

**City of Portage**

**Human Resources Committee Meeting**

**(This meeting will constitute a meeting of the Finance/Administration Committee, the Community Development Block Grant Committee and the Municipal Services and Utilities Committee as a quorum of members will be present; but no business of those committees will be taken up)**

**Tuesday, October 1, 2013, 6:30 p.m.**

**Municipal Building, Conference Room Two**

**Agenda**

Members: Bill Tierney, Chairperson, Rick Dodd, Jeff Garetson, Rita Maass, Frank Miller, Michael G. Oszman

1. Roll call.
2. Approval of minutes from previous meeting.
3. Discussion and possible recommendation on Compensation Ordinance.
4. Update on Selection Process for Manager of Parks & Recreation and Director of Business Development/Planning Positions.
5. Adjournment

**City of Portage**  
**Human Resources Committee Meeting**  
**Tuesday, September 3, 2013, 6:30 p.m.**  
**Municipal Building, Conference Room Two**  
**Minutes**

Members present: Bill Tierney, Chairperson, Rick Dodd, Rita Maass, Frank Miller, and Michael G. Oszman

Excused: Jeff Garetson

Also present: City Administrator Shawn Murphy; Bill Welsh, Cable TV; Jennifer Loveland, Administrative Assistant; Craig Sauer, PDR

1. Roll call

The meeting was called to order at 6:36pm by Mayor Tierney.

2. Approval of minutes from previous meeting

Motion by Oszman, second by Miller to approve the minutes from the July 17, 2013 meeting. Dodd requested that the meeting minutes be amended to show his excused absence. Motion carried unanimously on call of the roll with the aforementioned change.

3. Discussion and possible recommendation on Compensation Ordinance.

The committee requested alterations be made to the language in certain areas of the ordinance.

- (d)(4)(a): change "will" to "may"
- Add "or designee" to areas where ordinance refers to initiation of review process by the mayor
- Strike (d)(3)(b) entirely.
- (d)(5)(a): Add "or sooner at mayor's discretion" to the end of the last sentence

The committee would also like to see the pay scale revised so that all the pay grades match the format of Grades 8-15, with a Min, Mid, and Max range rather than the incremental steps, to allow for more flexibility. This would mean fewer pay grades with broader pay ranges. The transition should be translated to show where current pay grades and steps are within the new proposed ranges.

The revisions to this ordinance will be presented at the next meeting. They would also like to see a color-coded presentation to show the number and type of current employees in each pay range on the current scale.

4. Discussion and possible recommendation on Parks & Recreation Foreman position.

Motion by Oszman, second by Miller to recommend Phil Koch for the Park & Recreation Foreman position. Motion carried unanimously on call of the roll.

Mayor Tierney requested an evaluation after a certain time period to evaluate the effectiveness of the newly created positions.

5. Discussion and possible recommendation on Selection Process for Manager of Parks & Recreation and Director of Business Development/Planning Positions.

City Administrator Murphy presented a memo outlining a possible process for selecting the Manager of Parks & Recreation and Director of Business Development/Planning Positions, asking for direction and feedback from the committee.

It was recommended that if an individual that currently holds an Economic Development position could not be found for the interview panel, one could be chosen from the Community Development Authority or possibly a former candidate for the City Administrator position. Also, the member of the business community on the panel should represent all businesses in Portage, not just the downtown area.

Dodd will be the Human Resources Committee representative on the selection panel for the Manager of Parks & Recreation; Miller will represent the committee on the selection panel for the Director of Business Development/Planning Position.

6. Convene to Closed Session per Wis. Chap 19.85(1)(c) to consider 2014 wage adjustments in developing negotiation strategy as related to collective bargaining agreements.

Motion by Oszman, second by Dodd to go into closed session per Wis. Chap 19.85(1)(e) to consider 2014 wage adjustments in developing negotiation strategy as related to collective bargaining agreements. Motion carried unanimously on call of roll at 7:29 p.m.

Loveland and Sauer exited the meeting at 7:30 pm.

7. Adjournment. Motion by Oszman, second by Dodd to Adjourn. Motion carried, meeting adjourned at 8:16pm.

Minutes prepared by Jennifer Loveland, Administrative Assistant

**Sec. 2-115. - Classification and pay plan.**

- (a) *General policy.* In order to help ensure its ability to recruit and retain a competent and effective workforce, the city is committed to providing a competitive, equitable, and secure pay plan based on the concepts of job evaluation, performance appraisal, and merit compensation.
  
- (b) *Statement of purpose.* The position classification and pay plan for nonunion employees is designed to meet the following management objectives:
  - (1) To provide a competitive wage/salary position with respect to comparable municipal employers.
  - (2) To maintain an equitable wage/salary relationship among classified employment positions.
  - (3) To maintain an equitable relationship between nonunion wage rates and those of collective bargaining units.
  - (4) To provide a consistent, objective and rational system for determining wage and salary adjustments that recognize differential performance levels among employees.
  - (5) To maintain an affordable and fiscally responsible posture with regard to overall financial management considerations.
  
- (c) *Position classification*
  - (1) *Classification of employment positions.*
    - a. All full time positions in the city service, except those represented by a collective bargaining agreement, shall be classified on the basis of job content as determined by the Ceommon Ceouncil upon recommendation of theby Human Resources Committee.
    - b. Position descriptions which define the duties, responsibilities and qualifications required of the position shall be developed for each classification.
  
  - (2) *Application and interpretation of position classification.*
    - a. *Allocation of existing positions.* The ~~positions~~ employment positions are hereby assigned to appropriate grades in accordance with the wage and salary schedule. The city clerk shall notify each employee of his assignment and each employee having served in any such position is hereby given status in each position.

b. *Interpretation of positions specifications.*

1. *Purpose and effect of positions specifications.* Each description position description shall state in writing the major characteristics of the position and thereby differentiate each position from others in terms of kind and complexity of work and minimum qualifications. It shall give example of duties which employees holding such positions may properly be required to perform and is intended to be descriptive and explanatory but not restrictive. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character.

2. *Statements of desirable qualifications.* The statement of qualifications in the position description is intended to express desirable minimum qualifications to be utilized as a guide in selecting candidates for employment or selecting employees for assignment to new positions.

3. *Administration and maintenance of the position classification.*

a. *Responsibilities of the mayor and ~~h~~Human ~~r~~esources ~~e~~Committee.* The mayor or his/her designee shall be responsible for the administration and maintenance of the position classification plan. The ~~h~~Human ~~r~~esources Committee shall conduct periodic reviews of the position descriptions to ensure that the job descriptions are current. Human Resources shall make recommendations to Common Council for Any-significant ~~proposed~~ changes in duties, ~~or~~ responsibilities or classification of a position, ~~shall be submitted to the common council for approval.~~

b. *Changes requiring Common Council approval.* The approval of the Common Council, upon recommendation of the Human Resources Committee shall be required for the establishment of any new position or changes in any existing position. Such changes may take the form of amendments to the wage and salary schedule approved by resolution of the Common Council, and all such changes shall be effective after the approval of the resolution by the Common Council.

c. *Employee request for classification adjustments.* Employees shall have the right to consideration of any request with respect to a change in the classification of the position held by the employee. Such request shall be made in writing to the employee's supervisor who, in consultation with the City Administrator shall submit ~~said a request recommendation~~ to the mayor's office or his/her designee. It shall be the responsibility of the ~~h~~Human

~~f~~Resources ~~e~~Committee to review the request pursuant to the procedures established in section ~~c~~€(3)(a).

(d) *Pay plan*

(1) *Wage and salary practice.* The objectives of the city's pay plan are to provide a competitive wage and salary position in relation to comparable municipal employers, and to afford employees an opportunity for salary advancement on the basis of individual performance.

(2) *Wage and salary schedule.* Pay for nonunion employees occupying classified positions shall be on the basis of pay grades and pay steps for each classification.

a. *Pay grades.* Based on job description a series of pay grades will be established in such a manner as to assign comparable classified positions to each pay grade.

b. *Pay steps.* For each of the established pay grades there shall be corresponding pay ~~ranges~~~~steps~~ which set forth the minimum ~~and~~; maximum ~~pay rates for each pay grade.~~ Annual establishment of ~~and~~ intermediate pay rates within the approved pay range of the respective pay grades shall be recommended by the Human Resources Committee for adoption by resolution by the Common Council.

c. *Pay step adjustments.* Comparison communities, regional and national salary structure movement date will be evaluated to determine adjustments to the pay steps. Annual cost of living adjustments to pay steps may be considered by the Human Resources Committee pursuant to section 4a. Merit adjustments may be initiated by the Mayor or City Administrator for recommendation by the Human Resources Committee pursuant to section 4b.

d. ~~Pay~~ Wage and salary schedule adopted. The Common Council shall adopt, by Resolution, a wage and salary schedule to apply to the ~~wage/salary pay scale for~~ nonunion personnel:

(3) *Application interpretation of pay plan.*

a. *Entrance rate.* The rate of pay upon initial employment in any classified position shall be made at the minimum of the range for the position's pay grade. Provided, however, the human resources committee may approve initial compensation at a rate higher than minimum in the event that the employee's experience and/or abilities substantially exceed the minimum qualification for the position.

b. ~~Rate of pay on promotion. In any case when an employee is promoted to a class with a higher pay grade, the entrance rate shall be five percent above the rate~~

~~received prior to promotion or adjusted to the minimum of the new pay grade, whichever is greater.~~

c. *Responsibility for interpretation and application of plan.* The mayor or his/her designee shall be responsible for the interpretation and application of the plan in relation to pay issues not specifically addressed by this plan, using the principles set forth herein as a policy guide.

(4) *Pay rate adjustments.*

~~1. — *In-range adjustments.* Employees whose base pay is less than the maximum rate established for their classification will be eligible to receive a general market rate adjustment on January 1 each year, and a merit adjustment on each anniversary date of employment. The following procedures shall be applied in determining pay rate adjustments:~~

a. *Market adjustment.* On or about January 1<sup>st</sup> each year, the city ~~will~~may adjust employee wages based on current market trends. In determining the level of such adjustment, the city will consider several market indicators, including: most recent Consumer Price Index (CPI); comparison community salary survey data; and collective bargaining agreement wage adjustments.

1. *In-range adjustments.* Employees whose base pay is less than the maximum rate established for their classification will be eligible to receive a general market rate adjustment on or about January 1<sup>st</sup> each year.

2. *Adjustments at maximum pay rate.* Employees whose base pay has reached the maximum for their classification will be eligible to receive a general market rate adjustment on or about January 1<sup>st</sup> each year.

b. *Merit adjustment.* Employees will be eligible for a merit increase on each anniversary date of employment. Merit advancement shall be earned solely on the basis of semiannual performance appraisals. ~~The following schedule shall be applied to merit advancement:~~

~~2. — *Adjustments at maximum pay rate.* Employees whose base pay has reached the maximum for their classification will be eligible to receive a performance bonus in the same manner as prescribed for merit adjustments. However, a performance bonus shall be treated as a "one-time" payment and will not increase the employee's base pay rate.~~ 1. *In-range adjustments.* Employees whose base pay is less than the maximum rate established for their classification will be eligible to receive a merit adjustment on each anniversary date of employment.

2. *Adjustments at maximum pay rate.* Employees whose base pay has reached the maximum for their classification will be eligible to receive a

performance bonus in the same manner as prescribed for merit adjustments. However, a performance bonus shall be treated as a "one-time" payment and will not increase the employee's base pay rate.

- (5) *Administration and plan maintenance.* The administration and maintenance of the pay plan, as set forth herein, shall be the responsibility of the mayor or his/her designee.
- a. *Wage and salary survey.* At the mayor's or his/her designee's direction, the city clerk shall conduct a survey of comparable municipal employers for the purpose of evaluating the competitive position of the city's salary schedule. A comprehensive evaluation of the city's pay plan will be conducted every three to five years or sooner at Mayor's discretion.
- b. *Pay plan adjustments.* Whenever the results of annual salary surveys and/or comprehensive plan evaluations suggest that the city's established pay plan no longer meets the objectives set forth herein, the mayor's office or his/her designee shall submit recommended revisions to the Human Resources Committee. Implementation of a revised salary schedule or a revised pay plan shall be upon Human Resources recommendation and subject to approval by the Ceommon Ceouncil.
- c. *Administrative documentation.* The city clerk shall be responsible for maintaining necessary administrative and supporting documentations required for plan implementation and continued operation.
- (6) *Application of wage and salary schedule.* The annual base pay rate set forth in the wage and salary schedule is based on a standard work year totaling 2,080 hours. Nonsalaried personnel shall receive the "hourly equivalency" rate corresponding to their respective pay grade.

**2014**      1.000 Proposed      9/27/2013

Grade	HIRE	Min	Mid	Max	# of Empl's
					In Range
1	\$ 22,038.47	\$ 22,920.01	\$ 27,504.01	\$ 33,004.81	2
2	\$ 28,683.42	\$ 29,830.75	\$ 35,498.60	\$ 42,243.33	8
3	\$ 35,326.84	\$ 36,739.92	\$ 43,720.50	\$ 52,027.40	11
4	\$ 41,971.03	\$ 43,649.87	\$ 51,943.34	\$ 61,812.58	-
5	\$ 48,614.45	\$ 50,315.96	\$ 59,875.99	\$ 71,252.43	12
6	\$ 52,503.61	\$ 54,341.23	\$ 64,394.36	\$ 76,307.32	1
7	\$ 56,178.86	\$ 58,145.12	\$ 68,901.97	\$ 81,648.83	-
8	\$ 60,111.38	\$ 62,215.28	\$ 73,725.10	\$ 87,364.25	3
9	\$ 64,319.18	\$ 66,248.75	\$ 78,173.53	\$ 92,244.76	-
10	\$ 68,821.52	\$ 70,886.16	\$ 83,645.67	\$ 98,701.90	1
					38

**2013**      Adopted

Grade	HIRE	A	B	C	D	E	F	G	H	I	# of Empl's
											In Range
1	\$ 18,717.14	\$ 19,465.83	\$ 20,244.46	\$ 21,054.24	\$ 21,896.41	\$ 22,772.27	\$ 23,683.16	\$ 24,630.48	\$ 25,615.70	\$ 26,640.33	0
2	\$ 22,038.47	\$ 22,920.01	\$ 23,836.81	\$ 24,790.28	\$ 25,781.89	\$ 26,813.16	\$ 27,885.69	\$ 29,001.12	\$ 30,161.16	\$ 31,367.61	2
3	\$ 25,360.56	\$ 26,374.98	\$ 27,429.98	\$ 28,527.18	\$ 29,668.27	\$ 30,855.00	\$ 32,089.20	\$ 33,372.76	\$ 34,707.67	\$ 36,095.98	0
4	\$ 28,683.42	\$ 29,830.75	\$ 31,023.98	\$ 32,264.94	\$ 33,555.54	\$ 34,897.76	\$ 36,293.67	\$ 37,745.42	\$ 39,255.24	\$ 40,825.45	8
5	\$ 32,005.52	\$ 33,285.74	\$ 34,617.17	\$ 36,001.86	\$ 37,441.93	\$ 38,939.61	\$ 40,497.19	\$ 42,117.08	\$ 43,801.76	\$ 45,553.83	8
6	\$ 35,326.84	\$ 36,739.92	\$ 38,209.51	\$ 39,737.89	\$ 41,327.41	\$ 42,980.51	\$ 44,699.73	\$ 46,487.72	\$ 48,347.22	\$ 50,281.11	3
7	\$ 38,648.93	\$ 40,194.89	\$ 41,802.69	\$ 43,474.79	\$ 45,213.79	\$ 47,022.34	\$ 48,903.23	\$ 50,859.36	\$ 52,893.74	\$ 55,009.48	0
8	\$ 41,971.03	\$ 43,649.87	\$ 45,395.86	\$ 47,211.70	\$ 49,100.16	\$ 51,064.17	\$ 53,106.74	\$ 55,231.01	\$ 57,440.25	\$ 59,737.86	0
9	\$ 45,293.13	\$ 47,104.85	\$ 48,989.05	\$ 50,948.61	\$ 52,986.55	\$ 55,106.02	\$ 57,310.26	\$ 59,602.67	\$ 61,986.77	\$ 64,466.24	2
10	\$ 48,614.45	\$ 50,559.03	\$ 52,581.39	\$ 54,684.65	\$ 56,872.03	\$ 59,146.91	\$ 61,512.79	\$ 63,973.30	\$ 66,532.23	\$ 69,193.52	10
11	\$ 51,936.54	\$ 54,014.00	\$ 56,174.56	\$ 58,421.55	\$ 60,758.41	\$ 63,188.75	\$ 65,716.30	\$ 68,344.95	\$ 71,078.74	\$ 73,921.89	1
12	\$ 55,258.63	\$ 57,468.98	\$ 59,767.74	\$ 62,158.45	\$ 64,644.79	\$ 67,230.58	\$ 69,919.80	\$ 72,716.59	\$ 75,625.26	\$ 78,650.27	0
13	\$ 58,580.74	\$ 60,923.97	\$ 63,360.92	\$ 65,895.36	\$ 68,531.18	\$ 71,272.42	\$ 74,123.32	\$ 77,088.25	\$ 80,171.78	\$ 83,378.65	3
14	\$ 61,902.83	\$ 64,378.94	\$ 66,954.10	\$ 69,632.26	\$ 72,417.55	\$ 75,314.25	\$ 78,326.82	\$ 81,459.90	\$ 84,718.29	\$ 88,107.03	0
15	\$ 65,617.29	\$ 68,241.98	\$ 70,971.66	\$ 73,810.52	\$ 76,762.94	\$ 79,833.46	\$ 83,026.80	\$ 86,347.87	\$ 89,801.79	\$ 93,393.86	1
											38