

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

**Date:** January 7, 2008

**To:** Mayor R. T. Rybak and the Executive Committee

**Referral to:** Ways and Means Committee

**Subject: 2008 Salary Adjustment: Appointed Employees**

## **Recommendation:**

It is recommended that appointed employee salaries and schedules be adjusted as follows:

1. All appointed employees eligible for step progression will receive their normal step progression, subject to satisfactory or better performance.
2. Effective January 1, 2008, the salary schedule or salary for each title will receive an adjustment of 2.14%.
3. The Human Resources Director is authorized to administer these adjustments and pay plans.

**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 any across the board salary adjustment has a cost increase of \$253,084 in 2008.

- 1) Appointed employees (including Political Appointees) – As of December 17, 2007, there were 110 employees with an annualized salary expenditure of \$10,123,349. The cost of the recommendation for 2008 for this group is \$253,084, including step move costs of \$35,996. The employment letters for this group does not allow the freezing of step movement. The salary plans for this group provide step movement on the anniversary date of employment after years 1, 3, and 6.
- 2) The salary administration for appointed employees is controlled by the Appointed Employee Salary Administration Plan adopted by the Minneapolis City Council. It is recommended that the Human Resources Director be empowered to administer the salary adjustments within the parameters of the adopted Plan. This is the same authority the Human Resources Director has for the implementation of salary/wage adjustment for employees represented by bargaining units.