

CITY OF WAUWATOSA

MEMORIAL CIVIC CENTER
7725 WEST NORTH AVENUE
Telephone: (414) 479-8917
Fax: (414) 479-8989

EMPLOYEE RELATIONS COMMITTEE MEETING

Tuesday, January 25, 2005
Council Chambers

PRESENT: Aids. Bruderle-Baran (7:44 p.m.), Casey, Jenkins, Kopischke, Stepaniak (7:44 p.m.) – 5

ALSO PRESENT: T. Wontorek, City Admin.; B. Aldana, Asst. City Atty.; Capt. J. Reit, Police

Ald. Jenkins as Chair called the meeting to order at 7:40 p.m.

Reclassification of a municipal clerk position in the police department

Capt. Reit said the Administrative Bureau of the police department was restructured approximately 10 years ago. They are no longer in need of a Municipal Clerk III at the front desk. The clerk currently holding this position is retiring so that position can be reclassified to Municipal Clerk I. The current duties of that position no longer fit the criteria for a Municipal Clerk III position. The Municipal Clerk III supervisory duties have been taken over by the Administrative Lieutenant and the other duties are now shared by all of the desk clerks. He recommended reclassification of the position.

Moved by Ald. Casey, seconded by Ald. Kopischke to recommend approval of the reclassification of the police desk clerk position from Municipal Clerk III to Municipal Clerk I – 5

Amendment to Section 2.58.021 of the municipal code pertaining to executive leave

Ms. Aldana said the executive leave ordinance was intended to provide certain full time, exempt employees at Grade 10 or above, the potential of at least one week of paid time off in their first year. Employees of the city are not eligible for vacation during their first year of employment. These employees lose their eligibility for executive leave after they have seven years of service with the city. Under this proposal, these employees would remain eligible for executive leave in addition to vacation until they have reached the maximum vacation accrual of five weeks. Executive leave is granted at the discretion of the City Administrator and is not paid out under any circumstances. This is a positive for the city from a recruitment and retention standpoint. It is primarily intended to help attract and retain employees who have earned substantial amounts of vacation in their former positions before being hired by the city. This policy would apply only to employees who started after 1994. The granting of leave would be determined by the staffing needs of the department.

Mr. Wontorek said they have not had any problems with granting executive leave time. Ms. Aldana added that there are currently approximately 11 employees who would be eligible for executive leave. There is a much larger group of people who have been with the city for more than 10 years.

Ald. Bruderle-Baran pointed out that if the goal of offering executive leave is to retain people, then the employee's start date should not factor into who would be eligible. Mr. Wontorek said that individuals hired before 1994 did not have the expectation of executive leave.

Ald. Kopischke asked under what circumstances executive leave would be offered. Mr. Wontorek responded that executive leave would be offered as a way to recognize the previous experience of certain employees and to address the potential of lost vacation time from their former jobs. Ald. Kopischke said he could see a scenario

where a grade 10 or above employee would have one week in their first year of employment with the city and then have seven years of three weeks. He would like to look further into how to make this benefit more equitable.

Ald. Jenkins said he could see executive leave as being able to attract people as well as retain people.

Ald. Casey said he wouldn't want to see the absence of executive leave get in the way of the city being able to hire the right person. His concern was that this would be perceived as an entitlement. He noted that a lot of people in the private sector don't get the time off that the city offers.

It was the consensus of the committee to bring back the item in two weeks.

The meeting adjourned at 8:01 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

svh