



June 28, 2016

Via Electronic Mail

Ms. Michele Miller
Union Representative, AFSCME
City of Mill Creek

RE: Personnel Actions

Dear Michele:

The purpose of this correspondence is to memorialize the discussion from our meeting on June 15, 2016, and to outline the steps the City is taking to effectuate the consensus reached during that meeting.

As discussed, over the past few months, the City has implemented a new organizational structure to more effectively and efficiently manage City operations. As the new organizational structure is solidifying, we find it an appropriate time to review job descriptions and corresponding compensation. The union has asked to bargain job descriptions and pay. The City is pleased to agree to the Union's request and, as agreed, we await the Union's coordination of the bargaining process.

In the interim, as work teams and processes are being developed and improved, one of the most immediate needs we are facing is the need for "lead" positions. As we discussed, the City needs to designate specific non-supervisory employees to function as leads within certain departments. The "leads" will be given authority to provide limited direction and control over their respective work teams. Leads will be expected to mentor or train other employees, participate in staff scheduling, and provide direction on more complex issues that may arise during the course of performing daily operations. Leads will also act as the liaison between staff and designated managers as needed.

Lead positions may be assigned when there is an anticipated need (as described above) that is longer than 30 days in duration. Assignments to lead positions must be authorized by the

department director and the City Manager, are dependent on organizational need and may be rescinded at any time if no longer needed. When an employee is assigned to a lead position, they will receive a premium of 5% of their regular base pay for all hours worked. When an employee returns to their regular position and duties, the pay premium will be discontinued.

As we discussed, we have an immediate need for lead positions for the Passport function, and for the Police Records function. Based upon our discussions, we plan to proceed as follows:

- (1) Effective July 1, the Chief of Police will appoint Chris Risen as interim lead over the police records operations. Ms. Risen will report to the Chief of Police or his designee.
- (2) Due to expansion of the passport function, the Finance Director will appoint Michelle Conner as interim lead for the Passport team. Ms. Conner will report to the Director of Finance or her designee.

The City believes that this solution is equitable to both the organization and the employees who assume these additional duties and is consistent with the City's collective bargaining agreements.

Finally, in addition to the lead positions, we discussed 3 other issues during our June 15 meeting:

- (1) Due to a serious family medical matter that will affect the current Director of Facilities, Parks and Recreation's ability to work full time (for an undetermined amount of time), we have a need to assign an interim manager within this department. This need is anticipated to last for the next several months. This interim manager will provide supervision of day-to-day operations for the Parks and Recreation function. Because time is of the essence, effective immediately, we are appointing Brian Davern to this role. During this interim period, Mr. Davern will be temporarily reclassified to Recreation Manager and be deemed an exempt employee. However, given the interim nature of the assignment, Mr. Davern will remain in the Union.
- (2) Pursuant to the City's recent reorganization, Ms. Pam Olsen has been advised that she is no longer excluded from membership in the AFSCME bargaining unit. Ms. Olsen has been added to the union membership roster effective July 1, 2016. Ms. Olsen's new role will be evaluated at the time the Recreation Department job descriptions are revised and formalized.
- (3) Pursuant to the union's request to bargain job descriptions, the City has put on hold finalizing any changes to the job descriptions for the Police Support Officer and the

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administrative positions. The new job descriptions will be considered during upcoming negotiations.

I believe the foregoing accurately summarizes our discussions of June 15, 2016; however, if you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Laura Orlando
Director of Human Resources
City of Mill Creek
(425) 921-5746

Cc: City Manager Rebecca Polizzotto (via email)
Chief of Police Greg Elwin (via email)
Chris Risen (via email)
Kim Mason-Hatt (via email)
Matt Miller (via email)
Peggy Lauerman (via email)