

**CITY OF WAUWATOSA**

MEMORIAL CIVIC CENTER  
7725 WEST NORTH AVENUE  
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**EMPLOYEE RELATIONS COMMITTEE MEETING**

Tuesday, September 30, 2003  
Council Chambers

PRESENT: Alds. Casey, Heins, Jenkins, Kopischke, Stepaniak – 5

ALSO PRESENT: Ald. Ecks; T. Wontorek City Admin.; M. Brown, Personnel Dir.; Chief D. Redman, Fire; Capt. J. Sutter, Police; W. Ramcheck, Public Works Prog. Anal.; J. Schwab, Elec. Insp.

Ald. Jenkins as Chair called the meeting to order at 7:32 p.m.

**Amendments to Ordinance Sections 2.59.050 and 2.59.070 pertaining to pay plan for non-represented employees**

Ald. Jenkins said these amendments reflect the Carlson Dettman study recommendations. The study established that the salary ranges for non-represented employees will be adjusted annually to reflect the cost-of-living increase and the increases received by the represented groups. The salary increase will be 3.5% in 2004 for both the represented and non-represented employees. The Carlson Dettman study maintains the integrity of the pay plan and parity with the represented employees.

Moved by Ald. Heins, seconded by Ald. Kopischke to recommend adoption of the amendments to ordinance Sections 2.59.050 and 2.59.070 – 5

**Combine and reclassify municipal clerk I and fire education coordinator positions into municipal clerk II/fire education coordinator**

Chief Redman said the fire prevention clerk is a municipal clerk I position. It is currently vacant due to a retirement. The part-time fire education coordinator (FEC) is functioning temporarily until early November, 2003. He said the FEC position is proposed for elimination in the 2004 budget. They plan to merge the duties of the FEC with the municipal clerk I position. The department is in agreement with the union that the added duties justify re-classifying this position as a municipal clerk II. He recommended: 1) revising the job description to combine the duties currently assigned to the FEC and municipal clerk I; 2) eliminating the FEC position effective upon filling the new combined position; and 3) making an exception to the hiring freeze for the balance of 2003 to fill the newly combined position. The person in this position represents the fire department on the Civic Celebration Commission and other special events committees. They need to have flexibility with the hours for this position in order to avoid overtime. He added that there is no impact on the 2003 or 2004 budgets.

Moved by Ald. Kopsichke, seconded by Ald. Stepaniak to recommend approval of the exception to the hiring freeze to fill the newly created and reclassified fire education coordinator/municipal clerk II position and an amendment to the position job description – 5

The meeting adjourned at 7:38 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa