



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

Date: January 7, 2009

To: Ways and Means Committee

Subject: 2009 Salary Adjustment: Non-represented Employees

Recommendation:

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

1. 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 nearest payroll period to March 1, 2009, create a "new" top step on each classification schedule (excepting the student intern and fire cadet classifications) that is 2.8% above the current top step. There will be no increase to longevity in 2009.
3. All non-represented Employees on the top step as of December 31, 2008 will be eligible to progress to the new top step on March 1, 2009.
4. Effective at 11:59:59 p.m. on December 31, 2009, the first and second step of each title will be eliminated. Employees on the eliminated steps will have their step-eligibility date for future step increases changed to January 1, and will be next eligible for a step increase on January 1, 2011. Employees on non-eliminated steps remain at the same rate of pay as before the schedule contraction, though the name of the step changes.

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

Approved by: _____
Pam French
Director of Human Resources

Steven Bosacker
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

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:

The above recommendation, inclusive of step movement, longevity movement, and the new top step salary adjustment has a cost increase of \$211,386 in 2009.

- 1) Non-represented employees – As of December 17, 2008, there were 148 employees with an annualized salary expenditure of \$10,237,760. The cost of the recommendation for 2009 for this group is \$211,386, including all step movement.