

To: Finance Committee

From: Emaan Abdel-Halim, HR Services Manager

Date: January 3, 2023

Subject: Custodial Worker 2 Part-Time–Library

The Human Resources Department received a request from the Madison Public Library through Library Facilities Manager Mark Benno to create a new part-time, 0.6 FTE position of Custodial Worker 2, in CG15, R3A based on workload demands at the Central Library. For the reasons outlined in this memo, we recommend that a new 0.6 FTE (24 hours a week) position of Custodial Worker 2, in CG15, R3A be created in the Library budget.

The Central Library is the Library’s largest branch and has 3 floors of books/materials, and additional public space through the Bubbler Maker Space and a top-floor conference area. The size of this building means there is a large need for proper custodial services to ensure restrooms are clean, public areas are tidy, and entrances are inviting and welcoming. Currently, the Library has been hiring 2 hourly building cleaners to perform this work, each trying to cover approximately 22 hours a week. However, the hourly building cleaner wage is only \$15.90/hr. and does not include benefits. As a result, the Library has struggled in keeping these hourly positions filled.

Mr. Benno is requesting to take the dollars allocated for the hourly positions and use them to offset the costs of creating a permanent, 0.6 FTE position of Custodial Worker 2. This would allow the Library to recruit and offer benefits. A 0.6 FTE position is the minimum level at which the City can enroll an incumbent into the Wisconsin Retirement System and also offer health insurance. It would also provide a more competitive wage, allowing the Library to hire and have consistency in this position. Although the 2 hourly building cleaners were scheduled to each work 22 hours a week, because of the inconsistency in keeping the positions filled, having one permanent position at 24 hours a week will be enough to allow the Library to meet its custodial needs. Based on this, we recommend that the Library have a new 0.6 FTE position of Custodial Worker 2 added to their operating budget, with the dollars from the hourly building cleaner positions reallocated to fund this new position.

The necessary resolution has been prepared to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
15/03A *	\$ 28,904.62	\$ 32,570.46	\$ 36,478.91

*salary above is at 0.6 FTE

cc: Mark Benno–Library Facilities Manager
Greg Mickells–Library Director

Walt Jackson, Local 6000 representative
Tory Larson—Interim Employee & Labor Relations Manager