

CITY OF WAUWATOSA

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EMPLOYEE RELATIONS COMMITTEE MEETING

Tuesday, July 27, 2004

Council Chambers

PRESENT: Aids. Bruderle -Baran, Casey, Jenkins, Kopischke, Stepaniak – 5

ALSO PRESENT: T. Wontorek, City Admin.; A. Kesner, City Atty.; B. Aldana, Asst. City Atty.;
M. Mulroy, Library Dir.

Ald. Jenkins as Chair called the meeting to order at 7:25 p.m.

Additional circulation attendant position and additional part time hours for library circulation attendants

Ms. Mulroy said that from January through April, the circulation department has had one full time person out of 3 part time people working in the department. One full time employee returned in April, but the situation has not improved. There are approximately 6 trucks of books waiting to be put away. They are not able to keep up with the work at the current full staffing level. It has become a daily occurrence that long lines of patrons go all the way up the stairs several times a day, waiting to check out. Phones at the circulation desk go unanswered so that staff can attend to these lines of people. Employees from all other areas in the library have been helping to clear books returned during the weekend in order that they will all be checked in by the following Wednesday or Thursday. She said they need to add a part time circulation attendant position to begin September, 7, 2004. In addition, they need to pay for extra hours for all the part time circulation attendants starting this fall. This will cover the 40 hours each week for six weeks that one of the full time employees will be out on sick leave. She said the cost of a new part time Circulation Attendant for the 8.5 pay periods remaining to the end of 2004 will be \$3,325. The cost to pay additional hours covering the 6 week full time sick leave absence in the same department will be \$2,859. She added that because there are other changes coming up this fall, with 2 retirements of long-term employees, there will be some savings when those employees are replaced with people who will be paid at the beginning of the respective ranges. The bottom line is the need to add an additional \$4,009 to the library personnel budget. She recommended a transfer of \$4,009 from the Reserve for Contingencies to the library's personnel budget.

Ald. Bruderle-Baran asked if the employees working the extra hours would be paid overtime. Ms. Mulroy responded that there will be no overtime involved. She added that the circulation assistant position will continue into 2005 but the extra circulation hours are only for six weeks. She noted that there is ongoing controversy involving the library's contract with the Milwaukee County Federated Library System (MCFLS). If the Wauwatosa library is no longer part of MCFLS, the impact on staffing and services in the Library would be significant.

Moved by Ald. Stepaniak, seconded by Ald. Bruderle-Baran to recommend approval for an additional part time library circulation attendant position and 6 weeks of extra hours in the circulation department --

Ald. Jenkins said it is frustrating for the public to have to stand in long lines. This is a staffing situation that should be taken care of.

Ald. Casey said the Library Director has been very responsive to the needs of the budget. The library was encouraged to come back to the committee if they needed a mid-course correction during the year. The services being affected are baseline services. The city should keep them functioning for the public.

Vote on the motion was Ayes: 8

Amendment to Chapter 2.66.010 of the code to allow the Common Council to assign duties of Personnel Dir. to the position of Assistant City Attorney

Mr. Wontorek said this amendment would codify actions that have been taken this year to join the operations of the personnel department and the Assistant City Attorney. They propose calling the new position “personnel administrator.” This position would recognize legal expertise as necessary to the other job duties. There would be a modest increase in hours. The position of personnel administrator would still be part time, but shared with the Assistant City Attorney position. He added that the two positions would be on two different pay grade levels. He recommended the following: 1) repealing Charter Ordinance Section 20.073; 2) amending Ordinance Section 2.66.010 to create a personnel administrator position and to define the duties of the new position to include legal review and representation of personnel issues; 3) repealing ordinance 2.66.020 which currently defines the duties of the personnel director; 4) amending Ordinance Section 2.58.320 which is the residency ordinance to eliminate reference to the personnel director; and 5) amending applicable references in the ordinances from “personnel director” to “personnel administrator”.

Mr. Kesner said it is important to recognize that the personnel director position was not assigned to the Assistant City Attorney position. There has been an overlap of work in both areas. Any time there was a serious issue in personnel, it was usually an issue that needed legal expertise. Ms. Aldana’s experience with personnel matters can be beneficial in helping the whole organization to run better. The new position of personnel administrator will require a law degree. The changes have been working well so they would like to make the necessary changes to the code.

Ald. Casey asked about the structure of the personnel department. Ms. Aldana said that she would supervise the payroll and benefits manager, the payroll coordinator and the personnel assistant. The payroll and benefits manager’s position has an emphasis on monitoring the health insurance and worker’s compensation programs. They are planning on that position to handle the safety programs as well.

Ald. Bruderle-Baran asked about testing during the interview process. Ms. Aldana responded that she would be involved in the interview process. She added that the testing has been updated, but they use it on an as needed basis. She will have two supervisors. The City Attorney would be her supervisor when there are legal issues involved and the City Administrator would be her supervisor when there are issues involving payroll and personnel. She said they have had conversations with other municipalities and found that a number of them have this type arrangement.

Moved by Ald. Kopsichke, seconded by Ald. Stepaniak to recommend that the Common Council draft an ordinance for introduction amending Ordinance Chapter 2.66.010 of the code – 5

Resolution increasing hours for the Assistant City Attorney from .75 FTE to 1 FTE effective September 1, 2004

Mr. Wontorek said this is the financial part of the previous issue. By raising the full time equivalent (FTE) from .75 to 1, the cost increase will be \$5,520.26, plus benefits for the remainder of the year starting September 6, 2004. On an annual basis, the cost of the increase during the 2005 budget year is expected to be \$17,325.46, plus benefits. The proposal is to draw the increased funding for 2004 from the Reserve for Contingencies.

Mr. Kesner said that since the full time personnel director's position was eliminated in the 2004 budget, there will be a large savings resulting from these changes.

Moved by Ald. Kopischke, seconded by Ald. Casey to recommend approval to increase the hours for the Assistant City Attorney from .75 FTE to 1 FTE effective September 1, 2004 – 5

The meeting adjourned at 7:53 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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