

## ORDINANCE NO. 335 (24)

AN ORDINANCE OF THE CITY OF ALBION, NEBRASKA, ESTABLISHING THE CITY OF ALBION EMPLOYEE PAY PLAN ESTABLISHING MINIMUM RATES, INTERMEDIATE RATES, AND A MAXIMUM RATE FOR CITY OFFICIALS AND EMPLOYEES.

WHEREAS, as outlined in the City of Albion Employee Handbook it is the policy of the City to recruit and retain highly productive employees and that regular pay surveys shall be conducted to effectuate the establishment and maintenance of an equitable pay plan; and,

WHEREAS, the City of Albion Employee Handbook specifies that the City pay plan will consist of a minimum (beginning) rate, intermediate rates (steps), and a maximum rate of pay; and,

WHEREAS, on December 12, 2023 the Mayor and City Council adopted Ordinance 328(23) adopting the City Pay Plan upon the review and recommendations of the City Administrator in order to 1) recognize job titles as revised in the job descriptions and organizational chart of the City, 2) comply with State minimum wage requirements, 3) recognize council approved cost-of-living adjustments since March 10, 2020, and 4) maintain competitive and equitable wage ranges in order to remain competitive in the public employment market; and,

WHEREAS, the City Administrator has analyzed a state-wide 2023-2024 comparative wage survey in relation to the current City Pay Plan as instructed by Mayor Jarecki due to recent difficulty in hiring and retaining qualified city employees; and,

WHEREAS, the City Administrator has recommended adjustments to the City's Pay Plan in order to maintain competitive and equitable wage ranges in order to remain competitive in the public employment market;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ALBION, NEBRASKA, AS FOLLOWS:

SECTION 1: The Minimum (Beginning) wage rates and Maximum wage rates of the City of Albion Pay Plan are established as follows:

<b>Position/Title</b>	<b>Beginning Wage</b>	<b>Maximum Wage (25 years)</b>
City Administrator/Clerk/Treasurer - Certified	89175/year	118460/year
City Administrator/Clerk/Treasurer - Non-Certified	78650/year	87725/year
Chief of Police - Certified	56196/year	91458/year
Police Officer - Certified	50532/year	82476/year
Police Officer - Non-Certified (1 year maximum)	44195/year	47190/year
Street Supervisor	19.05/hour	34.00/hour
Water Commissioner	19.05/hour	34.00/hour
Sewer Commissioner	19.05/hour	34.00/hour
Water Commissioner, Sewer Commissioner, Street Supervisor- Certified	+.30/hour each certification level	36.70/hour
Public Works Maintenance Operator – Non-Certified	15.00/hour	29.65 /hour
Public Works Maintenance Operator – Certified	+.30/hour each certification level	32.35/hour
Deputy City Clerk - Non-Certified	14.20/hour	18.75/hour
Deputy City Clerk - Certified	15.00/hour	29.65/hour
Utility Billing Clerk - Non-Certified	14.20/hour	18.75/hour
Utility Billing Clerk - Certified	+.30/hour each certification level	29.65/hour
Economic Development and Housing Director	\$23.20/hour	\$37.15/hour
Building Inspector and Code Official	15.13/hour	31.15/hour
	\$60 per permit issued	
Fire Chief	1600/year	3630/year
City Groundskeeper	15.75/hour	34.00/hour
Seasonal Laborer	13.00/hour	17.00/hour
Pool Manager	18.00/hour	25.00/hour
Pool Assistant Manager	15.00/hour	20.00/hour
Pool Substitute Manager	12.00/hour	16.50/hour
Lifeguard	12.50/hour	16.50/hour
Substitute Lifeguard	12.50/hour	12.50/hour
Attendant	12.00/hour	16.00/hour
City Council	2500/year	2500/year
Mayor	5000/year	5000/year

\*Employees are not eligible for Maximum wage rates until step 13 of the intermediate rate plan is reached at or after 25 years of experience.

Beginning Wages are for newly hired individuals without experience. Newly hired specially trained or experienced person(s) may begin employment at an intermediate (step) rate; however, such action is recommended only in exceptional cases.

SECTION 2: Intermediate Wage Rates of the City of Albion Pay Plan are established as follows:

**CITY OF ALBION INTERMEDIATE WAGE RATES  
(STEP RAISE PLAN)**

Step raises may be given upon favorable review. Reviews will be conducted relative to each employee’s anniversary date. Upon favorable review, step raises will then be given at the person’s actual anniversary date, if funds are available and budgeted, according to the following schedules:

**REGULAR FULL-TIME EMPLOYEES – SALARIED AND HOURLY**

<u>Step#</u>	<u>At # of Years</u>	<u>\$ Amount year/hr</u>
1	6 months	\$1500/.72
2	1 year	\$1500/.72
3	2	\$1500/.72
4	4	\$1500/.72
5	6	\$1500/.72
6	8	\$1500/.72
7	10	\$1500/.72
8	12	\$1500/.72
9	15	\$2500/1.20
10	18	\$2500/1.20
11	20	\$2500/1.20
12	23	\$2500/1.20
13	25 (Maximum)	\$2500/1.20

**PART-TIME, VARIABLE HOUR – SALARIED AND HOURLY**

<u>Step#</u>	<u>At # of Years</u>	<u>\$ Amount year/hr</u>
1	1 year	\$120/.50
2	2	\$120/.50
3	3	\$120/.50
4	4	\$120/.50
5	5	\$120/.50
6	6	\$120/.50
7	7	\$120/.50
8	8	\$120/.50
9	9	\$120/.50
10	10	\$120/.50
11	11	\$120/.50
12	12	\$120/.50
13	13 (Maximum)	\$120/.50

**REGULAR SEASONAL (SUBSTITUTES EXCLUDED)**

Step#	At # of Years	\$ Amount /hr
1	1 year	\$.25
2	2	\$.25
3	3	\$.25
4	4	\$.25
5	5	\$.25
6	6	\$.25
7	7	\$.25
8	8	\$.25
9	9	\$.25
10	10	\$.25
11	11	\$.25
12	12	\$.25
13	13 (Maximum)	\$.25

SECTION 3: The following positions shall also be eligible for \$0.30 raises for each level of Water Operator Certification they receive from the State of Nebraska: Street Supervisor, Water Commissioner, Sewer Commissioner, Public Works Maintenance Operator, and Utility Billing Clerk.

SECTION 4: Cost of Living raises may be given at budget time and will be based on the Consumer Price Index rate on July 1<sup>st</sup> of each year. Cost of living can be applied as a flat amount, a percentage of the base wage, a percentage of current wage, or in any other manner decided by the Council.

SECTION 5: No specific employee's wage rates are adjusted by this ordinance. Future employee wage rates may be adjusted by the application of the Intermediate Wage Rate Plan (Step Raise Plan) and any applicable Cost of Living Adjustments according to the City of Albion Pay Plan after the effective date of this ordinance.

SECTION 6: This Ordinance shall be effective January 1, 2024, following publication as required by law.

SECTION 7: Any ordinance or part of ordinance passed and approved prior to the passage, approval and publication or posting of this ordinance, and in conflict with the provisions of this ordinance, is hereby repealed.

SECTION 8: This ordinance shall remain in effect until a subsequent ordinance to repeal this ordinance is passed.

INTRODUCED BY: \_\_\_\_\_ ;

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PUBLISHED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

CITY OF ALBION, NEBRASKA

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk (Seal)

Ord 335(24) City of Albion Pay Plan

{First Reading, }  
{Suspension of Rules, }  
{Second and Third Reading, }  
{Final Passage and Approval, }