

CITY OF WAUKESHA

HUMAN RESOURCES POLICY/PROCEDURE

POLICY B-16 – CITY STAFFING RESOLUTION

Policy

It is the responsibility of the Common Council of the City of Waukesha to establish the maximum level of personnel to be staffed in each department of the City. This determination shall be made annually in conjunction with the adoption of the Annual Budget or at such other time as may be appropriate. The method of establishing this staffing level shall be a "Staffing Resolution" in the following format and according to the following policies and procedures:

Section 1.

The staffing resolution shall be for the purpose of establishing the maximum level of personnel permitted in each department of the City. It shall not be for the purpose of establishing minimum staffing, salary grades, classifications, or wages, which are subject of additional policies and procedures. City departments may only employ those persons needed to staff authorized positions.

Section 2.

The staffing resolution shall be in standard format and contain, sorted by each department of the City, the job title of each position authorized, the number of persons authorized to be employed in each position and the salary grade or classification of each position. The resolution will be submitted to Human Resources Committee and the Council on or about February 1st of each year.

Section 3.

A revised Staffing Resolution shall be submitted where the reorganization of a department of the City results in additions to the number of authorized staff in any position in a department or where a new position is proposed. Where such reorganization results in a reduction in the number of persons employed in authorized position, no revision is required. When any reorganization occurs, the final reorganization plan and the revised staffing resolution shall be submitted to Council members thirty (30) days prior to its formal presentation to the Common Council to permit a review and comment period.

Section 4.

A revision of the Staffing Resolution is not required when a change in classification or salary grade of any authorized position is made pursuant to other policies or procedures. Such changes shall be incorporated into the annual Staffing Resolution or any other required revision at the time of its occurrence.

Section 5.

Funding for all positions in the staffing resolution is subject to the appropriations of the Annual Budget and no position shall be staffed without funding.

WHEREAS, Human Resources Policy/Procedure B-16, City Staffing requires the adoption of a Staffing Resolution to establish the maximum number of persons to be employed by the City; and

WHEREAS, fiscal integrity and the maintenance of a suitable workforce requires that the staffing needs of the City be examined by the policy making body of the City on a periodic basis.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Waukesha that there be and hereby is established in the City the following positions and levels of staffing for 2018: