



City of Stevenson

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To: Stevenson City Council
From: Leana Johnson, City Administrator
RE: Personnel Policy Discussion
Meeting Date: May 17, 2018

Executive Summary:

At the March council meeting staff presented a few changes to the personnel policy. In addition to those changes, an analysis of Standby pay, firefighter pay, councilmember pay, cell phone reimbursement and overall employee positions and compensation was done. What follows is a summary of the results and recommendation. The decision from council at this meeting will then be included into the overall policy update

Analysis:

In order to do a comprehensive analysis of pay scales, the cities of similar size and location were looked at as well as nearby cities. A list of the 20 cities and their population is below:

Bingen	735	Sumas	1571
La Conner	925	South Bend	1620
North Bonneville	1010	Cosmopolis	1660
Coulee Dam	1100	Tenino	1785
Tonasket	1110	Cle Elum	1875
Cascade Locks	1158	Leavenworth	2015
Entiat	1195	Carnation	2030
Darrington	1400	Westport	2115
Kittitas	1500	Friday Harbor	2255
Soap Lake	1550	White Salmon	2480
Stevenson	1560		

The way the current standby pay of \$6,000 is treated is as if it were part of an employee's base salary. The hourly rate for the employee is adjusted to include the \$6,000 and this hourly rate is then the basis for the calculation of the overtime rate. For example, the hourly rate for a certified Public Works employee at the first step is \$22.73, which includes the \$6,000 standby pay, and the Overtime rate is \$34.10. Without the \$6,000 included in the calculation the hourly rate is \$19.84, the overtime rate is \$29.76 and the standby pay would be paid out at \$500 per month. The difference between the overtime rate calculations added up to \$3,020 last year.

If the \$6,000 is treated as it is paid, which is part of the base salary, then the rates for Stevenson are at the higher end of the cities in the analysis. Stevenson's salary range for a Public Works position in 2017

was \$3,773 to \$4,966. The averages were \$3,383 to \$4,308. Of the cities with a lower salary scale range, the standby pay for two cities was \$2.50, one city was \$1.75, and the fourth city was \$6.41. The remaining 13 cities did not pay standby pay. Only one of the four cities with a higher wage paid standby and the rate was \$15 per day. The annual cost of paying standby pay at the rate of \$1.50 an hour would be approximately \$5,000 and at the rate of \$2.50 it would be about \$8,000.

During a review of other positions most of them were in the middle range and in-line with other cities. The one position that was low was the Planning Director. During a review of the position description there are also tasks being done that are not currently reflected in the job description. A revised draft job description for a Community Development Director is attached. The salary range for this position would be the same as the Public Works Director (2017 rate of \$60,894 to \$80,134) and is in line with salaries for the Community Development Director position.

In comparing the cell phone benefits, a vast majority of the cities either paid the employees a monthly stipend for a cell phone or provided the employee with a city issued cell phone. The stipend rate varied and the assumption is that it depends on the type of phone needed for the position - whether or not it needs to be a smart phone. The cost of reimbursing employees for a cell phone would be approximately \$3,000 per year.

Reviewing the medical benefits, most cities paid 100% of the premiums for the employee. The average payment for the employee and dependents was 80% paid by the city and 20% paid by the employee. A few cities appeared to not pay any premiums for the employees' dependents while others made the employee pay 10% of the entire premium. Stevenson currently pays 100% for the employee and all dependents. If the City of Stevenson becomes a WellCity through AWC, we will be able to save 2% on the premiums.

During a review of councilmember and mayor salaries, Stevenson was in the middle. The average salary for a Mayor was \$678 and the average compensation for councilmembers was \$170 per month. No change is recommended for the elected official salaries.

The salaries for volunteer firefighters for Stevenson are currently \$5/drill and \$6 /call. Some cities pay their firefighters nothing or on a points system while a majority pay on a per call or drill basis. Some cities also pay the officers \$100/month. The common rate for volunteer firefighters is \$8/drill and \$10/call. The rates are to reimburse the volunteers for expenses and are not meant to be an hourly wage.

Conclusion:

The recommendation is to add standby pay for employees at a rate between \$1.50 and \$2.50 per hour and add a cell phone reimbursement equal to the cost for the city to issue the employee a smart phone.

Approve the change of the Planning Director position to Community Development Director with the salary range equal to the Public Works Director position.

Direct staff to become a Well City within two years. If that goal is not met we can discuss employee participation in payment of health benefit premiums.

Volunteer firefighter pay should be increased to \$8/drill and \$10/call.