



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution: R-2017-0050

File Number: R-2017-0050

Final Action:

Sponsor(s): Administration & Finance Committee

Resolution to approve the following updated policies for implementation in conjunction with the Classification and Compensation Study: #1110 - Creating, Maintaining, and Administering Compensation/Salary Ranges; #1205 Payroll; #1412 Holidays; #1424 Overtime, Compensatory Time, and Premium Pay; #1484 Clothing, Tool and Other Allowances.

WHEREAS, the City of West Allis Common Council approved Resolution R-2016-0135 authorizing the City Administrator to enter into a professional service agreement (PSA) with Carlson Dettmann Consulting, LLC (CDC) for services including the development of a new classification and compensation plan (“pay plan”); and

WHEREAS, the Committee of the Whole of the Common Council reviewed the executive summary and recommendations for implementation of the new pay plan on February 13, 2017, and provided consensus for staff to identify necessary steps and recommendations to implement the pay plan, subject to review by the Administration and Finance Committee and Common Council; and

WHEREAS, the implementation of the new pay plan requires consultation with Department Heads, approval of the pay plan and implementation guidelines, approval of the appeals process, approval of a pay for performance system, approval of a plan for continued job evaluation services, approval of policy updates, staff training, modifications to various software systems including Payroll, HRIS, and related timekeeping systems, and other administrative changes; and

WHEREAS, approval of policy updates includes revising the following policies as attached: #1110 - Creating, Maintaining, and Administering Compensation/Salary Ranges; #1205 Payroll; #1412 Holidays; #1424 Overtime, Compensatory Time, and Premium Pay; #1484 Clothing, Tool and Other Allowances; and

WHEREAS, the policy revisions have been reviewed by the City Attorney, City Administrator, Human Resources Director, and Finance Director; and

WHEREAS, staff recommends repealing and recreating the policies in their entirety due to the extensive changes necessary.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy #1110 - Creating, Maintaining, and Administering Pay Ranges; Policy #1205 Payroll and Time Records; Policy #1412 Holidays; #1424 Overtime, Compensatory Time and Premium Pay; and Policy #1484 Clothing, Tool and Other Allowances are approved as repealed and recreated.

BE IT FURTHER RESOLVED that the City Administrator is authorized and directed to include the amended policies in the City of West Allis Policies and Procedures Manual and distribute to all departments, divisions, and offices.

ADM\ORDRES\ADMR2017.11

ADOPTED April 18, 2017

APPROVED 4/20/17

Monica Schultz

Dan Devine

Monica Schultz, City Clerk

Dan Devine, Mayor