



# City of West Allis

Resolution: R-2017-0275

7525 W. Greenfield Ave.  
West Allis, WI 53214

**File Number:** R-2017-0275

**Final Action:**

**Sponsor(s):** Administration & Finance Committee

OCT 17 2017

Resolution relative to approval of the Employment Contract for the position of IT Director with Anthony Warkoczewski.

WHEREAS, the City Administrator has recommended and the Administration and Finance Committee has approved the appointment of Mr. Anthony Warkoczewski to the position of IT Director; and

WHEREAS, Mr. Warkoczewski has indicated his willingness to accept said position.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the Employment Contract for the position of IT Director of the City of West Allis, relative to the employment of Mr. Anthony Warkoczewski as IT Director, which is attached hereto, be and the same hereby is approved and the proper City officers are authorized and directed to execute the Employment Contract on behalf of the Common Council of the City of West Allis.

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ADOPTED           OCT 17 2017          

APPROVED           10/24/17          

          Monica Schultz            
Monica Schultz, City Clerk

          Dan Devine            
Dan Devine, Mayor



## IT DIRECTOR EMPLOYMENT CONTRACT

This contract and agreement made and entered into by and between the City of West Allis ("City"), a municipal corporation organized and existing by virtue of the laws of the State of Wisconsin, and Anthony Warkoczewski ("Warkoczewski"), currently non-resident.

### RECITALS:

*WHEREAS*, the Common Council has established the position of IT Director in the unclassified service of the City; and

*WHEREAS*, the IT Director is appointed by and responsible to the Common Council for the performance of his duties; and

*WHEREAS*, the City Administrator of the City of West Allis has recommended the appointment of Warkoczewski to the position of IT Director, the Common Council has approved his recommended appointment, and Warkoczewski has indicated his willingness to accept said position.

*NOW, THEREFORE*, it is hereby agreed by and between the City and Warkoczewski:

*EMPLOYMENT*: The City does hereby employ Warkoczewski in the position of IT Director as set forth in the job description attached hereto as Exhibit 1 and subject to the terms and conditions hereinafter set forth.

*OATH*: Before entering upon the duties of his office, Warkoczewski shall file an oath for the faithful performance of his duties and responsibilities as IT Director.

*RESPONSIBILITIES*: Warkoczewski agrees to perform at a professional level of competence the services, duties and responsibilities of IT Director as set forth in the laws of the State of Wisconsin and the ordinances, resolutions, regulations and policies of the City which now exist or which may hereinafter be enacted.

Warkoczewski shall be responsible to the Common Council in the discharge of his duties and responsibilities; however, such duties and responsibilities shall be exercised under the supervision of the City Administrator of the City of West Allis on a day-to-day basis in accordance with directives of the Common Council, as applicable.

Warkoczewski agrees to devote full time to his duties and responsibilities as IT Director and shall not engage in any pursuit which interferes with the proper discharge of said duties and responsibilities.

*TERM OF AGREEMENT*: Warkoczewski shall assume his duties and responsibilities under this Agreement on October 18, 2017. Warkoczewski shall serve for an indefinite term, subject to removal by the Common Council at pleasure, and without cause, by an affirmative vote of three-fourths (3/4) of all the members thereof, and upon sixty (60) days notice prior to the effective date.

Warkoczewski may terminate his duties and responsibilities under this Agreement by submitting his written resignation sixty (60) days prior to the effective date.

*SALARY AND BENEFITS*: In consideration for the services rendered under this Agreement, the City will pay and provide salary and benefits to Warkoczewski as follows:

- A. Salary: The salary, as a non-resident, shall be \$108,000 per annum, paid in twenty-six (26) installments by the City, less deductions required by federal and state laws and regulations or authorized directives as permitted by City policies. The salary shall be reviewed annually by the Common Council. Future salary levels shall be established at the discretion of the Common Council.
- B. Overtime: The normal work week shall be forty (40) hours. All services in excess of forty (40) hours per week, to include attendance at meetings of the Common Council and its Committees, shall be performed by Warkoczewski without additional compensation. [RMC 2.76(9)(10)]

- C. Vacations and Holidays: Warkoczewski will be afforded 2 weeks (10 days) of vacation commencing in 2017 and 4 weeks (20 days) annually thereafter until his years of service equate to a change in his vacation schedule in accordance with the provisions of Section 2.76(13) of the Revised Municipal Code. Holidays shall be recognized as provided in Section 2.76(16) of the Revised Municipal Code.
- D. Life Insurance: The premiums for life insurance costs under the City's group life insurance program, established pursuant to Revised Municipal Code Section 2.76(25), will be paid by the City at the same level as provided for other full-time employees.
- E. Health and Dental Insurance: Warkoczewski will be afforded health and dental insurance coverage for his and any eligible family members effective upon date of hire. The premiums and premium share for health and dental insurance costs will be paid by the City and Warkoczewski upon commencement of employment at the same levels as provided and paid for by other full-time employees under Section 2.76(12) of the Revised Municipal Code.
- F. Wisconsin Retirement Fund: The City and Warkoczewski shall pay their respective employer and employee shares to the Wisconsin Retirement Fund as specified by State law. [RMC 2.76(26)]
- G. Section 457-Deferred Compensation, Section 125-Flexible Spending, Section 223-Health Savings Account: Warkoczewski will be offered the opportunity to participate in such plans as the City may establish. [RMC 2.76(6)]
- H. Worker's Compensation Benefits: On becoming eligible for weekly worker's compensation payments, Warkoczewski will receive Worker's Compensation Benefits in accordance with Wisconsin law. [RMC 2.76(22)]
- I. Sick Leave: Warkoczewski shall be afforded sick leave benefits when absent from duty on account of his own bona fide non-work-related illness or injury as provided in Section 2.76(11) of the Revised Municipal Code. Warkoczewski shall be afforded a beginning bank of 30 work days (240 hours) upon execution of the employment contract; and no sick leave accruals will commence until the pay period on or after November 1, 2018 pursuant to policy [RMC 2.76(11)].
- J. Education, Training, Professional Fees: The City will pay educational, training, and professional membership fees on behalf of Warkoczewski, as budgeted and in accordance with City policy [RMC 2.76(18)].
- K. Outside Work: Warkoczewski agrees to limit outside professional work and activity to outside City of West Allis boundaries and to comply with the Code of Ethics for City Officials as it relates to such (Revised Municipal Code Sections 3.1 – 3.3).

*RESIDENCY*: Warkoczewski currently maintains his residence outside the City of West Allis but is encouraged to become and remain a resident of the City of West Allis if at all possible.

*OTHER TERMS AND CONDITIONS*: All other terms and conditions of employment not specifically detailed herein shall be governed by the provisions of the Revised Municipal Code and applicable policies and procedures of the City of West Allis, and future amendments thereto, applicable to appointments in the unclassified service.

*CONFLICTS*: Any motions, resolutions and/or ordinances heretofore adopted by the Common Council, which are inconsistent with the terms of this Agreement, are hereby superseded by this Agreement.

*AMENDMENTS*: This Agreement is subject to amendment, alteration or addition only by subsequent written agreement between and executed by the City and Warkoczewski where mutually agreeable. The waiver of any breach, term or condition of this Agreement by either party hereto shall not constitute a precedent in the future enforcement of all its terms and conditions.

This Agreement constitutes the entire agreement between the parties hereto and no verbal statement shall supersede any of its provisions.

Dated this \_\_\_\_\_ day of October, 2017.

**CITY OF WEST ALLIS**

By: \_\_\_\_\_  
Dan Devine, Mayor

By: \_\_\_\_\_  
Thomas G. Lajsic, Council President

By: \_\_\_\_\_  
Rebecca N. Grill, City Administrator

By: \_\_\_\_\_  
Monica Schultz, City Clerk

I hereby accept the offer as stated in this Contract and agree to abide by its provisions.

Dated: \_\_\_\_\_ by \_\_\_\_\_, Anthony Warkoczewski

Countersigned this \_\_\_\_\_ day of October, 2017, and I hereby certify that provision has been made to pay the liability that will accrue under this Contract between the City of West Allis and Mr. Anthony Warkoczewski.

\_\_\_\_\_  
Peggy Steeno, Finance Director/Treasurer/Comptroller

Approved as to form this \_\_\_\_\_ day of October, 2017

\_\_\_\_\_  
Scott Post, City Attorney