

2019 Residency Incentive Policy & Salary Adjustments

Frequently Asked Questions

Department of Employee Relations

May 21, 2019

The information included in this FAQ is provided for informational purposes only. DER reserves the right to modify this information at any time for any reason. If there is any conflict between the language in this document and provisions under Part II of the Salary Ordinance, the ordinance language will prevail. Please check back for periodic updates.

Summary of Changes

On May 7th, the Common Council approved a resolution establishing a policy to provide salary incentives for city employees to become and remain residents of the city. In conjunction with the adoption of that resolution, the Department of Employee Relations is recommending the creation of a residency incentive pay plan that increases the pay structure (minimums, maximums, and appropriate footnotes) by 3%. The recommendations also include implementing the corresponding incentive salary adjustments for eligible employees effective Pay Period 13, 2019 (June 16, 2019). To be eligible for this incentive adjustment, employees must:

- Be residents of the City or establish residency within the City of Milwaukee, and
- Maintain residency within the City of Milwaukee.

1. The 2019 City Budget included an amendment indicating an intent to implement a 3% wage increase for general city employees beginning in Pay Period 13 of 2019. How is the DER recommendation related to that budget item?

Given the adoption of the resolution adopting the Residency Incentive Policy, the Department of Employee Relations is recommending that the salary adjustments included in the 2019 City budget be used to create the first incentive in support of the adopted Policy.

2. Who is eligible for the salary incentive adjustment?

All general City employees who are residents will be eligible for the adjustment. Civilian personnel in the Fire and Police Departments as well as sworn management employees are also eligible.

3. Are there any employees or employee groups who are not eligible?

Yes, the following classifications or groups of positions are not eligible:

- Sworn Represented, SECTION 4 - Protective Services
- Election Inspectors and Chief Inspectors, SECTION 9 Hourly, Part-Time, and Intermittent
- All positions, SECTION 10 - Boards and Commissions.
- All positions, SECTION 11 - Elected Officials.

In addition, employees who as a result of the implementation of a labor market adjustment in 2019 received a salary increase of 3% or higher will not be eligible to receive the incentive adjustment.

4. If the recommendations are approved, will pay ranges be adjusted by 3%?

Yes, the residency incentive pay plan will be established. This pay plan includes minimum and maximum rates of pay as well as footnotes adjusted by 3%.

5. Are employees who are paid at a rate above the maximum of their pay range eligible for the salary incentive adjustment if they are residents of the City?

Yes, the incentive adjustment will be allowed for employees who are paid at a rate above the maximum of the pay range as a result of a pension offset authorized by Common Council File #110740 or as authorized by a footnote within the applicable pay range, provided that they are otherwise eligible.

6. If the City is adopting a uniform residency wage differential as a result of adoption of Common Council File #190099 how will the rates of pay for the employees who are currently residing outside of the City be impacted?

The wage differential implemented for non-residents based on legislative action adopted in 2013 and 2014 will be eliminated. The rates of pay for those employees will be adjusted effective pay period 13, 2019, based on the reduction received at the time of hire or at the time the employee became a non-resident. Those employees will not be eligible for the residency incentive adjustment of 3% unless and until they establish residency in the City.

7. Will non-resident employees receive a further reduction as a result of the proposed recommendations?

No.

8. When will the salary incentive adjustment be effective and when will it be paid?

If approved by the Common Council, the salary incentive adjustment will be effective Pay Period 13, which begins on June 16, 2019. It is anticipated that the adjustment will be reflected on the July 11th payroll check.

9. Do employees have to be in “good standing” to be eligible for the residency incentive adjustment?

No, this is a salary incentive adjustment that is not tied to being in good standing or any other disqualifier previously used for pay progression.

10. Are employees on probation eligible to receive the residency incentive adjustment if approved?

Yes, probationary status does not impact eligibility for incentive adjustment.

11. Will pay progression be allowed in 2019?

No. Pay progression for all employee groups identified below has been suspended for 2019 for employees in Career Ladders, Group A employees, Group B employees, and Assistant City Attorneys (typically covered under the provisions of a performance merit plan). Also ERS employees with a footnote authorizing compensation be established by

the ERS Board are only eligible for the salary incentive adjustment provided they are residents. No additional adjustments by the ERS Board will be allowed in 2019.

12. If I receive the incentive adjustment and I decide to move outside of the City limits, what happens to my salary?

An employee who becomes a non-resident after PP-13 (June 16, 2019) will transition to the non-resident pay plan and will have their rate of pay reduced accordingly. The bi-weekly rate reduction will be effective the first full pay period in which they are a non-resident.

13. As a non-resident, what will happen to me if I move into the City next month?

Non-resident employees who become City of Milwaukee Residents after June 16, 2019 will be eligible for the residency incentive adjustment up to the max of the pay range.

14. How soon do I have to report a change of address to my Department?

Employees are required to report any change of address to their department manager and payroll representative within seventy-two (72) hours of establishing a new address. Employees are to follow Departmental procedures regarding address change reporting in the payroll system and completion of the Resident Statement Form (located on the MINT under FORMS FOR CITY SERVICE). Payroll will send copies of Resident Statement Forms for those employees who reside outside the City of Milwaukee to DERPAYSERVICES. Employees who fail to comply with this reporting requirement may be subject to disciplinary action.

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.

15. If an employee wants to request a temporary hardship exception from the Civil Service Commission do they need to complete a “Finding of Necessity” form to get approval from the Civil Service Commission?

No, a “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.

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 immediately 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).

16. Are employees who receive approval of a hardship exception from the City Service Commission eligible to receive the increase?

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 as determined by DER.

