



**CITY COUNCIL
WORK SESSION
MEMORANDUM**

TO: City Council
FROM: Matthew R. Schmitz, MPA - City Manager
DATE OF MEETING: August 5, 2024
ITEM TITLE: Personnel Policy Change – Longevity

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 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.

The attached resolution is for review. It should be pointed out that this change would impact the entirety of the 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. This is so that programming them in ADP is simpler.

RECOMMENDATION:

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.