

**2012-2014 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 2012-2014 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 salary schedule and formula, the job points and salary ranges as determined by the HR Manager and approved by the City Administrative Officer, Clerk/Treasurer (CAO) and 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 2 nd year of service.
Salary Range 2.00(90%) -	Salary beginning the 3 rd year of service.
Salary Range 2.50(95%) -	Salary beginning the 4 th year of service.
Salary Range 3.00(100%) -	Salary beginning the 5 th 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. 2012-2014 Salary Range Adjustments

2012-2014 salary ranges for these employees shall be adjusted as follows:

- a. 2012 – Salary Ranges shall be increased by 2%, effective 1/1/13.
- b. 2013 – Salary Ranges shall be increased by 2%, effective 1/1/13.
- c. 2014 – Salary Ranges shall be increased by 2%, effective 1/1/14.

3. 2012-2014 Individual Pay Adjustments

- a. Individual pay adjustments for 2012-2014 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 generally automatic if the Annual Performance Appraisal rating was Competent or above (3.0 score or above).
- c. For 2012-2014, 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 employee in this category if such a lump sum payment is recommended by the CAO/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. CERTAIN EMPLOYEES IN THE ENGINEERING DEPARTMENT, IN THE HEALTH DEPARTMENT, AND CERTAIN ADMINISTRATIVE/CLERICAL AND LABOR EMPLOYEES

1. Salary Classification System

- a. The job evaluation/analysis process and the salary value are determined by the HR Manager and approved by the CAO and Common Council.
- b. Salary ranges for all these City employees are established with a Beginning Salary and an Ending Salary.
- c. The proper salary range ratio for the number of years the individual has held a position based on four (4) years movement is as follows:

Salary Range	-	Beginning Salary
Salary Range +25% of remaining range	-	Salary beginning the 2 nd year of service
Salary Range +50% of remaining range	-	Salary beginning the 3 rd year of service
Salary Range +75% of remaining range	-	Salary beginning the 4 th year of service
Salary Range +100% of remaining range	-	Salary beginning the 5 th year of service (Ending Salary)

- d. An Annual Performance Allowance may be given to an employee in January-March of each year, based on the previous year's annual performance appraisal as conducted by the applicable appraiser.

2. 2012-2014 Salary Range Adjustments

2012-2014 salary ranges for these employees shall be adjusted as follows:

- a. 2012 – Salary Ranges shall be increased by 2%, effective 1/1/13.
- b. 2013 – Salary Ranges shall be increased by 2%, effective 1/1/13.
- c. 2014 – Salary Ranges shall be increased by 2%, effective 1/1/14.

3. 2012-2014 Individual Pay Adjustments

- a. Individual pay adjustments for 2012-2014 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 Department Heads. The recommendations of the Department Heads are to be based upon the ratings of the Annual Performance Appraisals. The 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 generally automatic if the Annual Performance Appraisal rating was Competent or above (3.0 score or above).
- c. For 2012-2014, any employee progressing through the first four years in a position may receive 25% of the 4-year anniversary salary adjustment equal to one-fourth of the remaining range (1 year), 50% (2 years), 75% (3 years), or all of the difference (4 years) between their current salary and the Ending Salary. The effective date of this adjustment is the employee's position anniversary date. Upon the evaluation and recommendation by 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 City employee in this category if such a lump sum payment is recommended by the Department Head within the amount budgeted annually by the Council for this purpose. Only those employees at the Ending Salary and receiving a score of at least 3.0 are eligible for this allowance.

C. MISCELLANEOUS EMPLOYEES

	<u>2012-2014</u>
1. Part-Time Custodian (12.00)	+0 (12.00)
2. Provisional Laborers (10.00)	+0 (10.00)
3. Seasonal Laborers (Summer) (8.00, 8.50, 9.00, 9.50)	+.50 (8.50, 9.00, 9.50, 10.00)
4. a. Library Pages (8.00)	+.50 (8.50)
b. Lead Library Page (9.00)	+.50 (9.50)
5. Election Workers (95.00/day)	+\$5.00 (100.00/day)
6. Part-Time Inspectors	\$27.00/hr.

D. BENEFIT CHANGES

Health insurance changes previously approved by Council (effective 3/1/13).

E. PENSION CHANGES

Employer and employee contributions in accordance with State law.

F. OTHER CHANGES

None.

PMZ:jfv
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