



Legislation Details (With Text)

File #: ID 14-1370 **Version:** 1 **Name:**

Type: Resolution **Status:** Passed

File created: 9/10/2015 **In control:** Regular City Commission Meeting

On agenda: 9/16/2015 **Final action:** 9/16/2015

Title: APPROVING PAY GRADE ADJUSTMENTS, NEW PAY GRADES, TITLE CHANGES, AND RESULTING PAY ADJUSTMENTS FOR NON-BARGAINING AND MANAGEMENT EMPLOYEES

Sponsors: Jacqueline Wehmeyer

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Attachments: 1. RESOLUTION, 2. BACKGROUND - Pay Grades

Date	Ver.	Action By	Action	Result
9/16/2015	1	Regular City Commission Meeting		

TO: Mayor and City Commission

FROM: Douglas E. Smith, City Manager

DATE: September 16, 2015

APPROVING PAY GRADE ADJUSTMENTS, NEW PAY GRADES, TITLE CHANGES, AND RESULTING PAY ADJUSTMENTS FOR NON-BARGAINING AND MANAGEMENT EMPLOYEES

BACKGROUND: As the result of a comprehensive pay grade survey and analysis, it was found that the pay grades of various Non-Bargaining or Management positions were in need of adjustment.

The attached spreadsheet shows pay ranges for Non-Bargaining and Management Team employees with recommendations shown for title changes and pay range adjustments. Positions highlighted in green are recommended for pay range adjustment. Positions highlighted in yellow are proposed ranges for new or reclassified positions in the FY 16 budget.

Non-Bargaining employees affected by these pay grade adjustments to their positions are recommended to be moved to the same step in the new pay range. Employees with current Added Responsibility Increments or other additional pay received outside of base pay, are recommended to have that amount added to base pay if their pay range is not already being recommended for an adjustment.

Management Team employees whose pay grade has changed are recommended to be placed in the new pay grade at the same step as their previous pay grade, or moved to the midpoint of the new pay range, whichever is greater. In addition if a Management Team employee is not currently at the midpoint of the range, an increase is recommended to move the pay to the range midpoint, even if the pay grade did not change.

RECOMMENDATION: Approve the revised pay grades, new grades and position titles with associated pay adjustments retroactive to October 1, 2014.

FISCAL IMPACT: For FY 15, approximately \$147,853.00 from the FY 15 budget

CONTACT PERSON: Jacqueline M. Wehmeyer - Human Resources