



## MEMORANDUM

**TO:** Common Council Members

**FROM:** Dave Wepking, Director of Public Works and Rebecca Grill, City Administrator

**DATE:** November 3, 2019

**SUBJECT:** Pilot Program for Retirees and On-call employees

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Attached is a document which outlines the general guidelines of the pilot program for retirees and on-call employees.

As stated, the goal of the program is to have qualified provisional personnel to supplement existing full-time employees with snow events and other provisional work as needed. To accomplish the goal, the pilot provides that the City 1) hire eligible City of West Allis Public Work Department retirees as snow plow drivers and to perform other provisional work as needed, and 2) recruit on-call personnel for snow event duties.

The guidelines are limited to the following areas – duration of pilot, duties, hours, minimum qualifications, compensation, required participation for reduced, and disqualification from program.

Including these items provides an understanding of the benefits and requirements of the program. Further details are not provided to allow for flexible during the implementation and duration of the pilot program.

Should the program be successful, it could be extended to a permanent program and expanded beyond Public Works.

Please let me know if you require additional information or clarification.

Information for #4 on Administration and Finance  
Committee Special Meeting at 6pm on 11/5/19

## **Provisional Pilot Program for Retirees and On-Call Personnel at Public Works**

*Pilot Program* - 1) hire eligible City of West Allis Public Work Department retirees as snow plow drivers and to perform other provisional work as needed, and 2) recruit on-call personnel for snow event duties.

*Goal* – Have qualified provisional personnel to supplement existing full-time employees with snow events and other provisional work as needed.

*Benefits* – Reduce fatigue and increase time off opportunities for Public Works full-time employees during times of higher demand, such as snow events, election events, spring and fall mowing, etc. Provide retirees the ability to earn additional compensation and an opportunity to lower the monthly premium share cost for retiree health care.

**When** 2020 (Jan 1 to Dec 31, 2020)

**Duties** Includes but is not limited to the preparations of streets for weather event, plow streets, salting, other storm clean up, and spring and fall mowing for retiree Provisionals.

### **Hours**

- Limitations - These positions will work no more 39 hours per week, 560 hours per year, and are not eligible for benefits.
- Hours required for lower health premium share - Required Participation for Reduced/Credit for Health Care Premium – a minimum of 144 hours per Quarter.

### **Minimum Qualifications**

*All Applicants* –

- Valid driver's license and/or Commercial Driver's License with appropriate endorsements as applicable with assigned job task and must be kept current as a condition of employment
- Minimum 18 years of age
- Plow driving experience required (for snow plow events)
- Successful Completion of Pre-Employment Drug Screen and Criminal/driver's history background check

*CWA Retiree* –

- Retired for at least 3 months from the DPW
- Retired in good standing

### **Compensation**

- \$21.15 per hour for snow events; TBD for other work (equivalent to the lowest step of the job title for the work they are performing)
- CWA Retirees who participate in the City's Pre-65 Health Care plan will be eligible for a quarterly \$500 reduction or credit towards premium share for required participation

### **Required Participation for Reduced/Credit for Health Care Premium**

- A minimum of 144 hours per Quarter (Jan – March, April - June, July – Sept, Oct – Dec)
- Equivalent to 3 12 hour shifts per month or 6 8 hour shifts per month;
- If 288 hours are worked in a quarter, credit is for the second, third and fourth month following the end of the quarter (allows time for accurate billing)

### **Examples of Required Participation Hours**

- Joe works 9 12 hour shifts in Jan = 108 hours; Feb works 4 9 hour shifts = 36 ; none in March = 144 hours; Joe is eligible a \$500 credit share for the three months
- Joe works 12 12 hour shifts in Jan = 144 hours; Feb works 8 8 hour shifts = 64 hours; March works 8= 12 hour shifts = 304 hours in quarter (in excess of 288 hours) so is eligible for a \$1000 reduction or credit for premium share for six months

### **Disqualification from Program**

- If disciplinary action is required, retirees will be disqualified from further participation in program, and health care benefits will be prorated based on time accumulated.