

1 FROM THE OFFICE OF JOSPEH J. CZARNEZKI

2
3 MILWAUKEE COUNTY CLERK

4
5 County Ordinance No. 13-4

6
7 File No. 13-123

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9
10 AN ORDINANCE

11
12 The County Board of Supervisors of the County of Milwaukee does ordain as
13 follows:

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15 **SECTION 1.** Section 17.09 of the General Ordinances of Milwaukee County is
16 amended as follows:

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18 **17.09. - ~~Salary rate on n~~New appointments.**

19 1) Salary rate on new appointments. Appointments to newly created or vacant
20 positions in pay ranges shall be made at the first step of the range except as
21 follows, unless otherwise specified in a collective bargaining agreement:

22 ~~(1)~~ (a) ___ When an employee is promoted from one classification to
23 another he/she shall be placed in that step of the new range immediately
24 above the compensation he/she is receiving at the date of promotion
25 without further review.

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27 ~~(2)~~ (b) ___ A department head may appoint an individual whose training and
28 experience exceed the minimum qualifications to a non-ECP position at a
29 rate of pay higher than the first step of the pay range which shall be
30 effective immediately upon appointment.

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32 ~~(3)~~ (c) ___ The director of human resources shall provide a monthly report
33 to the committee on finance, personnel and audit which lists all new
34 appointments at an advanced step of the pay range, along with a fiscal
35 note for each. This report shall be distributed to all county supervisors and
36 placed on the committee on finance, personnel and audit agenda for
37 informational purposes.

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39 2) Relocation Reimbursement.

40 a) Certain new appointees may be eligible for reimbursement for relocation
41 expenses under this subsection provided the appointee qualifies under each of
42 the following requirements:

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44 (1) The appointee must not be a current Milwaukee County employee.

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46 (2) The appointee must be relocating from outside Milwaukee County.

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- (3) The new place of residence must be within the geographic boundaries of Milwaukee County.
 - (4) The position must be FLSA exempt or must be certified by the Director of Human Resources as having limited qualified applicants.
 - (5) Relocation reimbursement must be authorized by the Director, Department of Human Resources, prior to the appointing authority extending a formal offer of employment to the candidate.
 - (6) The Department Head is responsible for ensuring that the relocation costs negotiated are within the appointing department's budget allocation.
- b) The relocated employee will be reimbursed for reasonable and actual moving expenses not to exceed \$15,000 according to the following:
- (1) Milwaukee County agrees to reimburse the employee for the cost of moving normal household items and full value insurance protection from origin to destination, up to the amount agreed-upon during job offer negotiations (not to exceed \$15,000).
 - (2) The appointing authority must receive three relocation cost estimates from the candidate; Milwaukee County will reimburse the lowest of the three estimates.
 - (3) Applicable receipts will be required prior to reimbursement and must be submitted within 90 days of occupancy of the new residence. The claim for reimbursement shall conform to the County's standard procedures.
- c) The following moving expenses are not authorized:
- (1) Special services such as maid service, carpet service, disassembly of unusual articles.
 - (2) Transportation of vehicles (including mileage claims), camping or utility trailers, building materials, firewood, landscape materials, animals, boats, or items not considered normal household items.
 - (3) Visits to the new location to secure housing.
 - (4) Storage costs at destination.
 - (5) Temporary living expenses at destination.

- 91 (6) Costs associated with the sale or purchase of residences, or forfeiture of
92 deposit, penalty, etc. as a result of breaking or terminating a
93 lease/agreement.
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- 95 d) The appointing authority, representing Milwaukee County, and the employee
96 shall enter into a Reimbursement of Relocation Expenses agreement that shall
97 include the following:
98 (1) The employee shall be required to repay 100% of the reimbursed amounts
99 if the employee voluntarily terminates employment within 24 months from
100 the date of hire.
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- 102 (2) If the employee is terminated from employment for any reason other than
103 reasonable cause, no repayment will be required; if the employee is
104 terminated for cause repayment will be required according to item (1) of
105 this subsection.
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- 107 (3) Milwaukee County shall not reimburse for any other moving expenses not
108 listed in the agreed-upon moving estimate.
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- 110 (4) The parties agree that the relocation reimbursement shall be repaid to
111 Milwaukee County within 30 days of separation as described herein, and
112 that Milwaukee County may use any legal recourse, including payroll
113 withholding, to ensure full repayment.
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- 115 e) Reimbursement of the expenses defined in item (1) are considered qualified
116 expenses per current IRS regulations and are not subject to tax withholding and
117 will be processed as reimbursements per the County's standard procedures.
118 Appointees are encouraged to check with a tax accountant if they have any
119 questions on what relocation expenses may be listed as deductions in personal
120 income statements.
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- 122 f) Appointee will be responsible for all expenses not listed above that relate to
123 relocating to the new job location.
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- 125 g) The appointing authority will establish a record that details the terms of the
126 Reimbursement of Relocation Expenses agreement, including the final
127 reimbursement amount.
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129 **SECTION 2.** The provisions of this ordinance shall be effective upon passage and
130 publication.
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Adopted by the Milwaukee County Board of Supervisors
February 7, 2013