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RESOLUTION

EMPLOYEE POLICY MANUAL REMOVAL OF STEP 1 OF COMPENSATION STEP PLAN HIRE NEW HIRES UP TO STEP 4

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, the Personnel Committee has approved a modification to the Employee Policy Manual, Article XXXIV, Compensation Guidelines, to change the language to be able to offer new hires from up to Step 3 to up to Step 4, based on experience; and

WHEREAS, the Personnel Committee has approved a modification to the Employee Policy Manual, Compensation Step Plan, to eliminate Step 1 of the compensation plan and be changed from 85% to 87.5% of control point, in order to attract qualified candidates to fill positions, effective July 1, 2017, and;

WHEREAS, the Personnel Committee recommended approval of these modifications to the existing Employee Policy Manual, at a meeting held on Monday, October 3, 2016.

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 change the language to be able to offer new hires from up to Step 3 to up to Step 4, based on experience, effective upon passage of this resolution.

BE IT FURTHER RESOLVED that Step 1 of the Compensation Step Plan be eliminated, and be changed from 85% to 87.5% of control point, in order to attract qualified candidates to fill positions, as shown on the attachment, effective July 1, 2017.

INTRODUCED OCT 17 2016	
ADOPTED	
APPROVED	
Justin M. Nickels, Mayor	
This resolution was drafted by Jessie Lillibridge,	Human Resources Director

n/a

n/a

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Fiscal Impact:

Funding Source:

Finance Director Approval:

Approved as to form:

201<u>7</u>6 COMPENSATION STEP PLAN CITY OF MANITOWOC

Effective July 1, 2017

GRADE	JOB TITLE	DEPARTMENT	Minimum 85.0% Step-1	Minimum 87.5% Step <u>1</u> 2	90.0% Step 23	92.5% Step <u>34</u>	95.0% Step 45	97.5% Step <u>56</u>	Control Point 100.0% Step 67	102.5% Step 78	105.0% Step	107.5% Step <u>910</u>	110.0% Step 1011	Maximum 112.5% Step <u>11</u> 12
т	City Attorney	Attorney	\$42,33	\$43.58	\$44.82	\$46.07	\$47.31	\$48.56	\$49.80	\$51.05	\$52.29	\$53.54	\$54.78	\$56.03
- 1	Dir Of Public Infrastructure	DPI												
	Dir Of Community Development	Comm. Dev.												
s	Finance Director/Treasurer	Finance	\$39.00	\$40.15	\$41.29	\$42.44	\$43.59	\$44.73	\$45.88	\$47.03	\$48.17	\$49.32	\$50.47	\$51.62
- 1	Fire Chief	Fire												
	Human Resources Director	HR												
	Police Chief	Police												
Р	Deputy Fire Chief	Fire	\$33.17	\$34.14	\$35.12	\$36.09	\$37.07	\$38.04	\$39.02	\$40.00	\$40.97	\$41.95	\$42.92	\$43.90
- 1	Assistant Police Chief	Police												
0	Engineering Division Manager	Engineering	\$31,50	\$32.43	\$33.35	\$34.28	\$35.21	\$36.13	\$37.06	\$37.99	\$38.91	\$39.84	\$40.77	\$41.69
- 1	Rahr West Director	Rahr-West												
	Deputy Police Chief	Police												
	Captain Superintendent	Police WWTF												
N	Staff Attorney	Attorney	\$29.84	\$30.71	\$31.59	\$32.47	\$33.35	\$34.22	\$35.10	\$35.98	\$36.86	\$37.73	\$38.61	\$39.49
- Î	City Planner	Comm. Dev.												
	Transit/B & G Division Manager	Transit												
	Battalion Chief	Fire	\$21.31	\$21.94	\$22.56	\$23.19	\$23.82	\$24.44	\$25.07	\$25.70	\$26.33	\$26.95	\$27.58	\$28.21

1			Minimum	Minimum					Control Point					Maximum
			85.0%	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
GRADE	JOB TITLE	DEPARTMENT	Step-1	<u>Step</u> <u>1</u> Step-2	Step 2Step 3	Step 3Step 4	5tep 4Step 5	Step 5Step 6	Step 6Step 7	Step ZStep 8	Step 8Step 9	Step 9Step 10	Step 10Step 11	Step 11Step 12
M	City Assessor	Comm. Dev.	\$28.17	\$29.00	\$29.83	\$30.65	\$31.48	\$32.31	\$33.14	\$33.97	\$34.80	\$35.63	\$36.45	\$37.28
- 1	Operations Division Manager	DPI												
	Police Lieutenant	Police												
	Assistant Superintendent	WWTF												
L.	City Clerk	Finance	\$26.50	\$27.28	\$28.06	\$28.84	\$29.62	\$30.40	\$31.18	\$31.96	\$32.74	\$33.52	\$34.30	\$35.08
- 1	Comptroller	Finance												
	Crime Analyst	Police												
	Recreation Division Manager	Recreation												
к	Electrical Inspector	Fire	\$24.84	\$25.57	\$26.30	\$27.03	\$27.76	\$28.49	\$29.22	\$29.95	\$30.68	\$31.41	\$32.14	\$32.87
- 1	Plumbing Inspector	Fire												
	Building Inspector	Fire												
	Electrician	DPI												
	Associate Planner/Economic Development Expeditor	Comm. Dev.												
- 1	WWTF Electrician	WWTF												
	Business Manager	DPI												
	Office Manager	Police												
1	Fleet Team Leader	DPI	\$23.17	\$23.85	\$24.53	\$25.22	\$25.90	\$26.58	\$27.26	\$27.94	\$28.62	\$29.30	\$29.99	\$30.67
1	Assistant Director	Rahr West												
1	Paralegal	Attorney	\$21.51	\$22.14	\$22.77	\$23.40	\$24.04	\$24.67	\$25.30	\$25.93	\$26.57	\$27.20	\$27.83	\$28.46
- 1	Mechanic	DPI												
	Engineering Technician	Engineering												
	Surveyor Technician	Engineering												
	Business Manager	Finance												
	Human Resource Generalist	HR												

Electromechanical Technician

Mechanic

WWTF WWTF

1			Minimum	Minimum					Control Point					Maximum 112.5% <u>Step</u> 115tep-12
1			85.0%	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0% <u>Step</u> <u>8Step</u>	107.5%	110.0%	
GRADE	JOB TITLE	DEPARTMENT	Step-1	Step 18tep-2	Step 2Step 3	Step 3Step 4	Step 4Step 5	Step 5Step 6	Step 6Step 7	Step 7Step 8		Step 9Step 10	Step 10Step	
н	Maintenance Engineer	Building & Grounds	\$19.84	\$20.42	\$21.01	\$21.59	\$22.17	\$22.76	\$23.34	\$23.92	\$24.51	\$25.09	\$25.67	\$26.26
1	Cemetery Team Leader	Cem & Parks												
	Parks Team Leader	Cem & Parks												
	Zoo Curator Of Animals	Cem & Parks												
	Zoo Curator Of Education	Cem & Parks												
	Deputy City Clerk	City Clerk												
	Streets Team Leader	DPI												
	Engineering Technician	Engineering												
	Engineering/Storm Water Technician	Engineering												
- 1	Accountant	Finance												
	Payroll Administrator	Finance												
	Mayor Assistant	Mayor												
	Administrative Assistant	Fire/ Comm. Dev.												
	Administrative Assistant	Police												
5.*.	Administrative Assistant	DPI												
	Operator	WWTF												
G	Arborist/Forester	Cem & Parks	\$18,17	\$18.71	\$19.24	\$19.78	\$20.31	\$20.85	\$21.38	\$21.91	\$22.45	\$22.98	\$23.52	\$24.05
116	Administrative Assistant	Fire												
- 1	Court Evidence Clerk	Police												
	Administrative Assistant	WWTF												
_ 1	Assistant Chemist	WWTF												
- 1	Chemist	WWTF												

GRADE			Minimum	Minimum	100000000000000000000000000000000000000				Control Point					Maximum
			85.0%	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%		107.5%		112.5%
	JOB TITLE	DEPARTMENT	Stop-1	Step 2	Step 2Step 3	Step 38tep 4	Step 4Step 5	Step 5Step 6	Step 6Step 7	7Step 8	Step 8Step 9	Step 10	Step 10Step	Step 12
F	Cemetery Laborer	Cem & Parks	\$16.51	\$16.99	\$17.48	\$17.96	\$18.45	\$18.93	\$19.42	\$19.91	\$20.39	\$20.88	\$21.36	\$21.85
- 1	Park Laborer	Cem & Parks												
	Administrative Support Specialist	City Clerk												
İ	Administrative Support Specialist	DPI												
i	Streets Laborer	DPI												
	Administrative Support Specialist	Engineering												
	Municipal Court Clerk	Finance												
	Administrative Support Specialist	Police												
	Property Evidence Clerk	Police												
	Administrative Support Specialist	Rahr West												
	Administrative Support Specialist Mobility Manager	Senior Center Transit												
.	Custodian	Building & Grounds	\$15.26	\$15.71	\$16.16	\$16.60	\$17.05	\$17.50	\$17.95	\$18.40	\$18.85	\$19.30	\$19.75	\$20.19
- 1	Park Caretaker	Cem & Parks												
	Account Clerk	Finance												
	Clerk Typist	Police												
	Community Service Worker	Police												
D	VACANT		\$14.13	\$14.54	\$14.96	\$15.37	\$15.79	\$16.20	\$16.62	\$17.04	\$17.45	\$17.87	\$18.28	\$18.70
c	Bridgetender	DPI	\$13.08	\$13.47	\$13.85	\$14.24	\$14.62	\$15.01	\$15.39	\$15.77	\$16.16	\$16.54	\$16.93	\$17.31
В	VACANT		\$12-11	\$12.47	\$12.83	\$13.18	\$13.54	\$13.89	\$14.25	\$14.61	\$14.96	\$15.32	\$15.68	\$16.03
1	School Crossing Guards (1.125 hours per shift)	Police	\$10.00-	\$10.25	\$10.51 \$	10.77	311.04	311.31	\$11.60 \$	11.89	\$12.18	\$12.49	\$12.80	\$13.12
- 1	Rahr West Guard	Rahr West	-\$8.00-	\$8.20	\$8.41	88.62	\$8.83	9.05	\$9.28 \$	9.51	\$9.75	\$9.99	\$10.24	\$10.50