



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
*City Administrative Officer*  
*Clerk/Treasurer*

414/302-8294  
414/302-8207 (Fax)

City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

[pziehler@westalliswi.gov](mailto:pziehler@westalliswi.gov)  
[www.westalliswi.gov](http://www.westalliswi.gov)

April 2, 2013

The Honorable Mayor Dan Devine  
and Members of the Common Council  
7525 W. Greenfield Avenue  
West Allis WI 53214

Subject: Communication from City Administrative Officer recommending modification to Policy No. 1424, Premium Pay, regarding Emergency Call Back Procedures for Sundays and Holidays, and regarding Interim Assignment Allowable Pay Increases; and Policy No. 1422, Departmental Review of Employee Performance, regarding changing the year for performance evaluations from January 1 to December 31, to October 1 to September 30

Dear Mayor Devine and Common Council Members:

This letter transmits to you the recommendation of the Administration & Finance Committee from its March 25, 2013 meeting in regard to the modification to Policy No. 1424, Premium Pay, regarding Emergency Call Back Procedures for Sundays and Holidays, and regarding Interim Assignment Allowable Pay Increases; and Policy No. 1422, Departmental Review of Employee Performance, regarding changing the year for performance evaluations from January 1 to December 31, to October 1 to September 30. The motion at the meeting was unanimous with all five members voting in favor. Your approval of this change is recommended.

If you have any questions or need further information or clarification, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Paul M. Ziebler".

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

PMZ:jfw  
cc: Audrey Key  
Mark Wyss  
Scott Post

ADM\ORDRES\MCC.2013-0182 040213