

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, INSPECTION CONFERENCE ROOM
9229 W. Loomis Road, Franklin, WI 53132
Monday, February 17th, 2025, 7:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Welcome to Two New Members – Cathleen Richard and Melissa Ferguson
- IV. Approval of the Minutes from 12/16/2024
- V. Fire Department Employee Non-Voting Representative - Requested topics for discussion only:
 - Retiree insurance
 - Insurance costs
 - Staffing needs for Fire Department
 - Education compensation
- VI. Initial Discussion Regarding Potential Changes to the Non-Represented Classification and Compensation Plan
- VII. Staffing Report
- VIII. Future Agenda Items
- IX. Next Scheduled Meeting Date – March 17th, 2025
- X. Adjournment

*Notice is given that a majority of members of the Common Council of the municipality are expected to attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per States ex re. Badke v Greendale Village Bd even though the Common Council will not take formal action at this meeting

CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL COUNCIL CHAMBERS
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m., December 16th, 2024

MINUTES

I. The December 16th, 2024 Personnel Committee Meeting was called to order at 6:01 p.m. by Vice-Chair Barber in the Council Chambers at City Hall. Members present were Alderman Barber, Alderman Hasan, Members Budny and Prusko. Also in attendance was Mayor Nelson, Director of Administration Hersh, and Human Resources Manager Zahn.

II. Citizen comment period

There were no citizen comments.

III. Change in Membership of the Personnel Committee – resignation of Alderwoman Eichmann and elimination of 1 alder position on the Committee

This item was for informational purposes only and no action was needed from the Personnel Committee.

IV. Approval of the Minutes from 10/14/2024

Motion by Member Budny and seconded by Alderman Hasan to approve the minutes from 10/14/24 with one correction as mentioned. Motion Carried: Ayes- All.

V. Approval of a Job Description for a Public Health Strategist

Motion by Member Prusko and seconded by Alderman Hasan to recommend approval of the job description to Council with the technical correction as discussed. Motion Carried: Ayes – All..

VI. Approval of a new Job Description for a Fire Captain and Revisions to the Job Descriptions for Battalion Chief and Fire Lieutenant

Motion by Alderman Hasan and seconded by Member Budny to recommend approval of the Job Description for Fire Captain. Motion Carried: Ayes – All.

Motion by Alderman Hasan and seconded by Member Prusko to recommend the revisions to the job descriptions for Battalion Chief and Fire Lieutenant. Motion Carried: Ayes – All.

VII. Consideration of a Benefit change for Fire Battalion Chiefs

Motion by Alderman Hasan and seconded by Member Prusko to recommend to Common Council the implementation of the above benefit changes for the Fire Battalion chiefs effective 1/1/2025 and authorization to insert the above recommended language changes into the Employee Handbook. Motion Carried: Ayes – All.

VIII. 2025 Non-Represented Pay Increases

Motion by Member Prusko and seconded by Alderman Hasan to approve a 2025 Annual Market Adjustment to the Pay Ranges of the Compensation Plan and a Market Adjustment to Wage and Salary Rates, both by 2%, along with a Progress to Market Wage Adjustment, for non-represented employees effective with the start of the pay period with a pay date of January 10, 2025, and authorize Human Resources to incorporate the new Salary Ranges into the Employee Handbook. Motion Carried: Ayes – All.

IX. Election of Officers (due to resignation of the Committee Chair)

Motion by Alderman Hasan and seconded by Member Prusko to nominate Alderman Barber as Chairperson. Alderman Barber declined the nomination.

Motion by Alderman Hasan and seconded by Member Prusko to nominate Member Budny as Chairman. Motion Carried: Ayes – All.

Motion by Alderman Hasan and seconded by Member Prusko to nominate Alderman Barber as Vice-Chairman. Motion Carried: Ayes – All.

X. Staffing Report

Info provided. No action needed.

XI. Future Agenda Items

It was agreed that perceived issues with the Classification & Compensation Plan would be brought to the committee for discussion.

XII. Next Meeting Date

The next regularly scheduled meeting is planned for January 20th, 2025.

XIII. Adjournment

Motion by Member Prusko and seconded by Alderman Hasan to adjourn the Personnel Committee meeting at 6:59 p.m. Motion carried: Ayes-All.

III. POSITION CLASSIFICATION PLAN, COMPENSATION, AND PERFORMANCE

Note: Where references are made throughout the Employee Handbook to department personnel as an employee group it does not include the clerical personnel of that department. Clerical personnel comprise a separate group based upon their historical labor associations. For example, references to Department of Public Works non-supervisory employees would cover those laborer-type employees having been in the AFSCME unit, but not the clerical staff.

POSITION CLASSIFICATION PLAN (Excludes Police Sergeants and Captains)

INTRODUCTION (This Introduction is an excerpt from Section 2.1 of the Civil Service Rules.)

Position classification is the method and process by which an organization evaluates and establishes the characteristics and requirements of a position, and it is the method and process for then ranking the positions or then organizing the positions into a series of job classes or grades that then allows for the overall ranking of those positions. The purpose of the classification plan is to establish such a structure or ranking of positions that can be used to ensure fairness and internal equity in the compensation system and to promote uniformity in the compensation system, in the sense that it protects against discriminatory practices influencing compensation. The position evaluation tool and/or methodology will effectively set forth the City's overall philosophy in weighting various job factors.

As the span of the Position Classification Plan should include classification of both certified positions and certain uncertified positions and in order to avoid conflicting language, the Employee Handbook shall more fully describe and present the Position Classification Plan as most recently approved by the Common Council, which shall be incorporated herein by reference to the extent that it applies to individuals and positions covered by the Civil Service System. The Position Classification Plan may be modified from time to time at the discretion of the Common Council after receiving input from the Committee.

Program Components

The City of Franklin uses an organized, systematic method of classifying positions which has two major components: job analysis and job evaluation. The two components may be used in conjunction with each other and may be used in an iterative cycle to achieve the most accurate classification result.

Job Analysis. Job Analysis is a process for determining the tasks and responsibilities that constitute a particular job and the skills, knowledge, and abilities required to perform it. It is important to emphasize that the job, not the qualifications or performance of the incumbent(s), is being evaluated. The end result of a job analysis is a job description, which is a descriptive outline of the job's essential and nonessential functions and the qualifications necessary to perform the job. Job descriptions are developed and maintained through job analysis when a new position is created, when a position has undergone a significant amount of change, or when a position is subject to a periodic review as determined is appropriate. A supervisor or an incumbent in a position may request a job analysis, which may then be performed at the determination of the Director of Administration.

A job analysis shall include input from the immediate supervisor and/or Department Head and an incumbent, if applicable. It may include interviews, reviews of work product, functional job analysis and monitoring, reviews of statutory or administrative rules impacting the position, or any other information or documentation deemed appropriate by Human Resources. It must include completion of a standardized Job Analysis Questionnaire. The immediate supervisor and/or Department Head and incumbent, if applicable, work with Human Resources to submit a completed Job Analysis Questionnaire. The final form of which is determined by Human Resource; however, the information gathered at each stage (incumbent, supervisor, Department Head, Human Resources) is maintained. Human Resources develops the job description by relying on the Job Analysis Questionnaire data, but may include information or data obtained through the job analysis process. New position descriptions and changes to job descriptions require Common Council approval.

Job Evaluation. Job evaluation is a systematic process that applies a measurement system of 9 main job evaluation factors to establish the internal, relative comparable worth of each position. It is important to emphasize that the job, not the qualifications or performance of the incumbent(s), is being evaluated. A formal job evaluation system is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three basic factors are important in determining compensation: skills required, responsibility, and working conditions. The Equal Employment Opportunity Commission recognizes these three basic factors, along with seniority and performance, as valid determinants of compensation.

The City of Franklin uses the job analysis information to complete a Job Factor Analysis that establishes a numerical point value for each factor for each job. Toward that end, the Job Analysis Questionnaire is designed to gather information specifically about the job factors which have been determined to be important in setting compensation. The 9 factors used in the Job Factor Analysis system adopted by the City of Franklin are essentially subdivisions of the first three factors mentioned above. The nine factors are as follows:

1. Education: considers the minimum level of education required by the job.
2. Work Experience: considers the amount of work experience an employee would need before assuming full responsibility for the position and performing the work effectively.
3. Independent Judgment and Decision Making: considers a combination of the level of discretion or judgment exercised and the potential impact of such decisions or judgments.
4. Responsibility for Policy Development: considers both departmental and organizational development of policies and procedures.
5. Planning: considers the degree to which an incumbent plans their daily work and organizational resources in attaining departmental objectives and organizational goals.
6. Contact with Others: considers the extent to which an incumbent deals with the public and influences others and their authority to make commitments on behalf of the organization.
7. Work of Others (Supervision Exercised): considers the extent to which incumbent is responsible for the work levels and content of others.
8. Physical Demands and Working Conditions: considers the physical conditions and demands of the job.
9. Technology in the Organization: considers the extent to which the incumbent utilizes and supports technology in enhancing the efficiency and communication of the organization.

This Job Factor Analysis system is a proprietary model approved by the Common Council, purchased by the City, described above, and maintained within Human Resources. Each factor

has a series of defined gradients with increasing point values that correlates to increasing responsibility or authority, for example, within that overall factor. For each position, the Job Factor Analysis results in a total numerical point value that is the sum of the 9 individual factor scores for that position. Using this common, accepted human resources method, the City of Franklin can compare the relative value of jobs with different types of duties and responsibilities. Jobs with similar levels of responsibility and requiring similar levels of knowledge, skills, and ability have similar point values.

The job title itself is not a factor in the evaluation. Jobs with similar or identical titles do not necessarily have similar point values because responsibilities and required knowledge, skills, and abilities can vary.

Position Classification Plan. The approved Position Classification Plan was then created correlating the Job Factor Analysis scores with external salary data from comparable communities. The Job Factor Analysis scores were then categorized into 14 group classifications, each of which recognizes significant and definable differences in the level of duties, skills, responsibilities, etc. The Position Classification Plan's 14 grades (1 being lowest, 14 being highest) are grouped into four categories:

- Grades 1 - 3 -- Clerical and Support
- Grades 4 - 6 -- Administrative and Technical
- Grades 7 - 10 -- Supervisory and Advanced Technical
- Grades 11 – 14 -- Executive and Management

The final Position Classification Plan is set forth in an Appendix at the end of this document. The Position Classification Plan is amended as needed to reflect any new positions, deleted positions, or positions where a position classification review has resulted in a changed Job Factor Analysis score for that position. The Director of Administration shall cause to be prepared position classification specifications (position descriptions) for every authorized class of positions in the Position Classification Plan. Appendix "Y" is maintained by the Director of Administration and Human Resources and may be changed, under the authority of the Director of Administration, to reflect individual position description actions of the Common Council.

In establishing and maintaining the Position Classification Plan, it is the policy and practice of the City of Franklin that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in aspects of employment. The City will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, age, or any other covered personal characteristic when performing a job analysis or job evaluation. Decisions, recommendations, and conclusions will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals with protected characteristics.

COMPENSATION PLAN (Excludes Police Sergeants and Captains)

As an employer, the City of Franklin believes that it is in the best interest of both the City and its employees to fairly compensate the work-force for the value of the work provided. As such, a compensation system that will determine the current market value of a position based on the skills, knowledge, and abilities required of a fully competent incumbent. It is intended that the system will implement internal equity resulting from the Position Classification system but will also reward the best performers through merit-based components in the compensation plan. The system used will be objective and non-discriminatory in theory, application, and practice. At the same time, the compensation system must be flexible enough to ensure that the City of Franklin is able to recruit and retain a highly qualified work-force, while providing the structure necessary to effectively manage the overall compensation program. The City of Franklin has determined that this can all best be accomplished by using a professional compensation system recommended by the Personnel Committee and approved by the Common Council.

The following outline sets forth the components of the Compensation Plan.

1. Compensation Plan Philosophy

- a. Scope.** The Compensation Plan shall be adopted by the Common Council and shall apply to all employees not covered under a labor contract. Employees covered by a labor contract shall be compensated as referenced in their respective agreements. Copies of labor agreements are available for viewing in Human Resources.
- b. Philosophy- the 65th Percentile.** The initial Compensation Plan as first adopted and, therefore, all such amendments to that plan since that initial adoption are based upon a detailed survey of position salaries paid by comparable communities. A review and calculation was then performed that applied a standard, statistical methodology to position the City of Franklin at the sixty-fifth percentile among those peers based upon that data set. As such, in general, the adopted pay plan is structured such that the City of Franklin pays a little better than average, with 65 percent of comparable communities paying less and 35% of comparable communities generally paying better.
- c. Comparable Communities.** The following communities and an organization are set forth as the comparable communities for evaluation of external market comparisons and external equity:

Brookfield	Caledonia	Fitchburg
Fond du Lac	Greenfield	Menomonee Falls
Mount Pleasant	Mequon	New Berlin
North Shore Fire Dept.	Oak Creek	Sun Prairie
Wauwatosa	West Bend.	

- d. Equity.** As set forth herein it is contemplated that the Compensation Plan does evaluate, consider, and incorporate the following:

- i. **External Equity:** The relative marketplace job worth of every City of Franklin job directly comparable to similar jobs in other comparable municipalities; factored for general economic variances, as determined appropriate, and adjusted to reflect the local economic marketplace, as determined appropriate.
- ii. **Internal Equity:** The relative worth of each job in the City of Franklin when comparing the required level of job competencies, formal training and experience, responsibility, and accountability of one job to another.

2. Compensation Plan Structure

The Compensation Plan structure shall be as adopted by the Common Council and set forth in Appendix “Z,” which may be modified by the Common Council as set forth below. Except as noted, the following characteristics of the plan shall be reflected on the Compensation Plan document.

- a. **Pay Grades.** The plan shall identify 14 pay grades (1 being lowest, 14 being highest) grouped into the following four categories:
 - Grades 1 - 3 -- Clerical and Support
 - Grades 4 - 6 -- Administrative and Technical
 - Grades 7 - 10 -- Supervisory and Advanced Technical
 - Grades 11 – 14 -- Executive and Management

The deviation between categories is not standard or fixed and can vary overtime based upon the deviation incorporated in the initial Compensation Plan as first adopted and based upon the mathematical results of the Compensation Plan rules as adopted and set forth below.

- b. The plan shall identify the minimum and maximum salary for each pay grade. Grades 1 through and including 6 have a 30.0% spread from minimum to maximum. Grades 7 through and including 10 have a 32.5% spread from minimum to maximum. Grades 11 through and including 14 have a 35.0% spread from minimum to maximum.
- c. The plan shall maintain a 7.5% gradation between each grade within each category identified in “a” above.
- d. **Market Rates:**
 - i. The “Market Rate” identifies the point within each grade’s salary range that is the targeted salary position for a tenured employee who is performing at a level that meets expectations. Termed the “Market Rate” for each grade and each position within each grade, its purpose is to establish and communicate the market-competitive salary for each position. It establishes clear information and addresses expectations for both hiring and retention circumstances. The Market Rate shall be established for each range at the point that is 65 percent through the range, except as otherwise specified below, and is calculated as follows:

$$[(\text{Maximum Salary} - \text{Minimum Salary}) \times .65] + \text{Minimum Salary}$$

ii. **Market Rate Special Circumstance.** Special consideration may be given by the Common Council as to the need to adjust the Market Rate and/or establish an effective salary minimum for a position based upon factors as the Common Council may determine are applicable, including but not limited to whether or not said position is part of a promotional path, is at risk of compression, or is a deterrent to internal candidates seeking promotions without such special consideration. The following Market Rate Special Circumstance exists at initial implementation. (This is no longer applicable as the Sergeants and Captains were subsequently removed from the Pay Plan.)

(1) **Sergeant.** (This paragraph no longer applies as the Sergeants were removed from the pay plan effective 1/1/2020.) If the position of Sergeant is in Grade 9, the effective salary minimum shall be calculated at 7.5% above the then current top Patrol Officer annual wage. This salary minimum for the position shall then be used in calculating the Market Rate and other necessary pay plan benchmarks for the position.

e. **Compression.** If the Director of Administration determines wage compression exists between any supervisory and subordinate positions as a result of differences between the change over time in non-represented and represented (union) wage increases, the Director shall bring such issue to the Personnel Committee for review and consideration.

3. Adjustment to the Pay Ranges – Maintaining the Pay Philosophy

Annually, or as otherwise determined by the Common Council, the Common Council will set the following:

a. **Market Adjustment to the Pay Ranges of the Compensation Plan.** The compensation ranges should be adjusted to track the changes in base pay as offered to the employees of the comparable communities. A Market Adjustment to the Pay Range does not adjust any employees' pay; it simply re-establishes the ranges to reflect current market conditions. Absent an action by the Common Council to address the Market Adjustment to the Pay Ranges, the Director of Administration will report to the Common Council the impact on the adopted pay philosophy or desired market position target (currently the sixty-fifth percentile).

b. **Market Adjustment to the Wage and Salary Rates (Market Pool).** These are across-the-board adjustments to employee wage and salary rates. They are intended to equal the Market Adjustment to the Pay Ranges. They are only available to employees who meet or exceed expectations. Their purpose is to help ensure employees retain their relative position against the market and within their pay range. The Market Pool is the amount of money dedicated to addressing this.

4. Merit Pay Philosophy, Structure, and Implementation

a. **Continued Enhancement of Merit-Based Compensation System.** The City of Franklin shall strive to establish a merit performance plan and system that rewards the best performers and acknowledges it intends to enhance and further the merit-based compensation system set forth below. To that end, the Director of Administration has been directed to guide the development of a performance evaluation system that enables

consistent, measureable performance evaluations for the purpose of fairly distributing Merit Performance Increases, as further described below.

b. Merit Range Segment of the Pay Range.

- i. The area of the salary range above the Market Rate is intended for the following:
 - (1) tenured employees who, by performing at a level that exceeds expectations, have been advanced into this portion of the range through subsequent merit increases;
 - (2) employees placed into this portion of the range at initial adoption of the plan or advanced into this range through across-the-board adjustments prior to final implementation of a performance evaluation system; and
 - (3) employees placed in this range or moved through the range based upon special market conditions or special hiring or retention circumstances, both as may be separately approved from time to time.

Therefore, after implementation of the merit performance component of the pay plan, individuals earning their way into the Merit Range, the top 35% of the pay range, will have achieved that position through outstanding or exceptional performance. Additionally, individuals having earned their way into the Merit Range or having received an initial placement in the Merit Range should expect to only see continued advancement in the range through continued outstanding or exceptional performance, provided a merit pool has been set by the Common Council. In other words, after adoption of a performance evaluation plan, an employee who consistently exceeds expectations can expect to reach the maximum of the salary range during their career, provided ample merit pools have been designated over time. Conversely, an average employee performing at a standard or good level should not expect to reach the top of the range, but should reach the Market Rate in a reasonably timely manner.

- ii. The area of the salary range below the Market Rate is intended for newer employees who, by performing at a level that meets or exceeds expectations, are eligible for regular, pre-established merit increases with the goal of progressing such individuals to the Market Rate in the manner described in below.

c. Merit Increases and Merit Pool. Top pay is intended for top performers. Merit Increases are awarded through allocation and distribution of a Merit Pool, the pool of resources designated by the Common Council for Merit Pay. Merit increases have two components and are added to any Market Adjustments to the Wage and Salary Rates, but do not compound at initial application.

- i. Progress-to-Market-Rate Adjustments. Progress-to-Market-Rate Adjustments, as further described below, are a sub-component of Merit Increases because an employee must meet or exceed expectations to be eligible to receive a Progress-to-Market-Rate Adjustment, no matter where the employee is within the salary range. It is intended that Progress-to-Market-Rate Adjustments are awarded or allocated first from the Market Pool based upon the methodology identified below. It is given to any employee who meets or exceeds expectations and falls into the Progress-to-Market-Rate Adjustments ranges or categories noted above. It is intended that the priority to first allocate the Market Pool for Progress-to-Market-Rate Adjustments shall remain

unaltered, but that priority status does remain subject to Common Council action at its discretion.

ii. Merit Performance Increases.

- (1) Pending adoption and implementation of a performance evaluation system, the portion of the Merit Pool to be awarded through Merit Performance Increases will be allocated on an across-the-board basis to all employees who have received an evaluation of “standard” or meets or exceeds expectations, except in the event of any special, flat amount award as otherwise provided for, and excluding the portion of any circumstance that would exceed the approved wage range. Any performance evaluation scored below this level and not qualifying the employee for any Merit Pay increase must be confirmed by Human Resources.
- (2) After adoption and implementation of a performance evaluation system that enables consistent, measureable performance evaluations, the remaining portion of the Merit Pool (after Progress-to-Market Rate Adjustments) will be allocated to employees based upon an annually approved formula. The formula may award varying percentages based upon the degrees of performance (distinguishable gradients of merit performance), may address departments or divisions differently, and may include any component deemed appropriate by the Common Council. It is expected that the formula will exclude from Merit Performance Increases any employee who has not received an evaluation of at least “standard”.

5. Wage and Salary Adjustments for Individual Employees

- a. **Progress-to-Market-Rate Adjustments.** A goal of the Compensation Plan for keeping quality employees who meet or exceed expectations shall be to advance quality employees to the midpoint and then to the Market Rate within a reasonable and appropriate time frame, which time period will vary depending upon the employee’s starting salary and performance and the frequency and amount of the merit pool as designated by the Common Council annually. Provided the employee receives a performance evaluation rating of “meets expectations” or better, Progress-to-Market-Rate Adjustments are granted automatically at the time across-the-board Market Adjustments to salaries and/or Merit Performance Increases are authorized, are not dependent upon market adjustment pools or merit pools, but are subject to authorized appropriations.

The applicable rates for a Progress-to-Market-Rate Adjustment shall be established as follows:

Range	<u>Salary Increase</u>
Salaries including and from the Minimum and below the point 30% through the range:	2.25%
Salaries including and from the point 30% through the range and below the Midpoint:	1.50%
Salaries including and from the Midpoint and below the Market Rate:	.75%
Salaries including and above the Market Rate:	0%

The Common Council may adjust the Progress-to-Market-Rate Adjustments Rates from time to time, but it is intended that these rates shall remain unaltered.

- b. **Non-Compounding.** An employee may receive a Progress-to-Market-Rate Adjustment, a Market Rate Adjustment, and a Merit Performance Increase at the same time, but the combined increase is capped at 5.5% for a given year, unless otherwise authorized by the Mayor or Common Council. All adjustments applied at the same time will be added together and applied as a single increase, and, therefore, are applied without any compounding effect for that period.
- c. **New Employee Appointment Rate.** Appointments to positions shall normally be made at the established minimum rate of compensation for individuals not exceeding the minimum qualifications and experience. Appointments above the established minimum rate of compensation, but not exceeding the Market Rate for the position, may be made following recommendation by the Appointing Authority and the Director of Administration and with final approval by the Mayor for those positions addressed in 3.1.1 and by the Library Director for those positions addressed in 3.1.2; however, in each case sufficient funding must be available within the adopted budget. Such a starting salary above the minimum is determined by considering market factors, internal equity, and the new employee's qualifications, experience and responsibility level. Initial appointments above the Market Rate require approval by the Common Council. Appointments at a rate below the established minimum rate may not be made.

An appointment rate may include a schedule of rates to be applicable during the first year of employment which schedule may reflect benchmarks or conditions such as, but not limited to, an acceptable performance review, obtaining a certification, or satisfying the introductory period. Additionally, an Appointing Authority with the recommendation of the Director of Administration may request, after but near the completion of an employee's introductory period, an amendment to the initial appointment rate or schedule for such an employee who demonstrates an ability exceeding that expected with the initial appointment rate, which amended appointment rate must still comply with the requirements for appointment rates of a new employee as stated above.

For a position requiring confirmation by the Common Council, the starting salary shall be confirmed in conjunction with the confirmation of the appointment. A starting salary of a Department Head shall be at the negotiated rate. After six months of continuous service the Department Head may receive a review of performance and a possible salary adjustment.

- d. **Promotions.** Except as otherwise noted, an employee receiving a promotion (a transfer to a position at a higher pay grade) will receive an adjustment to base pay of at least 5% and not more than 7.5%, but not less than the minimum of the range, as determined by the Mayor, upon recommendation of the Department Head and Director of Administration, taking into account experience, performance, the compensation structure, and other such factors as may be determined to be appropriate.
 - i. **Exceptions.**
 - (1) An employee being promoted from an "FLSA non-exempt" position to an "FLSA exempt" position may be placed at an initial salary that takes into consideration loss of access to overtime, historical average-annual overtime earnings, anticipated

additional hours worked, and other such factors as may be determined to be appropriate, but may not be placed at above the Market Rate, unless required by the minimum promotional increase as described above or unless approved by the Common Council.

- (2) A Light Equipment Operator (LEO) or Sewer & Water Technician promoted to Heavy Equipment operator (HEO) or Sewer & wWater Operator I (Operator I) will not receive a higher wage rate than a long-term HEO or Operator I, who is consistently in good standing, which action results in a lower minimum promotion allowance of approximately 4.38 %.
- e. **Non-Scheduled Wage Adjustments.** At any time or at any position in the range an Appointing Authority may recommend a flat or percentage amount merit award for an individual that may be a one-time award, an award for a fixed-period up to one calendar year, or an adjustment to the base, which adjustment to the base may not exceed the grade maximum salary. Any such award, or combination of such awards during a calendar year, is subject to approval by the Mayor, following review and recommendation by the Director of Administration, but may not exceed a 5% increase in annual gross compensation without approval by the Common Council. Any such award is dependent upon available appropriations.
 - f. **Salary Maximums.** An individual whose salary exceeds or would exceed the maximum of the range may not receive any part of an increase that exceeds the maximum of the range, unless otherwise specifically approved as provided for above. If a Market Adjustment to the Pay Range occurs during the same calendar year and within six months of such an instance and the individual's salary following the Market Adjustment to the Pay Range is now within the salary range, that portion of the increase that was vacated, up to the maximum of the range, may be reapplied retroactively.
 - g. **Rounding and General Administration.**
 - i. Minimum, maximum, and Market Rate annual salary rates shall be rounded to the nearest dollar for both presentation and application purposes.
 - ii. For part-time positions the minimum salary, maximum salary, and Market Rate shall be calculated on a proportional basis as shall be determined by the Director of Administration.

Staffing Report Data as of February 13th, 2025

Open Positions					
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
1	Light Equipment Operator (or Mechanic)	10/4/2024	Resignation	Non-Rep	1 employee resigned from DPW. We will fill either a LEO or a Mechanic/LEO position, depending on the applications we receive.
1	Sewer & Water Technician	10/1/2024	Retirement	Non-Rep	The S&W Superintendent retired. Glen Beardsley was promoted to Superintendent, Joel Hittman was promoted to Operator II. We will hire a Technician and later this year promote 1 Technician to Operator I
2	Police Officer	6/7/24 & 1/17/2025	Retirements	Police Union	Sgt Bath and Captain Morris have retired. We've had multiple promotions to Captain, Sgt, and Detective and will hire 2 new Patrol Officers.
1	Maintenance Custodian	3/1/2025	Elimination of Contract Services	Non-Rep	The Library PT evening custodial work was being done by a contract service but they didn't seem to think it was cost effective. We decided to hire a City employee to do the custodial and some maintenance work instead. He is scheduled to start on 3/3/2025.
1	Dispatcher	4/1/2025	Retirement	Non-Rep	Dispatcher Boziel has turned in her retirement notification. 2 applicants are currently going thru background checks.
1	Engineering Tech IV	7/11/2025	Retirement	Non-Rep	1 employee has given us notice that he'll retire in July. We are in the process of reworking job duties and training of our other 2 Techs. We will decide which level Tech we need to hire and post the position shortly.

VII