



MAYOR'S OFFICE

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MEMORANDUM

TO: File

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Interim Policy on Pay Increases for Promotion

DATE: February 16, 2012

One of the many topics that the City's Transition Team has been working on over the last several months is a policy on pay increases at the time a promotion occurs. The current practice/procedure for any employee promoted or reclassified to a higher position is to place them at a step within the higher position's salary range, which will result in a minimum pay increase of \$8.00 bi-weekly. The Transition Team's evolving thought as to what the final policy will recommend includes the basic premise that for any promotion, the pay increase should be equal to or more than the employee's previous position's pay rate. The amount of the pay increase for the promotion would be based on the Department Head's recommendation within the promotional pay range. If the Department Head's recommendation is greater than halfway through the promotional pay range, that amount must be approved by the City Administrative Officer after consultation with the HR Manager.

Under normal circumstances, this promotional pay increase policy would have been brought forward to the Common Council for approval along with all other new policy recommendations in a couple months. However, due to a somewhat unique promotional situation in the Public Works Department, this interim policy is being brought forward for Common Council approval in advance of the others.

As we continue to learn about all the implications of Act 10 and Act 32, we continue to face changing interpretations and implementing challenges. This situation is one of them. In a perfect world, this interim policy would not be necessary in advance of the others. However, the Transition Team feels it is necessary to put this interim policy in effect now, rather than waiting, in order to have the flexibility in this one case to replace the existing, limiting contractual provision that has been in place (\$8.00 bi-weekly).

As previously stated, this interim policy is consistent with the general parameters and philosophy of what is likely to be the final policy on this subject. Therefore, there is no difference in substance, only a difference in timing between now and another couple months.

This interim policy is intended to be non-precedent setting until such later time when the final policy on this subject is presented and approved.