



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: September 17, 2018

Re: Supplemental Memo for B212-18 - Adopting the FY 2019 City of Columbia Classification and Pay Plan.

## Executive Summary

The amendment sheet reflects City Council pay amendments for FY 2019 voted on at the September 4, 2018 city council meeting.

## Discussion

City Council approved a number of amendments to the proposed FY 2019 budget that impact employee pay and classifications. All changes take into account that the City will establish a minimum starting wage of \$15 per hour for permanent city positions (\$10.714 per hour for 56 hour positions).

The actions needed to implement those changes, in order of proposed application, are outlined below:

1. In order to meet the goal of City Council to reduce the impact of ending the FY 2018 additional \$40 per pay period payment, the pay plan pay grade maximums will be increased. Those new maximum rates are calculated off the annual mid-point pay band adjustment recommendations from the City's compensation and classification consultant for FY 2017, 2018 and 2019. The increased maximums will allow most employees to receive the full across-the board pay increase. Those employees who are near the maximum of the pay band following the band adjustments will receive an increase to the maximum of the new pay band.
2. Give current Refuse Collector I, II and Senior Refuse Collector employees a \$2 per hour pay increase, and adjust Solid Waste Supervisor II and III (that supervise Refuse Collectors) pay to \$0.02 above the highest paid subordinate. Supervisor pay adjustments are necessary to comply with City Code Section 19-81(b) which requires supervisors to be paid at a higher base salary rate than their subordinates.
3. Move all permanent employees with a pay rate below \$15 per hour to the new established minimum starting wage of \$15 per hour.
4. Creating the \$15 per hour minimum starting wage results in the same starting wage for employees who are training to obtain a Commercial Driver's License (CDL) and those who are already fully qualified and licensed. To mitigate that issue, all current Equipment Operator II positions will be reassigned to Equipment Operator III, and the Equipment Operator III title will be changed to Senior Equipment Operator. Any current Equipment Operator II reassigned will receive an increase of 5% or the new minimum, whichever is greater. Equipment Operator I positions required to obtain a CDL will be changed to Equipment Operator. These changes are necessary in order



to prevent trainees from receiving a higher rate of pay than those employees who are currently fully qualified and licensed. Equipment Operator I positions that do not require a CDL will be changed to Warehouse Operator.

5. Move to Midpoint for all employees with at least 5 years time in classification as of March 1, 2018 and a score of at least 2.0 on their most recent FY 2018 performance evaluation. Eligible employees who did not receive a performance evaluation for FY 2018 will be assumed to have received a score of 2.0 and will receive the move to midpoint. The move to midpoint will be based on the Pay Plan adopted by B212-18.
6. An Across-the-board (ATB) increase of \$0.45 per hour, or \$0.3214 for 56 hour employees, will be given to permanent employees whose rates of pay are below the revised pay grade maximums. The ATB will be applied after all of the preceding adjustments are made to employee wages and will be applied to the limits of the revised pay grade maximum established under item #2 above.

Changes are effective September 23, 2018. The revised classification and pay plan and amendment sheet that reflect the City Council amendments are attached.

### Fiscal Impact

Short-Term Impact: Fiscal impact for these amendments is shown in the budget amendment sheet for B175-18.

Long-Term Impact: Annual review and calculation.

### Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Secondary, Tertiary Impact: Tertiary

### Legislative History

Date	Action
9/4/18	Amendments made during PH29-18 on the proposed FY 2019 budget.

### Suggested Council Action

Approve the proposed ordinance.