



**CITY ADMINISTRATIVE OFFICE**

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August 20, 2013

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

Subject: Program to Award Performance Allowances to Certain City Employees

Dear Mayor Devine and Common Council Members:

This letter is to provide you with a description of the Program to Award Performance Allowances to certain City employees. As you will remember, there is \$5,000 in the 2013 City Budget that has been allocated to provide financial rewards for high level, outstanding performance. The employees that are eligible for consideration for such incentive payments are those individuals that were previously members of the four City unions who had decided to not certify as remaining to be a union (those four previous units were Public Works, Administrative/Clerical, Nurses, and Engineers/Technicians).

As you will also remember, the City has had a similar program for approximately 20 years for the original non-union employees. That original program and this new aspect are both established to continue to move the City more to a performance based wage and compensation system. Under such a system, employees are encouraged to perform in an outstanding manner and to financially reward those employees that do.

The process that will be used to allocate any of these funds can be summarized as follows:

1. A notification will be sent to all departments requesting nominations for any award. Any nominations must include a description of the outstanding performance and a copy of the recently completed, current performance appraisal. (Examples of such nominations may include, but not be limited to, the following: (a) substantial cost savings, (b) innovative or creative ways of operation, (c) implementation of major administrative efficiencies, and (d) elimination or reduction of waste and improve value-added customer and delivery of services (e.g., LEAN Program).

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2. Nominations are to be submitted each year, one month after the completion of the annual review period, thus by the end of October. (The Performance Appraisal Year is from October 1 through September 30.)
3. A Review/Evaluation Team will be established to review and decide what nominations, if any, deserve an award and, if so, what amount. The members of the Team will include the following: Mayor, Common Council President, City Administrative Officer, Clerk/Treasurer, Finance Manager, and HR Manager.
4. Decisions by the Review/Evaluation Team will be completed in the month of November of each year. Decisions by the Team will be final.
5. Any Performance Appraisal Awards will be paid in December of each year, along with some form of official City recognition.

I trust that this information is clear and understood. However, if you have any questions, or need further information or clarification, please let me know.

Sincerely,



Paul M. Ziehler,  
City Administrative Officer  
Clerk/Treasurer

PMZ:jfw  
Attachment

cc: Alderpersons  
Department Heads

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