

**NOTICE OF TEMPORARY ASSIGNMENT TO A HIGHER CLASSIFICATION (TAHC)**

7039 R9

MILWAUKEE COUNTY

DHR USE: MAX DATE:		STATUS:		TO		FLSA	
NAME <b>Reynaldo Cortez</b>		CURRENT JOB TITLE Assistant Facilities Supervisor - MTCE - General		TITLE CODE BLANK	POSITION NO. BLANK	EMPLOYEE NUMBER 151057	
ASSIGNED JOB TITLE** Facilities Supervisor - MTCE - General		TITLE CODE BLANK	POSITION NO. BLANK	NAME OF PERSON BEING REPLACED AND EMPLOYEE NUMBER Robin Butler 134928			
DATE ASSIGNMENT BEGINS 10/23/2023	DATE PAY BEGINS 10/23/2023	DATE ASSIGNMENT ENDS 1/21/2024	ORGANIZATIONAL UNIT NAME Airport, GMIA, Timmerman - GMIA - MTCE			ORG. UNIT NUMBER 504-5051	
NEW HRLY. RATE \$24.9000	PAY RANGE 20M	STEP BLANK	OLD HRLY. RATE \$20.6200	PAY RANGE 14M	STEP BLANK	FORM PREPARED BY Ryan Donnelly 145459	TYPE OF VACANCY <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary
TAHC Type*** <input checked="" type="checkbox"/> Original <input type="checkbox"/> Extension		Compensation <input checked="" type="checkbox"/> Compensated <input type="checkbox"/> Non-compensated		RPD			

If permanent vacancy, attach request for certification.

REASON FOR TEMPORARY ASSIGNMENT:

Retirement of Robin Butler

*I UNDERSTAND THAT I MUST PERFORM THE DUTIES AND ASSUME THE RESPONSIBILITIES OF THE HIGHER CLASSIFICATION FOR NOT LESS THAN \*(SEE NOTE BELOW) 15 or 30 (circle one) CONSECUTIVELY SCHEDULED WORK DAYS IN ORDER TO EARN THE HIGHER RATE OF PAY.*

Donna Brown Martin 11/6/2023  
APPOINTING AUTHORITY SIGNATURE DATE

Reynaldo Cortez 11/3/2023  
EMPLOYEE SIGNATURE DATE

**TAHC Rational**

Housekeeping is a 24/7 operation at GMIA and the Facilities Supervisor oversees all housekeeping duties. With Robin Butler retiring, a critical role in ensuring the cleanliness of the airport has been vacated and needs to be filled as soon as possible. Since Robin had started in that role, the job duties have changed in a substantial way and the position itself needs to be redefined for the future. In the interim, this role needs to be filled to ensure the cleanliness of the airport. Reynaldo is intimately familiar with the facility, as well as the staff and contractors performing the housekeeping duties. This will create a seamless transition for Reynaldo to continue the role that Robin filled while we reimagine the position and get ready to post for a permanent fill.

**\*NOTE:** Non-represented employees & employees previously represented by DC 48 may be TAHC'd into a position for not less than five (5) consecutively scheduled work days . Non-represented employees & employees previously represented by DC 48 must work for not less than fifteen (15) consecutively scheduled work days in order to earn the higher rate of pay. The higher rate of pay shall commence after the fifteenth (15) day of consecutive service of temporary duties and such pay shall be consistent with Section 17.09(1) of these ordinances. If the employee is a department head, deputy department head, associate department head, or immediate assistant department head, they must work in the higher classification for thirty (30) consecutive scheduled work days. The higher rate of pay shall commence after the thirtieth (30) day of consecutive service of temporary duties and such pay shall be consistent with Section 17.09(1) of these ordinances. For represented employees of bargaining units, refer to the current contract in place.

**\*\*NOTE:** Employees temporarily assigned to a higher classification shall not be entitled to accrue additional vacation, holiday, personal, or sick time due to service in the temporary assignment different from the employee's entitlement in their permanent position, with the exception of increased pay pursuant to Section 17.085(1)(c). Temporary assignments may be terminated at the discretion of department management or the Director, Department of Human Resources.

**\*\*\*NOTE:** One extension of the temporary assignment for no more than an additional ninety (90) days may be approved by the Director of Human Resources. Temporary assignments in excess of 180 days must be approved by the County Board.

WHITE - DEPT. OF HUMAN RESOURCES      CANARY - DEPT. HEAD      PINK - EMPLOYEE      GOLDENROD - DEPT. PAYROLL

**Department of Human Resources Only**

Employment & Staffing     Approve     Deny

Notes:

Genaro Baez 11/14/2023

DHR Director     Approve     Deny

Signature: Bridget Morstad 11/14/2023

