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City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2006-0558	Report	In Committee
	2006-2007 Salary/Benefit Adjustments Report for Non-Represented City Employees.	
	Introduced: 9/5/2006	Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Approval

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
SEP 05 2006			Barczak	✓			
			Czaplewski	✓			
			Dobrowski				
			Kopplin				
	✓		Lajsic	✓			
			Narlock				
			Reinke	✓			
			Sengstock				
			Vitale				
		✓	Weigel	✓			
			TOTAL	5	1		

SIGNATURE OF COMMITTEE MEMBER

[Signature] _____
 Chair Vice-Chair Member

COMMON COUNCIL ACTION **APPROVAL**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
SEP - 5 2006	✓		Barczak	✓			
			Czaplewski	✓			
			Dobrowski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
		✓	Reinke	✓			
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
			TOTAL	10	1		

**2006-2007 SALARY/BENEFIT ADJUSTMENTS REPORT
FOR NON-REPRESENTED CITY EMPLOYEES**

By
Administration & Finance Committee

The points listed below summarize the guidelines of the Administration & Finance Committee for use in determining the 2006-2007 salaries/benefits for non-represented employees.

A. EXECUTIVE SERVICE, MANAGERIAL SERVICE, DEPUTY/ASSISTANT SERVICE,
CONFIDENTIAL/PROFESSIONAL/SUPERVISORY SERVICE

1. Salary Classification System

- a. The job evaluation/analysis process, the Job Evaluation Committee, the salary schedule and formula, the job points and salary ranges as determined by the Committee and approved by Council, and the Annual Performance Appraisal process are reaffirmed.
- b. Salary ranges for all non-represented City employees, including the Beginning Salary based at 80% of the Ending Salary and the Ending Salary based at 100% are reaffirmed.
- c. The proper salary range ratios for the number of years the individual has held a position based on four (4) years movement is reaffirmed as follows:

Salary Range 1.00(80%) -	Beginning salary, unless a higher salary is approved by Council.
Salary Range 1.50(85%) -	Salary beginning the second year of service.
Salary Range 2.00(90%) -	Salary beginning the third year of service.
Salary Range 2.50(95%) -	Salary beginning the fourth year of service.
Salary Range 3.00(100%) -	Salary beginning the fifth year of service.
- d. The Annual Performance Allowance paid in January-March of each year and based on the previous year's annual performance appraisal as conducted by the applicable appraiser is reaffirmed.

2. 2006-2007 Salary Range Adjustments

- a. 2006 salary ranges for non-represented employees shall be adjusted 3%, effective 9/1/06.
- b. 2007 salary ranges for non-represented employees shall be adjusted 3%, effective 5/1/07.
- c. 2006 salary range for City Administrative Officer, Clerk/Treasurer shall be adjusted 1%, effective 9/1/06.
- d. 2007 salary range for City Administrative Officer, Clerk/Treasurer shall be adjusted 1%, effective 5/1/07.

3. 2006-2007 Individual Pay Adjustments

- a. Individual pay adjustments are allocated, as described in the guidelines below, within the following percentage adjustments: 2006 – 3% (9/1/06); 2007 – 3% (5/1/07); 2006 for City Administrative Officer, Clerk/Treasurer - 1% (9/1/06); 2007 for City Administrative Officer, Clerk/Treasurer - 1% (5/1/07).
- b. Individual pay adjustments are based upon the recommendations of the City Administrative Officer and Mayor (for Appointed Department Heads), in conjunction with the Department Head's Committee Chairman and approved by the Administration & Finance Committee; the Department Heads (for all other non-represented employees). The recommendations of the City Administrative Officer/Mayor and Department Heads are to be based upon the ratings of the Annual Performance Appraisals. The City Administrative Officer/Mayor's and Department Heads' recommendations are made in regard to the general across-the-board adjustment, the first 4-year anniversary percentage changes, and the performance allowance. The general across-the-board adjustment and the anniversary changes are only automatic if the Annual Performance Appraisal rating was Competent or above (3.0 score or above).
- c. For 2006 and 2007, any employee progressing through the first four years in a position may receive one-fourth of the 4-year anniversary salary adjustment equal to one-fourth (1 year), one-half (2 years), three-fourths (3 years), or all of the difference (4 years) between their current salary range ratio and the Ending Salary. This places the salary at the proper salary range ratio for the number of years in position. The effective date of this adjustment is the employee's position anniversary date. Upon the evaluation and recommendation by the City Administrative Officer/Mayor or the Department Head, an employee's progression through the four years may be delayed or advanced, or decreased or increased, within that department's budgeted salaries based on the employee's Annual Performance Appraisal.
- d. A Performance Allowance may be given to a non-represented City employee if such a lump sum payment is recommended by the Mayor or Department Head within the amount budgeted annually by the Council for this purpose. Only those non-represented employees at the Ending Salary Level 3.00(100%) and receiving a score of at least 3.0 are eligible for this allowance. A supplemental Performance Allowance may be additionally given for any evaluation score of at least 4.0.

The Administration & Finance Committee, with the approval of the Common Council, may provide supplemental Performance Allowance payments related to "special," "unique," or "extraordinary" circumstances, as may be specified and defined.

B. ELECTED OFFICIALS

1. City Attorney

- a. Individual salary adjustments of 3% for 2006 (9/1/06) and 2007 (5/1/07).

2. Municipal Judge

- a. Individual salary adjustments of 3% for 2006 (9/1/06) and 2007 (5/1/07).

C. MISCELLANEOUS EMPLOYEES

	<u>2006</u>	<u>2007</u>
1. Part-Time Custodian (11.00)	+0 (11.00)	+0 (11.00)
2. Provisional Laborers (9.00)	+0 (9.00)	+0 (9.00)
3. Seasonal Laborers (Summer) (7.50, 8.00, 8.50, 9.00)	+0 (7.50, 8.00, 8.50, 9.00)	+0 (7.50, 8.00, 8.50, 9.00)
4. a. Library Pages (7.25)	+0 (7.25)	+25¢ (7.50)
b. Lead Library Page (8.25)	+0 (8.25)	+25¢ (8.50)
5. Crossing Guards (8.51)	+0% (8.51)	+2% (8.68)
6. Election Workers (85.00/day)	+0 (85.00/day)	+\$5.00 (90.00/day)
7. Co-ops & Interns (see attached)	+0	+25¢

D. OTHER CHANGES

1. Medical Insurance Year 2007 – Effective March 1, 2007

- **PPO Plan changes:**

Prescriptions (not subject to maximum out of pocket limits):

Retail Order (34 day supply)	co-pay of \$10/20/30
Mail Order (90 day supply)	co-pay of \$20/40/60

Out-of-Network Services:

Coinsurance to 70/30 (deductible, maximum out of pocket and lifetime maximum remains as is)

In-Network Services:

- 90/10 coinsurance with 100% for routine/preventive care (no more \$10 Office Visit co-pay or \$25 ER co-pay)
- No deductible
- Lifetime maximum remains unlimited
- Maximum out of pocket=\$200 single/\$400 couple/\$600 family

- **Standard Plan/PPO Plan Premium Share Contributions:** Increase monthly premium share caps from \$50/month single, \$75/month couple, \$100/month family to \$60/\$90/\$120 respectively (remain at 5% premium share up to capped amount; Department Heads/Elected Officials would continue to remain at 5% with no cap)

2. Sick Leave

Sickness Disability Benefits in sickness or injury disability cases shall be granted to employees hired after January 1, 1996 in accordance with the following schedule:

Full time (40 hours/week) employees shall earn ten (10) hours per month up to 120 hours per year with total accumulation not to exceed 2080 hours or maximum of one year.

PMZ:jfw
ADMSALARYNUSLRY

CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

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MEMORANDUM

TO: Department/Division Heads

FROM: Paul M. Ziebler,
City Administrative Officer, Clerk/Treasurer

RE: Periodic Review of Co-op and Intern Positions

DATE: August 28, 2006

Every few years, in conjunction with the negotiation and salary review process, we also adjust the hourly rates for our co-ops, interns, etc. These positions with administratively established hourly rates for specified positions are as follows:

High School Co-ops

- **Clerical/Secretarial:**
2006 - +0¢ (7.25-7.75); 2007 - +25¢ (7.50-8.00)
- **Engineering:**
2006 - +0¢ (7.75); 2007 - +25¢ (8.00)

College Co-ops/Interns, etc.

Undergraduate:

- Administrative, Planning, Other
2006 - +0¢ (8.00-9.00); 2007 - +25¢ (8.25-9.25)
- Engineering
2006 - +0¢ (9.00-10.25); 2007 - +25¢ (9.25-10.50)

Graduate:

- Administrative, Planning, Other
2006 - +0¢ (9.00-10.00); 2007 - +25¢ (9.25-10.25)
- Legal
2006 - +0¢ (9.00-10.50); 2007 - +25¢ (9.25-10.75)

New individuals start at the beginning rate. Incremental adjustments within the above ranges are based on completion of semester work and satisfactory performance. Resident and perimeter rates are not applicable for these positions.

If you have any questions or comments, please contact me.

PMZ:jfw
cc: Mayor Bell

ADM\CORR\COOP\INTERN SALARY