

COUNTY OF MILWAUKEE
DAS - Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : May 10, 2010

To : Committee on Personnel

FROM : Karen R. Jackson, Ph.D., Director of Human Resources 

SUBJECT : **Informational Report for 5/21/2010
Personnel Committee Meeting**

Attached are a series of informational reports listing various personnel transactions that the Director of Human Resources intends to approve for implementation.

These reports (*reclassifications, advancements within the pay range, reallocations, and revisions to ECP*) are provided in accordance with the provisions of Chapter 17 and may be included on the agenda of the May 21, 2010 Personnel Committee Meeting for informational purposes.

In the event the Personnel Committee takes no action, the transactions noted on the reports will be implemented.

KRJ:bdv

Copy: HR Managers

Personnel Committee Meeting Date: May 21 , 2010

Reclassification Report

In accordance with the provisions of 17.05 of the Milwaukee County General Ordinances, the Director of Human Resources intends to reclassify the position noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with this action

Requestor	Org	Position	Current Classification (Title)	Current Pay range	Proposed Classification (Title)	Proposed Pay range	Current Year Impact (Top Step)	Annual Year Impact	Reason
Aging	7900	57370	Unit Supervisor CMO	26M	Unit Supervisor LTS	26M	\$0	\$0	Changes in Duties
Aging	7900	57370	Unit Supervisor CMO	26M	Unit Supervisor LTS	26M	\$0	\$0	Changes in Duties
Sheriff	4000	00041	Administrative Assistant	06P	Administrative Assistant (NR)	6PM	(\$825)	(\$1,331)	Changes in Duties
D.A.	4501	84170	Victim Witness Advocate	16A	Victim Witness Supervisor	26M	\$7,091	\$12,292	Changes in Duties
Sheriff	4041	50770	Staff Psychiatrist	44XM	Medical Director (MH)	46XM	\$2,939	\$5,102	Changes in Duties
DCF (State)	8000	55795	Child Care Program Specialist	20	Economic Support Specialist	11Z	(\$4,940)	(\$8,654)	Changes in Duties
DCF (State)	8000	55795	Child Care Program Specialist	20	Economic Support Specialist Bilingual Spanish	11Z	(\$4,940)	(\$8,654)	Changes in Duties
DCF (State)	8000	55795	Child Care Program Specialist	20	Economic Support Specialist Bilingual Spanish	11Z	(\$4,940)	(\$8,654)	Changes in Duties
DCF (State)	8000	55795	Child Care Program Specialist	20	Economic Support Specialist Bilingual Hmong	11Z	(\$4,940)	(\$8,654)	Changes in Duties
DCF (State)	8000	55795	Child Care Program Specialist	20	Economic Support Specialist Bilingual Hmong	11Z	(\$4,940)	(\$8,654)	Changes in Duties
Airport	5040	64340	Airport Firefighter Training Officer	26M	Assistant Chief of Airport Rescue & Firefighting	27M	\$1,006	\$1,744	Changes in Duties
Medical Examiner	4900	80068	Assistant Medical Examiner	904E	Deputy Chief Medical Examiner	904E	\$0	\$0	Change in Title
TOTAL							(\$14,489)	(\$25,463)	

Personnel Committee Date: May 21, 2010

ADVANCEMENT WITHIN THE PAY RANGE REPORT

In accordance with the provisions of 17.10 of the County General Ordinances, the Director of Human Resources intends to approve the advancement within the pay range for the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions.

<u>REQUESTOR</u>	<u>DEPT ORG UNIT</u>	<u>TITLE CODE NO POS</u>	<u>CURRENT CLASSIFICATION AND PAY RANGE</u>	<u>CURR YEAR</u>	<u>SUB YEAR</u>	<u>REASON</u>
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Currently, there is no "Advancement Within the Pay Range" to report.

Personnel Committee Date: May 21, 2010

REALLOCATION REPORT

In accordance with the provisions of 17.055 of the County General Ordinances, the Director of Human Resources intends to reallocate the positions noted below. The Department of Administration has verified that funds are available within the adopted budget to cover the cost associated with these actions. Fiscal note only reflects costs of wages and social security.

<u>DEPT</u>	<u>DEPT</u> <u>ORG</u>	<u>TITLE</u> <u>CODE</u>	<u>AUTH</u> <u>POS</u>	<u>FILLED</u> <u>POS</u>	<u>CURRENT CLASSIFICATION</u>	<u>CURRENT</u> <u>PAY RANGE</u>	<u>RECOMMENDED</u> <u>PAY RANGE</u>	<u>CURR</u> <u>YEAR</u>	<u>SUB YEAR</u>	<u>MAX YEAR</u>	<u>REASON</u>
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No Reallocations this Period

**REVISIONS TO ECP REPORT
Personnel Committee Meeting
May 21, 2010**

Currently, there are no "Revisions to ECP" to report.

COUNTY OF MILWAUKEE
DAS - Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : May 10, 2010

To : Committee on Personnel

FROM : Karen R. Jackson, Ph.D., Director of Human Resources



SUBJECT: **Informational Reports 5/21/2010
For Personnel Committee Meeting**

Attached is an informational report listing *appointments at an advanced step of the pay range*, which the Director of Human Resources intends to approve for implementation.

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances and may be included on the agenda of the May 21, 2010 Personnel Committee Meeting for informational purposes

In the event the Personnel Committee takes no action, the transactions noted on the reports will be implemented.

KRJ:bdv

Attachment

**Appointments At An Advance Step Of The Pay Range
Personnel Committee Report**

May 21, 2010

REQUESTOR	ORG UNIT	PREVIOUS		CURRENT		SALARY RANGE ANNUALIZED	STEPS		REQUESTED		REQUESTED STEP AMOUNT ANNUALIZED	PREVIOUS SALARY	DIFFERENCE IN ANNUAL PAY	CURRENT YEAR FISCAL IMPACT	JUSTIFICATION
		CLASSIFICATION	CURRENT CLASSIFICATION	PAY GRADE	PAY GRADE		IN PR	STEP	STEP AMOUNT						
BHD	6443	No Previous Classification	RN 1	N/A	16N	\$47,637.82 - \$64,148.86	10	8	\$29,747.3	\$61,874.38	N/A	N/A	\$8,842.00	TRG/EXP*	
Sheriff	4039	No Previous Classification	Staff Psychiatrist	N/A	44XM	\$142,183.18 - \$174,779.70	7	7	\$84,028.7	\$174,779.70	N/A	N/A	\$20,244.00	TRG/EXP*	
BHD	6373	Shift Supervisor	RN 1	27MN	16N	\$47,637.82 - \$64,148.86	10	10	\$30,840.8	\$64,148.86	\$59,444.74	\$4,704.12	\$10,254.00	New Appt-Diff Class	

*FISCAL IMPACT= (Step employee hired at - Step 1) * Pay Periods Remaining in Year * 1.0765

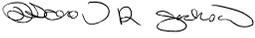
*TRG/EXP Denotes Training and Experience

In accordance with the provisions of 17.09(3) of the County General Ordinances, the Director of Human Resources must file an informational report with all County Board Supervisors relative to all new appointments at an advanced step of the pay range.

COUNTY OF MILWAUKEE
DAS - Department of Human Resources
INTER-OFFICE COMMUNICATION

DATE : May 13, 2010

To : Committee on Personnel

FROM : Karen R. Jackson, Ph.D., Director of Human Resources 

SUBJECT: **Informational Reports 5/21/2010
For Personnel Committee Meeting**

Attached are a series of informational reports relative to *dual employment*, *temporary appointment*, and *emergency appointment*. Reports reflect updates through the end of pay period 1. Also included is an informational report relative to *temporary assignments to a higher classification*, which is updated through May 13, 2010.

These reports are provided in accordance with the provisions of Chapter 17 of the County General Ordinances.

KRJ:bdv

Attachment

**Dual Employment Report
Personnel Committee Meeting
May 21, 2010**

Organizational Unit	Name	Current Classification	Current Pay Range	Dual Employment	Dual Employment Pay Range
Parks Department	Terrance Wycklendt	Process Server (HR)	16	Umpire	52

**Temporary Appointment Report
Personnel Committee Meeting
May 21, 2010**

Requestor	Dept	Last Name	First Name	Title Code	Title Description	Emp Class	Status	# of Hours in Payroll Period	Temporary Appt Date	Appt Type
Airport - Maintenance - General	5051	Campbell	Howard	32450	Airport Maintenance Wkr	F	A	80	1/4/2010	TA
		Jackson	Fred	32450	Airport Maintenance Wkr	F	A	80	1/18/2010	TA

Total Employees = 2

Clerk of Circuit Court - Childrens Division	2863	Heffel	Tammy	4041	Fiscal Asst 2	F	A	80	4/5/2010	TA
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Total Employees = 1

Grand Total of Employees: 3

Emergency Appointment Report
 Personnel Committee Meeting
 May 21, 2010

Requestor	Dept	Last Name	First Name	Title Description	Employee Class	Status	Emergency Appt Date	Pay Range
Sheriff's Office	4316	Williams	Robert	Correction Officer 1 Stationary Engineer	F	A	3/1/2010	16Z
Sheriff's Office		Gallett	Brian	Correction Officer 1 Stationary Engineer	F	A	3/22/2010	16Z

Total Employees = 2

DTPW	5083	Karnes	David	Managing Engineer - Traffic Design & Const	F	A	3/1/2010	32A
DTPW	5702	Cotton	Robert	Facilities Wrkr 4 - In Charge	F	A	12/13/2009	19
DTPW	5083	Kent	Keith	Transportation & Highway Maint Supv	F	A	4/5/2010	30M

Total Employees = 3

Veteran Services	1021	Duff	James	Veteran Services Officer	F	A	10/22/2009	913E
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Total Employees = 1

Grand Total of Employees: 6

**Temporary Assignment to a Higher Classification (TAHC) Report
Personnel Committee Meeting
May 21, 2010**

<u>Dept</u>	<u>First Name</u>	<u>Last Name</u>	<u>Current Job Title</u>	<u>Pay Range</u>	<u>Start Date</u>	<u>Ext.</u>	<u>End Date</u>	<u>New Job Title</u>	<u>Pay Range</u>
Parks	Ralph	Hodkiewicz	Deputy Regional Manager	27M	4/19/2010		7/18/2010	Regional Manager	915E
DTPW-Airport	Kevin	Doyne	Fire Fighter Equipment Operator	17B	4/18/2010		7/6/2010	Assistant Airport Fire Chief	27M
DTPW-Airport	Jerome	Peterson	Heating & Ventilation Mechanic 2	16	5/3/2010		7/2/2010	Operating & Maintenance Supervisor	25M
DTPW-Airport	Dale	Urbaniak	Auto & Equip SVS Tech I/C DOT	20	5/17/2010		5/21/2010	Auto & Equip Serv Tech DOT	23M
DTPW -Highway Maint	Scott	Schweitzer	Highway Maint Worker III	21H	5/2/2010		7/2/2010	Asst Highway Maint Suprv.	26M
DTPW	Carol	Steffes	Clerical Specialist DPW	05PM	3/30/2010		5/31/2010	Administrative Specialist DPW	07PM
DTPW	Jack	Takerian	Director Facilities Management	902E	4/3/2010	*	until filled	Director of Trans & Public Works	903E
Dept on Aging	Cynthia	Mack	Human Service Worker (Aging)	16C	4/5/2010		7/4/2010	Unit Supervisor - CMO	26M
Office of Med Examiner	Brian	Peterson	Assistant Medical Examiner	904E	4/23/2010		7/16/2010	Medical Examiner	904E
DAS - IMSD	Babu	Thomas	Network Technical Specialist III	24D	4/24/2010		6/28/2010	IT Manager - Service Desk	35M
CSE	Sean	Payne	Network Technical Specialist 4	28D	4/11/2010		6/15/2010	IT Manager - Server	35M
CSE	Janet	Nelson	Legal Counsel Child Supp 2	34EM	4/9/2010	*	6/25/2010	Ex Dir 3 Child Support Enforcement	903E
DHHS	Jennifer	Savasta	Office Support Assistant	02P	3/16/2010		6/14/2010	Administrative Assistant - NR	06PM
DHHS	Lisa	Marks	Ex Dir 3 Child Support Enforcement	903E	4/9/2010	*	6/25/2010	Ex Dir 3 Director of Human Services	903E
DAS - IMSD	Laurie	Panella	IT Director - Business Dev	902E	4/26/2010		5/29/2010	Ex Dir 3 Chief Info Officer	903E
DAS - IMSD	James	Martin	Fiscal and Budget Manager	33M	5/10/2010		8/7/2010	IT Director - Governance	902E

*Pursuant to M.C.G.O. 17.085(1), (2), or (7), the TAHC has been extended by the Director of DHR. The County Board of Supervisors and the County Executive must approve the second extension to a *vacant unclassified* position through adoption of a Resolution.

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
INTER-OFFICE COMMUNICATION

5

DATE : May 10, 2010

TO : Supervisor Patricia Jursik, Chairman, Personnel Committee

FROM : Karen R. Jackson, Ph.D., Director of Human Resources 

SUBJECT: **2010 Budget Creates - Airport**

A review of the duties to be assigned to the new positions requested in the 2010 Budget has resulted in the following additional recommendation of classification and pay range.

NEW BUDGET CREATE FY 2010					
DEPT.	JOB CODE	JOB TITLE	PAY RANGE	NUMBER OF POSITIONS	BARGAINING UNIT STATUS
5040	64290	Assistant Chief of Airport Rescue & Firefighting	27M	3.0	NR

Attachment

Cc: Cynthia Archer, Director, DAS
Steven Kreklow, Fiscal & Budget Administrator, DAS
Rick Ceschin, Senior Research Analyst
Jodi Mapp, Personnel Committee Clerk

1 **A RESOLUTION**

2 WHEREAS, the Director of Human Resources reviewed the recommended
3 position creations contained in the 2010 Adopted County Budget and the amendment
4 actions for personnel changes by the Committee on Finance and Audit relative to
5 classification and rate of compensation for positions in the 2010 Adopted Budget; and

6 WHEREAS, the creation of positions in the 2010 Adopted Budget and the
7 amendment actions of the Committee on Finance and Audit require action by the
8 Committee on Personnel as to classification and rate of compensation; now, therefore,

9 BE IT RESOLVED, that, the Milwaukee County Board of Supervisors does
10 hereby authorize and direct the Director of Human Resources to implement the
11 classification and rate of compensation for the Assistant Chief of Airport Rescue &
12 Firefighting position as recommended for creation in the 2010 Adopted Budget.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 5/7/10

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Creation of 3 Positions of Asst. Chief of Airport Rescue & Firefighting

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input type="checkbox"/> Increase Operating Expenditures
(if checked, check one of two boxes below)
<input checked="" type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget
<input type="checkbox"/> Decrease Operating Expenditures
<input type="checkbox"/> Increase Operating Revenues
<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures
<input type="checkbox"/> Decrease Capital Expenditures
<input type="checkbox"/> Increase Capital Revenues
<input type="checkbox"/> Decrease Capital Revenues
<input type="checkbox"/> Use of contingent funds |
|--|--|

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	191,000
	Revenue	0	191,000
	Net Cost	0	0
Capital Improvement Budget	Expenditure	0	
	Revenue	0	
	Net Cost	0	

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. The 2010 Adopted Budget created 4.24 FTE positions of Deputy Fire Chief. Due to delays in determining some aspects of the positions, these positions were not created in January. Subsequent to passage of the 2010 Adopted Budget, the Airport has learned that, due to a requirement in state law, it may have only one layer of management below the Fire Chief. Two other existing mid-level management fire and rescue positions have or will be reclassified as Asst. Chief of Airport Rescue & Firefighting. Therefore, in lieu of creating the Deputy Fire Chief positions and then later reclassifying those positions in order to comply with State Statutes, the Human Resources division is requesting authorization to create 4.24 FTE positions of Asst. Chief of Airport Rescue & Firefighting.

B. The direct costs of the 3 positions (4.24 FTE), assuming they are filled in the beginning of June, including salary and social security costs only, are approximately \$105,326, which is 100% offset by airport charges and fees, for no net cost. The pay range for these positions is 27M, and the pay range envisioned for the Deputy Fire Chiefs was 26M. The difference will be absorbed by the Airport in their 2010 adopted Personal Services Budget so there is no fiscal impact to the budget as adopted. Because the positions are funded with airport revenues, the 2011 net cost is \$0.

C. See above

D. Costs include salary and social security costs only. Associated fringe costs have not been estimated. No reduction has been made for furlough days in 2010. The 2011 cost assumes cost of living and step increases.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Department/Prepared By DAS-Fiscal Josh Fudge

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: May 14, 2010

To: Supervisor Lee Holloway, Chairman, County Board of Supervisors

From: Steven R. Kreklow, Fiscal & Budget Administrator

Subject: Report on Fiscal and Service Impacts of Executive Order 10-1 (10 Additional Furlough Days for Certain Represented Employees)

Request

Adopted Resolution 10-107 (attached) requires the Department of Administrative Services (DAS) to provide a report to the Committees on Finance and Audit and Personnel detailing the participation in the additional furlough program by department, the total fiscal savings from this initiative, and any possible actions that result in reductions to this initiative.

Background

The 2010 Adopted Operating Budget includes initiatives detailing wage and benefit modifications, including furlough days, freezing all step increases in 2010, modifications to overtime, increases in monthly health care premiums and other health care costs, reducing the pension multiplier, and increasing the normal retirement age for all new hires. These initiatives are included in Organizational Unit 1972 and include expenditure reductions of \$25.8 million and revenue reductions of \$5.7 million, for a net tax levy savings of \$20.1 million. The levy reduction for represented employees in 2010 totals \$10.3 million and assumes the initiatives would be implemented on January 1, 2010.

All employees were subject to the 1972 provisions on January 1, 2010. However, with the exception of furlough days, the 1972 provisions were subject to collective bargaining for represented employees and therefore not implemented on January 1, 2010 as required in the 2010 Adopted Budget. On February 25, as a corrective action, the County Executive issued and the County Board endorsed Executive Order 10-1 (attached), implementing a program of 10 additional furlough days for employees in collective bargaining units that had not yet reached an agreement to implement these provisions. This was estimated to affect 1,468 employees, exempting employees in public health and safety roles. The program would reduce personnel services expenditures by an estimated \$2.8 million, offset by a revenue reduction of \$1 million, for a net levy savings of \$1.8 million (see attached report and fiscal note).

Subsequent to implementation of the program, a number of exemptions from the additional 80 hours were provided to departments to maintain critical services related to public health and public safety. At the Behavioral Health Division (BHD), 104 nurses, psychology staff, dietitians, occupational therapists, and other represented staff charged with direct patient care were exempted. At General Mitchell International Airport (GMIA), 16 Airport Operations Coordinators were exempted. All staff at the Medical Examiner's Office was exempted. The Departments of Parks, Recreation and Culture and the Zoo were allowed flexibility to schedule their mandated furlough days based on activity levels.

Two collective bargaining units (TEAMCO and Machinists) reached collective bargaining agreements that included the Org. Unit 1972 provisions since the implementation of the program. On March 23, the County Executive issued Executive Order 10-3 (attached), which rescinded the 10 additional furlough days for members of these two unions, totaling 38 employees.

To help minimize the effects on departments, administrative rules require departments to implement the program so that affected employees take a portion of their total furlough day allocation (12 days included in the Adopted Budget plus the 10 additional days) by June 26.

Summary

Resolution 10-107 requires DAS to provide a report to the Committees on Finance and Audit and Personnel detailing the participation in the additional furlough program by department, the total fiscal savings from this initiative, and any possible actions that result in reductions to this initiative.

With regard to service impacts, DAS distributed a survey to Cabinet-level departments and divisions requesting information and the responses are attached. Departments that provide public safety, such as the Office of the Sheriff, the Courts, the District Attorney, and the Medical Examiner were exempted from the 10 additional furlough days and so are not considered in this report. Constitutional Offices (County Board, Clerk, Treasurer and Register of Deeds) that have implemented alternative furlough plans were also not included in the survey. Two departments within the County Board, Audit and Community Development Business Partners, have eligible employees and are participating in the program.

DAS-Fiscal has also tracked furlough hour usage and associated savings and those figures are shown below. Please note that all hourly data shown below is based on payroll activity through pay period 9, which expired on April 17, 2010.

Departmental Participation

The February 19 report included an estimate of 1,468 affected employees. As noted above, subsequent to the implementation of the program, additional employees have been identified as providing public safety or direct care roles (notably at GMIA and BHD); and other position actions have taken place. Based on data available through pay period 9 (April 17, 2010), there are 1,221 represented employees that are subject to the 10 additional furlough days, as shown by the table below.

Department	Total Employees Affected by EO 10-1 & 10-3	Department	Total Employees Affected by EO 10-1 & 10-3
Audit	3	DTPW-Transp. Svcs.	1
Veteran's Svcs.	1	DTPW-A&E	4
CDBP	2	DTPW-Highways	83
Pers Rev Board	1	DTPW-Fleet	29
Corp Counsel	9	DTPW-Facilities	76
DAS-Risk Mgmt	2	BHD	146
DAS-Fiscal	12	Aging	58
DAS-Procurement	3	Aging-CMO	51
DAS-IMSD	43	DHHS	183
Child Support	114	Parks	138
DTPW-Airport	166	Zoo	96
GRAND TOTAL: 1,221			

These 1,221 employees are required to take a total of 95,754 hours, as shown by department below. Please note the 80 additional hours are prorated for each employee based on actual hours worked (for instance a part-time employee who works 40 hours per pay period is only subject to an additional 40 hours).

Department	Total Furlough Hours Req. by EO 10-1 & 10-3	Department	Total Furlough Hours Req. by EO 10-1 & 10-3
Audit	240	DTPW-Transp. Svcs	80
Veteran's Svcs.	80	DTPW-A&E	320
CDBP	160	DTPW-Highways	6,640
Pers Rev Board	80	DTPW-Fleet	2,320
Corp Counsel	720	DTPW-Facilities	6,080
DAS-Risk Mgmt	160	BHD	11,624
DAS-Fiscal	960	Aging	4,560
DAS-Procurement	240	Aging-CMO	4,080
DAS-IMSD	3,440	DHHS	14,608
Child Support	8,968	Parks	11,024
DTPW-Airport	11,750	Zoo	7,620
GRAND TOTAL: 95,754			

Total Fiscal Savings

Total net savings (less revenue offsets) for the additional 80 furlough hours total approximately \$1,422,285. The net total by department is shown below:

Department	Net Savings	Department	Net Savings
Audit	\$3,978	DTPW-Transp. Svc	\$2,155
Veteran's Svcs.	\$1,310	DTPW-A&E	\$8,116
CDBP	\$4,102	DTPW-Highways	\$30,631
Pers Rev Board	\$2,405	DTPW-Fleet	\$52,516
Corp Counsel	\$30,150	DTPW-Facilities	\$167,214
DAS-Risk Mgmt	\$3,684	BHD	\$254,529
DAS-Fiscal	\$19,784	Aging	\$64,921
DAS-Procurement	\$5,309	Aging-CMO	\$0
DAS-IMSD	\$112,259	DHHS	\$172,255
Child Support	\$70,927	Parks	\$254,281
DTPW-Airport	\$0	Zoo	\$161,758
Grand Total: \$1,422,285			

After the conclusion of the second quarter, when affected employees have taken half of their required furlough hours, DAS-Fiscal can provide an updated projection of fiscal savings related to the 80 additional furlough hours.

Service Impacts

The survey requests that departments provide the following information:

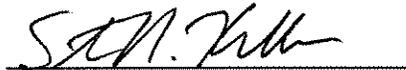
1. Total number of affected full-time employees
2. Total number of additional furlough hours
3. Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts.
4. Describe any program or service impacts resulting from the 10 additional furlough days
5. Identify programs or services eliminated due to additional furlough hours

The departments' or divisions' responses to this survey are attached.

Recommendation

This report is informational only.

Prepared by: Josh Fudge, Fiscal and Management Analyst



Steven R. Kreklow
Fiscal & Budget Administrator

Attachments

cc: Scott Walker, County Executive
Supervisor Elizabeth Coggs, Chair, Finance and Audit Committee
Supervisor Patricia Jursik, Chair, Personnel Committee
Thomas Nardelli, Chief of Staff, County Executive's Office
Cynthia Archer, Director, Department of Administrative Services
Stephen Cady, County Board Fiscal and Budget Analyst
Rick Ceschin, County Board Research Analyst
Jerry Heer, Director of Audits, County Board Department of Audit

1 Supervisor Patricia Jursik, Chairperson,
2 From the Committee on Personnel, reporting on:

3
4
5 File No. 10-107
6 (Journal, February 25, 2010)

7 (ITEM NO. 1) From the Director, Department of Administrative Services (DAS), requesting
8 endorsement of a corrective action to implement a supplemental furlough program for
9 certain employees, by recommending adoption of the following:

10
11 **AN AMENDED RESOLUTION**

12
13 Endorsing the Administration's corrective action plan to implement a supplemental
14 furlough program of up to ten additional furlough days for represented employees beyond
15 those included in the 2010 Adopted Budget.

16
17 WHEREAS, the Adopted 2010 Milwaukee County Budget included initiatives
18 detailing wage and benefit modifications; and

19
20 WHEREAS, those modifications included:

- 21
- 22 • Freezing of all step increases for 2010
 - 23 • Modifications to overtime provisions to bring more in line with the Federal
 - 24 Labor Standards Act
 - 25 • Increasing monthly health care premiums to \$50 single and \$100 family for
 - 26 the HMO and to \$90 single and \$180 family for the PPO Plan
 - 27 • Increasing the out-of-network co-insurance co-payment to 30 percent
 - 28 • Increasing the deductible for the PPO Plan by \$100 for a single and \$300 for
 - 29 a family plan
 - 30 • Increasing the out-of-pocket maximums for the PPO plan by \$500 for single
 - 31 plans and \$1,000 for family plans
 - 32 • Increasing emergency room co-pays to \$100
 - 33 • Reducing the pension multiplier for all members, other than deputy sheriffs
 - 34 and elected officials, from 2.0 percent to 1.6 percent in future years
 - 35 • Increasing the normal retirement age for all new hires, other than deputy
 - 36 sheriffs or elected officials, from age 60 to age 64

37 ; and

38
39 WHEREAS, the 2010 Departmental Budgets were reduced to reflect the savings
40 associated with the above modification; and

41
42 WHEREAS, the 2010 Budget provisions have been implemented for non-
43 represented employees; and

44 WHEREAS, implementation of wage and benefit modifications for represented
45 employees require collective bargaining modifications not yet achieved; and
46

47 WHEREAS, to the extent such modifications were not achieved beginning January 1,
48 2010, the corrective actions necessary to balance the 2010 Budget may be severe; and
49

50 WHEREAS, corrective actions are necessary to achieve required savings from
51 employees not yet impacted by the 2010 Budget reforms; and
52

53 WHEREAS, fairness requires that savings measures imposed upon non-represented
54 employees be likewise shared by represented employees; and
55

56 WHEREAS, steps to be taken to achieve required savings include up to ten (10)
57 "floating" furlough days in addition to those in the Adopted Budget for represented
58 employees; and
59

60 WHEREAS, to insure preservation of public health and safety, these additional
61 furlough days will not be applied to represented employees in Combined Court
62 Operations, Office of the Sheriff, District Attorney's Office, Medical Examiner's Office, and
63 direct patient care personnel at the Behavioral Health Division and in 24/7 operations; and
64

65 WHEREAS, the Committee on Personnel, at its meeting of February 22, 2010,
66 recommended approval of the resolution AS AMENDED (vote 6-1); now, therefore,
67

68 BE IT RESOLVED, that the Milwaukee County Board of Supervisors supports the
69 efforts to impose up to ten (10) additional furlough days beyond those in the 2010 Adopted
70 Budget for represented employees as corrective actions to balance the 2010 Adopted
71 Budget, with the understanding that the Department of Administrative Services will prepare
72 and issue furlough policy guidelines for County departments and employees to implement
73 this additional furlough program; and
74

75 BE IT FURTHER RESOLVED, that to insure preservation of public health and safety,
76 the Department of Administrative Services will include in the furlough policy guidelines a
77 process to exempt represented employees in Combined Court Operations, the Office of the
78 Sheriff, the District Attorney's Office, the Medical Examiner's Office, and direct patient care
79 personnel at the Behavioral Health Division and in 24/7 operations, and other critical
80 functions; and
81

82 BE IT FURTHER RESOLVED, that the Department of Administrative Services shall
83 furnish a report to the Committees on Finance and Audit and Personnel detailing the
84 participation in this additional furlough program by department, the total fiscal savings
85 from this initiative, and any possible actions that result in reductions to this initiative; and
86

87 BE IT FURTHER RESOLVED, in the event that a labor agreement is achieved that
88 reflects the terms of Org. Unit 1972 I the 2010 Adopted Budget, the remaining furlough
89 days outlined in this initiative will be rescinded; and
90

91 BE IT FURTHER RESOLVED, that all Department heads will provide a report to all
92 County Supervisors and respective policy committees detailing projected program and
93 service reductions to be incurred by each department as a resolute of this initiative at the
94 April 2010 committee cycle.
95

96
97 jas
98 2-25-10

County of Milwaukee
Interoffice Communication

Date : February 19, 2010
To : Supervisor Lee Holloway, Chairman, County Board of Supervisors
From : Cynthia Archer, Director, Department of Administrative Services
Subject : Additional Furlough Days for Represented Employees

BACKGROUND

The 2010 Adopted Budget included reductions to departmental budgets that were based upon the implementation of four fixed and eight floating furlough days as well as various modifications to employee wages and benefits. These modifications included:

- Freezing of all step increases for 2010
- Modifications to overtime provisions to be more consistent with the Federal Labor Standards Act
- Increasing monthly health care premiums to \$50 single and \$100 family for the HMO and to \$90 single and \$180 family for the PPO plan
- Increasing the out-of-network co-insurance co-payment to 30%
- Increasing the deductible for the PPO plan by \$100 for a single and \$300 for a family plan
- Increasing the out-of-pocket maximums for the PPO plan by \$500 for single plans and \$1,000 for family plans
- Increasing emergency room co-pays to \$100
- Reducing the pension multiplier for all members, other than deputy sheriffs and elected officials, from 2.0 to 1.6 in future years
- Increasing the normal retirement age for all new hires, other than a deputy sheriff or elected official from age 60 to age 64

The budget reductions made in each department were based on implementation of these wage and benefit modifications on January 1st of 2010. The County Board approved implementation of these modifications for non-represented employees effective January 2010. However the implementation of these modifications for represented employees has yet to be achieved. The reduction to the 2010 Adopted Budget for these wage and benefit modifications for represented employees is \$10.3 million.

DISCUSSION

If the wage and benefit modifications included in the 2010 Adopted Budget are not successfully implemented for represented employees, the corrective actions necessary will likely have

significant impacts. Fairness requires that savings measures be imposed upon non-represented and represented employees in an equitable manner. The implementation of ten additional furlough days for represented employees will result in a tax levy savings of \$1.9 million.

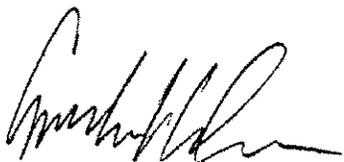
The initiative to implement ten additional furlough days for represented employees detailed in the attached resolution would exempt employees in the Courts, the Sheriff's Office, the District Attorney's Office, the Medical Examiner's Office, staff responsible for direct patient care in 24/7 operations and other critical areas as necessary.

The Department of Administrative Services will provide a report to the Finance & Audit and Personnel Committees detailing the participation in the additional furlough program by department and the total fiscal savings from this initiative as well as any actions that are taken that result in reductions to this initiative

RECOMMENDATION

The Department of Administrative Services recommends that the County Board approve the attached resolution endorsing the Administration's correction action plan to implement up to ten additional furlough days for represented employees beyond those included in the 2010 Adopted Budget.

Please refer this resolution to the Committee on Personnel



Cynthia Archer, Director
Department of Administrative Services

Cc P. Jursik
S. Walker
T. Nardelli
T. Russell
J. Heer
S. Cady
R. Ceschin
S. Kreklow

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 2/19/2010

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Resolution endorsing the Administration's corrective action plan to implement a supplemental furlough program of up to ten additional furlough days for represented employees beyond those included the 2010 Adopted Budget.

FISCAL EFFECT:

- | | |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input checked="" type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input checked="" type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	-2,771,846	0
	Revenue	-984,356	0
	Net Cost	-1,787,490	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. A resolution has been presented to the County Board requesting support to implement 10 additional furlough days for represented employees. The resolution exempts employees whose duties are directly related to public safety, patient care in 24/7 operations, the Sheriff's Department, the Combined Court Operations, the District Attorney's Office, the Medical Examiner's Office and all non-represented staff.

B. Assuming all ten furlough days are implemented, the estimated savings is \$1,787,490. This amount includes estimates for FICA savings, potential unemployment compensation costs and estimates for reduced revenue offsets. The total number of employees who would be required to take additional furlough days under this resolution is 1,468.

C. The estimated savings would achieve a portion of the reductions included in the 2010 Adopted Budget related to wage and benefit modification.

D. The estimated savings are based on employee data as of January 23, 2010. Actual savings will vary due to changes in employment levels and any additional exemptions that are deemed necessary.

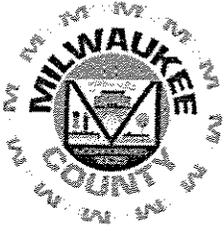
Department/Prepared By Department of Administrative Services - Scott B. Manske

Authorized Signature _____

Steven D. Kuller

Did DAS-Fiscal Staff Review? Yes No

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.



OFFICE OF THE COUNTY EXECUTIVE

Milwaukee County

SCOTT WALKER • COUNTY EXECUTIVE

EXECUTIVE ORDER 10-1 ADDITIONAL FURLONGHS 2010

WHEREAS, the adopted 2010 Milwaukee County budget included initiatives detailing wage and benefit modifications, and,

WHEREAS, those modifications included: Freezing of all step increases for 2010. Modifications to overtime provisions to bring more in line with Federal Labor Standards Act. Increasing monthly health care premiums to \$50 single and \$100 family for the HMO and to \$90 single and \$180 family for the PPO plan. Increasing the out-of-network co-insurance co-payment to 30%. Increasing the deductible for the PPO plan by \$100 for a single and \$300 for a family plan. Increasing the out-of-pocket maximums for the PPO plan by \$500 for single plans and \$1,000 for family plans. Increasing emergency room co-pays for \$100. Reducing the pension multiplier for all members, other than deputy sheriffs and elected officials, from 2.0 to 1.6 in future years. Increasing the retirement age for all new hires, other than a deputy sheriff or elected official from age 60 to age 64, and,

WHEREAS, the 2010 departmental budgets were reduced to reflect the savings associated with the above modification, and,

WHEREAS, the 2010 budget provisions have been implemented for non-represented employees, and,

WHEREAS, implementation of wage and benefit modifications for represented employees require collective bargaining modifications not yet achieved, and,

WHEREAS, to the extent such modifications were not achieved beginning January 1, 2010, the corrective actions necessary to balance the 2010 budget may be severe, and,

WHEREAS, corrective actions are necessary to achieve required savings from employees not yet impacted by the 2010 budget reforms, and,

WHEREAS, fairness requires that savings measures imposed upon non-represented employees be likewise shared by represented employees, and

WHEREAS, steps to be taken to achieve required savings include up to ten (10) "floating" furlough days in addition to those in the adopted budget for represented employees, and,

WHEREAS, to insure preservation of public health and safety, these additional furlough days will not be applied to represented employees in Combined Court Operations personnel, Sheriff's office, District Attorney's office personnel, Medical Examiner's office personnel, and direct patient care personnel at Behavior Health Division and in 24/7 operations, and

NOW, THEREFORE, pursuant to §59.17(2)(a) Wis. Stats., and as County Executive of Milwaukee County,

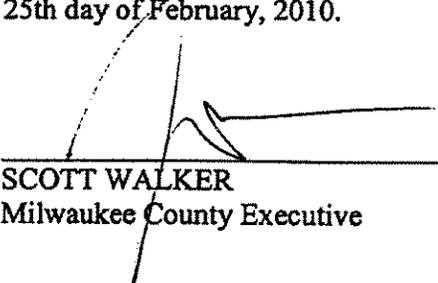
IT IS HEREBY ORDERED that Milwaukee County represented staff, unless exempted, shall schedule an additional ten (10) furlough days commencing March 1, 2010 for the balance of the year.

IT IS HEREBY FURTHER ORDERED that to ensure preservation of public health and safety, these additional furlough days will not be applied to represented employees in Combined Court Operations personnel, Sheriff's office, District Attorney's office personnel, Medical Examiner's office personnel, and direct patient care personnel at Behavior Health Division and in 24/7 operations.

IT IS HEREBY FURTHER ORDERED that the Department of Administrative Services will prepare and issue furlough policy guidelines for County departments and employees to implement this additional furlough program.

This Order shall take effect upon the signing thereof and shall remain in full force and effect until further Order of the Milwaukee County Executive.

Dated at Milwaukee, Wisconsin, this 25th day of February, 2010.



SCOTT WALKER
Milwaukee County Executive



OFFICE OF THE COUNTY EXECUTIVE

Milwaukee County

SCOTT WALKER • COUNTY EXECUTIVE

EXECUTIVE ORDER #10-3

REPEAL OF ADDITIONAL 2010 FURLOUGHS FOR CERTAIN UNION REPRESENTED EMPLOYEES

WHEREAS, the adopted 2010 Milwaukee County budget included initiatives detailing wage and benefit modifications, and,

WHEREAS, the 2010 budget provisions have been implemented for non-represented employees, and,

WHEREAS, implementation of wage and benefit modifications for represented employees require collective bargaining modifications not yet fully achieved, and,

WHEREAS, to the extent such modifications were not achieved beginning January 1, 2010, the corrective actions necessary to balance the 2010 budget may be severe, and,

WHEREAS, fairness requires that savings measures imposed upon non-represented employees be likewise shared by represented employees, and

WHEREAS, steps to be taken to achieve required savings included up to ten (10) "floating" furlough days in addition to those in the adopted budget for represented employees, and,

WHEREAS, budget correction measures included laying off certain employees, and

WHEREAS, two certified collective bargaining units (TEAMCO and Machinists) have reached agreements with Milwaukee County for successor collective bargaining agreements which included incorporation of the budget initiatives contained in the 2010 Milwaukee County budget,

WHEREAS, incorporation of the 2010 Milwaukee County budget initiatives, as they relate to TEAMCO and Machinists unions, no longer require imposition of up to an additional ten (10) "floating" furlough days or layoffs for 2010.

NOW, THEREFORE, I Scott Walker as County Executive of Milwaukee County, by the virtue of the authority vested in me, do hereby order that Milwaukee County represented staff, of TEAMCO and the Machinists unions, shall not be subject to an additional ten (10) furlough days commencing April 1, 2010 for the balance of the year. I further order members of TEAMCO and the Machinists unions subject to layoff, effective March 12, 2010 and March 26, 2010, respectively, shall be recalled and rescinded as soon as administratively possible.

IN TESTIMONY WHEREOF, I have hereunto set my hand in the County of Milwaukee.



Scott K. Walker
County Executive

March 23, 2010
Date

Final

DEPARTMENT: Veterans Service Office

Total # of Full Time Employees in Department: 3

Est. Number of Full Time Employees Affected: 1

% of FTEs Affected: 33%

Total Additional Furlough Hours: 80

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

Furlough days are normally scheduled for Fridays, the least busy day of the week. Not too many options otherwise, as we are a 2-person office.

Describe any program or service impacts resulting from the 10 additional furlough days:

There are no program impacts. On occasion, the customer service window is closed for 30-45 minutes, due to lunch or travel for mail pick-up at courthouse.

Identify programs or services eliminated due to additional furlough hours:

No programs or services have been eliminated.

DEPARTMENT: Procurement 105

Total # of Full Time Employees in Department: 4

Est. Number of Full Time Employees Affected: 3

% of FTEs Affected: 75%

Total Additional Furlough Hours: 240

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

The days have been scheduled so that no more than two (2) employees are off on the same day(s)

Describe any program or service impacts resulting from the 10 additional furlough days:

When special information is requested the entire staff may pitch in until the project is completed.

Identify programs or services eliminated due to additional furlough hours:

None

DEPARTMENT: **Employee Benefits Division, #106**

Total # of Full Time Employees in Department: 19

Est. Number of Full Time Employees Affected: 0

% of FTEs Affected: 0%

Total Additional Furlough Hours: 0

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

This Department has no employees subject to the 10 additional furlough days.

Describe any program or service impacts resulting from the 10 additional furlough days:

This Department has no employees subject to the 10 additional furlough days.

Identify programs or services eliminated due to additional furlough hours:

This Department has no employees subject to the 10 additional furlough days.

DEPARTMENT:

DAS-Office for Persons w/ Dis

Total # of Full Time Employees in Department: 3

Est. Number of Full Time Employees Affected: 0

% of FTEs Affected: 0%

Total Additional Furlough Hours: 0

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

This Department has no employees subject to the 10 additional furlough days.

Describe any program or service impacts resulting from the 10 additional furlough days:

This Department has no employees subject to the 10 additional furlough days.

Identify programs or services eliminated due to additional furlough hours:

This Department has no employees subject to the 10 additional furlough days.

DEPARTMENT:

Human Resources, #114

Total # of Full Time Employees in Department: 13

Est. Number of Full Time Employees Affected: 0

% of FTEs Affected: 0%

Total Additional Furlough Hours: 0

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

This Department has no employees subject to the 10 additional furlough days.

Describe any program or service impacts resulting from the 10 additional furlough days:

This Department has no employees subject to the 10 additional furlough days.

Identify programs or services eliminated due to additional furlough hours:

This Department has no employees subject to the 10 additional furlough days.

DEPARTMENT: 1150 - Risk Mgmt & 1151 - DAS-Fiscal

Total # of Full Time Employees in Department: 46

Est. Number of Full Time Employees Affected: 14

% of FTEs Affected: 30%

Total Additional Furlough Hours: 1120

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

Minimum staffing levels are maintained in order to keep regular office hours and perform critical functions. Employees are allowed to schedule furlough days by seniority within minimum staffing levels.

Describe any program or service impacts resulting from the 10 additional furlough days:

Core processes and functions continue to be performed on a timely basis. A backlog of non-critical reports, analysis and filing has developed and would become problematic if furlough days continue indefinitely.

Identify programs or services eliminated due to additional furlough hours:

No programs or services have been eliminated as a result of furlough days.

DEPARTMENT:	IMSD	116
Total # of Full Time Employees in Department:		55.5
Est. Number of Full Time Employees Affected:		43
% of FTEs Affected:		77%
Total Additional Furlough Hours:		3440

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

- Furlough days are scheduled through each IMSD section manager in order to ensure staff coverage of core IT services.
- Core IT functions and the current project portfolio have been prioritized so that work load and service orders can be addressed in a means that prevents/ minimizes impact on client efficiency and mission critical applications.

Describe any program or service impacts resulting from the 10 additional furlough days:

- Possible delay in system support response. IMSD will prioritize requests in order to address mission critical requests.
- Possible delay in PC deployment
- Completion dates for projects listed in the IMSD project portfolio may be extended due to staff availability. The project portfolio has been prioritized in order to ensure on time completion of projects that are public safety in nature, state or federally mandated projects or projects that have a great return on investment for County Departments.

Identify programs or services eliminated due to additional furlough hours:

No program or service has been eliminated in IMSD.

DEPARTMENT:	<u>2430 Child Support</u>
Total # of Full Time Employees in Department:	<u>130</u>
Est. Number of Full Time Employees Affected:	<u>114</u>
% of FTEs Affected:	<u>88%</u>
Total Additional Furlough Hours:	<u>8968</u>

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

Child Support implemented the 10 additional furlough days by requiring affected employees to schedule the additional furlough days through their supervisors. Supervisors were instructed to grant furlough days by seniority, subject to minimum coverage in all areas. Child Support sought to reduce program and service impacts by assigning furlough days to traditionally less busy days (Fridays) and staggering the days to provide minimum coverage levels throughout the week.

Describe any program or service impacts resulting from the 10 additional furlough days:

Wait times for customer service have increased slightly, and delays have occurred in processing referrals and working reports. Child Support has limited its participation in community outreach opportunities to one per month.

Identify programs or services eliminated due to additional furlough hours:

None

DEPARTMENT:	<u>504 - Airport</u>
Total # of Full Time Employees in Department:	<u>219</u>
Est. Number of Full Time Employees Affected:	<u>166</u>
% of FTEs Affected:	<u>76%</u>
Total Additional Furlough Hours:	<u>11750</u>

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

The Airport Division is making every effort to accommodate employee furlough requests as submitted; however, final approval is at the discretion of management to ensure that minimum staffing requirements are met. Management will assign furlough days off if an employee requests it, or if an employee has not made an effort to schedule days required.

Describe any program or service impacts resulting from the 10 additional furlough days:

Administrative Staff
 Airport Badging and Security
 Impacts: GMIA monitor effects of maintaining compliance with Federal Transportation Security Regulations and reduced Security Badging Office hours (reduced customer service) overtime may be used in cases where delays could potentially lead to increased costs for the airport customers.

Contract Management
 Impacts: The agreements and contracts development and implementation would be slowed affecting not only airport workload, but also passenger and business activities at the airport. Overtime may be used to offset any negative business impact to the airport and its clients.

Airport Maintenance
 Impacts:
 Facilities maintained by the airport may be lower than the current standard.

Identify programs or services eliminated due to additional furlough hours:

No services will be eliminated due to additional furlough hours.

DEPARTMENT: 507 Transportation Services

Total # of Full Time Employees in Department: 10

Est. Number of Full Time Employees Affected: 1

% of FTEs Affected: 10%

Total Additional Furlough Hours: 80

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

The 10 additional scheduled furlough days are:
3/22, 4/9, 5/7, 5/14, 6/4, 7/23, 8/13, 8/27, 9/24 and 10/15.

Informing staff, managers and outside agencies of delays in processing reports, billings, reimbursements, etc.

Describe any program or service impacts resulting from the 10 additional furlough days:

Delays may occur in submitting invoices to the Wisconsin Department of Transportation.

Identify programs or services eliminated due to additional furlough hours:

No services will be eliminated due to additional furlough hours.

DEPARTMENT: DTPW-AE & ES 508

Total # of Full Time Employees in Department: 35

Est. Number of Full Time Employees Affected: 4

% of FTEs Affected: 11%

Total Additional Furlough Hours: 320

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

Employees affected have reviewed with their supervisor the strategy for implementing the additional 10 furlough days with the intent of minimizing impacts on the work tasks and services provided. Employees have tentatively scheduled their furlough days and reviewed the scheduled days with their supervisor. The supervisor reviews the status each pay period of furlough day implementation.

Use of overtime by employees on non-furlough pay periods may be necessary. Temporary staffing may be used.

Describe any program or service impacts resulting from the 10 additional furlough days:

Distribution and processing may be delayed for some construction contractors, professional services contract and consulting projects. Change orders and processing of payments through DAS Accounts Payable may see a delay. Some GIS projects directed by MCAMLIS Steering Committee might be delayed.

Identify programs or services eliminated due to additional furlough hours:

No programs or services will be eliminated.

DEPARTMENT: DTPW-Highway Maintenance-510

Total # of Full Time Employees in Department: 94

Est. Number of Full Time Employees Affected: 83

% of FTEs Affected: 88%

Total Additional Furlough Hours: 6640

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

The Division will reduce staffing by 50% on selected furlough days. Furlough days will be scheduled on Friday's and Monday's in the middle of the pay period. Employees will make their furlough day selections by seniority/classification in order to maintain a safe work environment and continue scheduling state work. Additional furlough days as follows:
April 9 and 12 May 7 and 10
June 4 and 7 June 18 and 21
July 16 and 19
August 13 and 16
Sept 24 and 27
Oct 8 and 11 Oct 22 and 25
Nov 5 and 8

Describe any program or service impacts resulting from the 10 additional furlough days:

Roadway Maintenance Staff
Impacts:
Some delays may occur as it relates to roadway maintenance. This includes operations, accident response or emergency call ins. The division may see a reduction in its state revenue due to reduced services.

Electrical Maintenance Staff
Impacts:
Overtime may be needed to react to all electrical maintenance required by State of Wisconsin.

Identify programs or services eliminated due to additional furlough hours:

No services will be eliminated due to additional furlough hours.

DEPARTMENT:	<u>Fleet Management</u>	<u>530</u>
Total # of Full Time Employees in Department:		<u>32</u>
Est. Number of Full Time Employees Affected:		<u>29</u>
% of FTEs Affected:		<u>91%</u>
Total Additional Furlough Hours:		<u>2320</u>

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

The ten additional furlough days have been scheduled with vacations for the rest of the year. The furlough days taken were scheduled so that Fleet did not go over the maximum number of employees allowed off per the work rules. This also helped reduce the amount of impact to user departments.

Describe any program or service impacts resulting from the 10 additional furlough days:

Accounts payables may be processed slower than usual. Annual tests may vary from its current schedule.

Identify programs or services eliminated due to additional furlough hours:

None at this time.

DEPARTMENT: 570 Facilities Management

Total # of Full Time Employees in Department: 87

Est. Number of Full Time Employees Affected: 76

% of FTEs Affected: 87%

Total Additional Furlough Hours: 6080

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

The ten additional furlough days along with the original twelve are being scheduled to assure minimal staffing levels are still maintained to keep building operations running.

Describe any program or service impacts resulting from the 10 additional furlough days:

Administrative Staff
Impacts:
Response times will be delayed impacting tenant and customer service. Given some responsibilities are time sensitive, routine work will be delayed even more.

Maintenance Staff
Impacts:
Response times will be delayed impacting tenant and customer service.

Trade Staff
Impacts:
Response times for all routine work will be delayed impacting tenant and customer service. Further, reductions in staffing levels of Plumbers, Electricians, Refrigeration Mechanics, Steam-Fitters/Welders and Elevator Mechanics and reduce their respond time to emergencies.

Identify programs or services eliminated due to additional furlough hours:

No services will be eliminated due to additional furlough hours.

DEPARTMENT:

DHHS - Behavioral Health Division Agency 630
Includes EMS

Total # of Full Time Employees in Department:	<u>665</u>	Full time equivalents, not including pool or hourly employees. data source: 630 furlough report pp08
Est. Number of Full Time Employees Affected:	<u>146</u>	
% of FTEs Affected:	<u>22%</u>	
Total Additional Furlough Hours:	<u>11624</u>	

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

The policy exempted all direct patient care and 24/7 staff, therefore only administrative areas and support staff are included in the 10 additional days.

Management has worked diligently to schedule staff furloughs to cause the least amount of disruption to the normal flow of business.

Describe any program or service impacts resulting from the 10 additional furlough days:

Many of the affected employees work in critical areas at BHD, but administrators and management have been working diligently to pool all available resources to cover essential services and provide all necessary coverage. Management staff within BHD have been looking for ways to become more efficient and have successfully kept OT steady while complying with all furlough requirements.

BHD will continue to use all staff resources efficiently; share and combine duties whenever possible; and effectively manage the furlough days.

Identify programs or services eliminated due to additional furlough hours:

No programs or services have been eliminated.

Furlough Impact Report - 5/4/10

DEPARTMENT:	Milwaukee County Department on Aging
Total # of Full Time Employees in Department:	<u>137</u>
Est. Number of Full Time Employees Affected:	<u>109</u>
% of FTEs Affected:	<u>80%</u>
Total Additional Furlough Hours:	<u>8640</u>

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

Administration, Fiscal, Aging Resource Center (ARC) & Area Agency are identifying efficiencies to deal with the loss of staff hours. Fiscal and Administrative staff maintain coverage by utilizing existing coverage back up plans.

In order to minimize the increase in wait times, the ARC call center is scheduling furloughs, abiding by department policy requiring 50% coverage. All other Aging program areas schedule the furlough time to ensure service coverage. Urgent service requests are being triaged and if possible referred to other resources to provide some assistance to the requesters.

In the CMO, the 10 additional furlough days are being implemented as all scheduled time off is. That is, a minimum of 50% coverage is maintained in all units.

Describe any program or service impacts resulting from the 10 additional furlough days:

All program and services continue to be maintained.

All of the Area Agency programs are operated through contracts and continue to be administered by Aging staff.

Compliance with our State/County contract and Federal Medicaid rules, in regard to timelines for responding to assessment requests, are being maintained. The ARC generally operates within these timelines and the furloughs have tightened the use of those timelines.

Represented staff in the CMO must continue to meet the same expectations for care management contacts. 7 staff have been given limited overtime for two pay periods to meet required deadlines for tasks within their unit.

Identify programs or services eliminated due to additional furlough hours:

The ARC operates under several State/County contracts. Services could only be eliminated through negotiation with State Staff. Some of these negotiations have already occurred. To this point the State has been unwilling to grant counties any relief.

In the CMO, no programs or services have been eliminated due to additional furlough days.

DEPARTMENT:	<u>DHHS - Agency 800</u>
Total # of Full Time Employees in Department:	<u>319</u>
Est. Number of Full Time Employees Affected:	<u>183</u>
% of FTEs Affected:	<u>57%</u>
Total Additional Furlough Hours:	<u>14608</u>

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

Disabilities Services Division (DSD)

The process for incorporating additional furlough days in DSD is included with the division-wide off-time scheduling procedure and all furlough time is being approved by supervision/management to ensure coverage. It appears that little or no disruption to services has occurred. We requested staff who have 5 or 6 weeks of vacation to schedule shorter vacation periods, including utilizing long weekends, etc. to ensure appropriate staffing. In addition, we have requested that staff try to get their work completed in advance of scheduled vacation time to minimize impact to workload.

Delinquency & Court Services Division (DCSD)

Staff selected 5 days (through June 26) by seniority, within DAS policy guidelines and division staff level standards. Second half 2010 selections will occur mid-May by similar process. Staff were instructed to notify the court of upcoming furlough days, similar to vacation notification, to minimize court appearance/coverage issues. DCSD requested court scheduling considerations to accommodate staff court appearance issues. A summary history report was developed using existing information systems to assist in court coverage issues.

Housing Division

Staff are being allowed to schedule the days around their schedules, with program managers responsible to ensure uninterrupted operation of the programs.

DHHS Accounting Section & Contract Administration

Staff has been scheduled to take days the same way vacation is scheduled (employee seniority and request). Management has worked diligently to schedule the staff furloughs to cause the least amount of disruption to the normal flow of business.

DHHS Operations

Operations is scheduling around vacations and furloughs using the guidelines given in the ordinance. Operations is part of an organization that crosses into other branches and they assist when needed, such as maintenance, mail room and administration. Prior to losing two staff in December, 2009 as part of the State transition, vacation schedules were more flexible as was the use of holiday time and all other accrued time usage. Now, the request for time off is fixed so as not to disrupt service delivery or to minimize impact.

DHHS Human Resources

Two payroll assistants are affected by ten additional furlough days in the Human Resources Bureau. They have worked to ensure that they do not request the same furlough days in order to provide coverage in the payroll area. Additionally, furlough days are not requested during peak payroll processing.

Describe any program or service impacts resulting from the 10 additional furlough days:

Disabilities Services Division (DSD)

DSD is presently implementing a large-scale program to expand the Family Care Program. The result of this expansion has been a sharp decrease in the number of persons served by DSD and those services being provided by Family Care programs instead. During this change, the demands on staff have been somewhat reduced, thereby allowing DSD to manage the furlough days in a more planful way than otherwise would have been possible, without a significant impact on service delivery. During our year-end reconciliation process, DSD had to utilize a few of weeks of overtime to complete this activity. However, this was a one-time occurrence.

Delinquency & Court Services Division (DCSD)

There has been an increase in staff-for-staff coverage, similar to peak vacation periods or elevated levels of FML.

Housing Division

Case processing may slow somewhat, but no significant impacts are experienced.

DHHS Accounting & Contract Administration

Staff has worked diligently to complete tasks in a timely manner by prioritizing.

DHHS Operations

Ability to do off-site work such as recycling and furniture moving has slowed somewhat. Increasing demands with limited personnel, particularly in the area of tenant (State staff) moves, can quickly become overwhelming when a structured State plan is not available. Mail routes and mail delivery is limited to once a day. Vacations and other paid time off have to be adjusted due to the additional furlough days. Some vacation time may be carried over.

DHHS Human Resources

There is somewhat less coverage when one payroll assistant is present.

Identify programs or services eliminated due to additional furlough hours.

Disabilities Services Division (DSD)

None

Delinquency & Court Services Division (DCSD)

None

Housing Division

None

DHHS Accounting & Contract Administration

None

DHHS Operations

Maintenance on all vehicles will have to be spread out during a longer time period.

DHHS Human Resources

None

DEPARTMENT: Parks, Recreation and Culture 900

Total # of Full Time Employees in Department: 202

Est. Number of Full Time Employees Affected: 138

% of FTEs Affected: 68%

Total Additional Furlough Hours: 11024

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

The Parks Department pre-scheduled all 22 furlough days to ensure compliance with the 2010 Furlough Day Plan. The months of April through October have one furlough day per pay period except for pay period 11 which has 2 furlough days (one per week). This schedule ensured that 4 of the additional 10 days were scheduled prior to June 26 which also complied with the directive that 10 of the 22 total days must be scheduled by June 26. Parks Divisions including Operations, Recreation, Skilled Trades, and Safety/Security were given flexibility to schedule alternative days within each pay period to ensure the least impact to programs and services. In addition, seasonal employee hours were reduced 10% in accordance with the directive.

Describe any program or service impacts resulting from the 10 additional furlough days:

- * Trying to prioritize customer service and public use areas.
- * Creative scheduling is key. Staff has been flexible, accommodating, and cooperative
- * Variables in the weather have complicated these efforts.
- * Revenue generating operations remain a priority. Staffing and other resources are flexible and dynamic.
- * All organized sports will be scheduled as usual. Athletic field maintenance remains a priority.
- * Parks Administration remains open using staggered, flexible scheduling. Managers are assisting with functions such as front desk and customer service support.
- * Park field operations remain in effect to accommodate rentals and park maintenance utilizing flexible, staggered scheduling.

Identify programs or services eliminated due to additional furlough hours:

N/A

Full-Time Employees

DEPARTMENT:	<u>Zoo</u>	Agency:	<u>950</u>
Total # of Filled Full Time Employees in Department:			<u>113</u>
Est. Number of Full Time Employees Affected:			<u>96</u>
% of FTEs Affected:			<u>85%</u>
Total Additional Furlough Hours:			<u>7,620</u>

Describe how the 10 additional furlough days are being implemented and scheduled, and strategies for reducing program and service impacts:

- The 10 additional furlough days are made on a month-by-month basis to meet scheduling needs.
- The Zoo was granted flexibility to allow certain employees the ability to take the 10 additional days in four-hour increments. This has allowed to Zoo to provide at least partial day coverage for some areas.
- The Zoo received an exemption from the TAHC approval process for Zookeepers to reduce overtime pay.
- The ability for employees to schedule accrued time off has been significantly reduced.
- The Zoo continues to open every day on time. As crowds increase, the shortage in staff may delay response time to building/grounds maintenance needs and delay the opening of venues.
- Additional vacation days will be carried over due to the additional furlough days, which will continue staff shortages in 2011.

Describe any program or service impacts resulting from the 10 additional furlough days:

- Preventative building and grounds maintenance is delayed.
- Capital Projects that require Zoo staff will need additional time to complete.
- Reduced staff on a furlough day has made it difficult to respond to unexpected large crowds.
- The number of animal demonstrations to the public is reduced.
- Giraffe feedings for the public continue but will no longer be conducted by animal staff.
- The number of animals on public exhibit at any one time is reduced.
- Implementation of some of the modules in the new point-of-sale system has been delayed.
- Based on payroll through 4/17, a greater number of employees are choosing to let their overtime and holiday hours expire for payout instead of taking the time off.
- A greater number of employees are choosing overtime pay instead of compensatory time.
- Longer time is needed to respond to e-mail inquires and complaints. Some inquiries cannot be answered because the Animal Division does not have the staffing levels to assist in answering inquires.
- News releases are sent out later than what is considered a normal lead-time.
- There are gaps in supervision due to the nature of the seven-day-a-week coverage required during the peak season.
- Media alerts promoting new animals are cancelled due to the Animal Division staff inability to facilitate.

Identify programs or services eliminated due to additional furlough hours:

- The Zoo operated two trains Wednesday through Sunday in 2009. For 2010, the Zoo will only run two trains Friday through Sunday. Longer lines may result.
- Two Animal Encounter Shows cancelled daily.
- Pre-scheduled days of compensatory and holiday time off for represented employees is eliminated for the Animal Division.
- Aquatic and Reptile animal demonstrations are eliminated 10 days per month.
- Elephant demonstrations are eliminated up to 12 days a month.
- The public Camel demonstration is eliminated entirely.

The Zoo has two part-time employees that are not included in the Full-time total. One works 20 hours a week and the other works 30 hours per week. The pro-rated hours due to the 10 extra days is 100 hours for these employees.

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION



Date : April 29, 2010
To : County Board Chairman Lee Holloway
From : Jack Takerian, Interim Director of Transportation & Public Works

FILE NO. 10-206

Subject: **PERMISSION TO DOUBLE FILL A POSITION OF PAYROLL ASSISTANT**

The airport is requesting permission, pursuant to section 17.14(1) of the County general ordinances to double fill a position of Payroll Assistant, title code 1541, pay range 04P, position number 1 in the Airport Division of the Department of Transportation and Public Works, org. unit 5041 for approximately six months during 2010.

The airport has been served by the efforts of one payroll assistant since 1996. The incumbent plans to retire in January 2011. Permission is requested to double fill this key position so that there is adequate training time of a replacement and to allow the incumbent to pass on the institutional knowledge of the position.

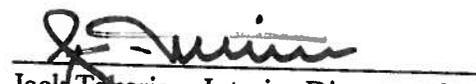
The airport employs over 200 staff who encompass full time, part time, hourly and temporary positions in represented and non-represented status. Skilled trades, firefighters, clerical, professional as well as general staff comprise the employee population of this organizational unit that is open for business 24 hours a day, 7 days a week. The accurate processing of payroll information requires a working knowledge of FLSA regulations, different rules regarding shift premiums and differentials, complex rules governing the firefighter contract (unique to the Airport), and the application of all these rules and regulations across several unions. There is a great deal of knowledge to assimilate in the time requested.

The amount of time sought for this double fill is not excessive. It allows for training over transitional seasons of activity at the airport to include the treatment of payroll during snow events when groups of staff may be required to actively work in excess of 24 consecutive hours, which poses unique challenges in processing payroll.

The airport's 2010 adopted operating budget includes a vacant position of Clerical Assistant 2, title code 0045, also pay range 04P. It is proposed that this clerical position remain vacant during the period of double fill so that there will be no additional cost to airport's personnel expense beyond the budgeted amount.

Respectfully Submitted,


C. Barry Bateman
Airport Director


Jack Takerian, Interim Director of
Transportation & Public Works

Cc: Patricia Jursik, Chairperson, Personnel Committee
Dr. Karen Jackson, Director of Human Resources
Sean Moore, TPW Human Resources Coordinator

Dual Fill

quired period of service was completed in accordance with schedules adopted and established by the county board.

17.12. Increase above maximum rate; when.

An increase above the maximum compensation rate of an existing position shall not be made except in case of increased duties or responsibilities which actually involve a change of position. Whenever the county board shall have advanced an office or employment in the classified service to a higher grade than theretofore existed, and increased the compensation thereof, no payment of such advanced salary shall be made to the officer or employe filling such position until such time as certification has been made to the higher grade, in accordance with the county civil service laws, rules, and regulations.

17.13. Promotions.

Promotions from one (1) grade to a higher grade of position in the classified civil service shall involve a change of duties and shall be made only when a vacancy has been created by resignation, transfer, death or dismissal, or when a new position shall have been created. Promotion shall only be made after a competitive civil service examination.

17.14. Employment definitions.

(1) *Payment for full-time employment.* The compensation represents the remuneration for full-time employment except in those cases where it is specifically stated that the rates of pay are a proportionate part of the total compensation and are for part-time employment. Only one (1) full-time employe may occupy an authorized full-time position on an active basis. When the need arises, a department head or appointing authority may request approval from the county board to actively employ more than one (1) active full-time employe in a full-time authorized position for a specified period of time. Such requests shall be considered by the committee on personnel after receipt of a report from the director of human resources.

(2) Payment for part-time employment.

(a) Whenever necessary to maintain essential services, one (1) or more employes may be assigned to any full-time position on a part-time basis and, when performing part-time services, they shall be paid on an hourly basis determined by dividing the biweekly rate by eighty (80). The total of the designated workweek hours for the employes so assigned to any full-time position shall not exceed forty (40) hours.

(b) Whenever necessary to engage employes for seasonal work in the parks, such employes may be paid on an hourly basis equivalent to the biweekly compensation divided by eighty (80), provided that the total annual hours of employment shall not exceed two thousand eighty (2,080) and provided further that they shall receive increments in the compensation range after the completion of each period of employment totaling two thousand eighty (2,080) hours until the maximum salary is reached.

(c) In specified part-time positions, the department head and the commission may recommend to the county board the proportion of the full-time compensation which shall be paid for such service and the county board shall determine the proportion to be paid.

(3) *Units of pay.* The compensation is expressed in terms of dollars per biweekly period, except where otherwise specifically indicated. It will be permissible in the interest of the service to pay equivalent compensation on any other time basis; provided that such special time basis shall be as recommended by the commission and as adopted by the county board.

(4) Maintenance and maintenance charges.

(a) All physicians, medical directors, hospital administrators, superintendents and the director of institutions and departments at the county institutions who are required to live on the grounds of the institutions may be furnished with a residence including all utilities, without charge. The

(Item) From the Interim Director of Transportation & Public Works requesting authorization to double fill a position of Payroll Assistant, title code 1541, pay range 04P, position number 1 in the Airport Division of the Department of Transportation and Public Works, organizational unit 5041 for approximately six (6) months during 2010.

RESOLUTION

WHEREAS, the airport is requesting permission, pursuant to section 17.14(1) of the County general ordinances to double fill a position of Payroll Assistant, title code 1541, pay range 04P, position number 1 in the Airport Division of the Department of Transportation and Public Works, org. unit 5041 for approximately six months during 2010; and

WHEREAS, the airport has been served by the efforts of one payroll assistant since 1996; and

WHEREAS, the incumbent plans to retire in January 2011; and

WHEREAS, the airport employs over 200 staff who encompass full time, part time, hourly and temporary positions in represented and non-represented status; and

WHEREAS, skilled trades, firefighters, clerical, professional as well as general staff comprise the employee population of this organizational unit that is open for business 24 hours a day, 7 days a week; and

WHEREAS, the accurate processing of payroll information requires a working knowledge of FLSA regulations, different rules regarding shift premiums and differentials, complex rules governing the firefighter contract (unique to the Airport), and the application of all these rules and regulations across several unions; and

WHEREAS, there is a great deal of knowledge to assimilate in the time requested; and

WHEREAS, the amount of time sought for this double fill allows for training over transitional seasons of activity at the airport to include the treatment of payroll during snow events when groups of staff may be required to actively work in excess of 24 consecutive hours, which poses unique challenges in processing payroll; and

WHEREAS, the airport's 2010 adopted operating budget includes a vacant position of Clerical Assistant 2, title code 0045, also pay range 04P; and

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WHEREAS, the Clerical Assistant 2 position will be kept vacant during the period of double fill so that there will be no additional cost to airport's personnel expense beyond the budgeted amount; now, therefore,

BE IT RESOLVED, the Airport Director is hereby authorized to double fill the position of Payroll Assistant, title code 1541, pay range 04P, position number 1 in the Airport Division of the Department of Transportation and Public Works, organizational unit 5041 for approximately six (6) months during 2010.

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MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: April 29, 2010

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: DOUBLE FILL PAYROLL ASSISTANT POSITION AT GENERAL MITCHELL INTERNATIONAL AIRPORT

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of Contingent Funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost ^a	0	0
Capital Improvement Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
The requested action is to permit a double fill of the airport's payroll assistant position to allow for adequate training and experience prior to the anticipated retirement of the incumbent.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
None anticipated
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
It is projected that there will be no budgetary impact in either the current year or the succeeding year because funding for the double filled position will come from an existing budgeted but vacant position at the same pay range.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
The assumption used is that a vacant budgeted position at the same pay range as the subject payroll assistant will be used to fund the requested action.

Department/Prepared by: Thomas Heller, Airport Accounting Manager

Authorized Signature



Did DAS-Fiscal Staff Review? Yes No
Reviewed by:

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
INTER-OFFICE COMMUNICATION

DATE : May 12, 2010

TO : Supervisor Patricia Jursik, Chairman, Personnel Committee

FROM : Karen R. Jackson, Ph.D., Director of Human Resources 

SUBJECT: **Dual Filling of a Position – Airport Payroll Assistant**

REQUEST

The Airport Director has requested authorization, in accordance with C.G.O. 17.14 (1), Payment for Full-Time Employment, to dual fill one position of Payroll Assistant, Job Code 1541, pay range 04P. The request for the dual filling for the period of approximately six months during 2010 is to provide adequate time for training and for the incumbent to pass on the institutional knowledge of the position.

BACKGROUND

The double filling is needed since the incumbent of the Payroll Assistant position has indicated that he plans to retire in January 2011. The Payroll Assistant is responsible for the accurate processing of payroll information, which requires a knowledge of FLSA regulations, various rules regarding shift premiums and differentials, complex rules governing the firefighter contract and the application of these rules and regulations across several union groups. It is critical that the functions of this office be maintained.

RECOMMENDATION

It is recommended that the request for dual filling of one position of Payroll Assistant, Job Code 1541, pay range 04P, be approved to facilitate the transition.

FISCAL IMPACT

The Airport's 2010 adopted operating budget includes a vacant position of Clerical Assistant 2, title code 0045, also pay range 04P. Since it is proposed that this clerical position remain vacant during the period of this double fill, there will be no additional cost to the Airport's personnel expense beyond the budgeted amount.

KRJ:hmf

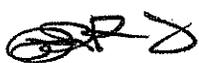
Cc: Rick Ceschin, Sr. Research Analyst, County Board
Cynthia Archer, Director of DAS
 Jodi Mapp, Personnel Committee Clerk

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COUNTY OF MILWAUKEE
DAS-Division of Human Resources
Inter-office Communication

DATE : April 23, 2010

TO : Lee Holloway, Chairman, Milwaukee County Board of Supervisors

FROM : Dr. Karen R. Jackson, Director, Division of Human Resources 

SUBJECT: **Proposed Resolution Regarding Extension of John O'Shea's
TAHC Assignment**

Issue:

A request is being made to seek an extension of the Temporary Assignment To A Higher Classification (TAHC) for Mr. John O'Shea, who is currently serving in the position of Legal Counsel Child Support 2, while Ms. Janet Nelson serves in a TAHC as Director of Child Support Enforcement.

Background:

Mr. O'Shea has been serving in a TAHC for the position of Legal Counsel Child Support 2 since May 11, 2009, when Ms. Janet Nelson, Legal Counsel Child Support 2 was placed in a TAHC for the position of Director for Child Support Enforcement. Ms. Nelson's TAHC was created when Ms. Lisa Jo Marks, the Director, was placed in a TAHC for DHHS. The TAHC has been extended once, per the approval of the Director of Human Resources.

Mr. O'Shea's TAHC ended on February 17, 2010. No personnel action can be taken to fill the Child Support Enforcement Director position until a decision is made regarding the status of Ms. Mark's TAHC or when she returns to her former position as Director of CSE. Ms. Mark's TAHC status subsequently affects the TAHC for Ms. Nelson and the need to maintain our Legal Division operations handled by her position of Legal Counsel 2 Child Support. Per C.G.O, 17.085, the County Board must approve any additional TAHC extensions.

Recommendation:

To assure continuity of operations within and leadership within the Legal Division of the Department of Child Support Enforcement, while the above matters are being addressed, the recommendation is that the attached resolution be referred to the Personnel Committee and the County Board for approval to extend Mr. O'Shea's TAHC until Ms. Janet Nelson returns to her former position as Legal Counsel Child Support 2. Mr. O'Shea will then return to his former position.

KRJ:hmf:trf

Attachment

Cc: County Executive Scott Walker
Thomas Nardelli, Chief of Staff, County Executive's Office
Terry Cooley, Chief of Staff, County Board of Supervisors
Cynthia Archer, Director, DAS
Supervisor Patricia Jursik, Chairman, Personnel Committee
Rick Ceschin, Senior Research Analyst, County Board
Jodi Mapp, Committee Clerk

(ITEM) From the Director of the Department of Administrative Services – Human Resources, recommending adoption of the following:

A RESOLUTION

WHEREAS, Temporary Assignment to a Higher Classification (TAHC) are authorized for non-represented employees in C.G.O 17.085; and

WHEREAS, C.G.O 17.085 states that employees in the classified and unclassified service may receive a temporary assignment to a vacant unclassified position for (90) days or less with one (1) extension of ninety (90) days or less with the extension provision pursuant to approval by the Human Resources Director; and

WHEREAS, C.G.O 17.085 states that any further extensions must be approved by the County Board; and

WHEREAS, the position of Legal Counsel Child Support 2 has been vacant since 4/11/2009, when the incumbent received TAHC authorization to serve as the Director of Child Support Enforcement; and

WHEREAS, in order to administer the day-to-day legal division operations of the Department of Child Support Enforcement (CSE), the duties, responsibilities, and authority of the position of Legal Counsel Child Support 2 have been assumed via TAHC authorization by Mr. John O'Shea since 5/11/2009; and

WHEREAS, the duties, responsibilities, and authority of the Legal Counsel Child Support 2 shall revert to the former Legal Counsel Child Support 2 upon completion of her TAHC as Director of CSE;

now, therefore,

BE IT RESOLVED, that Mr. John O'Shea shall no longer maintain his existing TAHC status for the Legal Counsel Child Support 2 position once the position is filled by the former Legal Counsel Child Support 2.

FISCAL NOTE: Adoption of this resolution has no fiscal effect.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 4/23/10

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: REQUEST TAHC AUTHORIZATION FOR THE POSITION OF LEGAL COUNSEL CHILD SUPPORT 2 IN THE DEPARTMENT OF CHILD SUPPORT ENFORCEMENT.

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. Approval of this resolution authorizes the existing TAHC for Mr. John O'Shea to continue until the Legal Counsel 2 Child Support returns to her position. This will occur when the director of Child Support Enforcement returns from her TAHC as Director of DHHS.

B. There are no budgetary impacts due to the fact that the Legal Counsel Child Support 2 position is authorized and funded in the 2010 Adopted Budget. However, the cost including salary and social security for 90-days is \$2,357 with an offsetting revenue of \$1,556. Therefore, temporarily assigning an employee to the position via TAHC status or permanently filling the position has no budgetary effect.

C. No fiscal impacts are anticipated for the current or subsequent fiscal year. See above.

D. As the Legal Counsel 2 Child Support position administers the day-to-day activities of the Legal Division for the Department, it is assumed that this position would need to be filled throughout the year.

Department/Prepared By DAS- Fiscal, Antionette Thomas-Balley

Authorized Signature



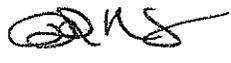
¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Did DAS-Fiscal Staff Review?

Yes

No

COUNTY OF MILWAUKEE
DAS-Division of Human Resources
Inter-office Communication

DATE : May 7, 2010
TO : Lee Holloway, Chairman, Milwaukee County Board of Supervisors
FROM : Dr. Karen R. Jackson, Director, Division of Human Resources 
SUBJECT: **Proposed Resolution Regarding Extension of TAHC Assignment**

Issue:

Request is being made to seek an extension of the Temporary Assignment To A Higher Classification (TAHC) for Mr. Timothy Schoewe, currently serving in the position of Corporation Counsel, until such time that an appointment is made to fill this position.

Background:

Upon the resignation of William Domina, Corporation Counsel, on February 6, 2010, Mr. Schoewe was placed in a TAHC for the position of Corporation Counsel. Mr. Schoewe's TAHC began on February 8, 2010 and ends on May 2. Section 59.42 (2) of WI State Statutes requires that "Deputy corporation counsels shall have, according to their rank and seniority, the powers and duties of the corporation counsel in his or her absence or disability."

Recommendation:

To assure continuity of operations and leadership of the Office of Corporation Counsel, the recommendation is that the attached resolution be referred to the Personnel Committee and the County Board for approval to extend Mr. Timothy Schoewe's TAHC until a new Corporation Counsel is appointed.

KRJ:hmf

Attachment

Cc: County Executive Scott Walker
Thomas Nardelli, Chief of Staff, County Executive's Office
Terry Cooley, Chief of Staff, County Board of Supervisors
Cynthia Archer, Director, DAS
Supervisor Patricia Jursik, Chairman, Personnel Committee
Rick Ceschin, Senior Research Analyst, County Board
Jodi Mapp, Committee Clerk

1
2

3 (ITEM) From the Director of the Department of Administrative Services – Human
4 Resources, recommending adoption of the following:

5

A RESOLUTION

6 WHEREAS, Temporary Assignment to a Higher Classification (TAHC) are authorized
7 for non-represented employees in C.G.O 17.085; and

8
9 WHEREAS, C.G.O 17.085 states that employees in the classified and unclassified
10 service may receive a temporary assignment to a vacant unclassified position for (90) days or
11 less with one (1) extension of ninety (90) days or less with the extension provision pursuant to
12 approval by the Human Resources Director; and

13
14 WHEREAS, C.G.O 17.085 states that any further extensions must be approved by the
15 County Board; and

16
17 WHEREAS, the position of Corporation Counsel has been vacant since February 5,
18 2010, when the incumbent received TAHC authorization to serve as the Corporation Counsel;
19 and

20
21 WHEREAS, Section 59.42 (2) of WI State Statutes requires that "Deputy corporation
22 counsels shall have, according to their rank and seniority, the powers and duties of the
23 corporation counsel in his or her absence or disability.";

24
25 WHEREAS, in order to administer the day-to-day operations of the Office of
26 Corporation Counsel, the duties, responsibilities, and authority of the position of Corporation
27 Counsel have been assumed via TAHC authorization by Mr. Timothy Schoewe;

28
29 now, therefore,

30 BE IT RESOLVED, that Mr. Timothy Schoewe's TAHC as Corporation Counsel is
31 extended for the period from May 3, 2010 until a new Corporation Counsel has been
32 appointed.

33
34 **FISCAL NOTE:** Adoption of this resolution has no fiscal effect.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 5/3/10

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: REQUEST EXTENSION OF TAHC AUTHORIZATION FOR THE POSITION OF CORPORATION COUNSEL.

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. Approval of this resolution authorizes an extension of the existing TAHC for Mr. Timothy Schoewe to continue for the period May 3, 2010 until a new Corporation Counsel is appointed.

B. Since it is unknown when a new Corporation Counsel will be appointed, this fiscal note assumes a TAHC for 90 days. The cost of this TAHC is \$5,562. This includes salary and social security cost for 7 pay periods.

C. There is no budgetary impact due to the fact that the Corporation Counsel position is authorized and funded in the 2010 Adopted Budget. Therefore, temporarily assigning an employee to the position via TAHC status or permanently filling the position has no fiscal effect

D. It is assumed that Mr. Schoewe's existing position is also filled on a temporary basis, otherwise the cost of the TAHC is less.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Department/Prepared By DAS - Fiscal Affairs, John Ruggini

Authorized Signature *S.A. M*

Did DAS-Fiscal Staff Review? Yes No

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

10

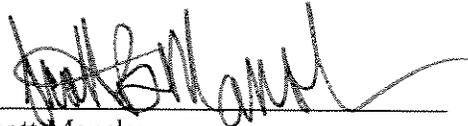
DATE : May 18, 2010

TO : Supervisor Patricia Jursik, Chair, Personnel Committee
Supervisor Elizabeth Coggs., Chair, Finance and Audit Committee

FROM : Scott Manske, Controller

SUBJECT : Fiscal Note on the Tentative Agreement for the 2009-2011 Contract between Milwaukee County and the Association of Milwaukee County Attorneys (Attorneys)

Attached to this memo is the fiscal note on the above-mentioned contract that will be considered by the Personnel Committee and Finance and Audit Committee.



Scott Manske
Controller

Attachment

cc: Supervisor Lee Holloway, Chairman, Milwaukee County Board of Supervisors
Personnel Committee Members
Finance and Audit Committee Members
Dr. Karen Jackson, Director, DAS – Human Resources Division
Greg Gracz, DAS – Labor Relations
Terrence Cooley, Chief of Staff, County Board
Cynthia Archer, Director, Department of Administrative Services
Jerome Heer, Director of Audits
Steven Kreklow, DAS - Fiscal and Budget Administrator
Jodi Mapp, Personnel Committee Clerk
Delores Hervey, Chief Committee Clerk, County Board Staff
Stephen Cady, Fiscal and Budget Analyst, County Board Staff
Rick Ceschin, Senior Research Analyst, County Board Staff
Tom Nardelli, Chief of Staff, Office of County Executive

FISCAL NOTE

The following provides a summary of the fiscal impact of the proposed Association of Milwaukee County Attorneys (Attorneys) contract agreement for the years 2009-2011. The impact estimates are inclusive of all wage-related negotiated items for title codes under the Attorneys Union. The following estimates are based upon current personnel in the union and negotiated changes impacting the wages and other benefit costs. The actual fiscal impact may be greater than or less than the impact that is estimated below.

The following table presents the key wage and benefit elements of the proposed contract:

**Table 1: Wage and Benefit Proposals
Attorneys Contract 2009 - 2011**

Wage Rate Increases:

No wage rate increases proposed for 2009-2011

Other Wage Related Items

Replace Pay Range 24C with Pay Range 28Z	<u>Effective</u> 12/26/2010
--	--------------------------------

Step Increases:

Step increases shall be eliminated for a twelve month period.	<u>Effective</u> 6/1/2010*
---	-------------------------------

Health Care Plan Changes

Increase PPO Out of Network Percentage from 20% to 30%	<u>Effective</u> 6/1/2010*
Increase PPO Deductibles (\$100 single, \$300 family)	6/1/2010*
Increase PPO Out of Pocket Maximums (\$500 single, \$1,000 family)	6/1/2010*
Increase PPO and HMO Emergency Room Co-pay by \$50	6/1/2010*

Employee Contributions to Health Insurance Premiums

Proposed Contribution Rates:

	<u>Single</u>		<u>Family</u>
PPO Plan 2010	\$ 90	\$	180
HMO Plan 2010	50		100
PPO Plan 2011	110		220
HMO Plan 2011	70		140

Current Contribution Rates:

PPO Plan 2009	\$ 75	\$	150
HMO Plan 2009	35		70

Pension Plan Changes

Decrease multiplier from 2.0% to 1.6% prospectively for all employees	<u>Effective</u> 6/1/2010*
Increase normal retirement age from 60 to 64 for employees hired after 1/1/2010	1/1/2010

* An effective date of June 1, 2010 has been used to estimate the costs savings related to the changes in the health care plan, health care contributions and pension multiplier.

Table 1: Wage and Benefit Proposals
Attorneys Contract 2009 - 2011
(continued from previous page)

Seminar Reimbursement

Increase annual reimbursement for continuing education from \$600 to \$700 per employee. This would apply to 49 employees. 1/1/2011

Increase reimbursement for membership dues for the Wisconsin Bar Association to include the special assessment amount, which are currently \$247 per year. This would apply to 23 employees. 1/1/2011

2010 Furlough Days

If the 2009-2011 contract with the Attorneys is ratified and the County Executive grants an exemption to the Attorneys for the furlough days required by Executive Order 10-1, the fiscal impact would be additional costs to the County of an estimated \$46,971.

Retiree Health Care Savings

Adoption of the changes in health care benefits described above would result in additional savings related to retirees. The estimated annual savings related to retirees from the Attorneys is \$23,930. The retiree health care savings are likely to increase due to increases in overall health care costs.

The following tables present the fiscal impact summary by year:

**Table 2: Fiscal Impact by Year
 Attorneys Contract 2009 - 2011**

	<u>2009</u>	<u>2010</u>	<u>2011</u>
Wage Rate Increases			
2009, 2010, 2011	\$ -	\$ -	\$ -
Postpone Step Increases	-	(54,620)	(31,430)
24Z to New Pay Grade 28Z	-	-	7,250
Sub-Total Wages	-	(54,620)	(24,180)
7.65% FICA	-	(4,180)	(1,850)
8.90% Pension	-	(4,860)	(2,150)
Sub-Total Wages, FICA & Pension	-	(63,660)	(28,180)
Health Care Plan Changes			
Increase PPO Out of Network Percentage	-	(9,200)	(20,060)
Increase PPO Deductibles	-	(285)	(570)
Increase PPO Out of Pocket Maximums	-	(285)	(570)
Increase PPO and HMO Emergency Room Co-pay	-	(1,860)	(1,860)
Contributions to Health Insurance			
PPO	-	(3,600)	(16,800)
HMO	-	(2,880)	(13,440)
Pension Plan Changes			
Decrease multiplier from 2.0% to 1.6%	-	(25,700)	(51,400)
Increase retirement age from 60 to 64	-	(3,240)	(3,240)
Seminar Reimbursement			
Increase in continuing education reimbursement	-	-	4,900
Increase in annual dues reimbursement	-	-	5,681
Total Wage and Benefit Change	<u>\$ -</u>	<u>\$ (110,710)</u>	<u>\$ (125,539)</u>
Amounts Used in Calculations:			
Full-time equivalents	49.0	49.0	49.0
Total calculated wages	\$ 5,062,565	\$ 5,007,945	\$ 5,038,385
Average wage rate/hour	\$ 49.67	\$ 49.14	\$ 49.43
Total base wages	\$ 5,062,565	\$ 5,062,565	\$ 5,062,565
Annual Lift Pcntg Wages on base wage	0.00%	-1.08%	0.60%
Cumulative Lift Pcntg Wages on base wage	0.00%	-1.08%	-0.48%
Annual Lift Pcntg All Costs on base wage	0.00%	-2.19%	-0.29%
Cumulative Lift Pcntg All Costs on base wage	0.00%	-2.19%	-2.48%

CHANGES IN PROPOSED OFFER:

Following are the changes that are in the tentative contract agreement for the Attorneys:

1. Wage Rate Increases

The tentative agreement does not include any provisions for wage rate increases in 2009-2011.

2. Step Increases

The tentative agreement eliminates scheduled step increases for a twelve month period following the effective date of the contract. For purposes of this fiscal note, we have assumed an effective date of June 1, 2010. Postponing step increases for twelve months would result in a total costs savings of \$86,050 in 2010 and 2011.

3. Movement of all members in Pay Grade 24C to Pay Grade 28Z

The proposed agreement calls for all members currently in pay grade 24C to be moved to pay grade 28Z effective December 26, 2010. There is currently one (1) member at step 4 in pay grade 24C. This member would be moved to step 5 of pay grade 28Z.

Below is a comparison between pay grades 24C and 28Z:

Step	Pay Grade 24C	Pay Grade 28Z	Increase in Hourly Rate	Increase in Annual Pay
1	\$ 23.75	\$ 25.93	\$ 2.18	\$4,542.72
2	24.62	26.27	1.65	3,435.33
3	25.49	27.52	2.03	4,219.90
4	26.64	28.74	2.10	4,357.81
5	26.64	30.13	3.49	7,259.20

*Step 4 is the highest step for pay grade 24C.

4. Changes in Health Care Benefits

The tentative agreement calls for the following changes to the health care plan with an estimated effective date of May 1, 2010:

Item	Health Care Plan	Annual Cost Impact 2011
1	PPO: Patients share of out-of-network costs increase from 20% to 30%	\$ (20,060)
2	PPO: Deductibles increase by \$100/month for a single plan and \$300/month for a family plan	\$ (570)
3	PPO: Increase out-of-pocket maximums by \$500/year for a single plan and \$1,000/year for a family plan	\$ (570)
4	PPO and HMO: Increase emergency room co-pay by \$50/occurrence	\$ (1,860)

There are currently 23 members who are in the County PPO plan and 22 members in the County HMO plan. The County-wide cost estimates for the changes in the health care plan were prepared by an outside consultant and then allocated to all health care members in the PPO and HMO plans based on active employees and retirees. The expected cost savings are estimated based on the implementation date of the proposed changes and the current membership in the PPO and HMO plans. The amounts above exclude savings related to retirees. The estimated 2011 savings related to changes in health care benefits for Attorney retirees is \$23,930.

5. Change in Employee Contribution for Health Care:

Table 1 is self-explanatory with regards to the changes in health care contributions by employees of the union.

6. Changes in Pension Benefits

The tentative agreement proposes the following changes to the pension plan:

Item	Effective Date	Pension Plan	Annual Cost Impact 2011
1	6/1/2010	The annual multiplier on future years of pension service credits shall decrease from 2.0% to 1.6%	\$ (51,400)
2	1/1/2010	The normal retirement age shall be increased from 60 to 64 for employees hired after 1/1/2010	\$ (3,240)

7. Changes in Seminar Reimbursement:

Table 1 is self-explanatory with regards to the changes in seminar reimbursement for employees of the union.

Budgetary Fiscal Impact

Based on the data provided in the previous tables, the following provides a summary of the budgetary fiscal impact for the years 2009-2011:

**Table 3: Budgetary Fiscal Impact
 Attorneys Contract 2009 - 2011**

	<u>2009</u>	<u>County Offer</u> <u>2010</u>	<u>2011</u>
Cost			
Wage Contract Cost	\$ -	\$ (63,660)	\$ (28,180)
Health Care Plan Changes	-	(11,630)	(23,060)
Contributions to Health Insurance	-	(6,480)	(30,240)
Pension Plan Changes	-	(28,940)	(54,640)
Increase in Seminar Reimbursement	-	-	10,581
Total Cost	<u>-</u>	<u>(110,710)</u>	<u>(125,539)</u>
Funding Source			
Prior Year Funds	-	-	-
Current Year Appropriations	-	(252,819)	-
Pension Budget Appropriations	-	-	-
Total Sources	<u>-</u>	<u>(252,819)</u>	<u>-</u>
Additional Resources Required	<u>\$ -</u>	<u>\$ 142,109</u>	<u>\$ (125,539)</u>

The 2009 budget was adopted without including a projection for 2009 wage contract settlements in departmental budgets. There are no wage rate increases proposed in the tentative agreement; therefore, ratification of this contract would have no fiscal impact on 2009.

The 2010 departmental budgets for personnel services were reduced by the estimated cost savings related to the elimination of step increases, health care plan changes, increases in health care contributions and changes to the pension plan. The 2010 budget included \$252,819 in estimated cost savings related to active Attorney employees. The savings in the 2010 budget were estimated based on an implementation date of January 1, 2010 for wage and benefit changes. The estimated savings of \$110,710 for this tentative agreement are based on an implementation date of July 1, 2010. The delay in implementation accounts for approximately \$126,400 of the \$142,109 budget deficit for 2010. The remaining budget deficit is due primarily to changes in estimated pension savings based upon a more current actuarial calculation.

Wage and Benefit Lift for 2009 - 2011

The following table projects the cumulative dollar change and percentage lift in costs for the proposed contract. It includes costs for 2012 while the previous tables only reflected cost impacts on the 2009, 2010 and 2011 budget years. The 2012 budget year is included to illustrate the full impact of the proposed changes as wage increases made in 2011 will not be fully realized until 2012.

**Table 4: 2009 - 2011 Cumulative Lift for 2012
 Attorneys Contract 2009 - 2011**

As if all costs were annualized

	<u>Final Offer</u>	
	<u>Cumulative</u>	<u>Cumulative</u>
	<u>Total Lift</u>	<u>Lift %</u>
Continuing Cost Increase (Decrease) Over Prior Year		
2009	\$ -	0.00%
2010	-	0.00%
2011	-	0.00%
Sub-total Wage Rate Increase	-	0.00%
Postpone Step Increases	-	0.00%
24Z to New Pay Grade 28Z	<u>7,250</u>	0.14%
Sub-total Wage Increase	7,250	0.14%
FICA	550	0.14%
Pension	<u>650</u>	0.01%
Total Lift from Wages	8,450	0.17%
Health Care Plan Changes	(24,870)	-0.49%
Contributions to Health Insurance	(30,240)	-0.60%
Pension Plan Changes	(54,640)	-1.08%
Increase in Tuition/Dues Reimbursement	<u>10,581</u>	0.21%
Total Lift	<u>\$ (74,299)</u>	-1.47%
 Lift as a Percentage of Base Wages		
Annual Lift Percentage		-0.49%
Cumulative Lift Percentage		-1.47%
Base Wages	\$ 5,062,565	

Administrative Costs Associated with Implementing this Contract

To implement this contract, personnel in the Department of Administrative Services and MSD will have to input the rate changes into the Ceridian HPW System. Employee benefits will have to ensure changes to retirement benefits are entered into the Vitech system. For wage rates, and health plan changes, the implementation will require internal time and effort. Health plan changes for current union members will be effectuated during a special open enrollment process which is expected to be concluded by July 1, 2010. A similar open enrollment period will be needed for retirees. The number of personnel hours to complete this task has not been determined yet, but other projects may be delayed to implement this contract.

The above information was prepared by the Department of Administrative Services and will be reviewed by the Department of Audit and County Board Fiscal and Budget Analyst. A separate report will be issued by them based upon their review.

COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

Date: April 8, 2010

To: Supervisor Lee Holloway, Chairman
Milwaukee County Board of Supervisors

From: Gregory L. Gracz, Director of Labor Relations 

RE: Ratification of the 2009-2011 Memorandum of Agreement between Milwaukee County and the Association of Milwaukee County Attorneys

Milwaukee County has reached an understanding with the bargaining team for the Association of Milwaukee County Attorneys that establishes a memorandum of agreement for 2009-2011.

I am requesting that this item be placed on the next agenda for the meeting of Finance and Audit Committee and the Personnel Committee as an action item. If the Committees' would like to meet in closed session to discuss the changes first, please request that the Committee make appropriate arrangements when noticing the meeting.

The following documents will be provided to the Committees for their review:

- 1) A comparison copy agreed upon language for each MOA. These copies contain both the old and new contract language. The old language will be indicated with "~~strike through~~" and the new language will be "underlined";
- 2) A Union notification that the MOAs was ratified by the membership;
- 3) A draft Resolution approving the MOAs, this will also be provided electronically to the appropriate committee clerks;
- 4) The Department of Administrative Services (DAS) is preparing a fiscal note, which will be reviewed by the Department of Audit and County Board Staff. The finalized fiscal note will be sent to the Committees by DAS as soon as it is completed.

If you have any questions, please call me at 223-1933.

cc: County Board of Supervisors
Stephen Cady, County Board Staff
Richard Ceschin, County Board Staff
Terrence Cooley, Chief of Staff, County Board
Jerome Heer, Director, Dept. of Audit
Scott Manske, Controller, DAS
Karen R. Jackson, Ph.D. Director of Human Resources
Timothy Schoewe, Corporation Counsel
Cynthia Archer, Director, Dept. of Administrative Services.
Thomas G. Nardelli, Chief of Staff, Office of the County Executive
Jodi Mapp, Personnel Committee Clerk
Delores Hervey, Finance and Audit Committee Clerk

PART 2

2.01 WAGES

- (1) ~~Effective November 4, 2007 the wages of the bargaining unit shall be increased by one percent (1%).~~
- (2) ~~Effective April 6, 2008 the wages of the bargaining unit shall be increased by one percent (1%).~~
- (3) ~~Effective June 29, 2008 the wages of the bargaining unit shall be increased by one percent (1%).~~
- (4) ~~Effective October 5, 2008 the wages of the bargaining unit shall be increased by one percent (1%).~~
- (5) ~~A \$250 per employee lump sum payment, shall be made to employees who have an assigned work week of twenty (20) or more hours per week, and who were on the payroll as of the first pay period following ratification of the 2007-2008 contract.~~
- (61) Employees shall advance from one step in the range to the next higher step based upon meritorious performance at each step of at least 2080 straight time hours paid, and upon completion of a performance appraisal by the appointing authority or designee.
- (72) Effective January 1, 2006 employees in the Legal Counsel Child Support I, Legal Counsel Criminal, and Legal Counsel I Adoptions classifications shall be allowed to advance to any and all steps beyond Step 12 in the range based upon meritorious performance at each step of the range of at least 2080 straight time hours paid and upon completion of a performance appraisal by the appointing authority or designee. Employees who have been at Step 12 for at least 2080 hours shall move to Step 13 at the beginning of the pay period following the day and month of the employee's hire date upon completion of a performance appraisal by the appointing authority.
- (83) The appointing authority may, at his/her discretion, advance an employee more than one step after completing 2080 straight time hours paid for outstanding

1 performance he/she feels is deserving of such advancement as determined by a
2 performance appraisal completed by the appointing authority or designee.

3 (94) Employees may, at the discretion of the appointing authority, be held at their
4 current step or be demoted as much as two steps upon unsatisfactory
5 performance as determined by a performance appraisal completed by the
6 appointing authority or designee.

7 (405) The appointing authority may at the time of hire appoint an individual to any
8 step in the pay range.

9 (446) Except as otherwise provided, pay range 34Z applies to employees in all
10 attorney classifications governed by the WERC certification, including, the
11 classifications of Principal Assistant Corporation Counsel, Assistant Family
12 Court Commissioner, Judicial Court Commissioner, Fulltime Court
13 Commissioner, Probate Court Commissioner, Legal Counsel I Child Support,
14 Legal Counsel Criminal, Legal Counsel Adoptions and Deputy Register in
15 Probate. The wages of the bargaining unit pay range 34Z for the calendar
16 years 2007 and 2008 shall be specified in Appendix 1 attached hereto and
17 incorporated herein by this reference.

18 (427) Pay range 24C applies to employees in the classification of Court Research
19 Coordinator. The wages of the bargaining unit pay range 24C for the calendar
20 years 2007 and 2008 shall be specified in Appendix 1 attached hereto and
21 incorporated herein by this reference.

22 ~~(13) The first step of pay ranges 24C and 34Z shall be dropped effective January 1,~~
23 ~~2008.~~

24 (8) All step increases identified in 2.01 (1), (2) and (3) and as provided for in
25 Chapter 17 of the Milwaukee County General Ordinances are eliminated for a
26 twelve (12) month period commencing on June, 1, 2010.

27 (9) Effective Pay Period One (1) 2011, (December 26, 2010), pay range 28Z is
28 created with the following steps:

<u>Step</u>	<u>Hourly Pay</u>
<u>1</u>	<u>25.93</u>
<u>2</u>	<u>26.27</u>

1 ~~(c) All employees enrolled in the Patient Choice PPO will pay health~~
2 ~~insurance premiums of \$75.00 per month for single plan coverage and~~
3 ~~\$150.00 per month for family plan coverage effective following~~
4 ~~ratification of the 2007-2008 contract and an open enrollment period~~
5 ~~with a target date of May 1, 2007.~~

6 ~~(d) Each eligible employee enrolled in the WPS Statewide/National PPO~~
7 ~~will pay health insurance premiums of \$100.00 per month for single~~
8 ~~plan coverage and \$200.00 per month for family plan coverage~~
9 ~~effective following ratification of the 2007-2008 contract and an open~~
10 ~~enrollment period with a target date of May 1, 2007.~~

11 (a) Effective January of 2009, employees enrolled in the PPO shall pay
12 seventy-five dollars (\$75.00) per month toward the monthly cost of a
13 single plan and one hundred fifty dollars (\$150.00) per month toward the
14 monthly cost of a family plan.

15 (b) Employees enrolled in the PPO shall pay ninety dollars (\$90.00) per month
16 toward the monthly cost of a single plan and one hundred eighty dollars
17 (\$180.00) per month toward the monthly cost of a family plan effective
18 following ratification of the 2009-2011 contract and an open enrollment
19 period with a target date of June 1, 2010.

20 (c) Effective January of 2011, employees enrolled in the PPO shall pay one
21 hundred ten dollars (\$110.00) per month toward the monthly cost of a single
22 plan and two hundred twenty dollars (\$220.00) per month toward the
23 monthly cost of a family plan.

24 (d) Effective January of 2009, employees enrolled in the HMO shall pay thirty-
25 five dollars (\$35.00) per month toward the monthly cost of a single plan and
26 seventy dollars (\$70.00) per month toward the monthly cost of a family
27 plan.

28 (e) Employees enrolled in the HMO shall pay fifty dollars (\$50.00) per month
29 toward the monthly cost of a single plan and one hundred dollars (\$100.00)
30 per month toward the monthly cost of a family plan effective following

1 ratification of the 2009-2011 contract and an open enrollment period with a
2 target date of June 1, 2010.

3 (f) Effective January of 2011, employees enrolled in the HMO shall pay
4 seventy dollars (\$70.00) per month toward the monthly cost of a single plan
5 and one hundred forty dollars (\$140.00) per month toward the monthly cost
6 of a family plan.

7 (eg) The appropriate payment shall be made through 24 equal payroll
8 deductions. When there are not enough net earnings to cover such a
9 required contribution, and the employee remains eligible to participate in a
10 health care plan, the employee must make the payment due within ten
11 working days of the pay date such a contribution would have been
12 deducted. Failure to make such payment will cause the insurance coverage
13 to be canceled effective the first of the month for which the premium has
14 not been paid.

15 (fh) The County shall deduct employees' contributions to health insurance on a
16 pre-tax basis pursuant to a Section 125 Plan. Other benefits may be
17 included in the Section 125 Plan as mutually agreed upon by the County
18 and the Union. Such agreement would be by collateral agreement to this
19 contract.

20 (gi) The County shall establish and administer Flexible Spending Accounts
21 (FSA's) for those employees, who desire to pre-fund their health
22 insurance costs as governed by IRS regulations. The County retains
23 the right to select a third party administrator.

24 (4) In the event an employee who has exhausted accumulated sick leave is placed
25 on leave of absence without pay status on account of illness, the County shall
26 continue to pay the monthly cost or premium for the Health Plan chosen by the
27 employee and in force at the time leave of absence without pay status is
28 requested, if any, less the employee contribution during such leave for a period
29 not to exceed one (1) year. The 1-year period of limitation shall begin to run
30 on the first day of the month following that during which the leave of absence
31 begins. An employee must return to work for a period of sixty (60) calendar

1 days with no absences for illness related to the original illness in order for a
2 new 1-year limitation period to commence.

3 (5) Where both husband and wife are employed by the County, either the husband
4 or the wife shall be entitled to one family plan. Further, if the husband elects to
5 be the named insured, the wife shall be a dependent under the husband's plan, or
6 if the wife elects to be the named insured, the husband shall be a dependent
7 under the wife's plan. Should neither party make an election the County
8 reserves the right to enroll the less senior employee in the plan of the more
9 senior employee. Should one spouse retire with health insurance coverage at no
10 cost to the retiree, the employed spouse shall continue as a dependent on the
11 retiree's policy, which shall be the dominant policy.

12 (6) Coverage of enrolled employees shall be in accordance with the monthly
13 enrollment cycle administered by the County.

14 (7) Eligible employees may continue to apply to change their health plan to one of
15 the options available to employees on an annual basis. This open enrollment
16 shall be held at a date to be determined by the County and announced at least
17 forty-five (45) days in advance.

18 (8) The County shall have the right to require employees to sign an authorization
19 enabling non-County employees to audit medical and dental records.
20 Information obtained as a result of such audits shall not be released to the
21 County with employee names unless necessary for billing, collection, or
22 payment of claims.

23 (9) The County reserves the right to terminate its contracts with its health plans
24 and enter into a contract with any other administrator. The County may
25 terminate its contract with its current health plan administrator and enter into a
26 replacement contract with any other qualified administrator or establish a self-
27 administered plan provided:

28 (a) That the cost of any replacement program shall be no greater to individual
29 group members than provided in par. (3) above immediately prior to
30 making any change.

- 1 (b) That the coverages and benefits of such replacement program shall remain
2 the same as the written Plan Document currently in effect for employees
3 ~~and retirees.~~
- 4 (c) Prior to a substitution of a Third Party Administrator (TPA)
5 or implementing a self-administered plan, the County agrees to provide
6 the Association with a full 60 days to review any new plan and/or TPA.
- 7 (10) The County reserves the right to establish a network of Preferred Providers.
8 The network shall consist of hospitals, physicians, and other health care
9 providers selected by the County. The County reserves the right to add,
10 modify or delete any and all providers under the Preferred Provider Network.
- 11 (11) Upon the death of any retiree, only those survivors eligible for health insurance
12 benefits prior to such retiree's death shall retain continued eligibility for the
13 Employee Health Insurance Program.
- 14 (12) Employees hired on and after January 01, 2006 may upon retirement opt to
15 continue their membership in the County Group Health Benefit Program upon
16 payment of the full monthly cost.
- 17 (13) All eligible employees enrolled in the PPO shall have a deductible equal to the
18 following:
- 19 (a) The in-network deductible shall be one hundred fifty dollars (\$150.00) per
20 insured, per calendar year; four hundred fifty dollars (\$450.00) per family,
21 per calendar year.
- 22 (b) The out-of-network deductible shall be four hundred dollars (\$400.00)
23 per insured, per calendar year; one thousand two hundred dollars
24 (\$1,200.00) per family, per calendar year.
- 25 (c) Following ratification of the 2009-2011 contract and an open
26 enrollment period with a target date of June 1, 2010, the in-network
27 deductible shall be two hundred fifty dollars (\$250.00) per insured, per
28 calendar year; seven hundred fifty dollars (\$750.00) per family, per
29 calendar year.
- 30 (d) Following ratification of the 2009-2011 contract and an open enrollment
31 period with a target date of June 1, 2010, the out-of-network deductible

1 shall be five hundred dollars (\$500.00) per insured, per calendar year; one
2 thousand five hundred dollars (\$1,500.00) per family, per calendar year.

3 (14) All eligible employees and/or their dependents enrolled in the PPO shall be
4 subject to a twenty dollar (\$20.00) in-network office visit co-payment or forty
5 dollar (\$40.00) out-of-network office visit co-payment for all illness or injury
6 related office visits. The in-network office visit co-payment shall not apply to
7 preventative care, which includes prenatal, baby-wellness, and physicals, as
8 determined by the plan.

9 (15) All eligible employees and/or their dependents enrolled in the PPO shall be
10 subject to a co-insurance co-payment after application of the deductible and/or
11 office visit co-payment.

12 (a) The in-network co-insurance co-payment shall be equal to ten percent
13 (10%) of all charges subject to the applicable out-of-pocket maximum,

14 (b) The out-of-network co-insurance co-payment shall be equal to twenty
15 percent (20%) of all charges subject to the applicable out-of-pocket
16 maximum,

17 (c) Effective following ratification of the 2009-2011 contract and an open
18 enrollment period with a target date of June 1, 2010, the out-of-network
19 co-insurance co-payment shall be equal to thirty percent (30.00%) of all
20 charges subject to the applicable out-of-pocket maximum,

21 (16) All eligible employees enrolled in the PPO shall be subject to the following
22 out-of-pocket expenses including any applicable deductible and percent co-
23 payments to a calendar year maximum of

24 (a) one thousand five hundred dollars (\$1,500.00) in-network under a
25 single plan.

26 (b) two thousand five hundred dollars (\$2,500.00) in-network under a
27 family plan.

28 (c) three thousand dollars (\$3,000.00) out-of-network under a single plan.

29 (d) five thousand dollars (\$5,000.00) out-of-network under a family plan.

1 (e) Effective following ratification of the 2009-2011 contract and an open
2 enrollment period with a target date of June 1, 2010, two thousand dollars
3 (\$2,000.00) in-network under a single plan.

4 (f) Effective following ratification of the 2009-2011 contract and an open
5 enrollment period with a target date of June 1, 2010, three thousand five
6 hundred dollars (\$3,500.00) out-of-network under a single plan.

7 (g) Effective following ratification of the 2009-2011 contract and an open
8 enrollment period with a target date of June 1, 2010, three thousand five
9 hundred dollars (\$3,500.00) in-network under a family plan.

10 (h) Effective following ratification of the 2009-2011 contract and an open
11 enrollment period with a target date of June 1, 2010, six thousand dollars
12 (\$6,000.00) out-of-network under a family plan.

13 ~~(e)~~(i) Office visit co-payments are not limited and do not count toward the
14 calendar year out-of-pocket maximum(s).

15 ~~(f)~~(j) Charges that are over usual and customary do not count toward the
16 calendar year out-of-pocket maximum(s).

17 ~~(g)~~(k) Prescription drug co-payments do not count toward the calendar year
18 out-of-pocket maximum(s).

19 ~~(h)~~(l) Other medical benefits not described in 16 ~~(e), (f), and (g)~~ (i), (j), (k) shall
20 be paid by the County at 100% after the calendar year out-of-pocket
21 maximum has been satisfied.

22 (17) All eligible employees and/or their dependents enrolled in the PPO shall pay a
23 fifty dollar (\$50.00) emergency room co-payment in-network or out-of-network.
24 Effective following ratification of the 2009-2011 contract and an open
25 enrollment period with a target date of June 1, 2010, the emergency room co-
26 payment in-network or out-of-network shall increase to one hundred dollars
27 (\$100.00). The co-payment shall be waived if the employee and/or their
28 dependents are admitted directly to the hospital from the emergency room. In-
29 network and out-of-network deductibles and co-insurance percentages apply.

30 (18) All eligible employees enrolled in the PPO or HMO shall pay the following for
31 a thirty (30) day prescription drug supply at a participating pharmacy or a ninety

1 (90) day mail-order prescription drug supply:

2 (a) Five dollar (\$5.00) co-payment for all generic drugs.

3 (b) Twenty dollar (\$20.00) co-payment for all brand name drugs on the
4 formulary list.

5 (c) Forty dollar (\$40.00) co-payment for all non-formulary brand name
6 drugs.

7
8 (d) Non-legend drugs may be covered at the five dollar (\$5.00) generic co-
9 payment level at the discretion of the plan.

10 (e) The plan shall determine all management protocols.

11 (19) All eligible employees and/or their dependents enrolled in the HMO shall be
12 subject to a ten dollar (\$10.00) office visit co-payment for all illness or injury
13 related office visits. The office visit co-payment shall not apply to
14 preventative care. The County and/or the plan shall determine preventative
15 care.

16 (20) All eligible employees and/or their dependents enrolled in the HMO shall pay
17 a one hundred dollar (\$100.00) co-payment for each in-patient hospitalization.
18 There is a maximum of five (5) co-payments per person, per calendar year.

19 (21) All eligible employees and/or their dependents enrolled in the HMO shall pay
20 fifty percent (50%) co-insurance on all durable medical equipment to a
21 maximum of fifty dollars (\$50.00) per appliance or piece of equipment.

22 (22) All eligible employees and/or their dependents enrolled in the HMO shall pay
23 a fifty dollar (\$50.00) emergency room co-payment (facility only). Effective
24 following ratification of the 2009-2011 contract and an open enrollment period
25 with a target date of June 1, 2010, the emergency room co-payment (facility
26 only) shall increase to one hundred dollars (\$100). The co-payment shall be
27 waived if the employee and/or their dependents are admitted to the hospital
28 directly from the emergency room.

29 (23) All eligible employees and/or their dependents benefits for the in-patient and
30 out-patient treatment of mental and nervous disorders, alcohol and other drug
31 abuse (AODA) are as follows:

- 1 (a) If the employee and the dependent use an in-patient PPO facility,
2 benefits are payable at eighty percent (80%) of the contracted rate for
3 thirty (30) days as long as the PPO approves both the medical necessity
4 and appropriateness of such hospitalization.
- 5 (b) If the employee and the dependent use a non-PPO facility, benefits are
6 payable at fifty percent (50%) of the contracted rate for a maximum of
7 thirty (30) days. The hospitalization is still subject to utilization review
8 for medical necessity and medical appropriateness.
- 9 (c) The first two (2) visits of outpatient treatment by network providers will
10 be reimbursed at one hundred percent (100%) with no utilization review
11 required. Up to twenty-five (25) further visits for outpatient treatment
12 when authorized by the PPO, will be reimbursed at ninety-five percent
13 (95%) of the PPO contracted rate. In addition, when authorized by the
14 PPO, up to thirty (30) days per calendar year, per insured, of day
15 treatment or partial hospitalization shall be paid at ninety five percent
16 (95%) of the contracted rate for all authorized stays at PPO facilities.
- 17 (d) The first fifteen (15) visits of out-patient treatment authorized by the
18 PPO but not provided by a PPO provider shall be paid at fifty percent
19 (50%) of the contracted rate for all medically necessary and appropriate
20 treatment as determined by the PPO. When authorized by the PPO, up to
21 thirty (30) days per calendar year, per insured, of day treatment or partial
22 hospitalization shall be paid at fifty percent (50%) of the contracted rate
23 for all authorized stays at non-PPO facilities.

24 (24) Each calendar year, the County shall pay a cash incentive of five hundred
25 dollars (\$500.00) per contract (single or family plan) to each eligible employee
26 who elects to dis-enroll or not to enroll in a Milwaukee County Health Plan.
27 Any employee who is hired on and after January 1 and who would be eligible to
28 enroll in health insurance under the present County guidelines who chooses not
29 to enroll in a Milwaukee County health plan shall also receive five hundred
30 dollars (\$500.00). Proof of coverage in a non-Milwaukee County group health
31 insurance plan must be provided in order to qualify for the five hundred dollars

1 (\$500.00) payment. Such proof shall consist of a current health enrollment
2 card.

3 (a) The five hundred dollars (\$500.00) shall be paid on an after tax basis.
4 When administratively possible, the County may convert the five
5 hundred dollars (\$500.00) payment to a pre-tax credit which the
6 employee may use as a credit towards any employee benefit available
7 within a flexible benefits plan.

8 (b) The five hundred dollars (\$500.00) payment shall be paid on an annual
9 basis by payroll check no later than April 1st of any given year to
10 qualified employees on the County payroll as of January 1st. An
11 employee who loses his/her non-Milwaukee County group health
12 insurance coverage may elect to re-join the Milwaukee County
13 Conventional Health Plan. The employee would not be able to re-join
14 an HMO until the next open enrollment period. The five hundred
15 dollars (\$500.00) payment must be repaid in full to the County prior to
16 coverage commencing. Should an employee re-join a health plan
17 he/she would not be eligible to opt out of the plan in a subsequent
18 calendar year.

19 (25) The County shall implement a disease management program. Such program
20 shall be designed to enhance the medical outcome of a chronic illness through
21 education, treatment, and appropriate care. Participation in the program by the
22 patient shall be strictly voluntary, and the patient can determine their individual
23 level of involvement. Chronic illness shall be managed through a variety of
24 interventions, including but not limited to contacts with patient and physician,
25 health assessments, education materials, and referrals. The County shall
26 determine all aspects of the disease management program. The County and the
27 Association agree to reopen the 2007–2008 contract to negotiate the
28 implementation of a Wellness and Disease Management Program if the County
29 is successful in establishing a Wellness and Disease Management Program.

30 (26) The County shall provide a Dental Insurance Plan equal to and no less than is
31 currently available to employees. Each eligible employee enrolled in the

1 Milwaukee County Dental Benefit Plan shall pay two dollars (\$2.00) per month
2 toward the cost of a single plan, or six dollars (\$6.00) per month toward the cost
3 of a family plan. Employees may opt not to enroll in the Dental Plan.
4

5 2.07 SEMINAR REIMBURSEMENT

- 6 (1) ~~Effective January 1, 2006~~ Milwaukee County agrees to provide seminar
7 reimbursement of six hundred dollars (\$600.00) per year per employee to be
8 used for the payment of registration fees or other reasonable and necessary
9 expenses for courses approved by the Continuing Legal Education Board and
10 related to the employee's work and taken in the current year or the preceding
11 year. Reimbursement of course fees shall be made on a voucher system. Each
12 employee shall account, as may be reasonably required by the County, for the
13 use of any funds from the Employee Continuing Legal Education Account.
14 Effective January 1, 2011, this seminar reimbursement amount will be
15 increased to seven hundred dollars (\$700.00) per year per employee. Should
16 management exercise discretion to purchase an Ultimate Pass product through
17 the State Bar of Wisconsin, the cost of the product will reduce the seminar
18 reimbursement amount available to any affected employee.
- 19 (2) Any unused funds as described in paragraph (1) above may be carried over for
20 use in the subsequent year. ~~Any unused hours necessary to complete the CLE~~
21 ~~requirement for the previous year may be carried over for the first 4 months of~~
22 ~~the subsequent year.~~
- 23 (3) Any unused portion of the amount contributed annually to each employee's
24 CLE account by the County may be used by the employee for the payment of
25 the costs of periodicals and other publications or payment toward professional
26 association dues related to the employee's work and purchased in the current
27 year or the preceding year. Payment toward such costs shall be made in the
28 pay period following the pay period in which the request for payment is made
29 or as soon thereafter as practical.
- 30 (4) Requests to use the money herein set forth shall be subject to the approval of
31 the Department Head. Such approval shall not be unreasonably denied.

1 (5) Upon termination of employment, an employee's right to any unused portion of
2 the funds remaining in the employees' Continuing Legal Education Account
3 shall also terminate. Any unused funds shall revert to the County.

4
5 (6) ~~Effective January 1, 2006~~ employees shall be reimbursed for one hundred percent
6 (100%) of the cost of the minimum required mandatory membership dues in the
7 Wisconsin Bar Association. Effective January 1, 2011, this one hundred percent
8 (100%) reimbursement will include the special assessments that are included in the
9 annual dues statement from the Wisconsin Bar Association.

10 11 2.11 RETIREMENT SYSTEM

12 (1) For employees hired on and after January 1, 1982, the provisions of Chapter
13 2.01.24, Employee Retirement System shall be modified as follows:

14 (a) Final average salary means the average annual earnable compensation
15 for five consecutive years of service during which the employee's
16 earnable compensation was the highest or, if he should have less than
17 five years of service, then his average annual earnable compensation
18 during such period of service. Effective December 22, 2002 (Pay
19 Period one of 2003), the word "five" in the preceding sentence shall be
20 replaced with "three".

21 (b) An employee who meets the requirements for a normal pension shall
22 receive an amount equal to 1-1/2% of his final average salary
23 multiplied by the number of years of service.

24 (c) All pension service credit earned on and after January 1, 2001 shall be
25 credited in an amount equal to 2% of the employee's final average
26 salary. For each year of service credit earned after January 1, 2001,
27 eight (8) years of service credit earned prior to January 1, 2001 shall be
28 credited at 2% of the employee's final average salary. Said credit shall
29 be awarded on a daily basis.

30 (d) Any employee whose last period of continuous membership began on
31 or after January 1, 1982, shall not be eligible for a deferred vested

1 pension if his employment is terminated prior to his completion of five
2 (5) years of service.

- 3 (2) Retention Incentive Bonus. Members of the system whose membership began
4 prior to January 1, 1982, and as of January 1, 2001, are either actively
5 employed or on an approved leave of absence, shall have their final average
6 salary increased by a bonus of 7.5% for each year of pension service credit
7 earned after January 1, 2001. Said bonus shall be credited on a daily basis and
8 the maximum bonus which can be added to an eligible member's final average
9 salary shall not exceed 25%. This provision shall not apply to a member of the
10 employee's Retirement System who became a member of the system prior to
11 January 1, 1982, and as of January 1, 2001 is either for a deferred vested
12 benefit under 201.24 (4.5) or is receiving a pension benefit, unless such
13 member returns to active County employment on or after January 1, 2001 and
14 is eligible to earn additional pension service credit.
- 15 (3) For employees who retire after January 1, 1986 overtime shall not be included
16 in the computation of final average salary.
- 17 (4) A member of the retirement system shall be eligible for an accidental
18 disability pension pursuant to Milwaukee County Ordinances.
- 19 (5) Veterans Service Credit. Employees retiring on or after November 22, 1989
20 shall be entitled to pension service credit for military service under Section
21 2.01.24 II(10) of the Employees Retirement System as amended by the County
22 Board of Supervisors through File #85-583(a) notwithstanding the effective
23 date indicated in the amendment.
- 24 (6) Members who retire on or after January 1, 2001 and whose membership in the
25 Employees' Retirement System began before January 1, 2006 shall be eligible for a
26 normal pension when the age of the member when added to his/her years of service
27 equals 75, but this provision shall not apply to any member eligible for a deferred
28 vested retirement benefit under 4.5 Chapter 201, Employees' Retirement System of
29 the County of Milwaukee. Nor shall this provision apply to any employee whose
30 membership in the Employees' Retirement System began on or after January 1,
31 2006.

1 (7) Members who hold positions for which membership in the Employees' Retirement
2 System is optional and opt for such membership, shall have pension service credit
3 earned after January 1, 2001 credited at 2%. However, such service credit shall not
4 result in a multiplier increase for service credit earned prior to January 1, 2001 nor
5 shall such service credit qualify the member for a retention incentive bonus.

6 (8) For all employees who became members of the employees retirement system after
7 January 1, 1971, all pension service credit earned on and after the date of execution
8 of this agreement shall be credited in an amount equal to 1.6% of the member's
9 final average salary, who at the time the service credit is earned, is covered by the
10 terms of this agreement.

11 (9) An employee whose initial membership in the retirement system began on or after
12 January 1, 2010 and began while covered by the terms of this agreement shall be
13 eligible for a normal pension if his employment is terminated on or after he has
14 attained age fifty-five (55) and has completed thirty (30) years of service, or if his
15 employment is terminated on or after he has attained age sixty-four (64).

16
17 2.19 DIRECT PAYROLL DEPOSIT

18 Effective as soon as administratively practicable after the execution of a successor agreement
19 all employees in the bargaining unit shall utilize The Milwaukee County Direct Deposit
20 Program.



Milwaukee County
Department of Labor Relations
Gregory L. Gracz, Director

Milwaukee County Courthouse
Labor Relations, Rm. 210
901 N. 9th St.
Milwaukee, WI 53233

Telephone: (414) 278-4852
Fax: (414) 223-1930

Side Letter

This is a side letter agreement between the Association of Milwaukee County Attorneys and Milwaukee County. The purpose of this letter is to set forth certain understandings not expressed in the recently agreed to Memorandum of Agreement for 2009-2011.

The parties agree that in the event any other group of Milwaukee County employees (excluding those employees represented by the Building Trades and FNHP), receives a wage increase for 2011, the parties may reopen collective bargaining on the existing labor agreement on the sole topic of wages for 2011.

The parties further agree that the ten (10) additional furlough days approved by the Milwaukee County Executive and County Board for 2010 shall be rescinded. The twelve (12) furlough days included in the adopted 2010 Milwaukee County remain in full force and effect.

The parties further agree that there shall be no layoffs of bargaining unit employees in 2010 unless the funding source for such employees is diminished by actions of the state and/or federal government.

Finally, the parties agree that in the event collective bargaining agreements or arbitration decisions covering a majority of represented Milwaukee County employees include pension modifications that are not in agreement with the provisions of Org. Unit 1972, revisions to these ordinances shall be drafted within ninety (90) days to match those settled or arbitrated pension modifications, subject to approval by the County Board and County Executive.

Execution of this Side Letter by the respective signers, below, represents that each of them is authorized to both execute this Letter and commit their respective principals.

David Pruhs Date
President
Association of Milwaukee County Attorneys

Gregory L. Gracz Date
Director of Labor Relations

May 6, 2010

David Pruhs
President
Association of Milwaukee County Attorneys
901 N. 9th St., Room 707
Milwaukee, WI 53233
(414) 278-4413

Mr. Greg Gracz
Milwaukee County Director of Labor Relations
901 N. 9th St., Room 210
Milwaukee, WI 53233

Dear Mr. Gracz:

The Association of Milwaukee County Attorneys Association (Association) has ratified the contract proposal and side letter made by Milwaukee County on March 29, 2010. Please contact me regarding arrangements to sign the contract. My phone number is 278-4413, and my email is david.pruhs@wicourts.gov. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "David Pruhs", with a long horizontal flourish extending to the right.

David Pruhs

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(ITEM) From Director, Division of Labor Relations, submitting documents relating to the tentative agreement with Association of Milwaukee County Attorneys, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the negotiation staff of the Personnel Committee of the Milwaukee County Board of Supervisors and the Association of Milwaukee County Attorneys, have reached agreements on all issues relating to wages, hours, and conditions of employment for employees in the bargaining unit represented by the Association of Milwaukee County Attorneys, and for the period January 1, 2009 through December 31, 2011, modifying the previous agreement in the following respects:

- (1) Providing for the termination of the Agreement on December 31, 2011.
- (2) Providing for no step increases for a twelve month period commencing on approximately June 1, 2010.
- (3) Providing for the creation of a new pay range called 28Z, with the following steps and hourly rates: step 1-\$25.93, step 2-\$26.27, step 3-\$27.52, step 4-\$28.74, step 5-\$30.13, effective December 27, 2009. Providing, for all positions of Court Researcher Coordinator (pay range 24C) being reallocated to the newly created pay range 28Z in step four (4) effective December 26, 2010.
- (4) Effective on the execution date of this agreement all members shall have future years of pension service credited at a one point six percent (1.6%) annual multiplier.
- (5) Normal retirement age for a member whose initial membership in the retirement system began on or after January 1, 2010 shall be age sixty-four (64).
- (6) Providing for all employees enrolled in the PPO health insurance plan shall pay ninety dollars (\$90.00) per month toward the monthly cost of a single plan and one hundred eighty dollars (\$180.00) per month toward the monthly cost of a family plan effective following ratification of the 2009-2011 contract and an open enrollment period with a target date of June 1, 2010.
- (7) Providing for all employees enrolled in the PPO health insurance plan shall pay one hundred ten dollars (\$110.00) per month toward the monthly cost of a single plan and two hundred twenty dollars (\$220.00) per month toward the monthly cost of a family plan effective January of 2011.
- (8) Providing for all employees enrolled in the HMO health insurance plan shall pay fifty dollars (\$50.00) per month toward the monthly cost of a single plan and one hundred dollars (\$100.00) per month toward the monthly cost of a family plan effective following ratification of the 2009-2011 contract and an open enrollment period with a target date of June 1, 2010.

- 44 (9) Providing for all employees enrolled in the HMO health insurance plan shall pay
45 seventy dollars (\$70.00) per month toward the monthly cost of a single plan and
46 one hundred forty dollars (\$140.00) per month toward the monthly cost of a
47 family plan effective January of 2011.
- 48 (10) Providing for all employees and/or their dependents enrolled in the PPO health
49 insurance plan the out-of-network co-insurance co-payment shall be equal to
50 thirty percent (30.00%) of all charges subject to the applicable out-of-pocket
51 maximum effective following ratification of the 2009-2011 contract and an open
52 enrollment period with a target date of June 1, 2010.
- 53 (11) Providing for all employees and/or their dependents enrolled in the PPO health
54 insurance plan shall have an in network deductible equal to two hundred fifty
55 dollars (\$250) per insured, per calendar year, seven hundred fifty dollars (\$750)
56 per family, per calendar year, effective following ratification of the 2009-2011
57 contract and an open enrollment period with a target date of June 1, 2010.
- 58 (12) Providing for all employees and/or their dependents enrolled in the PPO health
59 insurance plan shall have an out-of-network deductible equal to five hundred
60 dollars (\$500) per insured, per calendar year, one thousand five hundred dollars
61 (\$1,500) per family, per calendar year, effective following ratification of the 2009-
62 2011 contract and an open enrollment period with a target date of June 1, 2010.
- 63 (13) Providing for all employees in the HMO and PPO health insurance plan, the
64 emergency room co-payment in-network or out-of-network shall increase to one
65 hundred dollars (\$100), effective following ratification of the 2009-2011 contract
66 and an open enrollment period with a target date of June 1, 2010.
- 67 (14) Providing for all employees enrolled in the PPO health insurance plan the
68 maximum out-of-pocket expenses shall increase to two thousand dollars (\$2,000)
69 in network under a single plan, three thousand five hundred dollars (\$3,500) out-
70 of-network under a single plan, three thousand five hundred dollars (\$3,500) in
71 network under a family plan, six thousand dollars (\$6,000) out-of-network under a
72 family plan effective following ratification of the 2009-2011 contract and an open
73 enrollment period with a target date of June 1, 2010.
- 74 (15) Effective January 1, 2011 the Seminar Reimbursement will be increased to
75 \$700.00 from \$600.00. Effective January 1, 2011 the Seminar Reimbursement
76 will include the special assessments that are included in the annual dues
77 statement from the Wisconsin Bar Association
- 78 (16) Providing as soon as administratively practicable after the ratification and
79 adoption of this agreement, The Milwaukee County Direct Deposit Program shall
80 be utilized by all employees in the bargaining unit.

81
82 WHEREAS, such agreement was ratified by the membership of Association of
83 Milwaukee County Attorneys on May 06, 2010; and

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85 WHEREAS, the Committee on Finance and Audit, on XXXX XX, 2010,
86 recommended approval (vote X-X) of the Association of Milwaukee County Attorneys
87 agreement; and

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WHEREAS, the Committee on Personnel, on ZZZZ ZZ, 2010, recommended approval (vote X-X) of the Association of Milwaukee County Attorneys agreement; now, therefore,

BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby approves the agreement on wages, benefits and conditions of employment with Association of Milwaukee County Attorneys which is incorporated herein by reference to this File No. 10-XXX, and hereby authorizes and directs the County Executive and the County Clerk to execute the agreement; and

BE IT FURTHER RESOLVED that the Director of the Department of Administration is hereby authorized and directed to prepare and submit appropriation transfer requests reflecting this agreement at a later date, if necessary.