Support:** Positions in which workers are responsible for internal and external communication, and recording, and retrieval of data and/or information in support of a function or program. Examples of classifications include office assistants, communications assistants, and customer service representatives.
7. **Skilled Craft:** Positions in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through an apprenticeship or other formal training program. Examples of classifications include mechanics and repairers, construction trades, electricians, water meter technicians, and skilled machining occupations.
8. **Service and Maintenance:** Positions in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Examples of classifications include truck drivers, traffic sign workers, garage attendants, custodial personnel, laboratory assistants, and delivery drivers.
9. **Hourly, Part-time, Intermittent**
10. **Boards and Commissions**
11. **Elected Officials**

## SECTION 2: RATES OF PAY

- A. Official Rates:** Hourly, daily, biweekly and annual rates of pay are listed in sections of this ordinance. Residential incentive rates pursuant to Common Council File # 190099 are also included. The official rate of pay is noted within each respective pay range. Payrolls for positions with an official hourly rate shall be based upon the number of hours employees are actually employed.
- B. Intent:** This ordinance is intended to establish the policies and procedures for administering all pay and pay administration practices for positions in the City of Milwaukee. It is intended that all officers and employees shall fully cooperate with the Department of Employee Relations in the administration of the Salary Ordinance. The Department of Employee Relations is authorized to develop procedures and guidelines necessary to carry out the intent of this ordinance. The provisions of this ordinance are not intended and shall not be construed to be in conflict with the state statutes regarding collective bargaining or any provisions of collective bargaining agreements in full force and effect.
- C. Equal Opportunity:** Principles of merit and equity shall prevail in all aspects of the administration of this Ordinance. As specified in Ch. 109 of the Milwaukee Code of Ordinances, it is unlawful to discriminate because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or an individual's affiliation with, or perceived affiliation with any of these categories in regard to job posting, hiring, training, tenure, promotion, compensation, or enforcement of any rule or employment policy and other terms and conditions of employment.
- D. Correction of Obvious Errors, Omissions or Inequities:** In the event that a transaction made pursuant to this ordinance results in an obvious misapplication of its intent, the Director of Employee Relations, with the approval of the Finance and Personnel Committee Chair, is authorized to make equity adjustments or corrections.
- E. Budgeted Amount for a Position Versus Salary Ordinance:** In case of a variation between the amount of money set up in the budget for a particular position and the amount an incumbent of a position would normally receive under the terms of this ordinance, the employee shall be paid according to the terms of this ordinance.

## SECTION 3: SALARY AT TIME OF APPOINTMENT

Appointment to City positions shall be at the minimum of the applicable pay range, except as otherwise authorized. Department heads are directed insofar as possible to make appointments effective at the beginning of a biweekly pay period.

- A. Recruitment Above the Minimum:** Except as provided elsewhere, to recruit qualified persons, appointment of a person to a position may be at a rate above the minimum rate within the established pay range provided it is determined by the Common Council that such rate is necessary and provided there is a footnote authorizing it. Otherwise a recruitment study request must be made to the Department of Employee Relations to determine the appropriate pay range and recruitment rate necessary to recruit qualified candidates.
- B. Recruitment of Officials and Administrators (Section 1) and Professionals (Section 2):** In the event it becomes necessary to recruit at a rate above the minimum for positions classified as Officials and Administrators or Professionals recruitment may be authorized at a rate up to 60% above the minimum of the applicable pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.

A listing of appointments made pursuant to this provision shall be maintained by the Department of Employee Relations and communicated to the Committee on Finance and Personnel as requested. Recruitment for purposes of this provision includes appointments after promotion.

- C. Recruitment of Technicians (Section 3):** In the event it becomes necessary to recruit at a rate above the minimum for positions classified as Technicians recruitment may be authorized at any rate in the pay range based on credentials and relevant experience with the approval of the Department of Employee Relations. This provision shall not conflict with education and/or experience requirements established within applicable career ladders.
- D. Part-time Service:** Service of a part-time nature shall carry pro rata compensation. Such part-time service shall be treated as proportionately fractional for determining the number of incumbents allowed in any position. Where employment in any position is on a part-time basis the calculation of the pro rata compensation shall be made by the Comptroller.

## **SECTION 4: PAY PROGRESSION, SALARY ADJUSTMENTS, AND SALARY ANNIVERSARY DATES**

**Pay Progression:** Pay progression (movement through a pay range) and salary adjustments shall be as authorized in this Ordinance. In 2019 pay progression provisions contained in a collective bargaining agreement are in full force and effect. However there shall be no pay progression for other employees as summarized below:

- Employees holding positions in Career Ladders approved effective Pay Period 2, 2012 or later;
  - Group A employees (Employees holding positions under Part I, Sections 3, 5, 6, 7,8);
  - Group B employees (Employees holding positions under Part I, Sections 1, 2, sworn management in Section 4)
  - Employees holding positions in the City Attorney's Office covered under the provisions of a performance based merit plan.
- A. Salary Adjustments:** In lieu of pay progression, eligible employees as defined by Administrative Guidelines prepared by the Department of Employee Relations, shall receive a 3% salary adjustment effective Pay Period 13, 2019. This salary adjustment is to be applied to rates of pay in effect at the end of Pay Period 12, 2019. To be eligible for this incentive adjustment, employees must:
- be a resident of the City or establish residency within the City of Milwaukee, and
  - maintain residency within the City of Milwaukee.

Any employee who is otherwise eligible for the aforementioned incentive adjustment, who is paid at a rate above the maximum of the pay range as a result of a pension offset authorized by Common Council File #110740 or as authorized by a footnoted provision within the applicable pay range, shall be eligible for the incentive adjustment.

Any employee who is otherwise eligible for the aforementioned incentive adjustment, who as a result of the implementation of a labor market study in 2019, received a salary adjustment of 3% or greater shall not be eligible to receive the incentive adjustment.

The following positions in Part I are not eligible for the incentive adjustment:

Sworn Represented, SECTION 4 - Protective Services

Election Inspectors and Chief Inspectors, SECTION 9 Hourly, Part-Time, and Intermittent

All positions, SECTION 10 - Boards and Commissions.

All positions, SECTION 11 - Elected Officials.

The wage differentials that were implemented as a result of legislative action in 2013 and 2014 for non-resident employees will be eliminated. In their place, new non-resident wage rates shall be implemented effective Pay Period 13, 2019 (June 16, 2019).

An employee holding a position was included in a labor market study in 2019 and who is currently a non-resident shall remain at their current rate of pay until such time as the employee either becomes a resident or has achieved the full resident differential.

- B. Salary Anniversary:** The Department of Employee Relations shall be authorized to create and administer guidelines establishing and maintaining salary anniversary dates as necessary. An employee's original salary anniversary date is established upon completion of 26 pay periods of service after appointment. In general a new salary anniversary date is established upon promotion, demotion, or as determined by guidelines established by the Department of Employee Relations.

## SECTION 5: PROMOTIONS AND SPECIAL PAY PRACTICES

- A. Promotions:** This section applies to all promotions- promotions from one position to a higher level position, promotion after reclassification, promotion after under-fill, promotion after reallocation, and temporary promotional appointments . The salary adjustment after promotion will be in accordance with the following table.

<b>Promotions into a position within the following pay ranges:</b>		
Technicians	Pay Ranges 3AN to 3SN	Shall be at the rate of pay 5% above the rate of pay prior to the promotion or the minimum of the new range (or the footnoted minimum recruitment rate) whichever is greatest.
Paraprofessionals	Pay Ranges 5AN to 5KN	
Administrative Support	Pay Ranges 6AN to 6ON	
Skilled Craft	Pay Ranges 7AN to 7RN	
Service & Maintenance	Pay Ranges 8AN to 8QN	
Hourly, Part-time, Intermittent	Pay Ranges 9AN to 9RX	In accordance with applicable provisions within the Collective Bargaining Agreement.
Protective Services	Pay Ranges 4A to 4L and 4N & 4P	
<b>Promotions into a position within the following pay ranges:</b>		
Officials & Administrators	Pay Ranges 1AX to 1GX	Shall be at the rate of pay 7% above the rate of pay prior to the promotion or the minimum of the new range (or the footnoted minimum recruitment rate) whichever is greatest.
Professionals	Pay Ranges 2AN to 2JN	
	Pay Ranges 2EX to 2KX	
Non Represented		In accordance with applicable provisions within the Pay Range.
Protective Services	Pay Range 4MX	
<b>Promotions into a position within the following pay ranges:</b>		
Officials & Administrators	Pay Ranges 1HX to 1PX	Shall be at the rate of pay 10% above the rate of pay prior to the promotion or the minimum of the new pay range (or the footnoted minimum recruitment rate) whichever is greatest.
Professionals	Pay Ranges 2LX to 2QX	
Non-Represented		
Protective Services	Pay Ranges 4QX and 4SX	In accordance with applicable provisions within the Pay Range.
Non-Represented		
Protective Services	Pay Range 4OX and 4RX	
<b>Promotions into a position within a Career Ladder:</b>		Shall be at the increment higher than the employee's current rate of pay. The employee must achieve all required credentials up to and including the new increment within the probationary period.

Appointment to a position in a pay range with a lower maximum rate may be considered a promotion as determined by the Department of Employee Relations.

The Department of Employee Relations shall certify and authorize the salary rates after promotions. In calculating the promotion rate, all base wages and applicable supplemental pay practices as determined by the Department of Employee Relations shall be considered. At no time shall the rate after promotion exceed the maximum of the pay range associated with the new position title.

Effective Pay Period 18 (August 27, 2017) an employee given an emergency appointment to a title in Section 3, 5, 6, 7 or 8 of the Salary Ordinance shall receive a 3% increase above the rate received prior to the promotion, or the minimum of the new pay range, or the footnoted minimum recruitment rate, whichever is greatest.

Pay Range Restructuring - When an existing pay range is restructured based on labor market considerations as determined by DER, the employee will retain his/her rate of pay unless it is below the minimum of the new pay range, or a footnoted rate, when applicable.

**B. Salary Anniversary Date upon Promotion, Reclassification, or Reallocation:** All employees, with the exception of sworn Fire or Police employees will receive a new salary anniversary date when promoted, reclassified, or reallocated to a higher-level position.

**C. Pay Equity Adjustments:** In order to establish flexibility to address internal equity problems, the Department of Employee Relations in consultation with the Budget and Management Division is authorized to recommend pay equity salary adjustments at the request of appointing authorities for employees holding positions in the Officials and Administrators (Section 1), Professionals (Section 2), Technicians (Section 3), Protective Service Workers (Section 4) with the exception of represented sworn employees, Paraprofessionals (Section 5), Administrative Support (Section 6), Skilled Craft (Section 7), and Service and Maintenance (Section 8). Such adjustments shall be approved by the Chair of the Finance and Personnel Committee.

Equity adjustments are limited to no more than 10% of the employee's current salary. They may be requested when an eligible non-probationary employee is being compensated at a rate of pay that is below the rate of a newer employee with less experience in the same classification or performing similar work within the same department. Both employees must be performing the work at the same level of proficiency. The adjustment shall not exceed the rate of pay of the new employee, must be approved prospectively, and must not exceed the maximum of the range. The adjustment shall not create pay compression problems within the work unit and must be funded via departmental budgets.

**D. Professional Development Awards:** Employees holding positions classified as Officials and Administrators (Section 1), Professional (Section 2), and non-represented sworn position under Section 4, Protective Service Workers, who attain a professional degree, designation or certification that is not a minimum requirement of the job but that is related to the mission, goals, and objectives of the department may be awarded one non-pensionable, non-base building, lump sum award of \$700 each year as requested by the appointing authority and approved by the Department of Employee Relations. This provision does not apply to employees receiving additional compensation for a degree, a professional designation or certification otherwise authorized under Part I of this Ordinance or comparable provision under Chapter 350 of the Milwaukee Code of Ordinances. This provision does not apply to employees who are part of an approved Career Ladder.

**E. Transfers:** City Departments may request a 3% salary adjustment for employees voluntarily transferring to positions allocated to Officials and Administrators (Section 1), Professionals (Section 2), Technicians (Section 3), Paraprofessionals (Section 5), Administrative Support (Section 6), Skilled Craft (Section 7), Service and Maintenance (Section 8) subject to approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. Transfers under this section are defined as the appointment to a position within the same pay range or to a pay range with the same rates of pay. Employees receiving a 3% salary adjustment under this provision shall

receive a new salary anniversary date. The salary of an employee who voluntarily transfers back to the position originally held will be decreased by 3%.

This provision shall only apply to voluntary transfers within a department to a different classification or the same classification with significantly different responsibilities or voluntary transfers between departments into the same or different classification as defined above.

**Career Ladder Transfer:** An employee who transfers into a career ladder shall be placed within the ladder at the increment that corresponds with demonstrated credentials with the approval of DER. If the employee's prior rate of pay is higher than the appropriate increment, the employee will retain their previous rate of pay.

**F. Loss of Commercial Driver's License (CDL):** An employee in a position requiring a Commercial Driver's License (CDL) who temporarily loses his or her CDL due to a non-commercial motor vehicle conviction or an off-duty commercial vehicle conviction shall have his or her pay reduced by 4% for the duration of the CDL suspension beginning on the day the CDL is officially suspended.

**G. Pension Offset:**

**1. General City Employees:**

- a. Effective Pay Period 4, 2015 (February 1, 2015) general city employees enrolled as members of the Employees' Retirement System prior to January 1, 2014, and who are initially required to contribute 5.5% to their earnable compensation to the Employees' Retirement System as a result of Common Council File #110740, shall be eligible for a salary adjustment equivalent to 3.9% of the base rate that was in effect at the end of Pay Period 3, 2015, except as provided under subsection 1.b.
- b. Effective Pay Period 4, 2015 (February 1, 2015) general city employees enrolled as members of the Employees' Retirement System on or after January 1, 2000, and who as a result of Common Council File #110740 are initially required to contribute 5.5% of their earnable compensation to the Employees' Retirement System in lieu of the 1.6% contribution during the first eight years of ERS enrollment, shall be eligible for a base salary adjustment that is equivalent to 1.45% of the base rate that was in effect at the end of Pay Period 3, 2015. Effective the Pay Period following the date the 1.6% contributions would have ended, employees covered by this provision may be eligible for a salary adjustment equivalent to 2.45% of the base salary that was in effect at the end of Pay Period 3, 2015 unless otherwise provided by Pension Offset Guidelines as developed by the Department of Employee Relations.

**2. Milwaukee Police Department – Non-Represented Sworn Employees:**

- a. Effective Pay Period 1, 2016 (December 20, 2015) non-represented sworn management members of the Milwaukee Police Department, who held the rank of Assistant Chief of Police as of Pay Period 4, 2016 (January 31, 2016), and who are newly required to make the member contribution as a result of Common Council File #160124, shall be eligible to receive a salary adjustment equivalent to 5.8% of the base rate that was in effect at the end of Pay Period 26 of 2015 (December 19, 2015). Such adjustment is to be administered per the guidelines created and maintained by the Department of Employee Relations.

**3. Milwaukee Fire Department – Non-Represented Sworn Employees:**

- a. Effective Pay Period 1, 2015 (December 21, 2014) non-represented sworn management members of the Milwaukee Fire Department, who hold the rank of Battalion Chief, Deputy Chief, Assistant Chief, or Chief, hired prior to October 3, 2011, and who are newly required to make the member contribution as a result of Common Council File #141568, shall be eligible to receive a salary adjustment equivalent to 2.9% of the base rate that was in effect at the end of Pay Period 26, 2014 (December 13, 2014). Such adjustment is to be administered per the guidelines created and maintained by the Department of Employee Relations.
- b. Effective Pay Period 1, 2016 (December 20, 2015) non-represented sworn management members of the Milwaukee Fire Department, who hold the rank of Battalion Chief, Deputy Chief, Assistant Chief, or

Chief, hired prior to October 3, 2011, and who are newly required to make the member contribution as a result of Common council File #141568, shall be eligible to receive a salary adjustment equivalent to 2.9% of the base rate that was in effect at the end of Pay Period 26, 2015 (December 19, 2015). Such adjustment is to be administered per the guidelines created and maintained by the Department of Employee Relations.

## SECTION 6: DEMOTIONS

Demotions are under the authority of and administered by the Department of Employee Relations. Demotions are defined as movement from a pay range with a higher maximum to a pay range with a lower maximum. In no event shall a demoted employee be paid in excess of the rate the employee was earning prior to the demotion unless otherwise authorized.

- A. Demotions in Anticipation of or as a Result of Layoff/Seasonal Layoff:** The salary will be the current rate of pay if it falls within the range of the position demoted to or the maximum of the new pay range, whichever is lower. In no event shall the employee be paid in excess of the rate he/she was receiving prior to the demotion.
- B. Voluntary Demotions (Career Change):** The salary will be the current rate of pay if it falls within the range of the position demoted to or the maximum of the new pay range, whichever is lower. In no event shall the employee be paid in excess of the rate he/she was receiving prior to the voluntary demotion. When the demotion is to a position previously held, the employee shall revert to the rate of pay that represents the rate of pay in effect prior to the promotion.
- C. Disciplinary Demotions:** A decrease in pay equivalent to the corresponding increase as described in Section 5, Promotions and Special Pay Practices, above, or the maximum of the new pay range, whichever is lower. Under no circumstances should the rate after the demotion exceed the maximum of the range. When the demotion is to a position previously held the employee shall revert to the rate of pay that represents the rate of pay in effect prior to the promotion.

## SECTION 7: HOURS OF WORK AND WORK SCHEDULES

- A. Starting and Ending Day - Permanent Employees:** Employment shall normally be started on the first working day of the week and not on Saturdays, Sunday or holidays. Compensation shall be effective from the first work day. Termination of service shall be effective on the last day of work, or the last working day of the week and not on Saturdays, Sundays or holidays except where it is absolutely necessary for said employees to work on such days. In cases of City employees shifting from one City position to another, employment shall be deemed to be continuous and there shall be no interruption of compensation.
- B. Flexible Schedule:** Employees holding positions classified as exempt from the overtime provisions of the Fair Labor Standards Act and who are excluded from the provision of s. 350-5 of the Milwaukee Code of Ordinances (Exclusion from Overtime) may, upon department head approval, work a flexible schedule, so that the daily work schedule may be adjusted from time to time as necessary and appropriate to fulfill assigned duties and responsibilities. Such adjustments may include starting and quitting times that are earlier or later than established in the normal work schedule of the department, and may include more or less than eight hours in any particular day, and more or less than forty hours in any particular week.

## SECTION 8: HOLIDAY PAY

- A. Eligibility:** Unless stated otherwise in a collective bargaining agreement in full force and effect, eligible employees shall receive holiday pay when the employee has been on paid status for at least two work days during the calendar week in which the holiday occurred, or on the work day immediately before and on the work day immediately following said holiday. No holiday pay shall be allowed in any case where such holiday occurred within, immediately before or immediately after a period of disciplinary suspension or unauthorized absence. Additionally, no holiday pay

shall be authorized in cases where the holiday occurred within or immediately after a period of layoff. An employee who is on mandatory furlough shall be regarded as being on 'paid status' for purposes of interpreting this paragraph. A work day, for purposes of this section, shall be defined as an employee's full, assigned and approved, work shift.

- B. Timing:** Whenever Independence Day, July 4, falls on a Saturday, the preceding Friday shall be observed as a holiday. Whenever Independence Day, July 4, falls on a Sunday the following Monday shall be observed as a holiday. Whenever New Year's Day or Christmas Day falls on a Saturday or Sunday, the following Monday shall be observed as a holiday.
- C. Holiday Pay - Full-Time Employees working less than Full-Time:** Employees working a less than full-time schedule due to medical restrictions shall be eligible for Holiday pay to the extent they are normally scheduled. Administration of this provision shall be in accordance with the preceding paragraph on Holiday pay.
- D. Holiday Pay - Part-Time Employees:** Non-exempt employees who work an average of 20 hours per week on a year-round basis in positions which are budgeted at half-time or more shall be eligible for Holiday pay to the extent they are normally scheduled. Administration of these provisions shall be in accordance with the preceding paragraph on Holiday pay.

## SECTION 9: SUPPLEMENTAL PAY PRACTICES

- A. Holiday Hours Worked:** All hours worked on a holiday by an eligible non-exempt FLSA employee shall be considered overtime as provided for under Chapter 350-3 of the Milwaukee Code of Ordinances. Employees working on a Holiday shall not be eligible for shift differential for the hours worked on a Holiday.
- B. Interpreter Pay:** Employees of the Municipal Court shall be eligible for a premium of \$1 per hour while performing interpreter duties during court proceedings. Eligibility for interpreter pay provisions for positions outside of the Municipal Court is subject to approval from the Common Council.
- C. On-Call Pay:** Employees holding positions designated as non-exempt from FLSA required by the department to be on a mandatory on-call rotation to respond to emergencies shall be paid \$15 per 24-hour regularly scheduled workday and \$36 for regularly scheduled off days, holiday or furlough days. If employees are required to be on-call for a period of less than 24 hours, the amounts shall be prorated. This benefit shall apply to employees in the Department of Public Works performing snow and ice operations who are designated by the department as members of the C-Team.

An employee who is on a mandatory on-call assignment must be available to work and be able to report to work within a short timeframe as established by the department. An eligible employee on an authorized on-call assignment who is called into work shall be compensated at straight time or over-time in accordance with applicable overtime policies.

- D. 12-Hr Differential Compensation:** Employees holding positions designated as non-exempt under FLSA shall be eligible for a twenty five cent (\$.25) premium per hour to be added to the employee's base salary for any continuous time worked in excess of twelve or more consecutive hours.
- E. Reporting Pay (Call-In/Show-Up Pay):** Employees holding positions designated as non-exempt from FLSA who are required to report to work for an emergency assignment or, Parking Checkers in the Department of Public Works required to appear in court at the direction of a competent authority on an off day or outside of their regular work hours, and who are officially excused before completing 2 hours of work shall receive straight time cash compensation for the difference between the actual amount of time worked and 2 hours. The difference between the actual amount of time worked and hours paid shall not be credited as hours worked. The following employees are not eligible for this benefit, and instead shall be credited with a minimum of one (1) hour of work when required to report to perform certain duties:



- Eligible employees in the Department of City Development, Housing Management Division, who are required to unlock doors for tenants.
- Eligible employees assigned to the Library Maintenance Department who report for authorized call-ins to unlock or lock doors.

**F. Shift Differential:** Employees holding positions classified as non-exempt under the FLSA whose hours of work occur between the time period beginning at 5:00 p.m. and ending at 5:00 a.m. shall receive, in addition to base salary, a shift differential of \$.45 per hour. To be eligible for shift differential, the employee shall be required to work not less than 4 hours of his or her workday within this time frame, and when the employee satisfies that requirement, the employee's entire workday shall be compensated at a rate that includes the shift differential. Eligible employees in the Department of Public Works whose workday begins after 1:00 a.m. and before 4:00 a.m. shall be eligible to receive the shift differential for all hours worked.

Shift differential shall be paid for all hours for which an employee would have received a regular shift assignment but for the fact that the employee was on vacation, holiday, sick leave, doctor/dentist appointments (miscellaneous unapplied time - 069 time) or funeral leave. In no case shall an employee receive both shift and weekend differential rates for the same hours worked. Shift differential shall be paid for no more than 40 hours worked, including holidays.

**G. Weekend Differential:** Employees holding positions classified as non-exempt under the FLSA shall receive fifty cents (\$.50) per hour for regularly scheduled Saturday work and sixty cents (\$.60) per hour for scheduled Sunday work. In no case shall an employee receive both shift and weekend differential rates for the same hours worked. Weekend differential shall be paid for all hours for which an eligible employee would have received the differential but for the fact that the employee was on vacation, holiday, sick leave or funeral leave. Shift and weekend differential shall be paid for no more than 40 hours worked, including Holidays.

**H. Emergency Call-Out DPW:** Hours worked by Department of Public Works employees in response to an emergency call out by management will be considered overtime hours and compensated in accordance with applicable provisions of the Milwaukee Code of Ordinances Chapter 350-3. To be eligible for such overtime provision, eligible employees must perform work in response to, or as a result of, a department emergency call out. Activities included under "emergency call out" are to be determined at the discretion of the DPW Commissioner.

**I. Emergency Call-Out MWW:** Hours worked by Milwaukee Water Works Distribution Section eligible employees in response to emergency call out will be considered overtime hours and compensated in accordance with applicable provisions of the Milwaukee Code of Ordinances Chapter 350-3. To be eligible for such overtime provision, employees must be eligible for "call out" assignments (outside of scheduled hours) as determined by Milwaukee Water Works. This provision does not apply to hours worked as an extension of the normal work day or work scheduled in advance by Milwaukee Water Works.

**J. Special OT Provisions MWW – Plant Operations:** Employees will be considered overtime hours and compensated in accordance with applicable provisions of the Milwaukee Code of Ordinances Chapter 350-3. To be eligible for such overtime provision, the work must be performed in response to a department directive to work an additional or extended shift due to an unexpected/unanticipated staffing shortage. This provision does not apply to hours worked as an extension of the normal work shift or hours scheduled in advance by Plant Operations.

**K. Special OT Provisions MPD – Technical Communications Division:** Eligible civilian employees will be considered overtime hours and compensated in accordance with applicable provisions of the Milwaukee Code of Ordinances Chapter 350-3. To be eligible for such overtime provision, the work must be performed in response to a department directive to work an additional or extended shift due to an unexpected/unanticipated staffing shortage. This provision does not apply to hours worked as an extension of the normal work shift or hours scheduled in advance by Technical Communication Division management.

**L. Special OT Provisions MFD – Technical Communications Divisions:** Eligible civilian employees will be considered overtime hours and compensated in accordance with applicable provisions of the Milwaukee Code of Ordinances Chapter 350-3. To be eligible for such overtime provision, the work must be performed in response to a

department directive to work an additional or extended shift due to an unexpected/unanticipated staffing shortage. This provision does not apply to hours worked as an extension of the normal work shift or hours scheduled in advance by Dispatch Division management.

- M. Certification Pay:** Employees who are otherwise eligible for a salary adjustment after attaining and maintaining a certification or license outside of those required as part of a pay progression requirement within a career ladder shall be eligible to receive such adjustment as determined by the Department of Employee Relations. The effective date of such adjustment shall be the pay period after the certification or license is achieved.

## **SECTION 10: RATES OF PAY FOR POLICE LIAISON AND FIRE CONTRACT ADMINISTRATOR**

- A. Police Liaison Officer:** The salary rate of the position of Police Liaison Officer shall be equivalent to the pay step in the pay range the employee would normally occupy had he or she remained a member of the Milwaukee Police Department. In addition, effective Pay Period 1, 2004, an employee occupying the position of Police Liaison Officer shall receive \$150 biweekly as compensation in lieu of overtime and certain other payments and allowances received by a member of the Milwaukee Police Department. Effective for employees retiring on normal service retirement between January 1, 2007 and December 31, 2009 such \$150 biweekly payment shall be included in the final average salary for purposes of computing an employee's retirement allowance. The amount an employee is entitled to include in the final average salary shall be the total amount of the \$150 biweekly payments the employee received in any twelve (12) month period.
- B. Fire Contract Administrator:** The salary rate of the Association Fire Contract Administrator shall be equivalent to the step in the pay range the employee would normally occupy had he/she remained a member of the Milwaukee Fire Department, except the employee shall under no circumstances be eligible for any salary payments for any work performed outside his/her regularly scheduled work shift, on a holiday, on an off day, or on a vacation day.

## **PART III – BOARDS AND COMMISSIONS: COMPENSATION AND REIMBURSEMENT**

- A. Members of city boards may not receive other compensation for employment from the city.** A member of a city board shall receive compensation for serving on a city board specified under Section 10 as long as the member is not receiving compensation for employment by the city or a city agency, apart from compensation for service on a board or commission; or as long as the member's name does not appear on a city biweekly payroll apart from serving on a board or commission; or as long as the member's name does not appear on a regular payroll of the city apart from serving on a board or commission.
- B. Reimbursement allowances for members of certain city boards are for estimated average expenditures in attending board meetings.** A flat allowance of \$20 per meeting shall be provided for the reimbursement of members of those city boards, commissions, committees and authorities listed below for a maximum of 20 meetings per calendar year (\$400 per year). This flat allowance is intended as reimbursement for estimated average expenses, such as traveling, parking and other related expenses, normally incurred by members of such city boards as a consequence of their attending regular meetings of duly authorized city boards. Meetings eligible for reimbursement allowance do not include preparation meetings or subcommittee meetings.
- C. Types of boards and commissions not eligible for reimbursement allowances.** It is clearly intended that members of the following types of boards and commissions shall not be eligible for any reimbursement allowances authorized by this section of the salary ordinance:
- Boards and commissions whose members are compensated under Section X.
  - Boards and commissions having separate corporate identities that have the power to establish their own reimbursement policies for their members, such as the Housing Authority and the Redevelopment Authority.

- Boards and commissions established other than by Common Council action.

**D. Reimbursement allowance shall be made once each year.** To simplify the payment of reimbursement allowances for members of eligible boards, such payments shall be made once each year. At the end of the year such board chair shall submit to the Comptroller's Office a list of members eligible for such compensation payments together with a record of the number of meetings each member has attended during that calendar year. Reimbursement shall be made at the end of the calendar year or when administratively feasible in the subsequent year. Members of the following city boards shall be eligible for a reimbursement allowance under the provisions of this section:

- Anti-Graffiti Policy Committee
- Arts Board
- Capital Improvements Committee
- Charter School Review Committee
- Commissioners of Election
- Deferred Assessment Board
- Deferred Compensation Board
- Equal Rights Commission
- Ethics Board
- Food License Review Board
- Fourth of July Commission
- Frank P. Zeidler Public Service Award Selection Committee
- Harbor Commission
- Historic Preservation Commission
- Library Board
- Milwaukee Commission on Domestic Violence and Sexual Assault
- Public Debt Commission
- Safety and Civic Commission
- Sister Cities Committee

**E. Board of Assessment:** Members of the Board of Assessment shall be compensated at the rate of \$60 per meeting, for a maximum of 20 meetings per calendar year. To simplify the payment of compensation for members of the Board of Assessment, payments shall be made once each year. At the end of the year the chair shall submit to the Comptroller's Office a list of members eligible for payment together with a record of the number of meetings each member has attended during that calendar year. Compensation shall be made at the end of the calendar year or when administratively feasible in the subsequent year.

**F. Administrative Review Appeals Board:** Regular and alternate members of the Administrative Review Appeals Board shall be compensated at the rate of \$187 per meeting for up to 12 meetings per year and payments shall be made every six months. Every six months the chair shall submit to the Comptroller's Office a list of members eligible for payment together with a record of the number of meetings each member has attended during that six month period. Compensation shall be made at six months and at the end of the calendar year or when administratively feasible.

## PART IV – ELECTED OFFICIALS

**A. Mayor, President of the Common Council, Aldermen:** Are paid according to s. 350-100 of the Milwaukee Code of Ordinances, and Part I, Section 11 of the Salary Ordinance.

**B. City Attorney, Comptroller, and City Treasurer:** The rates of pay for these offices are established per Common Council action. The rates of pay for the 2012-2016 term are established under Section 11 of the Salary Ordinance.

**C. Municipal Judges:** The rate of pay for Municipal Judges is established per Common Council action pursuant to Wis. Stat. §755.05. The rate of pay for Municipal Judges is established under Section 11 of the Salary Ordinance.

## **PART V**

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portions thereof. The Common Council of the City of Milwaukee hereby declares that it would have passed this ordinance and each section, subsection, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions thereof, be declared invalid or unconstitutional.