

# Memorandum

---

**To:** Human Resources Committee  
**CC:** Common Council  
**From:** Sandy Behnke, HR Director  
**Date:** 12/6/2013  
**Re:** Part-time Non-represented Compensation Plan

---

The recommended part-time non-represented compensation plan is attached for your consideration. This plan has been adjusted by a 2% across the board adjustment that was approved as part of the 2014 budget. This pay plan covers approximately 100 part-time, non-benefit employees in various departments. The vast majority of these part-time employees are employed by the Library and the Police Department as CSO's (who were formerly represented by the Teamsters) and Crossing Guards.

The recommendation for plan implementation is to grant the existing part-time employees an increase of 2% as an across the board adjustment for 2014. Employees who fall below the recommended minimum of the proposed plan would be adjusted to the minimum effective 1/1/14. There are approximately 13 employees who are currently below the minimum that would require adjustment. Two of them are Ramp Cashiers and the other 11 are CSO's. The total amount to bring these employees within the proposed minimum rate is approximately \$20,000.

We recommend that any employee who has a current rate that falls above the maximum of the proposed plan would be grandfathered similar to the approval for the Non-represented compensation plan adopted by the Council. Those employees would remain at their current rate and would be adjusted each year based on an across the board adjustment as approved in the budget. There are approximately 27 employees who are over the maximum under the proposed plan.

Employees who fall between the steps of the proposed plan would be brought onto the next higher step effective January 1, 2015 to allow for proper budgeting of those adjustments.

Please contact me if you have any questions regarding the proposed plan or the proposed implementation of the plan.