



## MEMORANDUM

Date: December 5, 2011

To: Personnel Committee  
From: Pamela A. Captain, City Attorney/HR Director

RE: Restructure of Pro-Rated Benefit Levels for Regular Part-Time Employees

**REQUEST:** Employees are requesting a review and restructuring of the benefit levels schedule applicable to regular part-time employees from the current range system to a percentage of full-time benefits.

### CURRENT BENEFIT SCHEDULE

I am informed that in 2001 (effective 1/2002), the City approved a benefit schedule for part-time employees applicable to insurances, leave time and holidays. It is as follows:

#### Current Schedule:

Less than 640 hours:	No benefits
640 hours—975 hours:	1/3 of full-time benefits
976 hours—1300 hours:	1/2 of full-time benefits
1301 hours – 1949 hours:	2/3 of full-time benefits

With the current benefit schedule part-time employees working less than 640 hours a year receive no benefits – insurances, leave time or holiday pay. Part-time employees working 640 to 975 hours a year receive 1/3 of the benefits that full-time employees receive. Part-time employees working 976 to 1300 hours a year receive 1/2 of the benefits that full-time employees receive. Part-time employees working at least 1301 hours a year receive 2/3 of the benefits that full-time employees receive.

### PROPOSED CHANGE

The request is to change the benefit schedule for regular part-time employees (at least 50%) from a “range” schedule to a “percentage” or pro-rated schedule of part-time divided by full-time hours. In other words, if a regular part-time employee works 1,755.50 hours the employee would be eligible to receive 90% of full-time benefits versus 66% under the current benefit schedule. This request is being made not only as a matter of fairness, but also as a method to retain and attract employees. The health department is the primary department to be affected by this change. There will be very few employees affected by this change.

**Current Schedule versus Proposed Schedule Example:**

<b>Year</b>	<b>Actual hours worked/yr.</b>	<b>% of full time</b>	<b>Current benefit schedule</b>	<b>Proposed benefit schedule</b>
2010	1,755.50	90%	66%	90%
2009	1560.75	80%	66%	80%
2008	1466	75%	66%	75%

NUMBER OF PART-TIME POSITIONS

Set forth below is a summary of part-time positions and the departments within which the positions are held.

Finance Department: 1 intern (no benefits, less than 12 months)

Health Department: 14

School/interpreter services: 12 – no benefits, school year only and/or less than 600 hrs in 12 months

Part-time nurse: 1: for 2011, 1/2 benefit, worked 1,200.50 hrs in 2010; employed since 9-2008

Part-time dental hygienist: 1: for 2011, 2/3 benefit, worked 1,755.50 hrs in 2010; employed since 11-1995

Police: Community Service Officers: 5 (no benefits, work less than 600 hrs in 12 months)

Auxiliary: 14 (no benefits, work less than 600 hrs in 12 months)

Crossing Guards: not affected – school year only and work less than 600 hrs

Complaint Clerk: 1 – pro-rated benefits based on number of regular hrs worked compared to full-time CC; 58% benefits for 2011

Relief Complaint Clerk: 1 – no benefits (work less than 600 hrs in 12 months)

Public Works: Seasonal – not affected, do not work year round

Bridge Tenders: 2; benefits based on contract; years of service based on 6-months per year, in effect 50% benefit level for years of service; no other pro-rated benefits other than length of service.

Relief Bridge Tender: 1; no benefits, does not work year round

Yard Attendant: 1; no benefits, does not work year round and less than 600 hrs in 12 months

Park & Rec: Seasonal – not affected, most do not work year round; a few work summer and winter sports; all work less than 600 hours in a 12-month period

As an aside, according to library policy, benefits are calculated on a percentage of part-time to full-time with 7 employees eligible for and receiving pro-rated benefits.

**REQUESTED ACTION:**

**MOTION:** To change the Personnel Policy Handbook, Benefits Eligibility, restructuring benefit levels for regular part-time employees, working an annual average of half-time or more per week, to a pro-rated basis as a percentage of part-time employment to full-time employment. *Example: a seventy percent (70%) employee would receive seventy percent (70%) of the family or single health insurance benefits.* The percentage of employment which has been established by grant funding, the budget or Common Council, shall determine the benefit pro-ration. Any change in pro-rata percentage will be applied on the first paycheck of the following month.