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From the Chief Human Resources Officer, Department of Human Resources, requesting authorization to reallocate the pay grade of Correctional Officers (14Z1) and Correctional Officers - Truck Driver (17Z) to provide a 4.5 percent increase for all pay steps to aid in hiring and retention efforts effective June 16, 2019; and authorizing an appropriation transfer in the amount of \$500,000 from allocated contingency accounts within the Office of the Sheriff and the House of Correction to appropriate salary accounts, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, File No. 16-676, adopted December 15, 2016, authorized the Chief Human Resources Officer, Department of Human Resources (DHR), to designate the positions of Highway Maintenance Workers and Correctional Officers as “difficult-to-fill,” and therefore eligible for enhanced compensation benefits that included sign-on bonuses, retention bonuses, and higher shift differential pay; and

WHEREAS, the DHR provided an informational report, dated February 21, 2017, (File No. 17-236) that outlined the incentive guidelines developed for the “difficult-to-fill” positions, which included a sign-on bonus of \$750 for new Correctional Officers (\$375 paid after six months of service and \$375 paid after one year) and a \$0.10/hour increase in shift differential pay to \$0.50/hour; and

WHEREAS, due to a competitive job market and a salary structure for Correctional Officers that lags many other area correctional facilities, the Criminal Justice Facility, Office of the Sheriff (Sheriff), House of Correction (HOC), and Youth Detention Center, Department of Health and Human Services (DHHS), have continued to struggle with attracting and retaining Correctional or Youth Correctional Officers; and

WHEREAS, high position turnover and vacancies often result in mandatory overtime for existing staff that further exacerbates the problem and adversely impacts staff morale; and

WHEREAS, the 2019 Adopted Budget included the following language:

“An appropriation of \$250,000 each (\$500,000 total) is included on the Office of the Sheriff and House of Correction for potential wage increases for Correctional Officers based on market conditions. The monies are contained within an allocated contingency account within each department. The Director of Human Resources shall provide a report to the County Board providing the specific details of the proposed increase in pay to help attract and retain staff. Approval by the County Board to release the funds (via an appropriation transfer) will be considered after the report is reviewed.”

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WHEREAS, after receiving input from administrators from the Sheriff, HOC, and DHHS, it was the consensus of the group that the allocated funds should be used to reallocate the current pay grade for Correctional Officers to provide a pay increase for all employees; and

WHEREAS, the group acknowledged that juvenile Correctional Officers were overlooked in the appropriation of funds in the 2019 Adopted Budget, but should be included in the reallocation of Correctional Officer pay; and

WHEREAS, most general employees will receive a 2 percent across-the-board pay increase effective pay period 14, beginning June 16, 2019; and

WHEREAS, it is recommended that the reallocation of the Correctional Officer pay grade be effective pay period 14 as well, so that employees will see a 6.5 percent increase in pay, which should assist in recruiting and retaining critical staff; and

WHEREAS, it is also recommended to similarly reallocate the pay grade (17Z) assigned to the classification of Correctional Officer – Truck Driver, which has only one authorized position at the HOC; and

WHEREAS, pay grade 14Z1 would be reallocated as follows to show the current hourly rate and the proposed rate after the 4.5 percent increase *and* the 2 percent across-the-board increase that was authorized in the 2019 Adopted Budget is applied:

Pay Grade 14Z1			
Current Rate		Proposed Rate (Includes 2 percent general raise)	
<u>Step</u>	<u>Hourly Rate</u>	<u>Step</u>	<u>Hourly Rate</u>
1	\$18.5300	1	\$19.7345
2	\$19.0329	2	\$20.2700
3	\$19.5385	3	\$20.8085
4	\$20.1363	4	\$21.4452
5	\$20.7054	5	\$22.0513
6	\$21.2854	6	\$22.6690

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WHEREAS, pay grade 17Z would be reallocated as follows to show the current hourly rate and the proposed rate after the 4.5 percent increase *and* the 2 percent across-the-board increase that was authorized in the 2019 Adopted Budget is applied:

Pay Grade 17Z			
Current Rate		Proposed Rate (Includes 2 percent general raise)	
<u>Step</u>	<u>Hourly Rate</u>	<u>Step</u>	<u>Hourly Rate</u>
1	\$19.5385	1	\$20.8085
2	\$20.1363	2	\$21.4452
3	\$20.7055	3	\$22.0514
4	\$21.3050	4	\$22.6898
5	\$22.1299	5	\$23.5683
6	\$22.5646	6	\$24.0313

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78 WHEREAS, based on the extreme difficulty in recruiting and retaining  
79 correctional officer staff to assignments in the Milwaukee County Jail, HOC, and Youth  
80 Detention Center, it is recommended that the pay grades for Correctional Officers be  
81 reallocated to provide a wage increase; and

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83 WHEREAS, the Committee on Personnel, at its meeting of June 6, 2019,  
84 recommended adoption of File No. 19-528 (vote 5-0); and

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86 WHEREAS, the Committee on Finance and Audit, at its meeting of June 13,  
87 2019, recommended adoption of File No. 19-528 (vote 7-0); now, therefore,

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89 BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby  
90 reallocates pay grades 14Z1 and 17Z, effective pay period 14, beginning June 16, 2019,  
91 as follows:

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Pay Grade 14Z1			
Current Rate		Proposed Rate (Includes 2 percent general raise)	
<u>Step</u>	<u>Hourly Rate</u>	<u>Step</u>	<u>Hourly Rate</u>
1	\$18.5300	1	\$19.7345
2	\$19.0329	2	\$20.2700
3	\$19.5385	3	\$20.8085
4	\$20.1363	4	\$21.4452
5	\$20.7054	5	\$22.0513
6	\$21.2854	6	\$22.6690

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Pay Grade 17Z			
Current Rate		Proposed Rate (Includes 2 percent general raise)	
<u>Step</u>	<u>Hourly Rate</u>	<u>Step</u>	<u>Hourly Rate</u>
1	\$19.5385	1	\$20.8085
2	\$20.1363	2	\$21.4452
3	\$20.7055	3	\$22.0514
4	\$21.3050	4	\$22.6898
5	\$22.1299	5	\$23.5683
6	\$22.5646	6	\$24.0313

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96 BE IT FURTHER RESOLVED, the reallocation of pay grades 14Z1 and 17Z, as  
 97 shown above, reflect the current hourly rate and the proposed rate after the 4.5 percent  
 98 increase due to the reallocation and the 2 percent across-the-board wage increase  
 99 authorized in the 2019 Adopted Budget is applied; and

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101 BE IT FURTHER RESOLVED, the Office of Performance, Strategy, and Budget  
 102 (OPSB), Department of Administrative Services (DAS), working in conjunction with the  
 103 Office of the Comptroller (Comptroller), is authorized to process an appropriation  
 104 transfer in the amount of \$500,000 in funding for Correctional Officer pay increases from  
 105 allocated contingency accounts within the Office of the Sheriff and House of Correction  
 106 (HOC) to the appropriate salary accounts in those respective departments; and

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108 BE IT FURTHER RESOLVED, OPSB-DAS, working in conjunction with the  
 109 Comptroller, shall review the actual costs in the fourth quarter of 2019 to determine if  
 110 the appropriated monies should be realigned within the HOC, Office of the Sheriff, and  
 111 the Department of Health and Human Services (DHHS); and

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113 BE IT FURTHER RESOLVED, as part of the analysis of the realignment of funds,  
 114 if DHHS is projecting a deficit in the fourth quarter, and insufficient monies are available  
 115 through the realignment of funds, the proposed fund transfer should include a request to  
 116 transfer additional funds from the Appropriation for Contingencies, or another available  
 117 source of funds, to cover the costs of reallocating the pay grades for Correctional  
 118 Officers.

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