



Oelwein Salary Schedule 2022-2023

The City of Oelwein is required by state code to adopt salaries through a resolution. The process that is used to present salaries to council for approval is long, research heavy, and takes significant staff time. The City of Oelwein is committed to retaining and attracting the best employee for the right position. The City Administrator visits with each department and evaluates their needs based on the current year and forecasted outlook. City staff use a combination of comparable data to ensure that salaries are competitive. Staff will use salary surveys done amongst and adjacent cities.

In past practice the City Administrator has settled with the police union then used those settled increases and applied them across the city. With two unions having the bulk of the employees, fifty percent of the full-time wages are settled during negotiations. This leaves positions not in a union or department head wages to be settled. Department head wages are settled through negotiations with the City Administrator based on performance reviews. The City Administrator is determined to have a great organization and present a salary resolution that city council can be proud to adopt. The City Administrator works hard to ensure that the organization has good employees, or former employees. Coaching, workshops, and continual follow through allow for employees to ensure they are on a successful track within the organization.

2021 has been the most difficult year for wages as the city continues to lose employees to higher paying jobs and has difficulty in attracting employees. While this is the case for most organizations across the country, the City Administrator has put more time than any previous salary resolution to ensure the city can provide the services that council expects.

The current schedule moves the employees to an expanded step program. This allows for a veteran employee to be at a higher level than a two-year employee. The presented salary schedule improves the organization's ability to attract and retain top talent.

Administration

Non-Exempt Hourly

	Start	1	2	4	7	10	15	20	25	30
Associate Clerk	\$19.96	\$20.96	\$21.59	\$22.02	\$22.46	\$22.91	\$23.37	\$23.60	\$23.84	\$24.08
Non-Resident	\$19.38	\$20.35	\$20.96	\$21.38	\$21.81	\$22.24	\$22.69	\$22.91	\$23.14	\$23.37
Associate Clerk 1	\$21.12	\$22.17	\$22.84	\$23.29	\$23.76	\$24.23	\$24.72	\$24.97	\$25.22	\$25.47
Non-Resident	\$20.50	\$21.53	\$22.17	\$22.61	\$23.07	\$23.53	\$24.00	\$24.24	\$24.48	\$24.73
Associate Clerk 2	\$22.26	\$23.37	\$24.07	\$24.55	\$25.04	\$25.55	\$26.06	\$26.32	\$26.58	\$26.85
Non-Resident	\$21.61	\$22.69	\$23.37	\$23.84	\$24.32	\$24.80	\$25.30	\$25.55	\$25.81	\$26.06

An employee who takes on the Deputy Clerk role appointed by the City Clerk/Treasurer receives an additional \$1.00 an hour annually. When the employee become certified as a City Clerk, they will receive \$1.50 additional pay.

Exempt Salary

	Bi-Weekly Max and Min		Proposed	Certified or 1 year	2	4	7	10 years	15 years	20 years	25 years	30 years
City Administrator*	\$3,700.00	\$4615.39	\$4,298.23			1%	1%	1%	1%	1%	1%	1%
Clerk	\$2,960.00	\$3,692.31				1%	1%	1%	1%	1%	1%	1%
Non-Resident	\$2,871.20	\$3,581.54	\$3,300.67			1%	1%	1%	1%	1%	1%	1%

*The City Administrator is required to live in city limits. This position’s salary is decided annually by council.

Police Department

Non-Exempt Hourly

	Start	1 Year	2 Years	4 Years	7 Years	10 Years	15 Years	25 Years	30 Years
Administrative Assistant 1	\$19.96	\$20.96	\$21.59	\$22.02	\$22.46	\$22.91	\$23.37	\$23.60	\$23.84
Non-Resident	\$19.38	\$20.35	\$20.96	\$21.38	\$21.81	\$22.24	\$22.69	\$22.91	\$23.14
Administrative Assistant 2	\$21.12	\$22.17	\$22.84	\$23.29	\$23.76	\$24.23	\$24.72	\$24.97	\$25.22
Non-Resident	\$20.50	\$21.53	\$22.17	\$22.61	\$23.07	\$23.53	\$24.00	\$24.24	\$24.48
	Uncertified	Certified							
Police Officer	25.50	28.05	29.73	30.33	30.93	31.55	32.18	32.51	32.83
Non-Resident	24.74	27.21	28.84	29.42	30.01	30.61	31.22	31.53	31.85
Police Part Time Certified									
Police Part Time Non-Certified									

Exempt Salary

	Bi-Weekly		Proposed	1 year	2	4	7	10 years	15 years	20 years	25 years	30 years
Police Chief	\$3,653.85	\$4,615.38	\$4,269.23						2%(1)	1%	1%	1%
*Non-resident (Chief)	\$3,544.23	\$4,476.92							2%	1%	1%	1%
Captain	\$3,153.85	\$3,784.62	\$3,500.00					2%(2)	2%	1%	1%	1%
*Non-resident (Captain)	\$3,059.23	\$3,671.08						2%	2%	1%	1%	1%
Lieutenant - First	\$2,923.08	\$3,076.92	\$2,961.54									
*Non-resident (Lt.)	\$2,835.39	\$2,984.61					2%	2%	2%	1%	1%	1%
Lieutenant - Second	\$2,846.15	\$3,000.00	\$2,923.08				2%(3)	2%	2%	1%	1%	1%
*Non-resident (Lt.)	\$2,760.77	\$2,910.00					2%	2%	2%	1%	1%	1%

(1) Chief's wage steps increase starting at 15 years due to a general requirement that a new police chief would have at least 10 years experience (five of those years as a ranking supervisor.)

(2) Captain's wage steps increase starting at 10 years due to a general requirement that a new captain would have at least 8 years experience (four of those years as a ranking supervisor.)

(3) Lieutenant's wage steps increase starting at 7 years due to a general requirement that a new lieutenant would have at least 4 (2nd Lt.) to 6 (1st Lt.) years experience.

New Benefits:

Lateral Move: An Iowa certified law enforcement officer from another agency can be hired by the Oelwein Police Department with step pay consistent with the total number of years of service that the candidate has earned as a certified peace officer in Iowa. Additionally, an employee hired as a lateral move will be hired with the vacation step consistent with the total number of years of service that the candidate has earned as a certified peace officer in Iowa; up to the seven-year step. Subsequent vacation steps will be earned with a credit of seven years of service. Ie. Fifteen-year step is earned after eight years of service to the Oelwein Police Department.

Later Move (out-of-state): A certified law enforcement officer hired after January 1, 2022, that is eligible for "certification through examination" in Iowa, can be hired with the step pay consistent with one step lower than the candidate has earned as a certified peace officer in another eligible state. The candidate will begin at the appropriate pay step upon successful completion of the "certification through examination". Additionally, a candidate hired as an out-of-state lateral move, will start at the two-year vacation step.

Iowa certified peace officers with two or more years' experience are eligible for a signing bonus. The candidate will receive \$3,000 upon successful completion of probation and an additional \$3,000 upon completion of four years of service with the Oelwein Police Department. The candidate will enter into an agreement to remain with the Oelwein Police Department to remain employed for two years after each payment is made, or the candidate will fully reimburse the City of Oelwein.

Community Development

Non-Exempt Hourly

	Start	1 Year	2 Years	4 Years	7 Years	10 Years	15 Years	25 Years	30 Years
CD Administrative Assistant	\$19.96	\$20.96	\$21.59	\$22.02	\$22.46	\$22.91	\$23.37	\$23.60	\$23.84
Non-Resident	\$19.38	\$20.35	\$20.96	\$21.38	\$21.81	\$22.24	\$22.69	\$22.91	\$23.14
Code Enforcement Officer	\$19.81	\$20.20	\$20.61	\$21.02	\$21.44	\$21.87	\$22.31	\$22.75	\$23.21
Non-Resident	\$19.23	\$19.61	\$20.01	\$20.41	\$20.82	\$21.23	\$21.66	\$22.09	\$22.53
Building Inspector	\$23.31	\$23.78	\$24.25	\$24.74	\$25.23	\$25.73	\$26.25	\$26.77	\$27.31
Non-Resident	\$22.63	\$23.08	\$23.54	\$24.02	\$24.50	\$24.99	\$25.49	\$25.99	\$26.51

Passing a certification in the community development department that allows for additional inspections will result in a \$1,000 wage increase

Exempt Salary

	Bi-Weekly Max and Min		Proposed	1 year	2	4	7	10 years	15 years	20 years	25 years	30 years
Building Official/Zoning Administrator	\$2,178.85	\$3,367.31				1%	1%	1%	1%	1%	1%	1%
Non-Resident	\$2,115.38	\$3,269.23	\$2,650.84			1%	1%	1%	1%	1%	1%	1%

Parks, Recreation, Cemetery, Aquatics

Non-Exempt Hourly

	Start	1	2	4	7	10	15	20	25	30
Front Desk, Concession, Maintenance	\$10.00	\$10.20	\$10.40	\$10.61	\$10.82	\$11.04	\$11.26	\$11.49	\$11.72	\$11.95
Lifeguard	\$12.00	\$12.24	\$12.48	\$12.73	\$12.99	\$13.25	\$13.51	\$13.78	\$14.06	\$14.34
Assistant Pool Manager	\$14.00	\$14.28	\$14.57	\$14.86	\$15.15	\$15.46	\$15.77	\$16.08	\$16.40	\$16.73
Pool Manager	\$16.00	\$16.32	\$16.65	\$16.98	\$17.32	\$17.67	\$18.02	\$18.38	\$18.75	\$19.12
Seasonal, Part-time, Temporary	\$12.00	\$12.24	\$12.48	\$12.73	\$12.99	\$13.25	\$13.51	\$13.78	\$14.06	\$14.34
Cemetery Lead	\$15.00	\$15.30	\$15.61	\$15.92	\$16.24	\$16.56	\$16.89	\$17.23	\$17.57	\$17.93
Parks Lead										
Non-Resident										

The City shall provide a \$150.00 boot allowance at the end of the season for part time employees that leave in good standing.

Campground Host shall be paid \$135 weekly.

Any Lifeguard providing private swim lessons shall earn an additional \$.50 per hour during swim lessons.

A Lifeguard designated as Headguard shall earn an additional \$.50 per hour.

A Lifeguard shall earn a season end stipend for all hours worked if the guard finishes season in good standing shall earn \$.10 per hour.

All training and suits for Lifeguards are paid by the city.

Part time, and seasonal shall receive Memorial Day, Fourth of July, and Labor Day as paid holidays if they work that month.

Part time employees shall receive a single Wellness Center Pass. The pass is good for one year as long as the employee is in good standing with the city.

Exempt Salary

	Bi-Weekly Max and Min		Proposed	1 year	2	4	7	10 years	15 years	20 years	25 years	30 years
Parks Superintendent	\$1,923.08	\$2,884.62	\$2,578.08			1%	1%	1%	1%	1%	1%	1%
Non-Resident	\$1,865.38	\$2,798.08				1%	1%	1%	1%	1%	1%	1%

Non-Exempt Hourly

	Start	1	2	4	7	10	15	20	25	30
PW Administrative Assistant	\$19.96	\$20.96	\$21.59	\$22.02	\$22.46	\$22.91	\$23.37	\$23.60	\$23.84	\$24.08
Non-Resident	\$19.38	\$20.35	\$20.96	\$21.38	\$21.81	\$22.24	\$22.69	\$22.91	\$23.14	\$23.37
Operator										
Non-Resident										
Grade 1										
Non-Resident										
Grade 2										
Non-Resident										
Grade 3										
Non-Resident										
Grade 4										
Non-Resident										
Lead Street Water										
Non-Resident										
Lead Wastewater										
Non-Resident										

Exempt Salary

	Bi-Weekly Max and Min		Proposed	Certified or 1 year	2	4	7	10 years	15 years	20 years	25 years	30 years
Public Works Director	\$3,269.23	\$4,615.38	\$4,145.57			1%	1%	1%	1%	1%	1%	1%
Non-Resident	\$3,171.15	\$4,476.92				1%	1%	1%	1%	1%	1%	1%

Notes:

An employee with an associates degree can start at a grade two. An employee with a bachelor’s degree can start at a grade three. The Lead Waste Water Operator must have a grade four license for waste water. ###plumbers and electricians

Library

	Start	1	2	4	7	10	15	20	25	30
Library Page										
Assistant Librarian										
Non-Resident										
Children’s Librarian										
Non-Resident										
Assistant Director										
Non-Resident										

The Children’s Librarian can advance in steps should they come with experience, a youth services endorsement, or a master’s in library and information science.

The Assistant Director Librarian can advance in steps should they come with experience, a library director endorsement, or a master’s in library and information science.

Part time employees at the library shall receive 3 paid holidays - Memorial Day, Thanksgiving, Christmas

Part time employees at the library shall receive a Wellness Center Pass

Part time employees shall receive 5 days’ vacation per fiscal year based on the scheduled weekly hours for each day taken as vacation. (pro-rated)

Part time employees shall receive 3 days of sick leave per fiscal year based on the scheduled weekly hours (pro-rated)

Exempt Salary

Library Director

	Bi-Weekly Max and Min		Proposed	Certified or 1 year	2	4	7	10 years	15 years	20 years	25 years	30 years
Library Director	\$2,960.00	\$3,307.69				1%	1%	1%	1%	1%	1%	1%
Non-Resident	\$2,871.20	\$3,581.54	\$3,199.53			1%	1%	1%	1%	1%	1%	1%

Benefits for Oelwein Employees

Health Insurance

Beginning Date	Single Coverage	Family Coverage
July 1, 2022	\$97.86	\$178.20

Dental

Plans are available at the expense of the employee.

Vision

Plans are available at the expense of the employee.

Life

A \$25,000 policy is provided to the employee for no fee.

Wellness Center Membership

All fulltime employees shall receive a paid membership (single or family) in the Williams Wellness Center including a 24-hour access key. One key per family, extra keys at the full annual rate of \$60.00. Oelwein Volunteer Fire Department members will receive a paid single membership to the Williams Wellness Center. Oelwein Police Reserve Officers will receive a paid single membership to the Williams Wellness Center following a one-year probationary period.

Part Time employees shall receive a single membership for the wellness center. The membership shall go for one year. The membership shall be terminated if the employee leaves their position early, or is terminated.

Safety

An employee who takes on the Safety Official role appointed by the City Administrator receives an additional \$1.00 an hour annually. When the employee is no longer the safety official, the \$1.00 is taken away.

Longevity

The city will no longer offer longevity after June of 2022 because the benefit was incorporated into wages during the complete overhaul of wages in 2021-2022.

Time Off

Determined by the Personnel Manual

The Oelwein Step Program

The new step program is designed to incentivize employees to stay longer with the city of Oelwein and to retain top talent. This new program will work as follows:

- All steps are increased along with ranges each year by a percent set by council.
- The City Administrator with the recommendation of the department head shall have the ability to start an employee at any step provided they have the years of service, training, or education to move into that step.
- Once an employee is placed in a step, they will be in that step until the next step is achieved.
 - An employee placed in a four-year step will have to wait seven years to make the next step. They do not advance to the step seven after three years
- When a Department Head reaches a step with a percent increase, they will receive the city increase and the provided step increase on the schedule.
 - If the city increase is 2.75 percent, then the department head shall receive 3.75.
 - This represents an increase for staying with the organization. The City values years of service