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## **EMPLOYEE RELATIONS COMMITTEE MEETING**

Tuesday, September 4, 2012  
Back of Council Chambers

**PRESENT:** Alds. Causier, Berdan, Hanson, Wilson, Organ (6:30 p.m.) - 5

**ALSO PRESENT:** J. Archambo, City Administrator; B. Aldana, Human Resources Dir./Asst. City Atty.; B. Weber, Police Chief

Ald. Causier as Chair called the meeting to order at 6:00 p.m.

### **Proposed amendment to residency ordinance**

The committee reviewed a memo from the Human Resources Director regarding the proposed amendment to the residency ordinance.

The committee asked for more information from Ms. Aldana the last time this was discussed. Ms. Aldana noted that after further consideration and discussion, staff recommends that only three positions be required as a condition of employment to be residents within a year of hire. These are the Public Works Director, Fire and Police Chiefs. Ms. Aldana also suggested the ordinance should provide that the City by policy consider residency or response times of candidates or employees if operational needs warrant this.

Police Chief Weber spoke against the residency requirement in that the department will potentially lose good candidates for promotions if they are not allowed to live outside the city limits. He felt that the policy has been piece-mealed for 22 years and exceptions are made when there is a special request. He strongly encouraged the committee to remove the residency requirements. He noted that in all the years this policy has been discussed, administration and council have never been able to give a good fight why this policy is still in place. He asked that all applicants be treated fairly and not discriminate against certain positions requiring residency in the city. Chief Weber felt qualified candidates in the ranks may not step up or be qualified if the rule remains and this could be problematic down the road.

The committee discussed at length the pros and cons of the ordinance. It was suggested that the City Attorney's position also be looked at regarding this policy.

Recruitment issues may come to light if the residency rule isn't amended. The committee requested staff provide additional information at a later date to be determined.

Ald. Organ present at 6:30 – 5

### **Employee handbook and changes to personnel related procedures**

The committee reviewed a memo from the Human Resources Director regarding introduction of an employee handbook and proposed changes to personnel related procedures.

Ms. Aldana said due to Act 10 the proposed employee handbook is a general document that would cover

all non-union employees, both formerly represented by unions and those who have always been non-represented.

Ms. Aldana said that this is not intended to cover specific rules or policies that may be unique to individual departments. She noted that in some cases departments will have more specific rules or policies that will supersede this handbook, particularly the police and fire departments. Ms. Aldana noted that this handbook is not intended to replace contracts and it is not final in its present state. It will continue to be reviewed. It is not intended to cover all issues in contracts. Some issues will be handled by management and some issues which are department specific will be covered by department rules. Ms. Aldana said there is another important document for employees that should be consulted by employees. The Employee Benefit Handbook covers all health and welfare benefits. Ms. Aldana said a compensation handbook will also be provided in the near future.

Ms. Aldana said that the City is proposing a more comprehensive development program to learn new or to enhance skills. The change in overtime is a common standard that follows the good standard act. The City will pay overtime for all hours worked in excess of 40 per week. It was noted that some departments will have their own rules on this. The City realized that one set of rules wouldn't work for every department.

Ald. Casier felt that this seems like a very logical way to handle things with departments having unique needs and rules as adjust the policy as it seems fit.

Ms. Aldana said that the ultimate required action is that a resolution be drafted giving administration authorization to manage this document. Mr. Archambo noted that there are a series of resolutions or ordinances that conflict with the new policy and requested that these be repealed.

Moved by Ald. Berdan, seconded by Ald. Wilson directing the City Administrator to finalize and administer the Employee handbook; and repeal any ordinances that covered previous labor unions that conflict with the new handbook. Ayes: 5

Moved by Ald. Wilson, seconded by Ald. Berdan directing staff to bring a resolution with changes back to the committee. Ayes: 3 Noes: 2 (Organ, Hanson)

The meeting adjourned at 6:55 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa

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