

**2011 SALARY/BENEFIT ADJUSTMENTS REPORT  
FOR NON-REPRESENTED CITY EMPLOYEES**

By  
Administration & Finance Committee

The points listed below summarize the guidelines of the Administration & Finance Committee for use in determining the 2011 salaries/benefits for non-represented employees.

A. EXECUTIVE SERVICE, MANAGERIAL SERVICE, DEPUTY/ASSISTANT SERVICE,  
CONFIDENTIAL/PROFESSIONAL/SUPERVISORY SERVICE

1. Salary Classification System

- a. The job evaluation/analysis process, the Job Evaluation Committee, the salary schedule and formula, the job points and salary ranges as determined by the Committee and approved by Council, and the Annual Performance Appraisal process are reaffirmed.
- b. Salary ranges for all non-represented City employees, including the Beginning Salary based at 80% of the Ending Salary and the Ending Salary based at 100% are reaffirmed.
- c. The proper salary range ratios for the number of years the individual has held a position based on four (4) years movement is reaffirmed as follows:

Salary Range 1.00(80%) -	Beginning salary, unless a higher salary is approved by Council.
Salary Range 1.50(85%) -	Salary beginning the second year of service.
Salary Range 2.00(90%) -	Salary beginning the third year of service.
Salary Range 2.50(95%) -	Salary beginning the fourth year of service.
Salary Range 3.00(100%) -	Salary beginning the fifth year of service.

- d. The Annual Performance Allowance paid in January-March of each year and based on the previous year's annual performance appraisal as conducted by the applicable appraiser is reaffirmed.

2. 2011 Salary Range Adjustments

2011 salary ranges for non-represented employees shall be adjusted as follows:

- a. Any raise for 2011 would be based on 2010 results for three economic factors (investment earnings, permit revenue, shared revenues). The following details will be the basis of any wage increase for 2011.

1.) Up to 250K:	0% wage increase
2.) 250K – 500K:	.5% wage increase
3.) 500K – 750K:	1% wage increase
4.) 750K – 1.0M:	1.5% wage increase
5.) 1.0M – 1.25M:	2% wage increase
6.) 1.25M – 1.5M:	2.5% wage increase
7.) 1.5M & over:	3.0% wage increase

- b. Upon completion of the City's Comprehensive Annual Financial Reports and external City Audit, on or about June 30, 2011, indicating the final three revenue total amounts, salary increases will be implemented according to the respective threshold amounts, retroactive to January 1, 2011.
  - c. The City is providing a good faith commitment for no layoffs and furloughs unless caused by unforeseen economic conditions for 2010 and 2011. (The City retains the right to change organizational structure and introduce management efficiencies that might affect positions.)
3. 2011 Individual Pay Adjustments
- a. Individual pay adjustments for 2011 are allocated, as described in the guidelines below, within the parameters as described in paragraph 2 above.
  - b. Individual pay adjustments are based upon the recommendations of the City Administrative Officer and Mayor (for Appointed Department Heads), in conjunction with the Department Head's Committee Chairman and approved by the Administration & Finance Committee; the Department Heads (for all other non-represented employees). The recommendations of the City Administrative Officer/Mayor and Department Heads are to be based upon the ratings of the Annual Performance Appraisals. The City Administrative Officer/Mayor's and Department Heads' recommendations are made in regard to the general across-the-board adjustment, the first 4-year anniversary percentage changes, and the performance allowance. The general across-the-board adjustment and the anniversary changes are only automatic if the Annual Performance Appraisal rating was Competent or above (3.0 score or above).
  - c. For 2011, any employee progressing through the first four years in a position may receive one-fourth of the 4-year anniversary salary adjustment equal to one-fourth (1 year), one-half (2 years), three-fourths (3 years), or all of the difference (4 years) between their current salary range ratio and the Ending Salary. This places the salary at the proper salary range ratio for the number of years in position. The effective date of this adjustment is the employee's position anniversary date. Upon the evaluation and recommendation by the City Administrative Officer/Mayor or the Department Head, an employee's progression through the four years may be delayed or advanced, or decreased or increased, within that department's budgeted salaries based on the employee's Annual Performance Appraisal.
  - d. A Performance Allowance may be given to a non-represented City employee if such a lump sum payment is recommended by the Mayor or Department Head within the amount budgeted annually by the Council for this purpose. Only those non-represented employees at the Ending Salary Level 3.00(100%) and receiving a score of at least 3.0 are eligible for this allowance. A supplemental Performance Allowance may be additionally given for any evaluation score of at least 4.0.
- The Administration & Finance Committee, with the approval of the Common Council, may provide supplemental Performance Allowance payments related to "special," "unique," or "extraordinary" circumstances, as may be specified, defined, and funded.

B. ELECTED OFFICIALS

1. City Attorney

a. Individual salary adjustments for 2011 are allocated under the parameters as described in paragraph 2 above.

2. Municipal Judge

a. Individual salary adjustments are allocated under the parameters as described in paragraph 2 above.

C. MISCELLANEOUS EMPLOYEES

	<u>2011</u>
1. Part-Time Custodian (11.00)	+0 (12.00)
2. Provisional Laborers (9.00)	+0 (10.00)
3. Seasonal Laborers (Summer) (7.50, 8.00, 8.50, 9.00)	+0 (8.00, 8.50, 9.00, 9.50)
4. a. Library Pages (7.50)	+0 (8.00)
b. Lead Library Page (8.50)	+0 (9.00)
5. Crossing Guards (8.68)	+0% (8.94)
6. Election Workers (90.00/day)	+0 (95.00/day)

D. BENEFIT CHANGES

None.

E. OTHER CHANGES

None.