

## CITY OF SHEBOYGAN

### REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

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**ITEM DESCRIPTION:** Res. No. 107-22-23 by Alderpersons Mitchell and Filicky-Peneski adopting updated wage classifications in the 2022 City of Sheboygan Compensation Program for Non-Represented Employees to reflect the recommended changes determined through the appeals process

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**REPORT PREPARED BY:** Kaitlyn Krueger, Finance Director

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**REPORT DATE:** December 8, 2022

**MEETING DATE:** December 12, 2022

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#### FISCAL SUMMARY:

Budget Line Item:	N/A
Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

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#### STATUTORY REFERENCE:

Wisconsin	N/A
Statutes:	
Municipal Code:	N/A

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#### BACKGROUND / ANALYSIS:

In April 2021, the City contracted with the consulting firm, Carlson-Dettmann, to conduct a full classification and compensation study for all non-represented positions. This study's purpose was to determine the comparability of the City's wage rates with that of other municipalities and, to the extent possible, the private sector for the purposes of developing a new pay plan for the City.

On September 6<sup>th</sup>, 2022, Common Council adopted the revised 2022 City of Sheboygan Compensation Program to reflect the changes as recommended by Carlson-Dettmann with the understanding that employees would still have an opportunity to appeal their grade placement.

After the initial approval of the new wage scale, all non-represented employees were emailed a document detailing the wage placement appeal process instructions and the form that would need to be filled out. The first step of the process included requesting the classification rating for their individual position. The classification ratings were sent to all employees who requested them to use as the basis of their appeal and to justify the reasoning they believed the placement was incorrect. All appeal forms were to be turned in by October 7<sup>th</sup>. Forms were required to be signed off by a supervisor and/or Department Head in order to be forwarded to Carlson-Dettmann for review.

On November 15<sup>th</sup>, Carlson-Dettmann held meetings with the Department Heads to discuss the appeals documentation received. In addition to the Department Head and Patrick Glynn of Carlson-Dettmann, Alderperson Trey Mitchell, Mayor Ryan Sorenson, Human Resources

Generalist Kate Kobs, Human Resources Manager of Fond du Lac Jackie Braatz and Finance Director Kaitlyn Krueger were also in attendance.

On November 30<sup>th</sup>, the memo detailing the final recommendation from Carlson-Dettmann was received. The reasonings behind the changes or decisions to remain at the same grades were provided to the Department Heads. The Department Heads were asked to communicate with affected employees the results of the appeals process.

**STAFF COMMENTS:**

Staff is requesting adoption of the revised pay scale as provided by Carlson-Dettmann including the recommended changes determined through the appeals process.

The following chart shows some of the statistics related to the process:

Total Positions Reviewed during Study	232
Requests for Classification Ratings	43
Total Appeal Forms Turned In	27
Appeal Forms with Dept Head Sign-Off	18
Positions Adjusted Through Appeal Process	5

Upon Common Council approval, payroll staff will be issuing backpay to the individuals whose pay changed with the previous effective date of July 24<sup>th</sup>, 2022.

**ACTION REQUESTED:**

Motion to recommend the Common Council approve Res. No. 107-22-23 by Alderpersons Mitchell and Filicky-Peneski.

**ATTACHMENTS:**

- I. Res. No. 107-22-23
- II. Revised Proposed 2022 City of Sheboygan Non-Represented Wage Scale
- III. Classification Review Memo from Patrick Glynn, Carlson-Dettmann