

City of Minneapolis
Request for Committee Action

To: Executive Committee
Date: 4/6/2016
Referral: Ways & Means
From: Human Resources
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File type: Action
Subcategory: City Policies

Subject:

Appointed Officials' Salary Administration Plan modifications

Description:

Approving modifications to the Appointed Officials' Salary Administration Plan to establish and clarify procedures to maintain and manage the salary administration plan for appointed officials.

Background/Analysis:

The Appointed Officials' Salary Administration Plan is retitled to clarify that it applies only to those employees who are Appointed Officials.

The goals of the Minneapolis Appointed Official's compensation plan are to:

- Maintain an external market competitiveness that enables Minneapolis to attract and retain leadership talent,
- Assure internal equity among our appointed officials and classified jobs, and
- Provide flexibility and ease of administration.

The Plan establishes administrative procedures to maintain the pay for positions covered by the plan; maintain the plan's position pay relative to classified employees and the relevant labor market through limited general schedule adjustments authorized by the city coordinator in consultation with the chief finance officer and the chief human resource officer; directs the chief human resource officer to measure the external competitiveness of the Plan's pay line every three years, and establishes how the city coordinator will notify the City Council of administrative actions. The salary administration plan document clarifies when and how new employees may be placed above step 1 of the plan; continues that the City Council must approve all new positions and all salary exceptions from what is predicted by the Plan for individual positions. The plan requires that the City Council approve market adjustment recommendations following external market surveys greater than two and a half percent (2.5%) and authorizes the city coordinator make general annual adjustments of up to two and a half percent (2.5%) each year.

Financial Review:

No additional appropriation required, amount included in current budget.

Attachments:

1. Appointed Officials' Salary Administration Plan