



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Non- Represented Salary Schedules

Preferred Agenda: June 27, 2023

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: Personnel Policy 3(c)
Charter Section 6
SHMC 2.48.030

Towards Council Goal: Goal: Economic Strength

Attachments: Resolution No. 15 for 2023 and Exhibit A

Purpose of this RCA:

Council adoption of a salary schedule for FY 23/24 – 25/26 (three fiscal years) in compliance with SHMC 2.48.030, past practice and City Policy.

Background/Context:

The City of Sweet Home respects and appreciates its employees and recognizes the important role they plan in the organization and community’s success. The need to train and recruit quality employees and candidates is directly related to the compensation offered.

Section 6 of the Charter states, “Salaries, the Council shall fix the compensation of all city officers and employees.”

SHMC 2.48.030 states, “Personnel rules shall be adopted and amended by resolution of the City Council. The rules shall provide means to recruit, select, develop and maintain an effective and responsive work force and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge and other related activities. All appointments and promotions shall be made in accordance with the personnel rules without regard to sex, race, color, age, religion or political affiliation; and, furthermore, shall be based on merit and fitness.”

Resolution No. 15 for 2023 includes a 5% cost of living adjustment (COLA) for the first year, 4% COLA for the second, and 3% COLA for the third year. This adjustment follows the AFSCME contract as normal past practice.

The Challenge/Problem:

How does the City of Sweet Home retain employees and recruit candidates without a fair and equitable salary schedule in place?

Stakeholders:

- City of Sweet Home Citizens – These non-represented positions are the leaders of the organization and impact the quality of service offerings for the city. Citizens also deserve transparency in government.
- City of Sweet Home Staff – These changes aim to improve our market competitiveness in a “job seeker’s economy” given a low unemployment rate. Good employees are hard to find and without a fair salary schedule our ability to recruit and retain quality employees who develop the processes within the organization and continue the push toward making Sweet Home an even better place to live.
- City of Sweet Home City Council – Charter, SHMC 2.48.030, and policies and past practices dictates that the Council is responsible for personnel rules including salary administration.

Issues and Financial Impacts:

Salary schedules aid in the creation of the budget. The Adopted Budget accounts for the COLA, is equitable and based on both the city’s ability to afford and the current market comparables. It is fair to both the employee and the community.

Elements of a Stable Solution:

Sweet Home must have a fair and equitable salary schedule to recruit and retain employees.

Options:

1. Do Nothing –
2. Approve Resolution No. 15 for 2023
3. Recommend different salary rates and table for another meeting.

Recommendation:

Make a motion to approve Resolution No. 15 for 2023.