

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 66-22-23 by Alderpersons Mitchell and Filicky-Peneski authorizing a budget adjustment and appropriation in the 2022 budget regarding the implementation of the updated pay scale for non-represented employees.

REPORT PREPARED BY: Kaitlyn Krueger, Finance Director

REPORT DATE: September 9, 2022

MEETING DATE: September 12, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND / ANALYSIS:

On September 6, 2022, the Common Council adopted an updated 2022 pay scale for all non-represented employees. To adjust employee salaries, a budget amendment will need to be passed to give the Finance Director the authority to make the adjustments. The below information provides detail as to how the budget amendment was calculated and details on implementation.

STAFF COMMENTS:

Staff is requesting the approval of the budget amendment to allow for employees to receive a pay adjustment in 2022. The implementation plan is proposed to have an effective date of July 24, 2022 and retroactive pay will be paid to employees.

Employees would be moved up to the next closest step on their grade based on their current wage and employees who have a minimum of five years of employment at the City would be moved to Step 5 at a minimum. The five years of service will need to be achieved by December 31, 2022 to count for the Step 5 placement.

Six individuals are currently over the max step on the pay scale. At this time, it is proposed that they would stay at their current rate of pay until the pay scale catches up to them. Three of the individuals that are currently over the scale in 2022 would likely receive a pay increase due to the anticipation of a two percent cost of living adjustment to the 2023 scale.

Moving forward, the City's intent is to provide a step each year to account for the tenure and year of service provided to the City. In the future, the intention is to give individuals who achieve high evaluation scores the opportunity to advance more than one step in a year. This would allow employees to move up the scale quicker than just years of service. To implement this,

the Human Resources Department will need to create a more effective method of determining and approving these merit-based increases.

In the future, all salary adjustments will need to be approved by the Department Head, Human Resources Director, City Administrator and Finance Director. If there is a pay grade change request, the request and related documentation will be forwarded to Carlson-Dettmann for review and recommendation.

The budget amendment up for consideration adjusts the amount of property tax levy given to the library by \$114,760.96. This amount was determined by utilizing the same implementation plan as proposed for all other non-represented positions. The Library Board will need to pass a budget amendment to give the Finance Department direction as to how to pay the library staff.

If a budget amendment is not passed, staff will work to implement the plan for current employees during the 2023 budget process.

ACTION REQUESTED:

Motion to recommend the Common Council approve Res. No. 66-22-23 by Alderpersons Mitchell and Filicky-Peneski authorizing a budget adjustment and appropriation in the 2022 budget regarding the implementation of the updated pay scale for non-represented employees.

ATTACHMENTS:

I. Res. No. 66-22-23