

CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633
TELEPHONE 262/524-3701 FAX 262/524-3899

Kevin M. Lahner
klahner@ci.waukesha.wi.us

To: Department Heads
Common Council

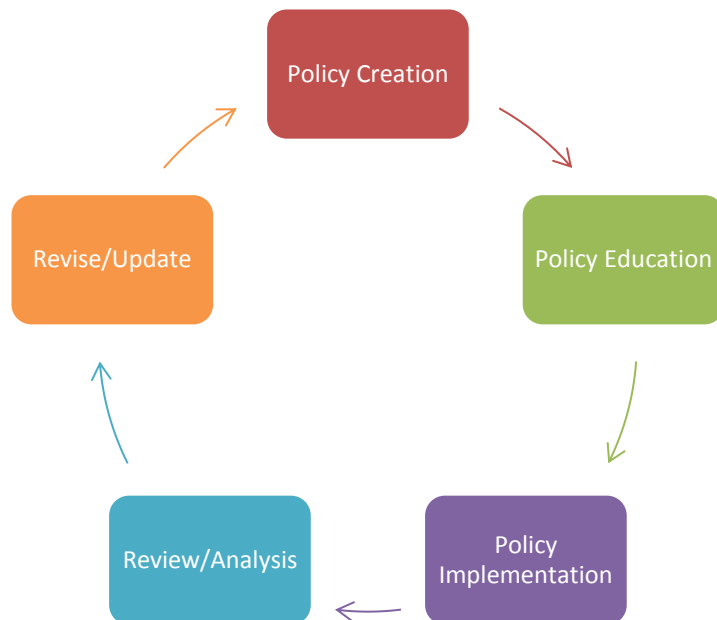
Copy: Mayor Shawn Reilly

From: Kevin Lahner, City Administrator

Re: Performance Evaluation and Pay Policy Task Force

The purpose of this memo is to outline the responsibilities of the Performance Evaluation and Pay Policy Task Force and to establish a timeline for achieving results. The Task Force consists of a combination of Department Directors and Common Council members in order to gain a variety of viewpoints and establish buy-in among the organization. The primary objective of this group is to establish a fair and equitable pay policy for our employees and to establish a formal performance evaluation system for the majority of our employees.

It is important to note that the process establishes a relatively aggressive timeline in order to accomplish the goals for establishing a new policy and implementing an evaluation system. The new pay policy needs to be complete by September 31, 2015 in order for the policy to be reviewed and approved by the Common Council, and to include the appropriate financial implications in the 2016 budget. The project will consist of five phases as illustrated below:



In addition to assisting in the design and implementation of the new policy, task force members will be assigned departments to which they are to seek feedback and provide information. The reason for this structure is to ensure that the committee is small enough to operate efficiently, while also providing departments with adequate opportunities for input. ***It is critically important that Task Force members communicate effectively and seek feedback from those departments to which they are assigned.***

- **Fred Abadi**
 - Public Works
 - Community Development
 - Information Technology
- **Kevin Lahner**
 - Administration/Mayor
 - Finance
 - Clerk
- **Ron Grall**
 - Parks Recreation and Forestry
 - Cemetery
 - Library
- **Donna Whalen**
 - Human Resources
 - City Attorney's Office
 - City Assessor
- **Russell Jack**
 - Police Department
 - Fire Department
- **Joan Francouer**
 - Human Resources Committee
 - Common Council
- **Vance Skinner**
 - Human Resources Committee
 - Common Council
- **Dan Duchniak**
 - Water Utility

Timeline

- **Thursday, March 12** – Project Kick-off
- **Thursday, April 16** – Project Update
- **Thursday, May 21** – First Review of Proposed Pay Plan
- **Thursday, June 18** – First Review of Proposed Evaluation Instrument
- **Thursday, July 16** – Final Review of Proposed Pay Plan and Evaluation Instrument
- **Wednesday, Aug. 18** – Human Resources Comm. Consideration of Pay Plan/Evaluation Instrument
- **Tuesday, Sept. 1** – City Council Consideration of Pay Plan/Evaluation Instrument
- **October – December, 2015** – Department Head/Staff Training
- **January 1, 2016** – Pay Plan Implementation

Task force members will be provided with samples of various pay policies and evaluation tools at the kick-off meeting. All Department Heads are encouraged to seek out sample policies from both the public and private sectors that they believe are particularly good or that contain elements which can be utilized effectively in Waukesha.

Please feel free to contact me with any questions regarding the task force and the process we are utilizing to establish the new pay policies and performance evaluation instruments.

KML

