

MEMO

Date: 12-26-18

To: Personnel Committee

From: Dan Koski/Jessie Lillibridge/Chad Scheinoha

Re: Request for consideration to update/change the overtime and call in section of the personnel policy manual

Since 2012 there have been different interpretations by city staff regarding “call in” pay. Employees in different divisions have coded their time differently and have then been paid inconsistently for performing similarly scheduled work due to the manager’s interpretation of the policy. The current policy manual does leave this open for some interpretation. In January of 2018 there were changes made to try and clarify this, however it has been determined that those changes were not sufficient. Our goal is to clarify what a “call in” is, and to calculate other overtime time pay in a fair manner, and be consistent with extending a benefit that has been held in place for some employees but not others.

In order to fix this wording HR has hosted multiple meetings with Dan, Karen, Steve, and I. I have also surveyed 45 Managers and Directors that are members of the Northeast Wisconsin Society of Public Works Superintendents as well as MPU to see where our policy fell in comparison to theirs. After assessing those results (attached spreadsheet labeled “results”) it was determined that Manitowoc should consider changing/updating its policy.

The updated language would better define what “Call in” is, and provide consistency, by counting paid holidays and PTO toward OT calculations. By doing this, it provides a fair and similar wage for all employees working extra hours above and beyond their 40 hour work week. The attached spreadsheet labeled “examples” shows some scenarios for reference.

DPI employees average between 20-30 snow events per year. This could result in 50 or more call ins and/or additional scheduled shifts above and beyond their 40 hours for select employees. Many of these may be 3am calls or weekday/weekend evenings that they then can’t spend with families. We normally don’t allow DPI employees to take out of town vacations when snow is forecast (usually weekly during winter). If 1” of snow or more is forecast they are expected to answer their phones and come in as needed. They are committed and have taken a great deal of pride in what they do here, but at times don’t feel valued for this demanding responsibility. By making this change it shows that we respect their commitment. My goal is to have them all here willingly to do the job they take so much pride in for our citizens.

This change will help allow employees that can’t take PTO during winter months to coordinate it around the work schedule that the team leaders and I make. They will then know that it won’t hurt their chance at OT. While it will rarely affect all of them, just having them know that the city is respecting the job they do by offering fair pay will greatly improve morale. The benefit that the city will see is always having the best skilled employees on the job willingly and continuing to have all employees respond for call ins.

Additional funding is not being requested. On average this update may increase OT pay by \$250.00 annually per hourly employee in DPI (40). This will be covered in gaps in filling positions, general OT budget, and/or Snow fund.

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