



Request for City Council Committee Action from the Department of Human Resources

Date: February 11, 2008

To: Ways and Means Committee

Subject: 2008 Salary Adjustment: Non-represented Employees

Recommendation:

It is recommended that non-represented Employee salaries and schedules be adjusted as follows:

1. All non-represented employees eligible for step progression will receive their normal step progression, subject to satisfactory or better performance.
2. Effective the first day of the nearest payroll period to January 1, 2008, adjust the salary schedules for any classification that is below 96% of our internal equity line to 96% of that line. Increase longevity by 2%
3. Effective the first day of the nearest payroll period to July 1, 2008, create a "new" top step on each classification schedule (excepting the student intern and fire cadet classifications) that is 2.8% above the current top step.
4. All non-represented Employees on the top step as of December 31, 2007 will be eligible to progress to the new top step on July 1, 2008, or when the new top step is created.
5. Effective at 11:59:59 p.m. on December 31, 2008, the first step of each title will be eliminated.
6. Department heads may assign employees to "merit pay" steps when additional temporary duties or special projects, not to exceed one year, are assigned. These merit rates shall be midway between established rates for all steps except the top step, which has three merit rates equal to 2%, 4% and 6% above the rate. Employees are eligible for assignment to merit rates related to their authorized regular step.
7. The Human Resources Director is authorized to administer current and future approved adjustments and pay plans.

Prepared or Submitted by: Timothy Giles, Director of Employee Services; 673-3341

Approved by: _____
Pam French
Director of Human Resources

Steven Bosacker
City Coordinator

Permanent Review Committee (PRC) - Not Applicable
Policy Review Group (PRG) - Not Applicable

Presenters in Committee: Tim Giles, Director Employee Services 673-3341

Financial Impact

No financial impact

Action requires an appropriation increase to the Capital Budget or Operating Budget.

Action provides increased revenue for appropriation increase.

Action requires use of contingency or reserves.

Business Plan: Action is within the plan. Action requires a change to plan.

Other financial impact (Explain):

Request provided to department's finance contact when provided to the Committee Coordinator.

Background/Supporting Information

Dear Mayor Rybak:

The above recommendation, inclusive of step movement, longevity movement, and any across the board salary adjustment has a cost increase of \$168,854 in 2008.

- 1) Non-represented employees – As of December 17, 2007, there were 150 employees with an annualized salary expenditure of \$10,011,549. The cost of the recommendation for 2008 for this group is \$168,854. The cost associated with step movement in 2008 is \$168,854. This cost includes the additional step cost associated with the additional step.
- 2) It is also recommended that the Human Resources Director be empowered to administer the salary adjustments and pay plans. This recommendation is consistent with the authority to implement salary/wage adjustments for employees represented by bargaining units.