



DPW – STREET & SOLID WASTE DIVISION

Stacy Winkelman  
Interim Supt/Office Manager

Jason Heller  
Interim Foreman/Equip Operator

Jane Flanigan  
Admin Asst

**TO:** Mayor McFarland & Finance Committee  
**FROM:** Stacy Winkelman  
**RE:** Agenda Item  
**DATE:** October 31, 2022

Mayor McFarland & Committee Members:

I have one item on the agenda for your review and approval. It is regarding allowing on-call pay for the winter season for three employees in the Street Division.

Your committee has approved a new organization of this division, however filling the positions has not been done yet, and I do not know how soon that will be. With that being said, winter is quickly approaching so I have started thinking about getting the on-call schedule in place. The new structure has the following four positions being in the "On-Call Rotation" from approximately November 15<sup>th</sup> – April 15<sup>th</sup>: Operations Manager, Asst. Operations Manager, and the two foreman positions. When the Operations Manager and Asst Operations Manager are filled they are exempt positions and would not be compensated for being on call. The two foreman positions are non-exempt and, in my opinion, should be compensated for being on call. Since currently we only have one position that is exempt, I would like to ask the Committee to approve on-call pay for the other three on-call spots. I have attached the on-call schedule as well as the cost breakdown. I have followed the procedure in the current handbook for on-call pay cost. Worst case scenario, this would cost the city \$2,352.00. That could be less if one of these is moved into the other exempt position before winter's end. None of our salters or plow drivers are paid for basically being on call all winter and they are not issued with any sort of City cell phone or pager. I would ask that the people in the position of taking on the responsibility for making the calls as to when the crews go out be compensated. These are the ones that are constantly checking the weather to make sure they call employees in and get them out on the streets doing snow and ice control.

Please feel free to contact me if you have any questions or concerns.

Respectfully,

Stacy Winkelman  
Interim Supt/Office Manager

Enclosures

leaves, employee gets called back at 2:00 a.m. and must work until 4:00 a.m. will be compensated for four (4) hours at time and one-half (1 ½).

## **G. ADDITIONAL JOB COMPENSATION**

### **Communications Training Officer**

Non-supervisory employees functioning as a communications training officer will receive an additional two dollars (\$2.00) per hour compensation for that period of time when they are performing training officer duties.

### **Water/Wastewater Cell Phone Compensation**

Employees assigned to on-call duty will be compensated on the following basis: Eighteen dollars (\$18.00) for each workweek day so assigned; twenty-seven dollars (\$27.00) for each weekend day and thirty dollars (\$30.00) for each holiday so assigned. Cell phones will continue to be assigned in the present manner and employees may continue to either trade or relinquish duty in the current manner, provided sufficient coverage is maintained. Employees that receive pager pay will drink no alcohol for the entire time they are being compensated (complies with Federal CDL law) and will not be more than sixty (60) minutes from the main facility depending on which department they work for. In addition, employees must respond to alarms immediately upon receiving a call/text.

### **Out of Classification**

No employee shall suffer a reduction in pay if he/she is required to take a job carrying a lesser rate of pay. Any employee who is required to take jobs of higher scale shall receive such scale for all such hours worked if such work is performed for one (1) hour or more. Employees, whose compensation is at the control point (step 6) or below, who work out of class, will receive the rate of pay at the same step in the out of class grade. Employees whose compensation is beyond the control point (step 7 or higher) will receive up to an additional seventy-five cents (\$0.75) per hour. No out of class pay rate can exceed the maximum rate (step 11) of the grade the employee is working out of class in.

### **Certifications**

Non- exempt employees who complete professional certifications and/or licensing related to their job description will be eligible for a step placement review to be recommended by the Department Head to be determined by the Mayor and Finance Committee.

### **Non-Union Paramedics**

Non-union paramedics will receive the paramedic add-on pay as listed in the union contract.

## ***SUPERVISOR'S ON-CALL SCHEDULE***

### **NOVEMBER 2022**

Mon, Nov 14<sup>th</sup> – Sun, Nov 20<sup>th</sup> = Jason  
Mon, Nov 21<sup>st</sup> – Sun, Nov 27<sup>th</sup> = Stacy  
Mon, Nov 28<sup>th</sup> – Sun, Dec 4<sup>th</sup> = TBD #1

### **PHONE NUMBERS**

Stacy Winkelman      920-342-8885  
Jason Heller          920-988-5706  
TBD #1  
TBD #2

### **DECEMBER 2022**

Mon, Dec 5<sup>th</sup> – Sun, Dec 11<sup>th</sup> = TBD #2  
Mon, Dec 12<sup>th</sup> – Sun, Dec 18<sup>th</sup> = Jason  
Mon, Dec 19<sup>th</sup> – Sun, Dec 25<sup>th</sup> = Stacy  
Mon, Dec 26<sup>th</sup> – Sun, Jan 1<sup>st</sup> = TBD #1

### **JANUARY 2023**

Mon, Jan 2<sup>nd</sup> – Sun, Jan 8<sup>th</sup> = TBD #2  
Mon, Jan 9<sup>th</sup> – Sun, Jan 15<sup>th</sup> = Jason  
Mon, Jan 16<sup>th</sup> – Sun, Jan 22<sup>nd</sup> = Stacy  
Mon, Jan 23<sup>rd</sup> – Sun, Jan 29<sup>th</sup> = TBD #1

### **FEBRUARY 2023**

Mon, Jan 30<sup>th</sup> – Sun, Feb 5<sup>th</sup> = TBD #2  
Mon, Feb 6<sup>th</sup> – Sun, Feb 12<sup>th</sup> = Jason  
Mon, Feb 13<sup>th</sup> – Sun, Feb 19<sup>th</sup> = Stacy  
Mon, Feb 20<sup>th</sup> – Sun, Feb 26<sup>th</sup> = TBD #1

### **MARCH 2023**

Mon, Feb 27<sup>th</sup> – Sun, Mar 5<sup>th</sup> = TBD #2  
Mon, Mar 6<sup>th</sup> – Sun, Mar 12<sup>th</sup> = Jason  
Mon, Mar 13<sup>th</sup> – Sun, Mar 19<sup>th</sup> = Stacy  
Mon, Mar 20<sup>th</sup> – Sun, Mar 26<sup>th</sup> = TBD #1  
Mon, Mar 27<sup>th</sup> – Sun, Apr 2<sup>nd</sup> = TBD #2

### **APRIL 2023**

Mon, Apr 3<sup>rd</sup> – Sun, Apr 9<sup>th</sup> = Jason  
Mon, Apr 10<sup>th</sup> – Sun, Apr 16<sup>th</sup> = Stacy

**\* PLEASE NOTE: FROM MIDNIGHT – 6:30 A.M.  
IS CONSIDERED THE DAY BEFORE. \*  
FOR EXAMPLE: 1:00 A.M. ON NOV. 14<sup>TH</sup> WOULD  
BE JASON'S CALL.**



## **COST OF ON-CALL PAY**

APPROXIMATELY NOVEMBER 15, 2022 – APRIL 15, 2023

Interim Superintendent (Stacy Winkelman) – Exempt, N/C

Interim Foreman (Jason Heller) - \$576 for 5 weeks plus \$156 for week with 1 holiday = \$876.00

Employee #1 (TBD) - \$576 for 4 weeks plus \$168 for week with 2 holidays = \$744.00

Employee #2 (TBD) - \$576 for 4 weeks plus \$156 for week with 1 holiday = \$732.00

Total Cost: \$2,352.00