

## **Ad Hoc Committee on Employee Compensation May 7, 2013**

Present: Baehr, Barg, Buttke, Hendler, Wagner  
Absent: None  
Others: Mayor Meyer

Wagner called the meeting to order at 3:02 p.m. in the 7<sup>th</sup> floor conference room.

### **Approve minutes – April 25<sup>th</sup>**

Baehr moved and Hendler seconded a motion to approve the April 25<sup>th</sup> meeting minutes as presented. Motion carried 5-0.

### **Treatment of “red-circled” employees**

Hendler moved and Baehr seconded the motion that “red-circled” employees should be eligible for 50% of annual wage adjustments given to city employees in general as a one-time “lump sum” payment (not added to base pay), and for merit. Motion carried 5-0.

### **Process for handling employee appeals**

Considerable discussion occurred on how to best address employee appeals, whether they involve possible reclassifications or merit requests. Buttke moved and Hendler seconded the motion to adopt the approach shown below. Motion carried 5-0.

- Reclassifications (future): Based on “qualifying event” (something changed, so that a higher level of responsibility is now required, or substantial responsibilities have been added)
- Process: After department head review, it moves forward to the Human Resources Manager and City Administrator for review. If approved, it goes to FBP Committee for approval. If denied by Human Resources Manager and City Administrator, the employee may appeal to the FBP Committee, who makes the final determination.
- Merit appeals: These would be processed in the same way as reclassifications.

### **Discussion of implementation plan**

Following up on direction given at the last meeting, Baehr asked that the Committee take another look at its 4-point plan for funding additional compensation, suggesting item #2 (planned steps up to the control point) be bumped to item #1, as we should make our top commitment to getting everyone to market rate, before we give annual wage adjustments. Buttke moved and Hendler seconded a motion to reverse items #1-2 on our plan to reflect this change. Motion carried 5-0.

Members expressed support for moving all employees to where they belong on their new step system, if available funding is adequate to accomplish this goal, even if this means backing up the effective implementation date a month or two. Hendler moved and Buttke seconded the motion to move forward with implementing the plan (for old and new steps) on October 27, 2013, or the closest possible payroll date this can be appropriately funded, and directing staff to report on the added cost at the next meeting. Motion carried 5-0.

**Agenda for next Board meeting**

It was agreed to put the following items on the next agenda: 1) update on implementation cost; 2) more discussion on implementation plan; and, 3) review performance evaluation form. It was further agreed to hold this meeting on Tuesday, May 14<sup>th</sup> at 11:00 a.m.

With no additional business before the Committee, Hendler moved and Buttke seconded the motion to adjourn. Motion carried 5-0. Wagner adjourned the meeting at 4:17 p.m.

Respectfully submitted,  
Steve Barg, City Administrator