



CITY ADMINISTRATIVE OFFICE

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December 17, 2012

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

SUBJECT: Policy on "Fill In" Pay and "Interim Assignment" Pay

Dear Mayor Devine and Common Council Members:

This letter transmits the proposed new policy on Fill In Pay (FIP) and Interim Assignment Pay (IAP). The policy is a revision to the original policy recommendations included in the Transition Team's recommendations entitled: "Interim Assignment Pay after Two Weeks." As you will recall, this subject was "held" at the Administration & Finance Committee meeting on Monday, December 10, at which time staff was asked to study this matter further and come back with possible changes.

The attached policy to this letter is a proposed revision that the Committee asked to see. The proposal is a blend or compromise between what the Transition Team had originally recommended, what the questioning party had wanted (4 hours for any such work), and what out-of-class pay used to be. The proposal also reflects the general thoughts and guidelines as expressed by the Administration & Finance Committee members when this matter was discussed at the December 10 meeting.

A thorough review was conducted of all positions city wide (except Police and Fire). This review looked at nursing, engineering, administrative, clerical, technical, labor, and all other positions. Many positions were excluded as not being applicable or unnecessary for the FIP because of overlapping duties, job requirements, skills, education, and training. The classifications recommended as eligible for the FIP were primarily in the Public Works Department. This was due to the fact that there is some uniqueness and specialty involved that demands a higher skill level, more education and/or training, as well as a higher level of duties and job requirements. Beyond the Public Works positions, only clerical positions, if ever performing the duties and job requirements of para-professional/technical or professional positions, were included in the FIP eligibility. However, in this specific clerical case, it is very unlikely that it will ever occur, but it is slightly possible.

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The recommended policy starts the FIP at full days (eight (8) hours in most cases) for short-term situations. The policy includes (retains) the IAP for long-term situations, identified as two (2) weeks time or more.

This proposal is based on the following principles:

1. It is "fair" to employees in providing a pay incentive for higher level work.
2. It gives departments an administrative tool to administer and efficiently operate and provide their services to get the job done.
3. It provides both a short-term and long-term framework.
4. It does not unnecessarily provide out-of-class pay where there is "overlap" of duties in like job classifications.
5. It provides a balance between all and none.
6. It provides significant improvement in administrative processing for both the Finance Division payroll employees and Public Works supervisors alike, by reducing detail time coding and data entry.

Your approval of the attached policy is strongly recommended. If you have any questions, or need further information or clarification, please feel free to contact me.

Sincerely,



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

PMZ:jfw

cc: Alderpersons
Dept/Div Heads

“Fill In” Pay (FIP) and “Interim Assignment” Pay (IAP) Policy

The below described policy shall apply in regards to certain employees receiving “fill in” pay (FIP) and interim assignment pay (IAP) for performing job duties of a higher classification.

1. Fill In Pay (FIP) will be used for one (1) full day of work (as defined within Policy 1454, Work Hours and Schedules, typically eight (8) hours). In other words, there will be no fill in pay for less than one (1) full day/eight (8) hours and no proration for any hours less than eight (8) hours.
2. FIP shall generally apply to short-term situations. FIP shall be documented using regular time processing methods.
3. Interim Assignment Pay (IAP) will be used as “temporary appointments” to higher job classifications and shall generally apply to long-term situations of two (2) weeks time or more. IAP shall be formally processed using a Personnel Action Form (PAF). All job classifications shall be eligible for IAP.
4. Unless specified below, all other positions of the City will not be eligible for FIP because of the overlap of duties, job requirements, skills, education and training.
5. Classifications eligible for FIP shall be as follows:
 - a. Clerical positions (City wide) filling in for para-professional/technical positions - \$40 per day; clerical positions (City wide) filling in for professional positions - \$80 per day.
 - b. Maintenance Repairer (PW-B/E) filling in for “trades” - \$40 per day.
 - c. Janitor/Attendant/Laborer (PW-B/E) filling in for Maintenance Repairer - \$15 per day.
 - d. Maintenance Repairer (PW-FL) filling in for Mechanic I - \$25 per day.
 - e. Arborists (PW-FR) filling in for Equipment Operator - \$5 per day.
 - f. Maintenance Repairer (PW-S/S) filling in for Street Maintainer or Sewer Maintainer - \$15 per day.
 - g. Truck Driver and Maintenance Repairer (PW-S/S) filling in for Equipment Operator I - \$5 per day.
 - h. Yard Attendant (PW-S/S) filling in for Equipment Operator I - \$10 per day.
 - i. Laborer (PW-S/S) filling in for Maintenance Repairer - \$15 per day.
 - j. Maintenance Repairer (PW-W) filling in for Water Maintainer or Equipment Operator II - \$15 per day.
 - h. Laborer (PW-W) filling in for Maintenance Repairer - \$15 per day.