It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 2, 2015
6:45 PM
Or immediately following Board of Public Works

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Personnel Committee, 1/5/15

D. ACTION/DISCUSSION ITEMS
   1. Municipal Operations Department/Parks Division – Addition of Lead Person Position
   2. Overtime Policy for Non-Exempt, Non-Represented Employees

E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

DRAFT

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
January 5, 2015
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Englebert at 7:27 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols, Mayor Merkes
ALSO PRESENT: CA/HRD Captain, PC Styka, FC Auxier, CDD Keil, ASD Steeno, Clerk Galeazzi

C. MINUTES TO APPROVE
1. Personnel Committee, 11/17/14
Moved by Ald. Langdon seconded by Ald. Keehan to approve minutes.
Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS
1. Tentative Agreement – Police Professional Police Association (formerly Police Local 603)
between the City bargaining team and the Police Union members.
General discussion ensued on the terms that are changing from the previous contract. There was additional discussion regarding the employee premium sharing for health insurance.

Moved by Ald. Sevenich seconded by Ald. Keehan to recommend to Common Council Tentative Agreement with Menasha Professional Police Association (formerly Police Local 603)
Motion carried on roll call 7-2.
Ald. Nichols, Sevenich, Langdon, Keehan, Englebert, Benner, Mayor Merkes voted yes.
Ald. Taylor, Zelinski voted no.

2. Police Administration 2015 Pay Increase
Moved by Ald. Sevenich seconded by Ald. Keehan to recommend to Common Council a 1% pay increase for police administration for 2015.
Motion carried on roll call 7-2.
Ald. Nichols, Sevenich, Langdon, Keehan, Englebert, Benner, Mayor Merkes voted yes.
Ald. Taylor, Zelinski voted no.

E. ADJOURNMENT
Moved by Ald. Langdon seconded by Ald. Keehan to adjourn at 8:15 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

MEMORANDUM

To: City of Menasha Personnel Committee

From: Adam Alix, Deputy Director of Municipal Operations

Date: February 2, 2015

RE: **Municipal Operations / Parks - Creation of Lead Person Position**

BACKGROUND

In September of 2014, the Common Council approved a Lead Person Position in Streets Division of the Public Works Municipal Operations Department. At that time, we discussed, with the Council, the possibility of a second Lead Person Position in the Parks, Forestry, Facilities, and Cemetery Division, but wanted to wait to request approval for this until we made sure that the implementation of the first Lead person Position was successful.

As department leadership has worked through the past four months, with the first Lead Person in place, it has become apparent that there is a strong need for another Lead Person position to strengthen our field operations and ensure that the crews are connected to and carrying out the duties as established by department managers.

In addition, the department managers are currently not able to spend the time needed for higher level planning, managing, and administrative activities, due to having to be in the field a fair portion of the time.

ANALYSIS

A specific Lead Person position in the Parks, Forestry, Facilities, and Cemetery Division will place a much greater emphasis on the ability to lead and direct staff, and assist the managers, to enable the Public Works & Parks Field Operations to be as efficient as possible. It will also enable the Parks, Forestry, Facilities and Cemetery Superintendent to spend more time on higher level planning, managing, and administrative activities, as well as enabling him to put more emphasis on City facilities per the new structure put in place last spring.

With the implementation of the Lead Person position, we are ***not*** requesting an additional employee in the department. Rather, we would expect to promote an existing employee, with the necessary skills, to the Lead Person position, and leave the position vacated by that person open until such time that we have the opportunity to transition to the desired positions. This will take some time; however, it will be the least disruptive to our existing staff.

455 Baldwin Street ● Menasha, Wisconsin 54952-3151 ● Phone (920) 967-3620 ● Fax (920) 967-5270
www.cityofmenasha-wi.gov

In regard to the pay scale of the proposed position, staff has reviewed similar positions in other communities as well as completed an internal analysis to ensure that the position is being recommended at an appropriate pay level.

In addition to the immediate benefits of better efficiencies, improved communications, and better executions, that the department will receive from this change of position, this opportunity will also provide a path to further the development of current City employees, and it will increase the possibility of these leaders becoming future managers. If approved, there will be an internal job posting process used to select the most qualified person for the position.

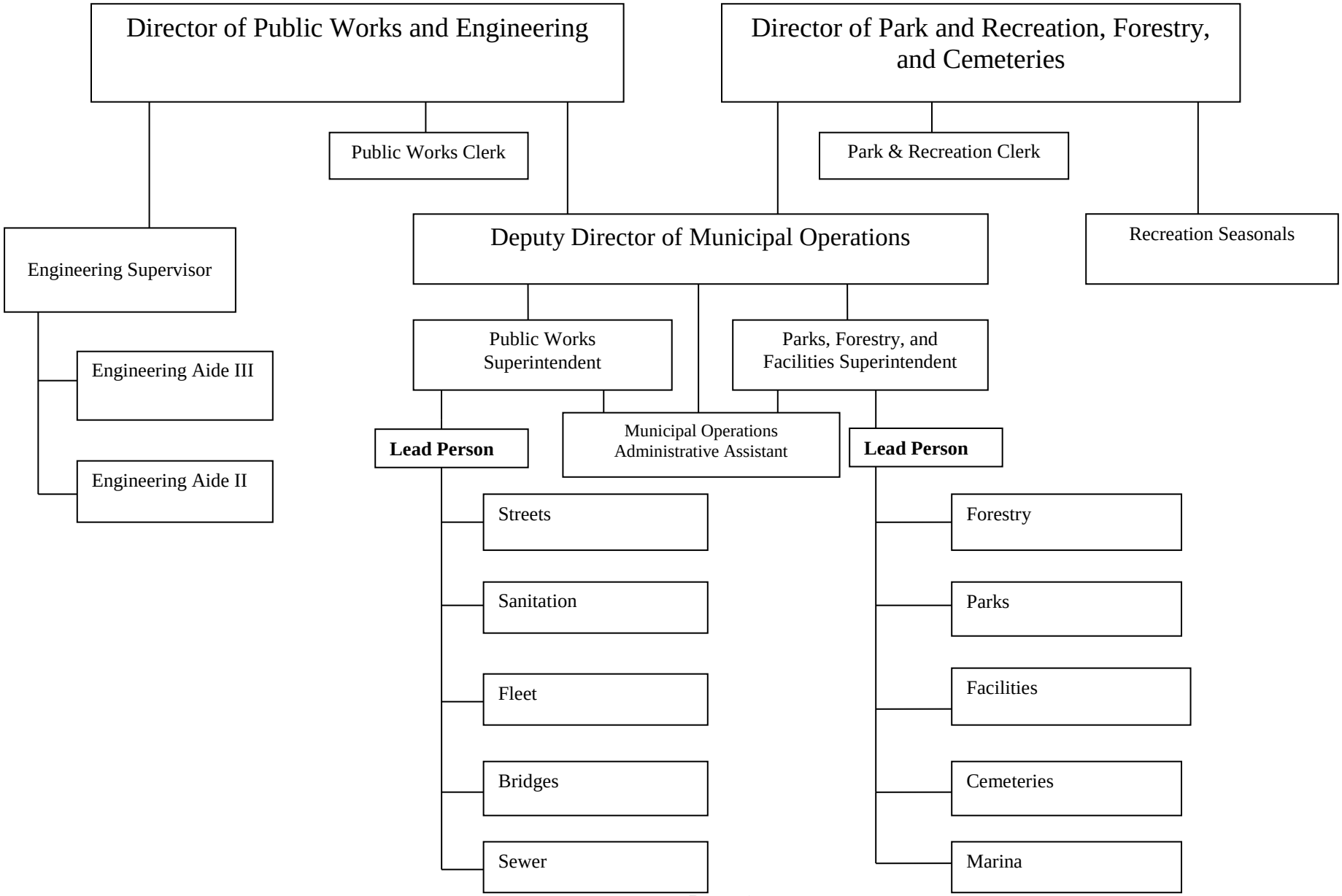
FISCAL IMPACT

The impact of implementing the Lead Person position is approximately $1,900 in 2015, and $2,500, annually thereafter. There is a sufficient amount of funds in the 2015 budget to cover the increased cost in 2015, due to a current position vacancy within the division; and, if approved, the 2016 budget will be adjusted to cover the additional annual costs. If implemented, even after the creation of the new position, the City will still be in a net savings position (approximately $16,500 on an annualized basis) when comparing the current structure to the structure in place prior to March of 2014.

RECOMMENDATION

Staff recommends that Council authorize the creation of one additional Lead Person position in the Parks, Forestry, Facilities and Cemetery Division, adding it to the table of organization, without increasing the number of employees in the division. The recommended pay range for the position is as follows:

	Step 1	***Step 2***	***Step 3***	***Step 4***	***Step 5***
Lead Person-Parks	***$20.75***	***$22.05***	***$23.35***	***$24.64***	***$25.94***


Director of Public Works and Engineering
Director of Park and Recreation, Forestry, and Cemeteries
Public Works Clerk
Park & Recreation Clerk
Engineering Supervisor
Deputy Director of Municipal Operations
Recreation Seasonals
Engineering Aide III
Engineering Aide II
Public Works Superintendent
Parks, Forestry, and Facilities Superintendent
Lead Person
Municipal Operations Administrative Assistant
Lead Person
Streets
Sanitation
Fleet
Bridges
Sewer
Forestry
Parks
Facilities
Cemeteries
Marina

Pay Range (former Locals 1035 & 1035B)
Effective January 4, 2015
DRAFT - POSITION ADDED

Dept	Classification / (Authorized Positions)	Start	Start of 7th Month	Start of 19th Month	Start of 31st Month	Start of 43rd Month
		Step 1	Step 2	Step 3	Step 4	Step 5
General Admin	Finance Clerk	$18.61	$19.77	$20.96	$22.10	$23.30
	Comm Devel Coord	$21.05	$22.36	$23.67	$25.00	$26.31
	Deputy City Clerk	$18.61	$19.77	$20.96	$22.10	$23.30
	Clerk-Parks	$16.63	$17.64	$18.62	$19.62	$20.63
	Clerk-Public Works	$16.63	$17.64	$18.62	$19.62	$20.63
	Public Health Aide	$16.63	$17.64	$18.62	$19.62	$20.63
	Intern-Community Development					$9.09
	Intern-Administrative Services					$12.12
Police Dept	Traffic Court Liaison	$17.19	$18.26	$19.34	$20.41	$21.48
	Code Enforcement Officer	$17.19	$18.26	$19.34	$20.41	$21.48
	Communications Technician	$16.63	$17.64	$18.62	$19.62	$20.63
	Communications Technician	$16.63	$17.64	$18.62	$19.62	$20.63
	Communications Technician					$12.60
Park	**Lead Person**	**$20.75**	**$22.05**	**$23.35**	**$24.64**	**$25.94**
	Facilities/Pool Technician	$21.16	$22.48	$23.81	$25.13	$26.45
	Facilities/Tech Electrician	$20.34	$21.60	$22.87	$24.15	$25.42
	Park Technician	$20.34	$21.60	$22.87	$24.15	$25.42
	Park Caretaker	$19.79	$21.02	$22.26	$23.49	$24.72
	Arborist/Park Caretaker	$19.79	$21.02	$22.26	$23.49	$24.72
	Park Laborer	$19.11	$20.30	$21.49	$22.68	$23.88
Public Works	Engineering Supervisor	$27.01	$28.72	$30.40	$32.08	$33.77
	Eng Aide III	$23.38	$24.85	$26.32	$27.76	$29.22
	Eng Aide II	$22.34	$23.76	$25.14	$26.54	$27.92
	Custodian	$13.71	$14.54	$15.41	$16.25	$17.14
	Custodian (Relief)					$10.20
Fleet Maintenance	Mechanic III	$22.26	$23.65	$25.05	$26.44	$27.83
	Mechanic II	$21.70	$23.06	$24.41	$25.77	$27.13
	Mechanic I	$21.16	$22.48	$23.81	$25.13	$26.45
Sanitation	Sanitation Workers-Current Only					$24.72
Street	Lead Person	$21.16	$22.48	$23.81	$25.13	$26.45
	Traffic Technician	$20.34	$21.60	$22.87	$24.15	$25.42
	Heavy Equip Operator	$20.34	$21.60	$22.87	$24.15	$25.42
	Light Equip Operator	$19.79	$21.02	$22.26	$23.49	$24.72
	Sewer Equip Operator	$19.79	$21.02	$22.26	$23.49	$24.72
	Asst Sewer Equip Op	$19.38	$20.59	$21.81	$23.03	$24.23
	Truck Driver	$19.38	$20.59	$21.81	$23.03	$24.23
	Common Laborer-1/1/12 Includes Sanitation	$19.11	$20.30	$21.49	$22.68	$23.88
April-Oct	Bridge Tender (2)					$15.02
April-Oct	Bridge Tender - Relief (2)					$15.02
April-Oct	Park/Seasonal Casual (1)					$15.91

MEMORANDUM

To: City of Menasha Personnel Committee

From: Peggy Steeno, Director of Administrative Services

Date: January 29, 2015

RE: Proposed Updates to the City's Overtime Policy for Non-Represented Employees

BACKGROUND

As you know, we have been discussing the need to update our existing Personnel Policy Handbook due to the dissolution of some of the bargaining units as of 1/1/12. Since it would be extremely difficult to complete all of the updates at once, we will be presenting individual sections in an effort to work our way through the handbook.

At this time, we are presenting the overtime policy, as the first section, for your consideration.

ANALYSIS

The attached document includes three sections:

1. The overtime policy as outlined in the existing City of Menasha Personnel Policy Handbook. This has been in place, for quite some time, for non-represented employees.
2. The overtime policy that was established in 2012 for the employees that were previously covered under bargaining agreements.
3. A proposed overtime policy that will cover all current, non-represented employees, thereby combining sections one and two.

The changes being request are as follows:

A. A change in the way overtime is calculated. Currently, overtime is calculated based on the Fair Labor Standards Act (FLSA) Overtime Provisions except that holiday pay is considered time worked and is included for the purpose of calculating overtime pay. The requested change is that two more exceptions be added to the holiday pay exception; also including vacation and floating holiday hours in the calculation of overtime pay. This is being requested to assist the City in obtaining extra, after hours staffing in emergency situations. This requested change is common among other WI communities.

B. A change in the number of compensatory hours that can be accumulated by the Communications Technicians at the Police Department. The way compensatory time is handled for these positions is different than that of other non-represented positions due to the nature and work schedules of those positions. The requested change is to allow the accumulation of 40 hours of compensatory hours at any given time rather than 240 hours. There are two current employees that have greater than 40 hours accumulated that would need to be addressed if this item is approved. The plan for this would be to cap those two employees at their current accumulated number of hours and allow them to continue with those caps as long as they are employed by the City.

FISCAL IMPACT

The fiscal impact of the exceptions to the FLSA overtime provisions is estimated to be less than $350 per year. And, there is a positive fiscal impact in regard to the change in the number of hours the Communications Technicians are allowed to accumulate due to the timing of payment for those hours if the hours are not taken as additional time off since the hours are paid out at the employees current rate of pay at the time of pay out.

RECOMMENDATION

Staff recommends approval of the proposed Overtime Policy in the attached document.

City of Menasha Personnel Policy Handbook–Long Standing Policy for Non-Represented Employees

C. Overtime.

1. Employees not exempt from Fair Labor Standards Act Overtime Provisions, who are required to work in excess of eight (8) hours a day or forty (40) hours per week, will be compensated at time and one-half their straight time pay rate for the overtime hours worked.

Current Rules for Former 1035/1035 B Group (Mayor's Memo – 1/1/12) – Established Due to the Dissolution of the Bargaining Units

C5. Public Works and Parks employees will receive two times the regular rate of pay for all of the hours worked on Sundays. Any employee can choose to have any overtime paid or taken in compensatory time. Any compensatory time not used by June 30 and by December 31 of each year will be paid in cash at the employee's then rate of pay. The use of compensatory time must be approved in advance by the Department Head. For purposes of calculating overtime, the City will follow FLSA rules except that Holiday pay will be considered time worked.

C5. Police complaint clerks will receive overtime at the rate of one and one half of the regular rate for all of the hours worked beyond their regular work schedule. The employees can choose to have the overtime paid or taken in compensatory time. A maximum of 240 hours of compensatory time can be accumulated. Taking compensatory time off will be scheduled with the Police Chief or their designee.

Proposed Overtime Policy – City of Menasha Personnel Policy Handbook – All Non-Represented Employees

C. Overtime.

1. *Employees not exempt from Fair Labor Standards Act (FLSA) Overtime Provisions, who are required to work in excess of forty (40) hours per week, will be compensated at time and one-half the regular rate of pay for the overtime hours worked.* ***For purposes of calculating overtime, the City will follow FLSA rules except that Holiday Pay, Floating Holiday Pay, and Vacation Pay will be considered time worked.***

2. Full Time, Municipal Operations Employees will receive two times the regular rate of pay for all hours required to be worked on Sundays.

3. Police Communications Technicians will receive overtime at the rate of one and one half of the regular rate for all of the hours worked beyond their regular work schedule. The employees can choose to have the overtime paid or taken in compensatory time. A maximum of ***~~240~~ 40*** *hours of compensatory time can be accumulated. Taking compensatory time off will be scheduled with the Police Chief or their designee.*

4. *Any employee can choose to have any overtime paid or taken in compensatory time. Any compensatory time not used by June 30 and by December 31 of each year will be paid out at the employee's current rate of pay in July and January of each year. The use of compensatory time must be approved in advance by the Department Head.*