

COUNTY OF MILWAUKEE
DEPARTMENT OF HUMAN RESOURCES
INTER-OFFICE COMMUNICATION

DATE : July 1st, 2016

To : Chairman Theodore Lipscomb, County Board of Supervisors

FROM : Matthew Hanchek, Director of Benefits – Department of Human Resources

SUBJECT: **Inquiry regarding exceptions granted to standard vacation offers**

Per your inquiry, the County ordinances define vacation granted to employees at hire in section 17.17. This ordinance creates a scale starting at 2 weeks standard for non-ECP employees, and 3 weeks standard for employees classified under ECP. In 2014, the distinction was made between classified civil service employees and unclassified employees, with unclassified employees falling under the purview of the administration. At roughly the same timeframe we also had a distinction made with regards to governance of the Behavioral Health Division.

Your request was for a listing of exceptions to the ordinance's original standard vacation table, and the amount of vacation offered to the employees for new hires from 1/1/2014 to present. There are two subsets that exist within the list below: 1) Unclassified ECP employees offered more than 3 weeks, and 2) Unclassified non-ECP employees offered greater than the 2 weeks.

Name	Offer	Title	Group
Alicia Modjeska	4 weeks	Chief Operations Officer	Unclassified ECP
Lacey Oldenburg	4 weeks	Director – Project Mgt Office	Unclassified ECP
Matthew Hart	3 weeks	Manager – Forensic Audit	Unclassified non-ECP
Candice Lindstrom	3 weeks	Lead Auditor	Unclassified non-ECP

It is a common practice in employment negotiations to request/offer additional vacation, particularly in situations where there is limited flexibility in cash compensation, or a candidate is bringing in significant experience. In all cases, the hiring manager would initiate the discussion, and I would review the rationale for the additional before granting/offering.

Please note, there are no circumstances where an employee would receive both an additional vacation benefit as an accommodation to the new hire, and additional vacation under reciprocity. If a candidate's reciprocity is a greater benefit than the offer, the vacation offered is moot and the employee receives the reciprocity as defined in ordinance.