


CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



MEMO

TO: Personnel Committee

FROM: Dan Koski, PE, Director of Public Infrastructure 

DATE: December 3, 2015

RE: Shift Premium for Street Sweeping

At the July Personnel Committee meeting we addressed some inconsistencies with how Shift Premiums were being applied between Divisions. The proposed changes that were enacted upon at the time were successful in making things more even across the board.

However, in the implementation of the changes, we did create an inequity with one particular group of employees. Since the nature of the work they are required to perform is unique, we feel that an exception should be made and can be addressed through the language inserted into the Employee Manual as shown in the proposed language.

The Fiscal Impact of such a change would be \$312.90 per employee, for a total annual cost of \$625.80.

Thank you very much for your consideration.



Current Language:

Shift Premiums

Employees whose regular assigned work hours are between 5 a.m. and 5 p.m. will be considered first shift employees and will not be paid shift premiums for their regular assigned work hours. Building and Grounds City Hall custodian working from 3 p.m. to 11 p.m. is considered second shift. Bridge Tenders from 4:30 a.m. to 1:30 p.m. will be considered first shift and 1:30 p.m. to 10:30 p.m. second shift. First shift employees who work beyond their regular assigned hours will receive a shift premium for the hours worked outside of their regular assigned times as follows. Employees who are assigned to second and third shift will receive shift premiums as follows.

Shift	DPW/Cemetery/Parks/Bridges	WWTF	PD Lieutenants
Second	\$.25	\$.30	\$30/month
Third	\$.35	\$.35	\$40/month

Proposed Language:

Shift Premiums

Employees whose regular assigned work hours are between 5 a.m. and 5 p.m. will be considered first shift employees and will not be paid shift premiums for their regular assigned work hours. Building and Grounds City Hall custodian working from 3 p.m. to 11 p.m. is considered second shift. Bridge Tenders from 4:30 a.m. to 1:30 p.m. will be considered first shift and 1:30 p.m. to 10:30 p.m. second shift. Street Sweepers will receive a shift premium for their entire shift. First shift employees who work overtime beyond their regular assigned hours will receive a shift premium for the hours worked outside of their regular assigned times as follows. Employees who are assigned to second and third shift will receive shift premiums as follows.

Shift	DPW/Cemetery/Parks/Bridges	WWTF	PD Lieutenants
Second	\$.25	\$.30	\$30/month
Third	\$.35	\$.35	\$40/month