



DPW – STREET & SOLID WASTE DIVISION

Stacy Winkelman
Operations Manager

Matt Willmann
Asst. Operations Manager

Jane Flanigan
Admin. Asst.

Christopher Newberry
Public Works Project Mgr

Tom Nickels
Foreman

Jason Heller
Foreman

TO: Mayor McFarland & Finance Committee
FROM: Stacy Winkelman
RE: Agenda Items
DATE: May 3, 2023

Mayor McFarland & Committee Members:

I have three items on the agenda for your approval. The first item is to fill the vacant solid waste foreman position due to a retirement. We had seven people apply and we interviewed five of those. The candidate selection form is attached. We are asking to start this hire at a Grade H Step 5. The step is higher than what we normally start an employee at, however this person comes to us with great experience in the exact areas that we were looking for to move this division forward. This will not affect the budget as this is the rate we have budgeted for the entire year for this position.

Our second and third items are both the same issue. Due to the promotion within the department that was approved at the last Finance Committee meeting we have two employees who will need their pay rates adjusted to maintain equity within that pay grade. This is part of our employee handbook; I have attached the section pertaining to this item. We are asking for approval to move Keith Rein from a Grade H Step 3 \$24.81 to a Grade H Step 4 \$25.48. We would like this retroactive to May 3, 2023 to coincide with the new pay rate start date of the previously promoted employee.

Also needing adjustment is Lukas Saeger. We are asking for approval to move Lukas from a Grade H Step 2 \$24.13 to a Grade H Step 3 \$24.81, also retroactive to May 3, 2023.

Please feel free to contact me if you have any questions or concerns.

Respectfully,

Stacy Winkelman
DPW – Street/Solid Waste Division
Operations Manager

Enclosures



Candidate Selection Form

POSITION TITLE Solid Waste Foreman DEPARTMENT DPW - Street/Solid Waste

NEW POSITION _____ VACANCY X RECLASS _____ # OF APPLICANTS: 7

FT X PT _____ EXEMPT _____ NONEXEMPT X

Reason for opening:

Retirement

Justification to fill:

This is a working foreman position, therefore assistance on the crew on routes as well as leadership duties.

Top three responsibilities for position:

Organize, prepare, and contact vendors for shipments of recyclables.
Supervise crews: ensure equipment maintenance is being done, routes are being done properly, and customer service.

CANDIDATE NAME: Christopher LaCombe

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Chris comes to us from GFL Waste Company where he is currently a Route Supervisor. He knows how important maintaining equipment is, he studies routes for efficiency and showed great interest in obtaining new ideas and options for recycling programs and contacts.

Date Available to start:	2-3 Weeks	Grade	H	Step	5	Hourly Rate	\$26.15
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FIRST ALTERNATE: _____

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:		Grade		Step		Hourly Rate	
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SECOND ALTERNATE: _____

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:		Grade		Step		Hourly Rate	
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Approved Yes _____ No _____

Step Plan

Pay ranges under the step plan are designed to advance pay within the range by increments of experience in the employees' present position and the employee receiving a successful annual performance evaluation rating. Each pay range is divided into 11 steps with the midpoint or market /control point at Step 6.

Employees who receive a performance review rating of "meeting expectations" or better may be eligible to receive a step increase on January 1 of the following year. No employee's pay shall exceed the maximum (Step 11) of the recommended pay range for the employee's present position.

Employees may also be eligible for general economic adjustment equal to that applied to the plan structure to keep it market competitive (see section on [Determining Annual Pay Structure](#)).

Existing Employees as of January 1, 2014

Employees whose pay was below the minimum of the pay range were brought to the minimum of the range on January 1, 2014. Employees whose pay was between the minimum and maximum of the pay range were placed at the next step that provided a pay increase. Employees whose pay was above the recommended maximum of their pay range as of January 1, 2014 had their pay red-circled until such time that the pay structure is adjusted to a point where the employee's pay rate falls below the maximum of the recommended pay range. At that time, the employee may then be considered as eligible for pay increases.

Compensation Policies

Compensation upon Promotion

Employees being promoted one salary grade will be considered for an increase of not less than a 5% adjustment to his/her current wage and the calculated rate will be placed at the next closest step on the new pay range or be brought to the minimum of the new pay range, whichever is greater. An employee being promoted two or more salary grades will be considered for an increase of not less than 8% of the employee's current wage and the calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater. In no case will a promotional increase allow the employee to earn a salary above the established range maximum.

In addition, should the City promote an employee utilizing the 5%/8% rules and such calculations result in the newly promoted employee earning a base wage greater than an existing incumbent, the City may then increase the pay rate(s) of the incumbent(s) in the same job one rate higher than the newly promoted employee in order to maintain internal equity.

If the City promotes an employee from a position covered by a Public Safety Bargaining Agreement salary schedule, the average prior year gross pay for the rank of employees from which the City is promoting will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or a new Sergeant not yet at the maximum of the pay grade. The calculated average will be multiplied by 108% and the resulting calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater.