



STAFF REPORT

DATE: June 20, 2017

CONSENT

ITEM #: 8

AGENDA ITEM: 2017 Staff Wage Adjustments

TO: Mayor and City Council

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

Last year, the City began the practice of adjusting staff wages annually in July of each year. All staff expected to complete their orientation (probationary) period in July, received a performance review from their supervisor.

The HR Committee heard the presentation from Tessia Melvin of David Drown and Associates, similar to Council, and will be continuing to work on defining a pay philosophy and compensation plan. For the time being, they are agreeable to moving forward with a step and range plan that gets everyone at least above the market minimum and moves employees to the next step in their range. This approach will provide most employees with an increase of 2-5%. Two public works employees are also receiving a step increase per the wage plan adopted in 2014. Historically, Lake Elmo has provided annual increases in the range of 2-5.5%.

ISSUE BEFORE COUNCIL:

Should the proposed wages be effective July 3, 2017?

PROPOSAL:

The following wage adjustments are recommended effective with the July 3, 2017 pay period.

Employee	Current	Proposed	Frequency
Emily Becker	\$27.10	\$28.22	hourly
Mike Bent	\$3,346.40	\$3,365.60	bi-weekly
Joe Effinger	\$20.00	\$22.00	hourly
Julie Johnson	\$2,400.00	\$2,469.60	bi-weekly
Miles Johnson	\$32.00	\$32.63	hourly
Toni Liljedahl	\$31.20	\$31.75	hourly
Greg Malmquist	\$3,145.60	\$3,208.00	bi-weekly
Matt Nicklay	\$20.00	\$22.00	hourly
Tanya Nuss	\$20.00	\$21.06	hourly
Nick Witter	\$19.79	\$21.75	hourly
Rob Weldon	\$3,268.80	\$3,398.40	bi-weekly
Stephen Wensman	\$2,967.20	\$3,022.40	bi-weekly
Joan Ziertman	\$21.63	\$22.41	hourly

In addition to our regular full and part time staff, the City has also considered adjustments to the paid on call pay structure for the fire department. Attached is a list of the different pay types and proposed rates effective in July. The proposal represents a 2% increase.

FISCAL IMPACT:

The estimated fiscal impact for the remainder of 2017 is \$17,337. This includes wages, taxes and benefits.

OPTIONS:

- 1) Approve the wage adjustments as presented
- 2) Approve the wage adjustments with a different effective date
- 3) Approve different wage adjustments
- 4) Do not approve any wage adjustments

RECOMMENDATION:

If removed from the consent agenda:

Motion to approve the 2017 staff wage adjustments as presented.

ATTACHMENTS:

- Paid on Call Firefighter Pay Plan

RATES OF PAY

- **CALL PAY = \$13.07/hr**
 - Certified EMT's shall receive an additional \$1.13 per hour.
 - ⊖ Certified ENGINEERS shall receive an additional \$1.13 per hour.
 - ⊖ Officers shall receive an additional \$1.13 per hour.

- **TRAINING and MEETING PAY = \$11.93/hr.**
 - Probationary Incentive Pay = \$562.53

- **OFFICERS PAY =**
 - ASSISTANT CHIEF (1) - \$2396.83/year
 - CAPTAINS (4) - \$1599.35/year
 - LIEUTENANTS (2) - \$799.68/year

- **DUTY CREW/STANDBY PAY - \$2.24 per hour.**

	<u>BASED ON YEAREND PERCENTAGE TOTALS</u>	
YEAR END INCENTIVE PAY	26% - Less than 31% = \$451.02	51% - Less than 61% = \$647.47
	31% - Less than 41% = \$506.29	61% - Less than 71% = \$731.30
	41% - Less than 51% = \$591.21	71% & ABOVE = \$843.81

PAY RATES EFFECTIVE JULY 1, 2017