

TO: Personnel Board

FROM: Erin Hillson

DATE: October 26, 2021

RE: Elimination of position #2626 in CG 17, RH10, and recreation of the position as a Substitute Crossing Guard in CG 83, Range 01P

The City of Madison Traffic Engineer, Yang Tao, Rene Callaway, Pedestrian Bicycle Safety Administrator, and Crossing Guard Supervisors, Alex Stewart and Virginia Kravik, request the 2021 Traffic Engineering Budget be amended to delete the classification of Crossing Guard Substitute (Hourly) in from the hourly salary schedule, recreate the classification as a Substitute Crossing Guard (Hourly) into CG 83, Range 00, and reallocate all current employees into the new classification. This proposed request is a continued efforts to reduce positions in CG 17, and move them into CG 16, 18, 20, and 83 as appropriate.

The following Personnel Board approval is requested:

- Delete Crossing Guard classification (position #2626) in CG 17, Range 00
- Create the Substitute Crossing Guard Classification in CG 83, Range 00
- Reallocate incumbents in the hourly position #2626 into the new classification of Substitute Crossing Guard (Hourly)
- Place the following employees at Step 2: Katelyn Danielson, John Diels, Debra Diewald, Emily Eichstedt-Anderson, Kari Lecesse, Michelle Meyer, Jenny Meyers
- Place the following employees at Step 4: Anita Allison and Dale Ziege

Substitute Crossing Guards have the same responsibilities as outlined in the regular Scheduled Crossing Guard position description which includes significant safety responsibility for children at street crossings, safely setting out orange safety cones to alert and direct traffic, and performing related work as required. Substitute Crossing Guards do not have a regular set schedule or worksite location as Scheduled Crossing Guards, rather they work on call as needed in the absence of Scheduled Crossing Guards. Scheduled Crossing Guards are a unique hourly classification in that with every year an employee returns to work, they receive a step increase in pay. This is the only hourly classification with step increases in the compensation plan. Given the current wage disparity between Scheduled Crossing Guards at Step 4, and Substitute Crossing Guards, which do not have step increases, it is increasingly difficult for Traffic Engineering to recruit Substitute Crossing Guards from the pool of former Scheduled Crossing Guards who would have to take a pay reduction to come back to work in the substitute positions.

Substitute Crossing Guards also have some differences in benefits as Scheduled Crossing Guards. While Scheduled Crossing Guards earn three (3) hours of sick leave per 75 hours of work, Substitute Crossing Guards earn 8 hours of sick leave per 200 hours worked. Scheduled Crossing Guards earn bereavement leave, have access to life insurance, and have an outside clothing allowance; while Substitute Crossing Guards do not have these benefits. As mentioned above, Scheduled Crossing Guards also have automatic step increases after one (1) year of service, while the Substitute Crossing Guards do not. To create alignment with Scheduled Crossing Guards while retaining the level of benefits that are appropriate for employees without a regular work schedule, we are recommending all current benefits remain the same, except that Substitute Crossing Guards now earn three (3) hours of sick leave per 75 hours worked, and should be granted step increases after reaching a threshold of one (1) year of service and at least 125 hours worked.

Given the responsibilities are the same for Substitute Crossing Guards and Scheduled Crossing Guards, and given the issues Traffic Engineering has recruiting and retaining Substitute Crossing Guards, it is my

recommendation that the classification of Crossing Guard Substitute in CG 17, Range 00, position #2626, be eliminated and recreated as Substitute Crossing Guard in CG 83, Range 00, and to move all current employees into the new classification. The total estimated annual cost in salary is \$962. These costs are already anticipated in the Traffic Engineering hourly budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Classification	Compensation Group/Range	2021 Hourly Rate Base	2021 Hourly Rate (Step 2)	2021 Hourly Rate (Step 3)	2021 Hourly Rate (Step 4)
Crossing Guard Substitute	17/00	\$17.99			
Substitute Crossing Guard	83/00	\$17.91	\$19.09	\$20.07	\$21.15

Cc: Yang Tao, City Traffic Engineer
 Rene Calloway, Pedestrian and Bicycle Safety Coordinator
 Greg Leifer, Employee and Labor Relations Manager
 Walt Jackson - Local 6000
 Joe Seifert - Local 6000