

Memo

To: Human Resources Committee
From: Sandy Behnke 
CC: Appleton Common Council
Date: 8/22/2013
Re: Classification and Compensation Plan Implementation Proposal

Pursuant to Council's directive of March 20, 2013, we are requesting ratification of the Compensation Review Teams' recommendation for implementation of the Classification and Compensation Study as outlined in this memo. The Compensation Review Team recommended implementation immediately following Common Council ratification of the plan. The cost to the City to implement the plan for the approximate four (4) remaining months of 2013 is anticipated to be just over \$11,000 (includes benefit impact).

The cost is a result of the impact to bring the pay rate of current employees who have a rate of pay that falls below the minimum of the pay grade for which their position is assigned to the minimum of the appropriate grade. Under the proposed classification and compensation plan, there are 15 employees whose pay falls below the minimum of their assigned grade. These positions include: Network Administrator (I.T.), Engineering Technician Foreman (DPW), Administrative Services Coordinator (Facilities), Marketing Assistant (Library), Library Assistant (Library), 5th Floor Customer Service (DPW), Administrative Support Specialist (DPW), Operations Clerk (Library), and Parking Ramp Attendant (DPW).

Additionally, the Compensation Review Team recommended a grandfathering approach for the current employees who have a rate of pay that exceeds the maximum of their assigned grade. Grandfathering these employees would mean that these employees would continue to be eligible for general pay adjustments (across the board adjustments) and lump sum pay for performance adjustments. There are 14 employees whose pay falls above the maximum of their assigned grade. The positions that fall above the maximum include: Battalion Chief (Fire), Park Planner/Liaison (Facilities), Professional Engineer (DPW), Assistant Traffic Engineer (DPW), Office Manager (DPW), Library Supervisor (Library), Systems Analyst (Information Technology), Budget Analyst (Finance), Public Health Nurse (Health), Librarian (Library), Erosion Control Inspector (DPW) and Service Person (DPW).

The Mayor has proposed paying for the implementation cost by a combination of the following:

First, any remaining funds from the 1.5% that was allocated for pay adjustments in the 2013 budget would be used to offset the implementation cost. Secondly, any available wage reserve would be used to offset the general fund impact of implementation.

If you have any questions prior to the Committee meeting, please contact me directly.