



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

Date: August 8, 2011

To: Chair Betsy Hodges and the Ways and Means Committee

Subject: 2011 & 2012 Salary Adjustment: Non-represented Employees

Recommendation:

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

2011

- 1. Effective January 1, 2011, no change to existing salary schedules.
- 2. All non-represented employees eligible for step progression will receive their normal step progression, subject to satisfactory or better performance.
- 3. Longevity pay progression is allowed for eligible employees.
- 4. Authorize the use of Furloughs, at the discretion of the department head, as described below. This recommendation is for 2011 and beyond.

2012

- 5. Effective January 1, 2012, no change to existing salary schedule.
- 6. Step progression is frozen.
- 7. Longevity pay progression is ~~allowed for eligible employees~~ frozen.

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

Approved by: _____

Pamela French
Director of Human Resources

Steven Bosacker
City Coordinator

Permanent Review Committee (PRC) - Not Applicable

Policy Review Group (PRG) - Not Applicable

Presenters in Committee: Timothy 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.

X Business Plan: ___ Action is within the plan. X 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

The above recommendation, inclusive of step movement has a cost increase of \$112,922 in 2011 and \$0 in 2012.

- 1) **Salary** – As of December 31, 2010, there were 143 non-represented employees with an annualized salary expenditure of \$10,800,259. The cost of the recommendation for 2011 for this group is \$112,922, which is step movement cost.

- 2) **Furloughs:** In the event a department/division experiences revenue reductions or expenditure increases that are not controlled by the City Council and Mayor after the adoption of a balanced budget, non-represented employees may be furloughed. The following terms and conditions apply to Furloughs:
 1. At the discretion of the department head;
 2. Occurs only if a change in revenue or expenditure after Mayor and Council adopts a balanced budget;
 3. The savings from Furloughed employees must contribute to balancing the fund where there is a shortage of resources;
 4. Other cost saving strategies to reduce need of furloughs including voluntary commitments (Budgetary Leave) will be first explored;
 5. Employees may be furloughed up to twenty (20) days in the calendar year;
 6. Furloughs will not exceed two (2) days per pay period;
 7. The number of days appointed employees are furloughed will be equitable with the number of days of furloughs given to represented employees in the same revenue source;
 8. If the employee pays employee share of pension contribution, City will pay City share on all furloughed days;
 9. Furloughs will be planned and announced at least 2 pay periods prior to implementation;
 10. All Benefits and accruals continue as if employee was working.