



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

**Date:** May 1, 2013

**To:** Executive Committee

**Referral to:** Ways and Means Committee

**Subject: 2013 Salary Adjustment: Non-represented Employees**

### Recommendation:

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

1. Effective January 1, 2013, 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 payroll period that includes April 1, 2013, increase all salary and longevity steps 2.3%.

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

**Approved by:**

  
\_\_\_\_\_  
Timothy Giles  
Acting Director of Human Resources

  
\_\_\_\_\_  
Paul Aasen  
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 - This action was included in the approved annual budget.
- 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:

**Overall Cost of Recommendation for 2013:** The above recommendation, inclusive of step movement, has a cost increase of 2.5% in 2013.

**Salary:** As of December 31, 2012, there were 144 employees with an annualized salary expenditure of \$10,936,600. The total cost of the recommendation for 2013 for this group is \$11,210,015, including all step movement.

**Step Progression:** The above recommendation includes the cost of step movement for 2013.