

Wage Increase & Residency Information

FAQs – 8/15/13

The information included in this FAQs section is provided for informational purposes only. DER reserves the right to modify this information at any time for any reason consistent with provisions of the 2013 Salary Ordinance, Part II, Section 2(b). Please check back for periodic updates.

1. Who does the wage increase recently approved by the Common Council apply to?

The increase approved by the Common Council applies to non-represented City employees and employees represented by the following certified labor unions: Fire Equipment Dispatchers, Local #494, Local #494 IBEW, DPW Electrical Group, Local #195 International Brotherhood of Electrical Workers, Plumbers Local 75, Milwaukee Building and Construction Trades Council, Association of Allied Services Personnel – Police Support Services Personnel.

Please note that the wage increase does not apply to members of TEAM and Staff Nurses Council and employees in the classifications of Election Inspector, Chief Inspector, and Municipal Court Commissioner; employees represented by the MPSO, MPA, and Local 215; members of Boards and Commissions unless otherwise authorized by a footnote (Section X of the Salary Ordinance); Elected Officials (Section XI of the Salary Ordinance); and employees of the Employees' Retirement System whose compensation is determined by the Executive Director and/or the Annuity and Pension Board.

2. What will eligible employees receive as a result of the Common Council action?

Eligible employees will receive a wage increase of 1.5% effective Pay Period 14 of 2013 (June 23rd). This increase only applies to employees who are residents of the City of Milwaukee. Employees who establish residency outside the City of Milwaukee on or after June 23rd will no longer be eligible for this wage increase effective the pay period after establishing residency outside the City of Milwaukee.

In addition, eligible employees will receive a lump-sum, non-pensionable, non-base building payment of 1.5% of wages earned between PP 2 and PP 13 of 2013. The specific details of this payment, including specific provisions for members of ALEASP, can be found in Part II, Section 2b, of the Salary Ordinance. In general, this payment will be based upon an employee's wages earned during a period of continuous City of Milwaukee residency commencing on or after PP 2 through PP 13 of 2013. Eligibility for this payment will also be contingent upon continued City of Milwaukee residency through the end of PP 26 of 2013.

3. My department just made me sign a Residence Statement form, even though I am not a new employee and I already live in the City. Is this right?

Yes, DER issued a directive requiring departments to implement a new work rule requiring all employees to report address changes within 72 hours and requiring employees to complete the new Residence Statement form. This rule also applies to employees holding temporary, emergency or provisional appointments. This was done to ensure the accuracy of employee records based on Common Council action taken on July 23, 2013.

Employees of the Milwaukee Fire and Police Departments are also required to report address changes within 72 hours in compliance with Fire and Police Commission Rule XIV.

4. Do Board members have to fill out the new Residence Statement form? How is their salary affected?

A: No, Board members do not have to fill out the form. There is no salary change for them.

5. Are employees required to also send an electronic copy of their "Residency Statement" to DER?

Employees should submit completed original forms to their payroll clerks for filing in their personnel file. Payroll Clerks will send copies of Residence Statement Forms for those employees who reside outside of the City of Milwaukee and employees who refuse to sign the Residence Statement form to **DER Certification Section**.

6. What will happen if an employee refuses to sign the new form?

An employee who refuses to complete and sign the new Residence Statement form may be subject to disciplinary action for refusing to follow a reasonable directive and work rule. An otherwise eligible employee who refuses to sign the form will no longer be eligible for the wage increase and lump sum payment as the Department will presume non-residency in the City of Milwaukee.

The employee's supervisor or Personnel Officer will print the name of the employee and a statement indicating that the employee refused to sign. The form will be placed in the employee's personnel file and a copy will be sent to DER-Certification Section.

- 7. If I am on maternity leave, vacation or a leave of absence, will I still need to sign the Residency Statement form?**
Payroll will mail the form to employees on extended leave with a deadline to return it within a reasonable timeframe, at least a week but no longer than two weeks. For those on vacation, you will be asked to complete the form when you return to the office.
- 8. Do City employees have residency requirements?**
Although City Charter 5-02 requires City employees to live within the City limits, the City is currently under a temporary restraining order prohibiting the City from enforcing the residency requirement until a decision on the preliminary injunction is made. Therefore, departments cannot take disciplinary action against an employee for violating the residency requirement. However, employees who become residents of other jurisdictions should be aware that this is a temporary situation that may change in the near future and that eligibility for the wage increases and/or lump sum payment approved by the Common Council is contingent upon City of Milwaukee residency.
- 9. If an employee is a temporary, provisional or emergency appointment (no civil service status), is he eligible to receive 1.5% increase if he/she lives in the City?**
The official rates of pay for positions in the City of Milwaukee are authorized in the Salary Ordinance. Therefore, the rates of pay for eligible employees with temporary, provisional, or emergency appointments will be in accordance with the respective Salary Ordinance provisions for City of Milwaukee residents and non-residents. Individuals holding temporary, provisional, or emergency appointments who are not otherwise employees of the City are not eligible to receive the lump sum payment in 2014.
- 10. If I was hired by MPS through City Hall, do I get the 1.5% increase?**
No, as an MPS employee, your salary is governed by the MPS Board.
- 11. If my position is represented by the Staff Nurses Council (SNC) and I have not joined this union, will I still receive the 1.5% increase?**
No, since SNC has not negotiated a labor agreement for 2013 all salaries remain unchanged for positions represented by this union whether the employee is a dues paying member or not.
- 12. If my position is represented by TEAM and I have not joined this union, will I still receive the 1.5% increase?**
No, since TEAM has not negotiated a labor agreement for 2013 all salaries remain unchanged for positions represented by this union whether the employee is a dues paying member or not.
- 13. I am a City employee in HACM. Do I get the 1.5% increase?**
Yes, if you are a City employee, working for HACM, you are eligible for the 1.5% salary increase. The salaries and pay administration practices for direct-HACM employees are determined by the HACM Board. Direct HACM employees have no civil service status and are considered employees of the Housing Authority not the City of Milwaukee.
- 14. I am a civilian in the Police Department, but I have not joined ALEASP. Do I get the 1.5% increase even if I have not joined the union?**
If your position is represented by ALEASP, even if you have chosen not to pay dues to the union, you are eligible to receive an increase as negotiated in the ALEASP labor agreement.
- 15. Will this measure fix the gap between what an OA receives in the Police Department and what an OA receives at City Hall?**
No, the increase was not designed or intended to do that. The wage increase for ALEASP reflects the maximum amount allowed under state law and approved by the Common Council.
- 16. If I retire before the end of the year, what do I lose?**
Retired individuals are not "employees" and are therefore, not eligible for the lump-sum, non-pensionable, non-base building payment to be paid in February of 2014.
- 17. As a City employee, what will happen to me if I move out to the suburbs next month?**
The terms of a temporary restraining order in place right now prohibit the City from enforcing the residency requirement. However, eligibility for the 2013 wage increase and/or the lump sum payment in 2014 is contingent

upon City of Milwaukee residency. Employees who after receiving the wage increase establish residency outside of the City of Milwaukee will no longer be eligible for the increase effective the pay period after they move.

18. As a new employee, do I have to move into the City by my first day of work? Or within 6 months?

Although Section 5-02 of the City Charter requires City employees to live within the City limits, the City is required to comply with the terms of a temporary restraining order prohibiting enforcement of Section 5-02. As a result and until a decision on the preliminary injunction is made, new employees do not have to move into the City. However, new employees who are not residents of the City of Milwaukee should be aware that this is a temporary situation that may change at any time and that eligibility for the 2013 wage increases and/or lump sum payment approved by the Common Council is contingent upon City of Milwaukee residency. Eligible employees who establish City of Milwaukee residency after the implementation date of the Council action will be eligible for a salary adjustment the pay period after establishing City of Milwaukee residency provided that a Residence Statement form has been completed and verified by the department.

19. Do new employees have to request extensions from the Civil Service Commission of the initial 6 month period to establish residency?

No, given the terms of the temporary restraining order, the Civil Service Commission cannot act on those requests at this time. Employees should be aware that eligibility for the wage increase and/or lump sum payment approved by the Common Council is contingent upon City of Milwaukee residency.

20. If employees want to request a temporary hardship exception from the Civil Service Commission should they complete a "Finding of Necessity" form to get approval from the Civil Service Commission?

No, a new "Temporary Hardship" form rather than the "Finding of Necessity" form should be completed by employees who have already established residency in the City of Milwaukee who need to request permission to live outside of the City of Milwaukee for a temporary period due to a hardship. These employees must seek approval from the City Service Commission in advance. The Commission will require the employee to demonstrate/document his/her intention to re-establish residency within the City of Milwaukee as soon as possible. Temporary hardships are generally related to an employee's immediate need to move outside of the City of Milwaukee for a short period of time to take care of family or personal emergencies. The "Temporary Hardship" form is available at: www.milwaukee.gov/der/Forms (#55).

Are employees who receive approval of a hardship exception from the City Service Commission eligible to receive the increase and/or the lump sum payment?

Eligible employees who receive approval of a hardship exception from the City Service Commission to move outside of the City of Milwaukee for a temporary period due to a hardship may be eligible for the wage increase and/or lump sum payment as determined by DER.

21. If a non-city resident employee is hired in August, 2013 and the employee moves into the City a month later, will his/her salary increase to the 1.5%? If so, when? And will the employee receive a lump sum payment?

The employee will receive the salary authorized in the Salary Ordinance for residents effective the pay period after the Residence Statement form has been submitted to the payroll unit and City residency has been verified. This employee is ineligible for the lump sum.

22. If a new non-city resident employee started in February and moved into the City in March, will there be a lump sum payment?

Yes, the lump sum will be prorated and calculated from the pay period after the employee reported the new City address and City residency was verified.

23. When is the wage increase effective and which pay check will include the increase?

The wage increase for eligible employees became effective pay period 14, June 23, 2013. The first paycheck to reflect this increase will be September 26, 2013.

24. When will the retro check for pay periods 14 to 18 appear on the pay check?

The paycheck disbursed on October 24, 2013 will include the retro amount for pay periods 14-18.

25. When will the lump sum be paid?

The lump sum will be paid to eligible employees on February 13, 2014. This payment will be taxable income for 2014.