

*****ATTACHMENTS*****

Susan Richards
City Clerk

R. C. No. 340 - 12- 13. By SALARIES AND GRIEVANCES. January 21, 2013.

Your Committee met on 1/14/13 and discussed the Amended 2012 Benefits Proposal that was approved by the Common Council on Oct. 3, 2011 and recommends amending the Health Insurance Opt-out provision which currently reads: "Employee who chooses to leave the City Health Insurance Plan would receive a payment of \$1200 per year", to state as follows: "Eff. 1/1/12 and thereafter, a full-time employee who chooses to drop or waive participation in the City Health Insurance Plan shall receive a \$1200.00 per year payment, prorated on a monthly basis; a regular part-time employee who dropped coverage eff. 1/1/12, will receive a one-time payment of \$1200.00; eff. 1/1/13 and thereafter, a regular part-time employee who chooses to drop or waive participation in the City Health Insurance Plan shall receive a payment of \$600.00 per year, prorated on a monthly basis."

*Reviewed/Kath
Dec 2012*

Greg Bessel
Julie Kath

_____ Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the 21st day of January, 2013.

Dated January 23 2013. Susan Richards, City Clerk

Approved January 23 2013. [Signature], Mayor

Published February 7, 2013.
Certified February 4, 2013 to Atty.; Fin. Dir./Treas.; Dep. Fin. Dir./Treas.; Human Resources



Date:

Subject: Review of Position Status as it relates to the
Qualification of Exempt vs. Non-exempt Status

Position Title / Code:

The following test is recommended by the Federal Labor Standards Act to review the qualification of a position as it relates to a position being salaried exempt (exempt of overtime) or hourly (paid by the hour).

- 1) Does the employee make more than \$455 per week.

- 2) Primary duty (the job they perform the most) must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment

- 3) The advanced knowledge must be in a field of science or learning. The position requires usually more than a high school diploma but can also be acquired as a combination of work experience and intellectual instruction.

- 4) Is this position supervisory in nature, either of a process or of 2 or more individuals?

Finding:

Position is Appropriately Classified: _____

Position should be reclassified: ____ From Non-Exempt to Exempt

____ From Exempt to Non-Exempt

Effective Date: _____

Reviewed by: _____ Title: _____ Date: _____

2015 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director	FTE BY TEAM	
		4.00	Administration
	1.00 Business Specialist	15.00	Public Services
	1.00 Public Information Specialist II	16.44	Support Services
		35.44	Total
	1.00 Office Assistant		
		FTE BY YEAR	
		35.44	2015 Projected
		37.63	2014
		43.19	2013
1.00	Public Services Manager		
	4.75 Librarian I		
	2.00 Librarian II		
	4.50 Library Assistant I		
	1.75 Library Assistant II		
	1.00 Library Assistant III		
			Revised Date: 2/6/15
			Approved Date:
1.00	Support Services Manager		
	1.00 Information Technology Specialist		
	3.00 Library Assistant III		
	1.00 Chief Maintenance Technician		
	1.00 Maintenance Technician		
	1.00 Specialist II (Page Supervisor)		
	8.44 Page		

ADMINISTRATION

Employee Name	# Of hours per week - 2015 Budget	# Of hours per week changes after Budget	Calculation per 2015 Budget - Total hrs/40 hrs	Calculation per changes after Budget - Total hrs/40 hrs
Erickson	40.00			
DeAmico	40.00			
Capizzi	40.00			
Smith	40.00			
Mueller	40.00			
Total Administrative	200.00		5.00	5.00

PUBLIC SERVICES

Employee Name	# Of hours per week - 2015 Budget	# Of hours per week changes after Budget	Calculation per 2015 Budget - Total hrs/40 hrs	Calculation per changes after Budget - Total hrs/40 hrs
Prentice	40.00		1.00	1.00
Beinemann	40.00	40.00		
Durant	30.00	30.00		
Gartman	40.00	40.00		
Rohde	40.00	40.00		
Steinbrucker	40.00	40.00		
Total Librarian I	190.00	190.00	4.75	4.75
Dalhaimer	40.00	40.00		
Voss	40.00	40.00		
Total Librarian II	80.00	80.00	2.00	2.00
Aeder Gort	30.00	20.00		
Hoard	30.00	30.00		
Jakum	20.00	20.00		
Miller	40.00	40.00		
Nack (Either 2 FT @ 80.00 or 4 PT @ 80)	80.00	80.00		
Stenske replacement	40.00	40.00		
Lilyquest replacement	20.00	20.00		
Total Library Assistant I	260.00	250.00	6.50	6.25
Employee Name	# Of hours per week - 2015 Budget	# Of hours per week changes after Budget	Calculation per 2015 Budget - Total hrs/40 hrs	Calculation per changes after Budget - Total hrs/40 hrs
Heinrich	30.00	30.00		
Strohschoen	30.00	40.00		
Total Library Assistant II	60.00	70.00	1.50	1.75
Dekker	40.00	40.00		
Lilyquist - (Additional position listed under LA1 on Budget)	20.00	20.00		
Total Library Assistant III	60.00	60.00	1.50	1.50
Total Public Services			17.25	17.25

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SUPPORT SERVICES

Employee Name	# Of hours per week - 2015 Budget	# Of hours per week changes after Budget	Calculation per 2015 Budget - Total hrs/40 hrs	Calculation per changes after Budget - Total hrs/40 hrs
Kallas	40.00	40.00	1.00	1.00
Gort	40.00	40.00		
Total IT	40.00	40.00	1.00	1.00
Butzen	40.00	40.00		
DePagter	40.00	40.00		
Van Der Sande	40.00	40.00		
Total Library Assistant III	120.00	120.00	3.00	3.00
Eisch	40.00	40.00		
Dumovich	40.00	40.00		
Total Maintenance	80.00	80.00	2.00	2.00
Schwartz	40.00	40.00		
Total Page Supervisor	40.00	40.00	1.00	1.00
Otten	9.00	9.00		
Poulter	14.00	14.00		
New Position	14.00	14.00		
New Position	14.00	14.00		
New Position	17.00	17.00		
Total Page I	68.00	68.00	1.70	1.70

Employee Name	# Of hours per week - 2015 Budget	# Of hours per week changes after Budget	Calculation per 2015 Budget - Total hrs/40 hrs	Calculation per changes after Budget - Total hrs/40 hrs
Amundsen	16.00	16.00		
Camplejohn-Dickert	16.00	16.00		
Federer	21.50	21.50		
Gruber	8.00	8.00		
Harmelink	16.00	16.00		
Heyman	9.00	9.00		
Hildebrand	10.50	10.50		
Kaat	13.00	13.00		
Koch	12.50	12.50		
Larson	25.00	25.00		
Pilman	19.00	19.00		
Rammer	13.00	13.00		
Reinholtz	10.00	10.00		
Rekowski	14.00	14.00		
Tryba	16.50	16.50		
Weinberger	19.50	19.50		
Weseljak	13.50	13.50		
Wierzbach	22.00	22.00		
Total Page II	275.00	275.00	6.88	6.88
Total Support Services			16.58	16.58
Total All Departments			38.83	38.83

Xiong, Malia Worked 74.25 over Christmas/New Year Holiday hours of 74.25 not included in totals.

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d be 1.50

2015 Mead Public Library Table of Organization

Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

		<i>Administration Services FTE</i>		
		Regular	Seasonal	Total
1.00	Library Director			
	1.00 Business Specialist	5.000	0.000	5.000
	1.00 Public Information Specialist II			
	1.00 Administrative Specialist II			
	1.00 Office Assistant			
		<i>Public Services FTE</i>		
		Regular	Pages & Seasonal	Total
1.00	Public Services Manager			
	4.75 Librarian I	17.250	0.000	17.250
	2.00 Librarian II			
	6.50 Library Assistant I			
	1.50 Library Assistant II			
	1.50 Library Assistant III			
		<i>Support Services FTE</i>		
		Regular	Pages & Seasonal	Total
1.00	Support Services Manager			
	1.00 Information Technology Specialist	8.000	8.580	16.580
	3.00 Library Assistant III			
	1.00 Chief Maintenance Technician			
	1.00 Maintenance Technician I			
	1.00 Specialist II (Page Supervisor)			
	1.70 Page I - Part time irregular hours			
	6.88 Page II - Part time irregular hours			

Total Library FTE 2015

Regular	Pages & Seasonal	Total
30.250	8.580	38.830

Total Library FTE 2014

Regular	Pages & Seasonal	Total
29.125	8.500	37.625

Revised Date: April 28, 2014
Board Approved Date:

2015 Mead Public Library Table of Organization

Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

		<i>Administration Services FTE</i>		
		Regular	Seasonal	Total
1.00	Library Director - Garrett Erickson			
	1.00 Business Specialist - Debbie DeAmico	5.000	0.000	5.000
	1.00 Public Information Specialist II - Helene Capizzi			
	1.00 Administrative Specialist II - Sherry Smith			
	1.00 Office Assistant - Pat Mueller			
		<i>Public Services FTE</i>		
		Regular	Pages & Seasonal	Total
1.00	Public Services Manager - Melissa Prentice			
	4.75 Librarian I - Beinemann, Durant, Gartman, Rohde, Steinbrucker	17.250	0.000	17.250
	2.00 Librarian II - Dalhaimer, Voss			
	6.50 Library Assistant I - Aeder-Gort, Hoard, Jakum, Miller, Nack Replacement(2), Stenske Replacement (1), Lilyquest Replacement (.50)			
	1.50 Library Assistant II - Heinrich, Strohschoen			
	2.00 Library Assistant III - Dekker, Lilyquist			
		<i>Support Services FTE</i>		
		Regular	Pages & Seasonal	Total
1.00	Support Services Manager - Diane Kallas			
	1.00 Information Technology Specialist - Dale Gort	8.000	8.580	16.580
	3.00 Library Assistant III - Butzen, DePagter, Van Der Sande			
	1.00 Chief Maintenance Technician - Pete Eisch			
	1.00 Maintenance Technician I - Laura Dumovich			
	1.00 Specialist II (Page Supervisor) - Penny Schwartz			
	1.70 Page I - Part time irregular hours			
	6.88 Page II - Part time irregular hours			

Total Library FTE 2015

Regular	Pages & Seasonal	Total
30.250	8.580	38.830

Total Library FTE 2014

Regular	Pages & Seasonal	Total
29.125	8.500	37.625

Revised Date: April 28, 2014
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