

**CITY OF SHEBOYGAN
ORDINANCE 2-24-25**

BY ALDERPERSONS MITCHELL AND PERRELLA.

JUNE 17, 2024.

AN ORDINANCE amending Section 18-74 of the Municipal Code so as to update the rules and conditions for acting pay for nonrepresented employees.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

SECTION 1: **AMENDMENT** “Sec 18-74 Acting Pay For Nonrepresented Employees” of the Sheboygan Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Sec 18-74 Acting Pay For Nonrepresented Employees

- (a) For the purposes of this section, a temporary vacancy means any vacancy of at least two weeks but less than six months.
- (b) When any department head learns that a temporary vacancy has occurred~~s~~ or is about to occur ~~of more than two calendar weeks but less than six months~~ in any nonrepresented position in the city service within such department, the director of human resources and labor relations, in consultation with the affected department head, may recommend to the city administrator an appropriate subordinate nonrepresented employee to fill the position on an acting basis for the duration of the temporary vacancy. Positions in the transit, police, and fire departments require the approval of the respective commissions.
- (c) -If the subordinate appointed under (b) is in a lower compensation classification pursuant to section 18-38 than the vacant position~~salary grade while serving in such an acting capacity~~, the subordinate shall receive additional compensation for the additional work assigned while serving in such an acting capacity. An increase of ten percent to the subordinate's base pay will be~~is~~ assigned when acting in full capacity; a reduced amount will be issued for limited acting duties or when partial duties are assigned. This amount will be paid to the subordinate as additional compensation while the replacement is taking on the duties of the vacant role. The additional compensation will in no case result in the subordinate being paid less than the minimum or greater than the maximum rate of pay for the classification established under section 18-38 in which the vacant position resides within the compensation structure~~issued after a replacement starts in the form of a lump sum for all acting time. In no case shall the temporary increase in pay be greater than the salary of the person who left.~~
- (d) Within six months of the beginning of a temporary vacancy, the city administrator will

determine whether the opening will remain or a change in the table of organization needs to be made and will inform the employee filling the position on an acting basis as to the status of the replacement. The employee may be reclassified to the position the employee is ~~actually~~ performing. ~~In case of such a reclassification, the employee's pay will be adjusted to match the new classification based on the employee's performance.~~

(e) The director of human resources and labor relations is authorized to draft policies and procedures related to acting pay. Employees who are reclassified under (d) will have their pay adjusted to be consistent with the salary and wage schedules provided for under section 18-71 and all related policies.

(Code 1997, § 82-57)

SECTION 2: REPEALER CLAUSE All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION 3: EFFECTIVE DATE This Ordinance shall be in effect from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL
JULY 01, 2024.

Presiding Officer

Attest



Ryan Sorenson, Mayor, City of
Sheboygan



Meredith DeBruin, City Clerk, City of
Sheboygan