

SKILLED TRADES/ FIELD STAFF/ LABORING TITLES REPORT IMPLEMENTATION FAQ

1. What is the Implementation Timeline?

a. Part 1 and Part 2 of the Skill Craft, Service and Maintenance reports are effective Pay Period 18, 2023 (August 20, 2023). The report is going to be implemented in multiple parts as dictated below:

i. Step 1: Pay Period 18, 2023 (August 20, 2023) – Study Implementation

- The report will be implemented in regards to the reclassifications and market study changes. Incumbents in titles that became part of a series will be placed at the 1 level of that title.
- If an employee is making more than the maximum of the pay range of the first title within the job series in PP 18, will that employee retain their current title and current rate of pay until PP20?
 - The employee will retain their current rate of pay, but will receive the first title of the series until placement within the series in PP 20.
- Pay for individuals will only change if the incumbent is currently making less than the minimum recruitment rate of the title they are moving into.
- Few notes: No one will receive a pay decrease. Some incumbents may not see an increase in pay during this step.
- Will employees be required to serve a new probationary period?
 - Employees will not be required to serve a new probationary period in the title into which they are placed effective PP 20. However, subsequent promotions, including those within a job series, will require a new probationary period.

ii. Step 2: Pay Period 20, 2023 (September 17, 2023) – Placement into title levels

- Incumbents in titles that became part of a series will be placed in their appropriate title based off of the minimums established by the Department of Employee Relations Staffing team.
- Placement in these titles will be based off of the experience and credentials of incumbents.
- Incumbents impacted by this step will receive a rate of pay calculated by Part II (Administration), Section 5 (Promotions and Special Pay Practices), A (promotions) of the Salary Ordinance.

iii. Step 3: Pay Period 21, 2023 (October 1, 2023) – Matrix Placement

- All incumbents impacted by the study will receive a matrix placement within the pay range based upon the employee's Benefit Service Date (BSD).

2. How will it be decided where I land in the pay range?
 - a. As this is mainly a market study, current employees who make less than the new minimum will be brought up to match the new recruitment rate.
 - b. Titles where a new title series was created will be evaluated by DER Staffing to set the minimum requirements for the new levels. At that point, individuals for those specific titles will work with their HR Administrator to ensure the correct documentation is submitted to place them correctly in the new title series based off of the new minimums.
 - c. From there, everyone will be placed within their new pay ranges via a matrix placement.

3. What criteria will be used for the matrix to make the decision as to where someone is placed in a range?
 - a. The matrix placement will be based off of the individuals BSD.

 - b. The matrix will honor up to 10 years of an individual's BSD. This will be based on years of service using the BSD as of the last date of PP21 2023 (10/14/2023). Every year would receive 1% up to a maximum of 10% for 10 years. This credit will be added to the titles minimum rate/recruit rate based on the employee's residence status.

 - c. If a Matrix placement would place the employee over the maximum of the pay range, the employee would be limited to the maximum of the pay range.

 - d. If the Matrix placement is less than the employee's current biweekly base rate, the employee would receive no Matrix placement and retain their current biweekly base rate.

 - e. Matrix placements are only given to regularly appointed General City employees, or non-sworn Fire and Police staff.
 - i. Employees would have been hired off an eligible list, are on an exempt appointment in a benefit eligible title, and are not in a temporary employment capacity.

Years:	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years
Add to Base Rate:	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%

- f. Example:
 - i. Salary Ordinance Data:
 1. Sewer Crew Leader
 2. PG 8FN
 3. Resident biweekly (BW) Minimum \$2,260.97 (Wage 2,195.12 X 1.03)
 4. Resident BW Maximum \$2,653.84 (Wage 2,576.54 X 1.03)
 - ii. Employee Details:
 1. Resident
 2. BSD 6/12/2017
 3. 6 years of service (YOS) as of last day of PP21 2023 or 10/14/2023
 4. Current biweekly base rate \$2,325.85
 - iii. Calculation Example:
 1. Credit given is 6 years (6 YOS caps at 10 YOS)

2. Employee gets 6% credit added to minimum rate of the title per residence status. The base rate excludes assignment footnotes and the 1% longevity pay.
 - a. Minimum of resident wage rate = \$2,260.97
 3. Calculation of the Matrix Placement:
 - a. $2,260.97 \times 1.06 = \$2,396.6282$ rounded = \$2,396.63
 - b. 1.06 is the decimal of 6% plus the whole # we are multiplying it against
4. What is my 'benefit service date' or BSD?
 - a. A simplified definition of benefit service date is the time an employee has been on payroll for the City of Milwaukee. Benefit service date takes into account unpaid time, which includes but is not limited to: unpaid FMLA, AWOL, LOA for personal/medical/other reasons, Suspension (see suspension section), layoff, and any other time off payroll.
5. What about employees in an apprenticeship program?
 - a. These employees receive yearly increases per the apprenticeship program/state contract, therefore not eligible for a Matrix Placement. Titles include: Urban Forestry Arborist Apprentice and Municipal Services Electrician Apprentice
6. What about an employee's secondary titles? Will these be impacted?
 - a. Only the base rate of the primary record will reflect the matrix placement. When an employee acts in a secondary title, those rates are typically based off of the rate of the primary.
7. What will happen to previous placements that considered certifications, training, etc.?
 - a. With the creation of new title series, minimums may have rolled in some certifications/training. DER Compensation would have to work with departments to reestablish incentives for certain certifications, training, etc.
8. When will I see the report changes and matrix placement on my paycheck?
 - a. Changes implemented Pay Period 18 would be seen on the check dated 9/14/2023
Changes implemented Pay Period 20 would be seen on the check dated 10/12/2023
Changes implemented Pay period 21 would be seen on the check dated 10/26/2023
9. Who can I contact with questions regarding this report and it's impacts?
 - a. Please reach out to your HR Administrator. They will be able to answer questions and if further clarification is needed they can reach out to the appropriate parties.