

Personnel
9-18-17

17-0956

RESOLUTION
EMPLOYEE POLICY MANUAL
REVISED COMPENSATION PLAN MATRIX

WHEREAS, the City of Manitowoc's Employee Policy Manual provides continuity and consistency in the operations and administration of benefits and working conditions for all employees of the City of Manitowoc; and

WHEREAS, at a meeting held on March 20, 2017, the Common Council approved an agreement with Carlson Dettmann to perform a market measurement and pay plan review of the City's 2014 Compensation Plan; and

WHEREAS, at a meeting held on Thursday, September 7, 2017, the Personnel Committee has approved modifications to the Employee Policy Manual, Article XXXIV, Compensation Guidelines, to implement a revised compensation structure and compensation policy, as recommended by Carlson Dettmann.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve revisions to the Employee Policy Manual to adopt the attached, revised Compensation Policy language and matrix, effective July 1, 2018.

BE IT FURTHER RESOLVED that the Human Resources Director and Finance Director are authorized to implement the revised compensation structure, effective July 1, 2018.

SEP 18 2017

INTRODUCED _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Jessie Lillibridge, Human Resources Director

Fiscal Impact: \$165,131

Funding Source: Various 2018 Salary and Wage Budget Accounts

Finance Director Approval: /sc

Approved as to form: /kmm

**CITY OF MANITOWOC
RECOMMENDED 2018 WAGE STRUCTURE: STEP PLAN**

Grade	87.5% Minimum	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100.0% Control Point	102.5% Step 7	105.0% Step 8	107.5% Step 9	110.0% Step 10	112.5% Step 11
T	\$46.45	\$47.78	\$49.11	\$50.44	\$51.76	\$53.09	\$54.42	\$55.74	\$57.07	\$58.40	\$59.73
S	\$43.47	\$44.71	\$45.95	\$47.20	\$48.44	\$49.68	\$50.92	\$52.16	\$53.41	\$54.65	\$55.89
R	\$40.71	\$41.87	\$43.03	\$44.19	\$45.36	\$46.52	\$47.68	\$48.85	\$50.01	\$51.17	\$52.34
Q	\$38.86	\$39.97	\$41.08	\$42.19	\$43.30	\$44.41	\$45.52	\$46.63	\$47.74	\$48.85	\$49.96
P	\$37.01	\$38.07	\$39.13	\$40.19	\$41.24	\$42.30	\$43.36	\$44.42	\$45.47	\$46.53	\$47.59
O	\$35.16	\$36.16	\$37.17	\$38.17	\$39.18	\$40.18	\$41.18	\$42.19	\$43.19	\$44.20	\$45.20
N	\$33.31	\$34.26	\$35.21	\$36.17	\$37.12	\$38.07	\$39.02	\$39.97	\$40.93	\$41.88	\$42.83
M	\$31.47	\$32.36	\$33.26	\$34.16	\$35.06	\$35.96	\$36.86	\$37.76	\$38.66	\$39.56	\$40.46
L	\$29.62	\$30.47	\$31.31	\$32.16	\$33.00	\$33.85	\$34.70	\$35.54	\$36.39	\$37.24	\$38.08
K	\$27.77	\$28.57	\$29.36	\$30.15	\$30.95	\$31.74	\$32.53	\$33.33	\$34.12	\$34.91	\$35.71
J	\$25.93	\$26.67	\$27.41	\$28.15	\$28.89	\$29.63	\$30.37	\$31.11	\$31.85	\$32.59	\$33.33
I	\$24.08	\$24.77	\$25.46	\$26.14	\$26.83	\$27.52	\$28.21	\$28.90	\$29.58	\$30.27	\$30.96
H	\$22.23	\$22.87	\$23.50	\$24.14	\$24.77	\$25.41	\$26.05	\$26.68	\$27.32	\$27.95	\$28.59
G	\$20.39	\$20.97	\$21.55	\$22.14	\$22.72	\$23.30	\$23.88	\$24.47	\$25.05	\$25.63	\$26.21
F	\$18.53	\$19.06	\$19.59	\$20.12	\$20.65	\$21.18	\$21.71	\$22.24	\$22.77	\$23.30	\$23.83
E	\$17.15	\$17.64	\$18.13	\$18.62	\$19.11	\$19.60	\$20.09	\$20.58	\$21.07	\$21.56	\$22.05
D	\$16.23	\$16.70	\$17.16	\$17.62	\$18.09	\$18.55	\$19.01	\$19.48	\$19.94	\$20.41	\$20.87
C	\$15.03	\$15.46	\$15.89	\$16.32	\$16.75	\$17.18	\$17.61	\$18.04	\$18.47	\$18.90	\$19.33
B	\$13.92	\$14.32	\$14.72	\$15.11	\$15.51	\$15.91	\$16.31	\$16.71	\$17.10	\$17.50	\$17.90
A	\$12.89	\$13.26	\$13.63	\$13.99	\$14.36	\$14.73	\$15.10	\$15.47	\$15.83	\$16.20	\$16.57

ARTICLE XXXIV: COMPENSATION

Section 1. Compensation Plan Maintenance

With proper care and maintenance of the pay plan, the frequency for a comprehensive pay plan review is minimized. The established guidelines should be followed to properly implement the compensation plan for equity amongst employees and consistency with the established pay philosophy.

As positions substantially change in responsibility, a compensation review will be conducted to ensure proper pay grade placement based on new job responsibilities. This will be initiated by the HR Director as necessary. The HR Director will work with the department managers to determine if a position has changed substantially, collect revised job documentation noting the changes, and determine whether the changes warrant review. Similarly, all newly created positions will be reviewed and analyzed for grade placement in the pay structure. The HR Director will partner with each department manager in creating a detailed job description and send it to a compensation consultant for evaluation.

Annually, in the 3rd quarter of the year, the HR Director will review the pay structure and recommend an adjustment based upon market conditions, the cost of living, and any third-party recommendations or sources, as deemed appropriate. This is separate and distinct from any employee movement within the established pay structure (steps). The goal of the City is to provide annual adjustments to the structure to ensure that the pay plan maintains pace with the competitive marketplace.

It is the intent of the City to commit to re-evaluating the market position of its compensation structure—through a partial or full benchmark study as often as determined by Council. The impact of the full study will be minimized if the City is diligent in identifying when positions change in scope and responsibility, and having them re-evaluated at that time. By maintaining and re-evaluating the positions within the pay plan regularly, the City will maintain its competitive placement in the market.

The City is committed to investing in its employees and paying appropriately, first based on the market (pay structure), and secondly based on performance (contributions to the team, evaluated through performance reviews).

Section 2. Compensation Guidelines

The guidelines below are to be followed when making wage decisions for employees. Any exceptions to these guidelines need Human Resources Director and Department Head approval and signature.

Recommendation for Implementation of the Revised Compensation Structure (developed in 2017)

The recommendation for implementing the revised compensation structure is as follows:

- Implementation date: July 1, 2018
- Employees currently below control point (Step 6) would move to the same step on the new structure (ex: currently at Step 4 on the 2014 plan – move to Step 4 on the 2018 plan).
- Employees that are at or above control point will move to the step closest to their current step without a decrease or being placed below control point.
- As part of the implementation of the new pay plan, no additional step increases will be given in 2018.
- Council must commit to consider adjusting the structure annually to stay in line with CPI to keep the plan from becoming stagnant or behind.
- Recommend moving Deputy Police Chief from Grade O to Grade P.
- Recommend moving Lieutenants from Grade M to Grade N.
- 2018 cost if implemented on July 1: appr. \$165,131