



POLICIES AND PROCEDURES MANUAL

SUBJECT Managerial Service (Division Head) Conditions of Employment	DEPARTMENT Human Resources		DEPARTMENT IDENTIFICATION 1400	
	SECTION 1455	PAGES 1-3	EFFECTIVE DATE 7/6/99	REVISION DATE 03/04/14

1.0 PURPOSE:

To describe the conditions of employment for employees in the Managerial Service (Division Heads) of the City of West Allis, including requirements, terms, salaries, and benefits.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to the Department of Development, specifically as follows:

Manager of Planning & Zoning
Manager of Community Development

3.0 POLICY:

It is the policy of the City of West Allis to provide certain conditions of employment for its employees in the Managerial Service (Division Heads), including requirements, terms, salaries, and benefits.

4.0 REFERENCES:

City of West Allis Revised Municipal Code, as applicable.
City of West Allis Policies and Procedures Manual, as applicable.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

- 5.1.1 Employees in the Managerial Service (Division Heads) shall perform at a professional level of competence the services, duties and obligations of the position, and enforce the regulations, and policies of the City which are now existing or which may hereinafter be enacted by the City, as applicable.
- 5.1.2 Employees in the Managerial Service (Division Heads) shall be responsible to the Department Head for the discharge of his/her duties and responsibilities which shall be exercised under the supervision of the Department Head on a day-to-day basis in accordance with all applicable directives. A Division Head shall devote full time to his/her duties and responsibilities and shall not engage in any pursuit which interferes with the proper discharge of his/her duties and responsibilities.

5.2 TERM

- 5.2.1 An employee in the Managerial Service (Division Heads) shall assume his/her responsibilities upon appointment.
- 5.2.2 Division Heads shall serve at the pleasure of the Department Head for an indefinite term and may be disciplined in accordance with provisions of Section 2.76(7) of the City of West Allis Revised Municipal Code.
- 5.2.3 A Division Head may terminate his/her responsibilities by submitting a written resignation thirty (30) days prior to the effective date.

5.3 SALARIES AND BENEFITS

- 5.3.1 In consideration for their duties and responsibilities, employees in the Managerial Service (Division Heads) shall be provided with the salaries and benefits as follows.
 - (1) Salary: The salary will be established by the Department Head and paid in bi-weekly 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 Department Head in accordance with other City policies and procedures.
 - (2) 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 in accordance with City policies and/or as directed by the Department Head.
 - (3) Automobile Allowance: An automobile allowance shall be paid under the terms and conditions specified in Ordinance No. 4735. All other allowable and reasonable expenses shall be reimbursed in accordance with Policy 1468 (Vehicle Operation and Driving Policy/Mileage Reimbursement) of the Policies and Procedures Manual.
 - (4) Vacations and Holidays: Division Heads will be afforded vacation days in accordance with the provisions of Policy 1432 (Vacations) of the Policies and Procedures Manual. Holidays shall be recognized as provided in Policy 1412 (Holidays) of the Policies and Procedures Manual.
 - (5) Life Insurance: The premiums for life insurance costs under the City's group life insurance program, established pursuant to Municipal Resolution No. 10392, will be paid by the City at the same level as provided for other full-time employees in accordance with Policy 1411 (Life Insurance) of the Policies and Procedures Manual.
 - (6) Health and Dental Insurance: The premiums and benefit levels for health and dental insurance will be provided by the City upon commencement of employment at the same level as provided for other full-time employees under Policy 1413 (Health and Dental Insurance) of the Policies and Procedures Manual.
 - (7) Wisconsin Retirement System: The City and the employee shall make contributions to the Wisconsin Retirement System (WRS) as established by State law.
 - (8) Voluntary Benefit Programs: Division Heads will be offered the opportunity to participate in voluntary benefit programs as provided in Policy 1483 (Voluntary Benefit Programs) of the Policies and Procedures Manual.
 - (9) Worker's Compensation Benefits: On becoming eligible for Worker's Compensation payments, Division Heads will receive a percentage of their average weekly earnings in accordance with Policy 1434 (Worker's Compensation Benefits/Injury Pay) of the Policies and Procedures Manual.

- (10) Sickness or Accidental Injury: Division Heads shall receive payments from the City on account of physical inability to work by reason of sickness or accidental injury occurring outside of employment as provided in Policy 1430 (Sick Leave) of the Policies and Procedures Manual.
- (11) Education, Training, Professional Fees: The City will pay educational, training, and professional membership fees on behalf of the Division Heads, as budgeted and in accordance with Policy 1404 (Tuition Reimbursement) of the Policies and Procedures Manual.

5.4 OTHER TERMS AND CONDITIONS

- 5.4.1 Residency: Within thirty-six (36) months, employees in the Managerial Service (Division Heads) shall establish and thereafter maintain their residence within the City of West Allis until termination of employment; waivers of this condition may be considered. (See Policy 1460-Residency, sub-Section 5.5.1 of the Policies and Procedures Manual.)
- 5.4.2 Other terms and Conditions: All other terms and conditions of employment not specifically detailed in this policy shall be governed by the provisions of the Revised Municipal Code of the City of West Allis and future amendments thereto, applicable to appointments in the unclassified service.
- 5.4.3 Conflicts: Any motions and/or resolutions heretofore adopted by the Common Council, which are inconsistent with the terms of this policy, are hereby superseded by this policy.