

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF)
ADOPTING THE FY 1990-91)
PAY PLAN FOR ZOO VISITOR)
SERVICE WORKERS

RESOLUTION NO 90-1364

Introduced by Executive
Officer, Rena Cusma

WHEREAS, Metro Code Section 2.02.145 requires the Executive Officer to prepare a Pay Plan for non-represented District employees for approval by the Council of the Metropolitan Service District; and

WHEREAS, Metro Code Section 2.02.275 established personnel rules for Zoo Visitor Services employees which among other things requires Visitor Services employees to be paid at a rate in the pay plan approved by the Council; and

WHEREAS, the Council has approved a separate pay schedule (Table S) for seasonal Zoo Visitors Services employees, the beginning rate of which is in conformance with the State minimum wage; and

WHEREAS, The State of Oregon has increased the State minimum wage effective January 1, 1991 to \$4.75 per hour which is \$.50 higher than the beginning rate on the existing seasonal Visitor Services pay plan schedule; now, therefore,

BE IT RESOLVED,

1. That the Pay Plan schedule for non-represented Zoo seasonal Visitor Services employees is amended and approved as shown on Exhibit A attached hereto.

ADOPTED by the Council of the Metropolitan Service District this 27th day of December, 1990.



Tanya Collier, Presiding Officer

EXHIBIT A

TABLE S

SEASONAL VISITOR SERVICES WORKERS

<u>Code</u>	<u>Classification</u>	<u>Beginning Rate</u>	<u>Maximum</u>
001	V.S. Worker 1	4.75	6.98
002	V.S. Worker 2	5.13	7.54
003	V.S. Worker 3	5.54	8.14

Merit increases will average four to six percent using the following scale. The maximum rate will not be reached prior to 60 months of service.

- 0-3% Meets standards.
- 4-6% Meets all standards, and exceeds several.
- 7-8% Outstanding performance, exceeds all standards.

This table is coordinated with the State Minimum Wage. This table is effective January 1, 1991.

FINANCE COMMITTEE REPORT

RESOLUTION NO. 90-1364 ADOPTING THE 1991 PAY PLAN
FOR ZOO VISITOR SERVICE WORKERS

DATE: December 7, 1990

Presented by: Councilor Van Bergen

COMMITTEE RECOMMENDATION: At its December 6, 1990 meeting the Committee voted unanimously to recommend Council adoption of Resolution No. 90-1364. Voting in favor were Councilors Devlin, Gardner, Van Bergen and Wyers. Councilor Collier was excused.

COMMITTEE DISCUSSION/ISSUES: Kim Huey, Acting Personnel Officer, presented the staff report. She indicated that the purpose of the resolution is to amend the Visitor Services Worker Pay Plan to meet Oregon minimum wage standards. The Plan also incorporates changes to accommodate flexible merit pay increases based on evaluations rather than automatic step increases. This practice is consistent with the District's Pay Plan for other non-represented employees.

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 90-1364
ADOPTING THE FY 1990-91 PAY PLAN
FOR ZOO VISITOR SERVICES WORKERS

Date: November 26, 1990

Presented by: Kim Huey

ACTUAL BACKGROUND AND ANALYSIS

The Oregon Legislature has adopted a revised minimum wage schedule which raises the Oregon minimum wage to \$4.75 per hour effective January 1, 1991. The accompanying resolution establishes the beginning rate of pay for Visitor Services Workers in conformance with the new minimum wage and establishes a range for the classifications of Visitor Services Worker 1, 2, and 3 based on percentage increases over that minimum wage.

The current Visitor Services Worker Pay Plan (attachment #1) adopted by Council on January 11, 1990 mandates specific step increases for Visitor Services Workers based solely on months of service without allowing consideration of performance issues, effective employee evaluation or cost control. In addition, those increases randomly range from a high of 8.5% to a low of 6.6%, and in most cases are significantly higher than increases granted to other groups of employees (attachment #2). The Pay Plan recommended for adoption addresses each of these issues of concern.

The recommended Visitor Services Worker Pay Plan is structured in a range format similar to the Pay Plan for other non-represented employees. It will continue to be administered under the provisions of Code Section 2.02.275 and established Metro practices in that Visitor Services Worker employees will be eligible for an increase after 12 months, 24 months, 36 months, 48 months and 60 months of service; however the percentage of these increases will not be automatic or the same for each employee regardless of performance, but will be based on the established performance appraisal system and will be granted as indicated on the Pay Plan document. In this way, outstanding performance may be rewarded, adequate performance will be recognized, and managers will have the ability to control costs, enhance morale and effectively monitor staff production.

Approximately 85% of Visitor Services Workers are involved in food service, 10% in retail sales and 5% in warehouse activities. The recommended Visitor Services Worker Plan appropriately falls within current market wages for temporary food service, retail and warehouse positions as revealed by market analysis. Major local fast food employers offer \$4.75 - \$7.75 per hour with performance increases after six months averaging 6-8%. Adoption of the recommended Pay Plan will enable Metro to remain competitive in the local market in filling positions and retaining skilled and trained employees.

Fiscal Impact: The Visitor Services Division of the Metro Washington Park Zoo currently has budgeted 41 FTE Visitor Services Workers. Assuming that all these positions were filled all available hours through the remainder of the Fiscal Year, the fiscal impact of adoption of this Pay Plan would be \$21,400 through June 1991. This amount is presently in the Visitor Services Division budget and no additional funds will be necessary. In addition, based on past years, it is highly unlikely that all the positions will be filled at all times, so that amount represents the maximum impact of this action.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 90-1364.

KMH

EXHIBIT A

TABLE S

SEASONAL VISITOR SERVICES WORKERS

<u>Code</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Beg. Rate</u>	<u>After 12 mo. 480 hrs</u>	<u>After 24 mo. 480 hrs</u>	<u>After 36 mo. 480 hrs</u>	<u>After 48 mo. 480 hrs</u>	<u>After 60 mo. 480 hrs.</u>
001	V.S. Worker 1	0	4.25	4.61	4.96	5.32	5.68	6.03
002	V.S. Worker 2	0	4.61	4.96	5.32	5.68	6.03	6.39
003	V.S. Worker 3	0	4.96	5.32	5.68	6.03	6.39	6.75

This table is coordinated with the State Minimum Wage. This table is effective January 1, 1990.

901192.ExA

*Adopted by
Council
1/11/90*

ATTACHMENT #2

SEASONAL VISITOR SERVICES WORKERS PAY PLAN

PAY PLAN EFFECTIVE JANUARY 1, 1990

CODE	CLASS	BEG. RATE	12 MO	24 MO	36 MO	48 MO	60 MO
001	VSW1	4.25	4.61	4.96	5.32	5.68	6.03
002	VSW2	4.61	4.96	5.32	5.68	6.03	6.39
003	VSW3	4.96	5.32	5.68	6.03	6.39	6.75

PERCENTAGE INCREASE FOR PAY PLAN EFFECTIVE JANUARY 1, 1990

CODE	CLASS	BEG. RATE	12 MO	24 MO	36 MO	48 MO	60 MO	AVG. INC.
001	VSW1	N/A	8.5%	7.6%	7.3%	6.8%	6.2%	7.2%
002	VSW2	8.5%	7.6%	7.3%	6.8%	6.2%	6.0%	7.0%
003	VSW3	7.6%	7.3%	6.8%	6.2%	6.0%	5.6%	6.6%