



Date: May 14, 2024

Honorable Mayor and Council Members:

Author and title: Nicole Casey, Administrative Services Director

Title: **Approval of a Side Letter with the Mid-Management Employees Group for Temporary Additional Compensation**

Jen Callaway, Town Manager

Recommended Action: That the Council approve a side letter with the Mid-Management (MM) Group providing for temporary additional compensation for the management of the National Pollutant Discharge Elimination System (NPDES).

Discussion: The Engineering department is tasked with running a National Pollutant Discharge Elimination System (NPDES) program. This is a program which addresses water pollution by regulating point sources that discharge pollutants to waters of the United States. This task has traditionally been managed by the Senior Civil Engineers. With the division's recent restructuring following a retirement, they are hoping to redistribute that task to another employee within the division.

The employee currently in the GIS Analyst position is also adept at monitoring water quality and the division has had this employee take on this task. GIS and water quality management are a unique combination of skills. Instead of writing a new job description for a job that the Town may not be able to successfully recruit for in the future (GIS/Water Quality Management) due to the employee's unique set of skills, the Town proposes offering the employee tasked with these additional duties a 5% differential on their base pay. By adding the pay as a differential, verse creating a new job description, it will allow the division to move this task around based on workload and/or available skillsets in the future.

This employee assumed these duties proactively and as such, the Town proposes to apply this pay retroactively to January 1, 2024.

Staff met with the MM representatives and mutually agreed on the following language. Underlined language indicates a change to the current MOU language.

ARTICLE 17 – COMPENSATION FOR TEMPORARY ADDITIONAL RESPONSIBILITIES:

Compensation for Temporary Additional Responsibility will be paid in accordance with the Town's Personnel Rules adopted May 11, 2021 or subsequently revised Town Personnel Rules, except as follows:

Town Associate Civil Engineers, Assistant Engineers and GIS Analysts may be assigned to manage the Town's National Pollutant Discharge Elimination System (NPDES) program. The Town will pay an employee assigned to manage this program a 5% of base wage differential for the duration of the assignment. Assignment of or removal of this additional responsibility is at the discretion of the Director of Public Works.

After meeting with the representatives, staff and the representatives mutually agreed that this should be addressed as a side letter, rather than through negotiations because it is focused on one employee rather than the whole group.

Priority:

<input type="checkbox"/> Enhanced Communication	<input checked="" type="checkbox"/>	Climate and Greenhouse Gas Reduction	<input type="checkbox"/>	Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/>	Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/>	Core Service

Fiscal Impact:

It is expected that this will result in an estimated \$7,000 in additional wages and benefits annually. Staff anticipate that this will be absorbed into the existing budget.

Public Communication: Town staff met with the MM representatives in person on April 10, 2024 on May 8, 2024.

Attachments:

Attachment A – Side Letter with the MM Employee Group