

CITY OF WAUWATOSA

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EMPLOYEE RELATIONS COMMITTEE MEETING

Tuesday, November 25, 2003
Council Chambers

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

ALSO PRESENT: Ald. Becker; M. Brown, Personnel Dir.; K. Isleb, City Assessor; C. Chabron, Muni. Clerk, Assessor

Ald. Jenkins as Chair called the meeting to order at 7:30 p.m.

Part time employee participation in Health and Dependent Reimbursement Accounts

Mr. Brown said a part time employee has requested that the Health and Dependent Reimbursement Account requirements be modified to allow part time employees to participate. Presently, participation is only open to full time employees. According to the consultant, part time employees must receive and be taxed on the equivalent of the minimum wage for each hour worked. The employee cannot contribute an amount that reduces their pay/taxable income below the minimum wage for each hour that they work. The consultant also advised that most employers do not allow part time employees to participate because it is perceived that part time employees are not as closely tied to the employer as full time employees.

Mr. Brown said there is an increased risk that a part time employee might set aside a large sum, use the sum early in the year and then leave the city's employ. This would leave the city with an unfunded liability and no means to recover the funds that were not contributed during the course of employment. He said there is no fiscal impact to the city if part time employee participation is allowed. Ald. Jenkins asked if part time employees frequently seek to move into full time positions with the city. Mr. Brown responded that it doesn't happen very often.

Moved by Ald. Kopischke, seconded by Ald. Stepaniak to recommend approval of part time employee participation in Health and Dependent Reimbursement Accounts --

Ald. Heins asked if there were other municipalities that allow participation for part time employees. Mr. Brown responded that the consultant advised that part time employee participation is allowed in a number of other municipalities. Ald. Kopischke asked if participation could be revoked if there was evidence that the plan was being abused. Mr. Brown said the city would have the ability to amend the plan if abuses were found.

Ald. Becker asked if an employee could draw a big sum from the plan. Mr. Brown replied that an employee could incur heavy expenses in January and then leave the position. It would be difficult, but not impossible to recover the expenses. Ald. Stepaniak added that if an employee does not use the full amount contributed in the course of the year, the left over funds would revert back to the city.

Vote on the motion was Ayes: 5

Position reclassification in the Assessor's office from Municipal Clerk III to Appraiser I

Mr. Brown said the Assessor notes in her memo that Ms. Chabron has been performing the duties of an appraiser I for some time. He concurred with the Assessor's recommendation that the position of municipal clerk III be eliminated once Ms. Chabron's position is reclassified.

Ms. Isleb said they have been in the process of changing job classifications in their department. They have found that they are more in need of an appraiser function due to the fact that they are doing more appraisal work. She added that Ms. Chabron has also been providing bilingual services when needed.

Ald. Casey asked about the status of the salary step increases between the two positions. Ms. Isleb said Ms. Chabron had been the second step from the top in the municipal clerk III position and would be the third step from the top in the appraiser I position. The step increases are basically equal. Ms. Isleb added that there are funds available to accommodate the reclassification.

Moved by Ald. Stepaniak, seconded by Ald. Heins to recommend approval to reclassify a position in the Assessor's Office from Municipal Clerk III to Appraiser I – 5

The meeting adjourned at 7:41 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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