

CITY OF APPLETON

HUMAN RESOURCES DEPARTMENT



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To: Human Resources/IT Committee and Common Council Members

From: Jay Ratchman, Human Resources Director

Date: November 29, 2021

Re: Exception to Salary Administration Policy

The 2022 Budget included an allocation of a 2.5% merit increase for the non-represented employees. The current policy would have the 2.5% increase allocated to departments for granting pay for performance increases within their respective departments. As a leadership team, we have discussed this and are recommending a deviation from the policy for allocation of raises for 2022. The team proposed that the 2.5% increase be granted as an across-the-board increase to all employees. Employees with an inconsistent rating would not be eligible for the across-the-board adjustment until the rating is brought up to a consistent level and maintained for a period of at least 90 days.

Below is the relevant section of the Salary Administration Policy:

Pay for Performance

The amount allocated for performance pay shall be established each year by the Mayor and included in the annual budget, subject to approval by the Common Council. Upon approval of the budget the amount will be divided and allocated to each individual department based on total base wages of eligible employees within the plan. Upon conclusion of the annual employee performance review process, individual department directors will then divide the allocated amount to individual employees within their department based on the employee's annual performance evaluation score.

Please contact me if you have any questions regarding this recommendation.