

COUNTY OF MILWAUKEE
DEPARTMENT OF HUMAN RESOURCES
INTER-OFFICE COMMUNICATION

DATE : April 1, 2013

TO : Chairwoman Marina Dimitrijevic, County Board of Supervisors

FROM : Kerry J. Mitchell, Director of Human Resources 

SUBJECT: **Revisions to Chapter 17.085 relating Temporary Assignments to Higher Classifications**

REQUEST

The Department of Human Resources (DHR) is recommending revisions to Chapter 17.085 of the Code of General Ordinance to revise the rules governing Temporary Assignments to Higher Classifications (TAHC).

ISSUE

In order to maintain services and operations, when a position is temporarily or permanently vacant, a department head may temporarily assign an employee to cover the duties of a higher classified position pending the return of the incumbent or until a permanent successor for the higher classified position is appointed.

Existing ordinances relating to TAHCs require compensation at the higher rate of pay for any employee who covers the duties of the higher classification for only three or more consecutive days. Due to this requirement to compensate for three days or more of service at the higher classification, there are many instances where employees receive the higher rate of pay for covering one week of duties for another employee who is simply on vacation. In most other professional environments – public or private – employees are assigned to cover short-term vacancies without additional compensation with the understanding that such short-term assignments are a fact of working life.

The attached ordinance revision allows for an employee serving on a TAHC to receive additional compensation when the assignment exceeds six consecutive weeks (30 working days). The change realigns short-term assignments as coverage duties while preserving the possibility of additional compensation for lengthier service. Department managers are prohibited from manipulating such assignments in order to prevent the TAHC'ed employee from receiving the higher rate of pay.

RECOMMENDATION

Please refer this item for consideration by the Committee on Finance, Personnel and Audit.

KJM:jam

Cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Steve Cady, Fiscal & Budget Analyst, County Board
Carol Mueller, Chief Committee Clerk