

**Ad Hoc Committee on Employee Compensation
May 14, 2013**

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

Wagner called the meeting to order at 11:02 a.m. in the 7th floor conference room.

Approve minutes – May 7th

Baehr moved and Hendler seconded the motion to approve the May 7th meeting minutes as presented. Motion carried 5-0.

Review list of decisions made to date

Members reviewed a list of decisions made during the Committee's first 3 meetings, and it was the group's consensus to make the following clarifications and changes:

- For purposes of granting step increases, "satisfactory review" shall mean an overall average of "satisfactory" across all categories of the performance evaluation.
- Merit pay will move up to #2 on the ranking system for additional compensation.
- Each year, staff will present a plan to the FBP Committee on how to process merit requests to match the level of available funds.
- For funding merit pay, the target will be .25% of total payroll budget costs.

Continue discussion of implementation plan

After some discussion, there was a consensus to pick Option #3, calling for all employees below the maximum for their new pay ranges to be moved up to the next step above their current rate of pay, effective with the payroll closest to October 27, 2013. In addition, all employees still below their control point would move up another step.

Review draft performance evaluation form

Members reviewed a performance evaluation form (non-supervisory employees) prepared by a staff committee. They agreed that while it may need to be slightly modified at some future date, this appears to be a reasonable tool for use in employee performance reviews.

Consider complete implementation plan

With all changes made throughout this process, including those that resulted from today's meeting, Buttke moved and Hendler seconded the motion to recommend that the Council approve the revised plan for employee compensation. Motion carried 5-0.

With no additional business before the Committee, Buttke moved and Barg seconded the motion to adjourn. Motion carried 5-0. Wagner adjourned the meeting at 12:16 p.m.

Respectfully submitted,
Steve Barg, City Administrator