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TO: Sheila Dubs, Human Resource Manager

FROM: Jason R. Anderson, P.E., Director of Public Works/City Engineer

DATE: September 30, 2020

SUBJECT: Temporary/Seasonal Employee Wage Schedule Changes

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The Public Works Division would like to increase the pay scale for the Building Custodian, Office Assistant, and Public Ways Worker. The Building Custodian wage on the temporary pay scale should match the Building Custodian wage listed on the part-time employee wage schedule. The Public Ways Worker should be increased to reflect a Step 1 wage of \$11.50/hour with a \$0.50/hour increase for each step thereafter. The Office Assistant pay scale should begin at \$11.50/hour with a \$0.50/ hour increase for step 2, and a \$1.00/hour increase for each step thereafter. This adjusted payscale will offer staff the flexibility to pay a more competitive rate if the work experience is commensurate.

It would appear to us as though the Office Assistant pay scale was last updated in 2011, the Building Custodian in 2018, and the Public Ways Worker in 2019.

We are having an increasingly difficult time hiring our seasonal employees and we believe low rate of pay is part of the issue. In recent years the Public Ways Worker positions have been particularly difficult to get filled. It is very important that we remain competitive to attract needed help.

We believe that the Engineering Aid, Building Inspector, and Maintenance Worker scales can remain stable at this point.

Thank you for your time and consideration with this request.

JRA:lrk / Attachment



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**AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Click or tap to enter a date.
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Consider the addition of Election Judge and Head Election Judge to the Temporary Wage Schedule.
<b>Background Information:</b>	<p>In previous election years Election Judges and Head Election Judges have been paid as vendors by the City of Marshall. Employment laws have now changed to include these two positions to our temporary wage schedule instead of being paid as vendors.</p> <p>In previous years the council has set the recommended salary for these positions by resolution along with various other election related items. That requirement will no longer be needed with the addition of positions to the temporary wage schedule.</p> <p>The recommended wage rate is comparable with Lyon County and surrounding townships within Lyon County. An average election judge work schedule is under 20 hours per election, which includes training and election day activities.</p>
<b>Fiscal Impact:</b>	Election Judge \$15/ hour Head Election Judge \$17/ hour
<b>Alternative/ Variations:</b>	None Recommended
<b>Recommendations:</b>	Approve the addition of the Election Judge and Head Election Judge positions to the temporary wage schedule.



## MEMORANDUM

**TO:** Sheila Dubs, Human Resource Manager

**FROM:** Cam Bailey, MCS Recreation Coordinator  
Scott VanDerMillen, MCS Director

**DATE:** October 13, 2020

**SUBJECT:** Adjustments to City of Marshall 2021 Wage Schedule – Temporary/Seasonal Employees

We would like to have the following positions reviewed and modified as suggested below, effective January 1, 2021:

**Wage adjustment of positions:**

- **Learn to Swim (LTS) Instructor; MAC Lifeguard:** Step 1 to \$10.75/hr with 25 cent increases for Steps 2-7.
- **LTS Instructor w/WSI; MAC Lifeguard w/WSI:** Step 1 to \$11.00/hr with 25 cent increases for Steps 2-7.

Rationale for this increase – Lifeguards and LTS Instructors must be American Red Cross (ARC) training certified along with weekly course emergency procedure trainings during the season. Attendants need minimal training/experience for their position and should not be at the same starting pay as lifeguards.

- **After School Program Helper; Cable Access Worker; Community Education Helper; MAC Attendant; Event Staff; Office Helper (MCS); Official – Intramural (paid per game); Open Gym/Skate Supervisor; Parks Maintenance Worker; Recreation Program Assistant; Recreation Program Coordinator; Recreation Program Helper; and Scorekeeper:** Step 1 to \$10.08/hr with no change to other Steps.

**Elimination of job classification title:** Please remove the LTS Supervisor position and MAC Assistant Manager position – no longer needed.





## MEMORANDUM

**TO:** Sheila Dubs, Human Resource Manager  
**FROM:** Cam Bailey, MCS Recreation Coordinator  
Scott VanDerMillen, MCS Director  
**DATE:** November 23, 2020  
**SUBJECT:** Follow-up to Adjustments to City of Marshall 2021 Wage Schedule – Temporary/Seasonal Employees

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In response to questions/concerns raised about wage adjustments for Marshall Aquatic Center (MAC) employees:

WSI Training Certification is for employees interested in teaching learn-to-swim lessons. With a staff of 20 lifeguards, typically about half are interested in teaching lessons, therefore needing their WSI certificate. Committing to teaching lessons usually gives the employee an additional 20 hours of work over six weeks of the summer. We hire an instructor from South Dakota in May to teach a 3-day WSI training for the certification. Training is held at the SMSU pool. The cost of the WSI training and certificate is \$225 and is currently paid by the participant.

We teach American Red Cross (ARC) swim lessons, and due to ARC requirements, a WSI certificate is required. The Y teaches their own version of swim lessons (Guppies, Minnows, etc.) NOT affiliated with the American Red Cross, therefore, their instructors are not required to have a WSI certificate.

Currently, the YMCA starting pay for lifeguards is \$10.50/hour. Y lifeguards both guard and teach lessons. The Y has their staff teach Lifeguard Trainings on-site at no cost to their potential lifeguards, but this is solely a lifeguard training course, and does not include WSI certification. The Y typically hosts a Lifeguard Training session for any new guards (in the Marshall area) in March which costs \$225/lifeguard. MCS does promote this training to any potential lifeguards. MCS does partner with the Y on encouraging lifeguards to work at both the Y and the MAC. This would be beneficial to the guard because they could receive the training at no cost through the Y and be qualified to work at both entities.

The qualifications for a WSI certified lifeguard and MAC manager are not the same. However, in the past, we have had at least one MAC manager that was WSI certified.

Below are area aquatic centers and their lifeguard rate of pay for reference:

- Redwood Falls - \$11/hour starting for lifeguards, \$11.50/hour starting w/WSI. Redwood does not reimburse employees for the cost of the WSI course.
- New Ulm - \$11.43-15.03/hour range for lifeguards
- St. Peter - \$10.25-11/hour range for lifeguards; \$10.65-11.40/hour starting with WSI/lifeguard
- Pipestone - \$10.08-12.50/hour range for lifeguards. Pipestone does reimburse employees for certifications once they are hired.

In summary, our proposal to wage scale would be:

- **MAC Manager** – Step 1 to \$13/hr with \$1.00 increases for Step 2-7.
- **MAC Assistant Manager** – Step 1 to \$12/hr with \$1.00 increases for Step 2-7.
- **MAC Lifeguard w/WSI** – Step 1 to \$11.50/hr with 25 cent increases for Steps 2-7.
- **LTS Instructor w/WSI**: Step 1 to \$11.00/hr with 25 cent increases for Steps 2-7.
- **LTS Instructor**: Step 1 to \$10.75/hr with 25 cent increases for Steps 2-7.
- **MAC Lifeguard**: Step 1 to \$10.75/hr with 25 cent increases for Steps 2-7.
- **MAC Maintenance Worker**: Step 1 at \$10.50/hr with 50 cent increases for Steps 2-7.
- **MAC Attendant**: Step 1 to \$10.08/hr with 25 cent increases for Steps 2-7.