

TO: The Board of Estimates

FROM: Harper Donahue, Human Resources

DATE: February 22, 2013

SUBJECT: Community Services Spec 2 (0.5 FTE → 0.6 FTE)

During the budget deliberations in 2012, the Common Council added a 0.5 FTE position of Community Services Specialist 2 to the Community Development Division budget, to work as a Youth Outreach Worker. However, due to changes at the State level, as part of Acts 10 and 32 in 2011, employees new to the Wisconsin Retirement System, after July 1, 2011, are not eligible to participate in either the Wisconsin Retirement System or the health insurance program unless they work a minimum of 1200 hours in a calendar year. A 0.5 FTE position is only scheduled to work 1007.5 hours, making new 0.5 FTE hires ineligible for retirement and health insurance. This could have a significant detrimental effect on recruitment. As such, we are recommending that the FTE for this position be increased to 0.6, so that the anticipated hours would exceed the 1,200 threshold, necessary for participation in WRS and health insurance.

We have prepared the necessary resolution to implement this change.

cc: Laura Noel – Community Services Program Coordinator  
James O’Keefe – Community Development Division Director  
Mary O’Donnell – Community Services Specialist 2  
Mike Lipski – HR Services Manager