

RESOLUTION NO.: 82—2017-18

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

The County Executive has requested the following position, and the same has been included in the 2018 COUNTY EXECUTIVE BUDGET:

Create: (9) Part-time Casual Call Employee Maintenance

NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the TABLE OF ORGANIZATION FOR THE AIRPORT, COST CENTER, 5000110, by creating (9) part-time Casual Call Employee Maintenance positions effective January 1, 2018, as described in the attached which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the aforementioned budget is hereby confirmed to include the new position(s) and the attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Appleton International Airport Director and the Outagamie County Human Resources Department.

Dated this ____ day of November 2017

Respectfully Submitted,

LEGISLATIVE/AUDIT &
HUMAN RESOURCES COMMITTEE

Travis Thyssen

Cathy Spears

Shane Griesbach

Patrick Meyer

John Foss

Duly and officially adopted by the County Board on:_____

Signed: _____

Board Chairperson

County Clerk

Approved: _____

Vetoed:_____

Signed: _____

County Executive



Organizational Change Request

Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary

This form contains four separate parts. Title Changes require only Part I and Part II to be completed. Forms should be thoroughly completed and submitted to the Human Resources Director. If you have questions when completing this form, please contact the Human Resources Director at 832-1670 or lisa.lux@outagamie.org.

PART I GENERAL INFORMATION

Change(s) being Requested: Add New Position to TO

Effective Date of Change: 1/1/2018

Department: Airport

Department Head: Abe Weber

Cost Center: 5000110

Employee Group: General

Justification for Change:

(Include: key benefits of adding position, impact of not adding position, amount of overtime currently being worked, backlog situation, etc... Avoid generalities and provide specific data points.)

This request will add 6 Casual-Call employees to the Airfield Maintenance Department and 3 Casual- Call employees to the Landside Maintenance Department. These employees will primarily serve in a role of availability for various maintenance functions as listed on the position descriptions for the Airfield and Landside departments. A Casual-Call employee is one who is hired to satisfy or meet the needs of a department which are cyclical and recurring in nature. Casual-Call employees are not typically expected to work more than 27 hours per week. They may have a regular/consistent, infrequent or variable schedule and may work as needed throughout the year. They may not work more than 960 hours in a 12 month period.

The current full-time maintenance employees are normally scheduled for a 40 hour work week but as part of their position description they are required to work overtime/extra hours as required and at times work long hours, including weekends and holidays during snow and ice removal operations and as other circumstances dictate. Typically when a snow event starts these employees will remain at the airport and work the duration of the storm, which for many events could last multiple hours. The Supervisor and Lead Worker will monitor employees and extend rest periods for these workers but at times due to operational requirements the ability to give a significant rest period is limited based on snow and ice conditions and airline/customer needs.



Organizational Change Request

Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary

The addition of the Casual-Call employees will allow the airport during the most intensive snow removal events to draw from the pool to allow the full time employees to receive valuable downtime. The Casual-Call employee pool will also be an asset if a full time employee is ill and has to take sick time or have other family issues.

Other Alternatives Considered:

☐ Temporary Help ☐ Part-Time vs. Full-Time ☐ Help from other depts.
☒ Use of Overtime ☐ Process Improvements

Fiscal Impact of Change:

☐ Cost Neutral ☒ Cost Reduction ☐ Cost Increase

FTE Headcount Impact of Change*:

☒ Headcount Neutral ☐ Headcount Reduction ☐ Headcount Increase

(*note: any change in FTE count or substantial fiscal impact requires approval by Committee of Jurisdiction, Finance Committee, Leg/Audit/HR Committee, and Board of Supervisors.)

PART II: CHANGE DETAILS - Complete the appropriate section below for the type of change being requested.

REPORTING CHANGE (i.e. employee changing who they formally report to)

Current Supervisor/Manager NA

New Supervisor/Manager NA

Change in Cost Center? ☐ Yes New Cost Center #: Click here to enter text.

Additional Communications/Approval Required:

- ✓ Provide updated Job Description to HR

TITLE CHANGE (i.e. employee title changing but job responsibilities and grade staying the same)

Current Title: NA

New Title: NA

Additional Communications/Approval Required:

- ✓ Provide updated Job Description to HR
- ✓ Approval from Committee of Jurisdiction
- ✓ Approval from Leg/Audit/HR Committee



Organizational Change Request

Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary

GRADE/CLASSIFICATION CHANGE (i.e. employee's responsibilities have changed enough to constitute a change in grade or classification: non-exempt/exempt)

Current Grade: Click here to enter text.

New Grade: Step 12 for Landside, Step 15 for Airfield

Current Classification: Choose an item.

New Classification: Non-Exempt/Hourly

Additional Communications/Approval Required:

- ✓ Provide any comparable salary data to HR
- ✓ Updated Job Description to HR
- ✓ Inform Committee of Jurisdiction
- ✓ Inform Leg/Audit/HR Committee
- ✓ Board of Supervisors Approval – *Required if outside of budget process and if change impacts overall department FTE count or has significant fiscal impact.*

POSITION DELETION (i.e. deletion of entire position or one or more of the same position)

Position Title:

Type of Deletion: ☐ Remove position title completely ☐ Reduce position count*

*If reduction – reduce by how many? Click here to enter text.

Position is: ☐ Full-Time: ☐ Part-Time:

Additional Communications/Approval Required:

- ✓ Inform Committee of Jurisdiction
- ✓ Inform Leg/Audit/HR Committee
- ✓ Board of Supervisors Approval – *only if outside of budget process and if change impacts overall department FTE count or has significant fiscal impact.*

POSITION ADDITION (i.e. addition of entirely new position or one or more of the existing position)

Position Title:

Type of Addition: ☐ Add completely new position ☒ Add to existing position in TO

How many? 6 Airfield, 3 Landside

Position is: ☐ Full Time: ☒ Part Time:

Additional Communications/Approval Required:

- ✓ Provide updated Job Description to HR
- ✓ Comprehensive Position Questionnaire and Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
- ✓ Inform Committee of Jurisdiction
- ✓ Approval from Leg/Audit/HR Committee
- ✓ Board of Supervisors Approval

PART III: CURRENT AND FUTURE ORG VISUAL

Attach a copy of your current Table of Organization and proposed Table of Organization for any change(s) indicated in this document.



Organizational Change Request

Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary

PART IV FINANCIAL DATA - List the total expenditures, revenues and savings pertaining to this request.

ANNUAL CURRENT EXPENDITURES

Salary	\$ 56,996
Fringe Benefits	\$ 8,150
Travel/Training	\$ 0
Supplies	\$ 0
Purchased	\$ 0
Capital Outlay	\$ 0
TOTAL	\$ 65,146

ANNUAL PROPOSED EXPENDITURES

Salary	\$ 31,518
Fringe Benefits	\$ 2,364
Travel/Training	\$ 0
Supplies	\$ 1,350
Purchased	\$ 0
Capital Outlay	\$ 0
TOTAL	\$ 35,232

REVENUES

Description:

	\$
	\$
TOTAL	\$

COST SAVINGS

Description:

Overtime dollars saved using casual call employees	\$ 35,232
(this savings will vary based upon # of weather events)	\$
TOTAL	\$ 35,232

* If you are requesting a position that will only be funded initially for a part of a year, please complete the Annual Salary and Annual Fringe Benefits Cost using the annual cost based on the start date of the change.



Organizational Change Request

Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary

NOTE: If any changes are made in the above budget, please contact Human Resources Department, Lisa Lux, ext. 1670, **and** Financial Services, Brian Massey, ext. 1675 or Julie Beauchamp, ext. 1674. It is extremely important that the information contained here match the figures shown in the budget.

Reviewed By:	<input type="checkbox"/>	Date: Click here to enter a date.
Department Head:	<input type="checkbox"/>	Date: Click here to enter a date.
HR Director:	<input type="checkbox"/>	Date: Click here to enter a date.
County Executive:	<input type="checkbox"/>	Date: Click here to enter a date.

REQUEST:

☐ Approved ☐ Denied

Resolution Number: Click here to enter text.

