
TO: Sheila Dubs, HR Manager
FROM: Jasmine DeSmet, Community Education Coordinator
CC:
DATE: October 28, 2024
SUBJECT: Temporary/Seasonal Employee Wage Schedule Changes

The Community Education Department would like to increase the pay scale for the Community Education Helper and the After School Program Helper positions.

Both positions should be increased to reflect a Step 1 wage of \$11.50/hour with a \$0.50/hour increase for each step thereafter.

This adjusted pay scale will bring the wage for these positions to minimum wage and allow staff the flexibility to pay a more competitive rate. This change will also make the two positions consistent as the work is essentially the same.

Thank you for your time and consideration with this request.

Jasmine DeSmet

TO: Personnel Committee

FROM: Alex Peterson, Media Communications Specialist

DATE: 09/03/24

SUBJECT: Temporary Wage Schedule Revision Request–Studio One

I would like to recommend the removal of our “Audio/Video Support Technician” job title as we currently do not have anybody filling that position. Instead, we have all our staff working under “Media Production Assistant” as that allows them to work in all available production positions instead of strictly just running the video board in the arena. Our current staff had previously requested this flexibility, and we would like to continue this structure moving forward.

No change to the pay range is being requested.

TO: Sheila Dubs, HR Manager
FROM: Preston Stensrud, Park & Recreation Superintendent
CC: Sharon Hanson, City Administrator
DATE: October 23, 2024
SUBJECT: TEMPORARY WAGE SCHEDULE AMENDMENT

Staff recommend a change to the pay rates for the following positions noted below. These recommendations are based on staying competitive with the market as well as comparable cities with similar positions. No changes to these positions have been made in the past few years.

The Park Maintenance Worker Position has same job duties and functions as Public Ways Worker that to date is \$2/hour more.

The Aquatic Center Manager and Assistant Manager positions are very essential to our daily operations during the summer and an increase in pay will help us keep staff consistency vs. continued turnover in these positions.

TO: Sheila Dubs, HR Manager
FROM: Eric R. Hanson, P.E., Assistant City Engineer
CC:
DATE: October 23, 2024
SUBJECT: Temporary/Seasonal Employee Wage Schedule Changes

The Public Works Division would like to increase the pay scale for the Engineering Aid.

The Engineering Aid should be increased to reflect a Step 1 wage of \$14.00/hour with a \$0.50/hour increase for each step thereafter. The pay scale was last updated in 2023.

This adjusted pay scale will offer staff the flexibility to pay a more competitive rate if the work experience is commensurate.

We are having an increasingly difficult time hiring our seasonal employees and we believe low rate of pay is part of the issue. It is very important that we remain competitive to attract needed help.

Thank you for your time and consideration with this request.

ERH