



Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-262-4036

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Mayor McFarland and Committee Members

FROM: Jaynellen J. Holloway, P.E.

DATE: September 8, 2022

RE: Finance Committee Agenda Narrative for September 12, 2022

---

### Agenda Items:

Review and take possible action: Approval Street/Solid Waste Division Interim Street Superintendent and Interim Foreman Compensation upon Interim Assignment Pay

### BACKGROUND

Review and take possible action: Approval Street/Solid Waste Division Interim Street Superintendent and Interim Foreman Compensation upon Interim Assignment Pay: With the resignation of Street Superintendent, Dan Zuelsdorf, the Public Works Director, with approval from the Mayor, appointed Office Manager, Stacy Winkelman, to Interim Street Superintendent and appointed Class IV Operator, Jason Heller, Interim Foreman, both effective July 1, 2022.

Stacy Winkelman: On page 19 of the Employee's handbook under Compensation upon Interim Assignment (attached for your reference), it states, "Employees assigned to an interim classification in a higher pay range for a planned period of at least sixty days and who are expected to perform a majority of the higher classification's duties and responsibilities, shall receive a base compensation adjustment of ... eight percent (8) if additional duties are usually perform by a position two or more grades higher or be brought to the minimum of the higher grade, whichever is greater. A base compensation adjustment of greater than eight percent (8%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given."

Stacy is currently at Step/Grade: L1, \$30.83. Dan was at Step/Grade: Q1: \$40.45. Per this section, Stacy has been performing the Street Superintendent's responsibilities for more than 60 days and there is more than 2 grades higher difference between her and Dan's pay grades. I am requesting that Stacy receive the Compensation upon Interim Assignment and be brought to the minimum of the higher grade – Grade Q1: \$40.45/hour as she has not only been doing her job, but Dan's as well during this time. I would ask that this pay be retroactive to July 1, 2022. There is funding available for this in Street/Solid Waste salaries as Dan has been gone since the end of June.

Jason Heller: On page 19 of the Employee's handbook under Compensation upon Interim Assignment (attached for your reference), it states, "Employees who are assigned additional work from a classification in the same pay grade or lower pay grade for a planned period of at least 60 days, and who are expected to perform a majority of the interim classification duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) in recognition of the incumbent's additional time being spent performing additional duties. A base compensation adjustment of greater than five percent (5%) may be approved by the Mayor and Finance Committee provided that substantial reasons are given."

Jason is currently at Step/Grade: I1, \$25.04. Foreman position is at Step/Grade: I2, \$25.76. 5% increase to Jason's current hourly rate would be \$26.29/hour. Per this section, Jason has been performing the Foreman's responsibilities for more than 60 days. I am requesting that Jason receive the Compensation upon Interim Assignment and receive a minimum 5% increase. He has been a real asset to the Division and the City during this time. I would ask that this pay be retroactive to July 1, 2022. There is funding available for this in Street/Solid Waste salaries as Dan has been gone since the end of June.

Attachments:

Review and take possible action: Approval Street/Solid Waste Division Interim Street Superintendent and Interim Foreman Compensation upon Interim Assignment Pay:

- Page 19 of Employee Handbook