



## CITY COUNCIL MEMORANDUM

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**TO:** City Council

**FROM:** Matthew R. Schmitz, MPA - City Manager

**DATE OF MEETING:** August 12, 2024

**ITEM TITLE:** Resolution for a Personnel Policy Change – Longevity

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### **BACKGROUND:**

This item was discussed at the August 5, 2024, City Council Work Session.

### **DISCUSSION:**

As we have worked through the process of implementing ADP, I have reviewed more closely how longevity is currently working and being calculated. Currently, it takes a large amount of time for our Deputy City Clerk, Michelle, to calculate longevity pay each pay period as an hourly rate must be calculated based on how many hours were worked and what the monthly rate is, as well as other variables like the number of pay periods in the year, etc. to figure out an overtime rate for an employee.

I have met with the Employee Relations committee, and they have agreed that the plan I have included in the attached resolution simplifies the entire process and makes it more transparent for the individuals who receive longevity pay. It also makes this much easier to implement, as it is as simple as increasing the hourly rate by the amount shown based on how long an employee has worked for the City.

It should be pointed out that this change would impact the entire City, including the Police Department, as I would like to standardize this rate across the entire organization. Currently, the PD receives a lower monthly longevity rate than the rest of the employees.

Additionally, the wording included states that this amount will apply at the beginning of the pay period in which the employee's anniversary date occurs rather than starting on the actual employee's anniversary date. We have added a line explaining that the groups are not cumulative per the discussion at the Work Session.

### **RESULTS:**

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of Support and Empower Workforce. This item helps achieve that vision by making the process more transparent and easier for employees to implement and understand.

### **FINANCIAL CONSIDERATION:**

Costs for Longevity are already included in salary calculations within the normal operating budget.

### **RECOMMENDATION:**

Staff recommends a motion to approve and authorize the Mayor to sign the attached Resolution outlining changes to Longevity.