

DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE

R. O. No. <u>52 - 22 - 23</u>. By FINANCE DIRECTOR. August 8, 2022.

Submitting a report to the Finance and Personnel Committee regarding the progress of the Carlson-Dettmann Compensation Study.

BACKGROUND / ANALYSIS:

On June 27th, the Finance and Personnel Committee reviewed a report from the Finance Director requesting guidance on how to mitigate concerns/questions and complete the Carlson-Dettmann Compensation Study. As part of the discussion that day, it was requested by the Committee that a report be shared each meeting moving forward on the progress of various areas of concern. The following notes have been compiled in order to fulfill this request.

The below items were discussed and a brief status is listed below it:

• Human Resource professional involvement

The City received assistance from Sandra Matz, the previous Human Resources Director of Appleton, for the review meetings with Patrick Glynn and Department Heads. Sandra provided the City with recommendations for policy and procedure updates to guarantee consistent and fair pay scale adjustments in the future.

• Request for a Finance and Personnel Committee meeting with a representative on-site from Carlson-Dettmann available to answer questions and address concerns

This meeting occurred on July 25th.

• Communication of the process and results to Common Council and all affected staff

Staff will continue to communicate as necessary throughout the next steps of the process. A report will be given at every Finance & Personnel Committee meeting until study is completed.

An email has been sent on August 4^{th} to all employees affected by the study to give them a status update.

• Need for understanding related to data and formulas used to classify positions

Several presentations have been given throughout the review process to increase understanding related to the methods and results of the

compensation study. Additionally, City Administrator Wolf and I have been meeting with individuals as requested to go over questions and concerns.

• Explore if separate scales should be considered for different departments/areas

Based on research and industry standard, staff is recommending the Public Works scale remains consolidated within the new pay plan.

At the last Common Council meeting, it was suggested that the library be removed from the City non-represented compensation study and pay plan. It has been brought to my attention that several Alders are uncomfortable making decisions on behalf of another governing board. The Library Board has the sole power to decide wage and other related decisions without the input of Common Council due to Wisconsin State Statute Chapter 43.

• Recognition of staff's seniority in the implementation plan

The Finance Director has prepared and presented different scenario calculations to the Committee. These scenarios will be available for discussion at the August 8th Committee meeting.

• Possible verbal interviews by consultant with staff

Six Department Heads met with Carlson-Dettmann for review of various positions on July 25th. Carlson-Dettmann is currently working through the necessary steps to review positions of concern and will provide final recommendations to the City as soon as available.

• Financial impact on the City's budget

Information will be presented at the August 8th Committee meeting.

Back Pay

The current version of Munis, the City's payroll system, does not allow for system-generated back pay and would result in many hours of manual labor for the Finance Department. With the current workload of the payroll staff, it is unfeasible to perform the back pay in the current version.

The Finance Department is currently testing within the upgraded version of Munis to determine how the system will function for back pay. The City will be upgrading to the new version August 12th and 13th.

STAFF COMMENTS:

Staff will bring forward additional information at the August 22^{nd} Finance and Personnel meeting for discussion and possible action.

ACTION REQUESTED:

Staff requests the Committee file this report.

Finance Director