



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: October 7, 2024
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Request to Authorize 2.9% Increase for Employees below 5-Year Rate

The Annual Wage Survey data was recently received from Carlson Dettmann. The City of Manitowoc uses data from this survey each year for two things related to employee compensation:

1. The annual overall increase to the City of Manitowoc Compensation Structure (attached). This ensures that the compensation plan and hire rates remain competitive; and
2. The annual pay increases for successfully performing employees who are at, or above, the 5-Year Rate (midpoint) and new hires.

This year, those rates were reported as follows:

	Comp Structure Increase	Employee Annual Pay Increase*
Exempt	2.9%	2.9%
Non-Exempt	2.9%	2.9%

*Pay increases for employees who are at, or above, the 5-Year Rate and employees hired in the last 6 months of the year.

In the event that the rates from Carlson Dettmann are more than 2.5% (as is the case this year), the Employee Policy Manual (EPM) **allows for Council to adjust the increase for those below midpoint, so these employees do not fall farther behind the midpoint or other employees.**

Per the policy in place, employees under the 5-Year Rate (midpoint) will receive a fixed 2.5% pay increase. Employees at or above 5-Year-Rate (midpoint) will receive a 2.9% increase.

Current Policy	Employee Annual Pay Increase
Employees below midpoint	2.5%
Employees at or above midpoint	2.9%

The recommendation is to authorize 2.9% pay increases for employees below the 5-Year Rate midpoint.

Additionally, I will be proposing revised EPM language to avoid having to make this request any year the compensation plan increases come in over 2.5%

Thank you.

Attachment

City of Manitowoc Compensation Plan

Revised 01.2024

Exempt

Grade	Job Title	Job ID#	Department	Hire Rate	5-Year Rate Set Annually	Max Rate
T	City Attorney	10031	Attorney	salary \$112,154	\$128,176	\$144,198
	Director of Public Infrastructure	10046	DPI			
	Director of Community Development	10045	Comm Dev			
	Municipal Judge (.25 FTE)		Elected	\$32,044		
S	Finance Director/Treasurer	10056	Finance	salary \$103,331	\$118,092	\$132,854
	Fire Chief	10029	Fire Rescue/Inspection			
	Human Resources Director	10062	HR			
	Police Chief	10100	Police			
R	Executive Director	10071	Library	salary \$96,708	\$110,523	\$124,338
		10186				
Q	Tourism Director	10207	Tourism	salary \$92,287	\$105,471	\$118,654
	Mayor (2025)	10178	Elected			
P	Assistant Fire Chief	10044	Fire Rescue/Inspection	salary \$87,884	\$100,439	\$112,994
	Assistant Police Chief	10019	Police			
	Deputy Police Chief	10041	Police			
O	Engineering Division Manager	10053	DPI	salary (2080) \$83,463	\$95,387	\$107,310
	Executive Director	10105	RWAM			
	Battalion Chief (24-hr shifts/2912)	10219	Fire Rescue/Inspection	salary (2912) \$83,463		
	Captain of Detectives (40 hrs/2080)	10024	Police			
	Captain (37.5 hrs/1950)	10025	Police	salary (1950) \$78,247		
N	City Planner	10172	Comm Dev	salary \$79,061	\$90,355	\$101,650
	Assistant City Attorney	10018	Attorney			
	Operations Division Manager	10091	DPI			
	Building & Grounds Division Mgr	10023	DPI			
M	City Clerk/Deputy Treasurer	10032	Clerk	salary \$74,638	\$85,301	\$95,963
	Parks & Recreation Division Manager	10094	DPI			
	Inspector Supervisor	10065	Fire Rescue/Inspection			
	Transit Division Manager	10153	DPI			
	Destination Sales and Marketing Manager	10208	Tourism			
L	Comptroller	10037	Finance	salary \$70,236	\$80,269	\$90,303
	Planner-Business & Housing Dev	10099	Comm Dev			
K	Business Manager	10171	DPI	salary \$65,815	\$75,217	\$84,619
	Office Manager	10090	Police			
	Transit Operations Supervisor	10155	DPI			
	Public Services Manager	10080	Library			
	Materials Manager	10077	Library			
	Youth Services Manager	10083	Library			
	Staff Engineer	10206	DPI			
J	Assistant Director	10089	RWAM	salary \$61,412	\$70,185	\$78,959
	Facilities Manager	10072	Library			
I	Systems Administrator	10220	Library	salary \$56,991	\$65,133	\$73,275

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Non-Exempt

Grade	Job Title	Job ID #	Department	Hire Rate	5-Year Rate Set Annually	Max Rate
N	Training Lieutenant* (40 hrs/2080)	10152	Police	<i>salary (2080)</i> \$79,061	\$90,355	\$101,650
	Lieutenant* (37.5 hrs/1950)	10097	Police	<i>salary (1950)</i> \$74,120	\$84,708	\$95,297
	<i>*Salary but eligible for OT after 8 hrs</i>			<i>hourly</i> \$38.01	\$43.44	\$48.87
L	vacant			<i>hourly</i> \$33.77	\$38.59	\$43.42
K	Commercial Electrical Inspector	10050	Fire Rescue/Inspection	<i>hourly</i> \$31.64	\$36.16	\$40.68
	Plumbing Inspector	10179	Fire Rescue/Inspection			
	Building Inspector	10035	Fire Rescue/Inspection			
	Electrician	10051	DPI			
	GIS Coordinator	10021	Comm Dev			
	Park Planner	10092	DPI			
J	Fleet Team Leader	10058	DPI	<i>hourly</i> \$29.53	\$33.74	\$37.96
	Streets Team Leader	10150	DPI			
	Recreation Team Leader	10107	DPI			
	GIS/Land Records Analyst	10060	DPI			
I	Paralegal	10093	Attorney	<i>hourly</i> \$27.40	\$31.31	\$35.23
	Mechanic	10182	DPI			
	Engineering Technician	10054	DPI			
	Surveyor Technician	10033	DPI			
	Generalist	10063	HR			
	Cemetery Team Leader	10027	DPI			
	Parks Team Leader	10096	DPI			
	Housing Enforcement Inspector	10061	Fire Rescue/Inspection			
	Librarian	10066	Library			
	Media and Special Events Coordinator	10209	Tourism			
H	Maintenance Engineer	10084	DPI	<i>hourly</i> \$25.27	\$28.89	\$32.50
	Arborist/Forester	10059	DPI			
	Zoo Curator of Animals	10160	DPI			
	Zoo Curator of Education	10161	DPI			
	Deputy City Clerk	10042	Clerk			
	Engineering/Stormwater Technician	10148	DPI			
	Accountant	10002	Finance			
	Payroll Administrator	10098	Finance			
	Assistant to the Mayor	10020	Mayor			
	Inspection Administrative Assistant	10004	Fire Rescue/Inspection			
	Administrative Assistant	10005	Police			
	Administrative Assistant	10007	Comm Dev			
	Administrative Assistant	10169	DPI			
	Fire Administrative Assistant	10003	Fire Rescue/Inspection			
	Senior DPI Laborer	10216	DPI			
	Associate - PT	10163	Library			
	Associate - FT	10068	Library			
	Business Office Coordinator	10069	Library			

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Non-Exempt

Grade	Job Title	Job ID #	Department		Hire Rate	5-Year Rate Set Annually					Max Rate				
G	Court Evidence Clerk	10038	Police	hourly	\$23.16	\$26.47					\$29.77				
	DPI Laborer	10047	DPI												
	Parks Laborer	10095	DPI												
	Streets Laborer	10149	DPI												
	Zookeeper	10162	DPI												
	Municipal Court Clerk	10088	Finance												
	Property Evidence Clerk	10104	Police												
	Maintenance Mechanic	10085	DPI												
	CSW Supervisor/Fleet Maintenance	10215	Police												
F	Administrative Support Specialist	10011	DPI	hourly	\$21.03	\$24.04					\$27.04				
	Administrative Support Specialist	10168	Police												
	Administrative Support Specialist	10013	RWAM												
	Administrative Support Specialist	10009	Clerk												
	Eng Administrative Support Specialist - PT	10012	DPI												
	Parks/Rec Administrative Support Specialist	10014	DPI												
	Mobility Manager (Transit)	10087	DPI												
	Administrative Clerk	10201	Police												
	HR Assistant	10204	HR												
	Materials Technician - PT	10177	Library												
	Materials Technician - FT	10075	Library												
	Marketing Technician	10076	Library												
E	Custodian	10039	DPI	hourly	\$19.44	\$22.22					\$25.00				
	Community Service Worker	10036	Police												
	Customer Service Clerk - PT	10040	Transit												
D	Assistant	10067	Library	hourly	\$18.39	\$21.01					\$23.64				
C	Bridgetender	10022	DPI	hourly	\$17.32	\$19.79					\$22.27				
L1	Maintenance Technician	10073	Library	hourly	\$12.93	\$14.78					\$16.63				
L2	Clerk	10070	Library	hourly	\$11.94	\$13.65					\$15.35				
	Rahr-West Visitor Service Clerks	10147	RWAM												
L3	Page	10079	Library	hourly	\$8.95	\$10.23					\$11.51				
	Recruit Officer	10167	Police	hourly	\$20.00	\$20.00					\$20.00				
	School Crossing Guards	10108	Police	hourly	\$15.00	\$15.25	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75