

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF ADOPTING) RESOLUTION NO. 95-2083
THE MID FY 94-95 PAY PLAN FOR)
SEASONAL ZOO VISITOR SERVICES) Introduced by Mike Burton,
WORKERS) Executive Officer

WHEREAS, Metro Code Chapter 2.02, Section 2.02.055 requires the Executive Officer to prepare a Pay Plan for non-represented seasonal employees for approval by the Council; and

WHEREAS, Metro Code, Chapter 2.02, Section 2.02.245 establishes personnel rules for seasonal Zoo Visitor Services employees which require that seasonal Visitor Services Workers be paid at a rate in the pay plan approved by the Council; and

WHEREAS, the seasonal Zoo Visitor Services employee pay schedule has not been increased since January 1, 1991 at which time only the entry rate was increased to be consistent with the federal minimum wage scale; and

WHEREAS, the current pay schedules are not increased or otherwise affected by cost of living adjustments (COLA) that affect all other Metro pay schedules for other Metro employees, which essentially has resulted in a three and one-half year freeze on the seasonal employee pay plan; and

WHEREAS, a number of seasonal employees have reached the top of pay range which is under the market rate for comparable jobs within the job market and the Zoo may lose valuable seasonal employees who otherwise return from season to season; now therefore,

BE IT RESOLVED,

That for the purposes of the establishment of the Metro Pay Plan for non-represented seasonal Zoo Visitor Services Workers pay schedule is amended and approved as shown in Exhibit A attached hereto.

ADOPTED by the Metro Council this 2 day of Feb., 1995.


J. Ruth McFarland, Presiding Officer

METRO
VISITOR SERVICES WORKERS PAY SCHEDULE

Seasonal Pay Ranges (Hourly Rates):

Class Code	Classification	Beginning Maximum	
		Rate	Rate
001*	Visitor Services Worker 1	4.75	7.50
002*	Visitor Services Worker 2	5.00	9.50
003*	Visitor Services Worker 3	5.25	9.75

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 Federal Minimum Wage and is eligible for adjustment annually in January.

* Non-exempt classifications. Employees in these classifications are eligible to receive overtime compensation.

Effective: February 1, 1995

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 95-2083, FOR THE PURPOSE OF ADOPTING THE MID-FISCAL YEAR PAY PLAN FOR SEASONAL ZOO VISITOR SERVICES WORKERS

Date: January 18, 1995

Presented by: Paula Paris

BACKGROUND:

- The seasonal Visitor Services Worker pay plan has not been updated since January 1, 1991. At that time only the beginning wage rate was increased to reflect the change in the federal minimum wage.
- The seasonal Visitor Services Worker pay plan is not increased by cost of living adjustments (COLA) as are other Metro pay plans, but it is updated from time to time when the pay falls under the market rate for comparable jobs within the job market, which is now the case.
- There are a number of seasonal Visitor Services workers who have been at the top of the range for a number of years and who normally return to work at the Zoo from season to season. This proposed increase in the salary schedule to a market comparable wage will encourage these trained and valued employees to return to the Zoo, and will provide a competitive wage for recruitment of new seasonal employees.
- The Zoo Visitor Services Manager has completed a comprehensive evaluation to determine the current pay of comparable jobs within the job market which justifies this proposed increase to the pay plan (Attachment A).

FISCAL IMPACT: The Assistant Zoo Director's fiscal analysis indicates the increase in the pay plan will cost the Zoo under \$2,000 for the remainder of this fiscal year 94-95 which can be absorbed within the existing budget. The fiscal impact for FY95-96 will be under \$4,000.

RECOMMENDATION: The Zoo Director has approved the proposed pay plan (Attachment B). The Executive Officer recommends approval of Resolution No. 95-2083.

RECEIVED

DEC 20 1994

METRO-PERSONNEL

To; Paula Paris
From; Teresa Metke
Re: VS seasonal wage scale

As you know for several months I have been attempting to put together a new VS wage scale . Well it is finally complete! You will notice the beginning rates for some levels were lowered and all ending rates were raised. This was done for two reasons ,

1) The Visitor Services wage scale has not been increased since January 1,1991 and then it was only the beginning rate that was tied to a minimum wage increase. The Visitor Services wage scales were also not increased by the COLAS that effected other Metro wage scales. Currently we have some employees that have reached the top of the scale and are under the market rate for the job they perform.

If this situation continues the Zoo will lose some valuable experienced talent.

2) Our current payroll system is set up so that an employee cannot work in two positions at one level for two different rate of pay. For instance we may have an seasonal employee that may be a bus greeter making \$5.25 per hour then this same employee works a catered event making \$7.00 per hour. Because both of these positions fall into the VS II level the employee could only be paid \$5.25 or \$7.00 per hour not both. This may force the Zoo to pay a higher rate to the employee for his busgreeting hours.

To avoid this situation we could use one of the other VS worker levels (either VS I or VS III) Currently the VS III level starts at \$5.54 per hour , this may be at times more per hour than we pay for the particular job.

Due to the vast array of jobs in the VS I, II, and III category we sometimes bring employees in above the existing beginning rate. I have enclose a more detailed summary of specific VS positions and rates of pay. Increasing the upper end of the pay scale will allow the zoo to pay the experienced long term employees a competitive rate. For comparisons of other business in the same industry I have attached two pay scales. Please review this information and let me know what you think.

Thank you so much for you time!

cc: Sherry Shang

VS WAGE SCALE

V.S.W. I \$4.75 - 6.98 Current Range
 \$4.75 - 7.50 Proposed

Who: Fast Service Restaurant
Retail Clerks
Beer/Wine Servers 5.50
Trainers +.50 over base

V.S.W. II \$5.13 - 7.54 Current Range
 \$5.00 - 9.50 Proposed

Who: Bus Greeter 5.25
WP Station 5.00
Warehouse 5.00
Catering Staff: Wait/Bussing Staff, Bartenders
 Kitchen staff

5.00 Zero to 6 months experience
6.50 Limited experience, 6 months - 1 year
7.50 Experienced, 1 year or more in catering

V.S.W. III \$5.54 - 8.14 Current Range
 \$5.05 - 9.75 Proposed

Who: Lead Workers +.75 base (+.25 over trainer rate)

Facts:

1. We currently have ten V.S. Worker I employees making \$6.98 (top of range); they have been 3 - 10 years.
2. V.S Worker wage scales have never been increased by COLA; the last increases, tied to minimum wage, was January 1, 1991.
3. Catering staff do not receive tips. The hourly rate is their total compensation.

POLICIES AND PROCEDURES

POLICY: HOURLY EMPLOYEE WAGE SUMMARIES
SECTION: PERSONNEL - MANAGEMENT
NUMBER: 3-405
DATE: DECEMBER 11, 1991

HOURLY EMPLOYEE WAGE SUMMARIES

PERFORMANCE/WAGE REVIEWS:

- | | | |
|----|----------------|------------------|
| 1. | <u>90 Days</u> | Performance Only |
| 2. | 6 Months | Performance/Wage |
| 3. | 1 Year | Performance/Wage |
| 4. | Annual | Performance/Wage |

Maximum annual increase: \$1.00.

RAISE RATE:

.25 per hour, maximum.

*Corporate approval to exceed maximum.

BUS PERSON WAGE SUMMARY

	EXPERIENCE	WAGE
B-1	Entry Level Zero-6 months experience at PCR or similar restaurant Requires regular supervision	<u>\$4.75</u>
B-2	Limited Experience 6 mo.-1 yr. experience at PCR or similar restaurant Supply list of 15 guests' names with descriptions Requires minimum supervision	\$4.75- \$4.90

HOURLY EMPLOYEE WAGE SUMMARIES

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B-3	Experienced 1 year-18 months experience at PCR or similar restaurant Supply list of 25 guests' names with descriptions Qualified to train Must be at least 97% on prof checks for prior 6 months Requires minimum supervision	\$4.90- \$5.25
B-4	Lead No new hires Minimum 1 1/2 years with experience at PCR Supply list of 50 guests' names with description Must be 100% Club member Requires no supervision	\$5.25- \$5.60

HOST/HOSTESS WAGE SUMMARY

EXPERIENCE	WAGE
H-1 Entry Level Zero-6 months experience at PCR or similar restaurant Able to seat, greet	\$5.00- \$5.25
H-2 Limited Experience 6 months-1 year experience at PCR or similar restaurant Supply list of 25 guests' names with descriptions Requires regular supervision Able to lead non-peak shifts	\$5.25- \$5.40
H-3 Experienced 1 year to 18 months experience at PCR or similar restaurant Able to lead all shifts Requires minimum supervision Qualified to train Must be 97% on all prof checks for prior 6 months Supply list of 50 guest's names with descriptions	\$5.40- \$5.75
H-4 Lead No new hires Minimum 18 months experience at PCR Able to lead all shifts Requires no supervision Qualified to train Must be 100% Club member Supply list of 75 guests' names with descriptions	\$5.75- \$6.50

HOURLY EMPLOYEE WAGE SUMMARIES

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H-5	Lead	\$6.50-
	H-4 plus	\$7.00
	Supply list of 100 guests' names with descriptions	
	Qualified to supervise floor in manager's absence	
	Must be 100% Club member	

BARTENDER WAGE SUMMARY

EXPERIENCE		WAGE
BT-1	Entry Level Zero-6 months experience at PCR or similar restaurant	\$5.00- \$5.40
BT-2	Limited Experience 6 months-1 year experience at PCR or similar restaurant Supply list of 25 guests' names with description Requires regular supervision	\$5.40- \$5.60
BT-3	Experienced 1 year-18 months experience at PCR or similar restaurant Supply list of 50 guests' names with description Must be 97% on all prof checks for 6 prior months Requires minimum supervision Qualified to train	\$5.60- \$6.25
BT-4	Lead No new hires Minimum 18 months experience at PCR Supply list of 75 guests' names with description Must be 100% Club member Requires no supervision Maintains bar ordering, inventory procedures	\$6.25- \$7.00

LINE COOK WAGE SUMMARY

EXPERIENCE		WAGE
LC-1	Entry Level Zero-6 months experience at PCR or similar restaurant Requires regular supervision Promotion to LC-2 is available after 6 months experience, and the following requirements are met: 1. Proficiency score completed with a 90% minimum score. 2. Training checklist completed.	\$5.75- \$6.25

HOURLY EMPLOYEE WAGE SUMMARIES

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LC-2 Limited Experience

\$6.50-

\$7.00

6 mo.-1 yr. experience in PCR or similar restaurant

Requires minimum supervision

LC-2 would qualify for cross training in the other position when:

1. Proficiency score complete with 90% minimum score
2. Training checklist is complete

NOTE: An increase up to .25 per hour is available for each additional station the employee completes (maximum two increases).

Promotion to LC-3 is available after two years, or Chef recommendation and General Manager's approval, with minimum of one (1) year service with company.

LC-3 Experienced

\$7.25-

\$7.75

Two years experience at PCR or similar restaurant

LC-3 employees would have a thorough knowledge level and skills in food preparation, which would include sauces, soups, and seafood. An LC-3 employee would also possess a solid working ability in techniques used in the saute, broiler, pantry, or fryer stations. In addition, the LC-3 employee would have a thorough knowledge of utensils and equipment associated with the position being considered to fill.

Must have received a minimum of 97% on proficiency checks for prior 6 months

The LC-3 employee would have a thorough understanding of proper sanitation policies and procedures associated with a kitchen facility. LC-3 would also require thorough PCR line cook training. However, he/she would rapidly attain knowledge and speed.

NOTE: LC-3 employees would require little or no supervision after training.

LC-4 Lead Position

\$8.00-

\$8.75

2-3 years experience at PCR or similar restaurant

Non PCR experience must include a minimum of one year in a supervisory role.

An LC-4 employee would have an advanced knowledge level and skills associated with food preparation, which would include sauces, soups, and seafood cooking and cutting.

The LC-4 employee would require virtually portion/styling training only, but must complete the line cook training program.

Must be a 100% Club member



METRO WASHINGTON PARK ZOO

RECEIVED

JAN - 3 1995

METRO-PERSONNEL

MEMO

DATE: December 30, 1994

TO: Paula Paris, Personnel Director

FR: Y. Sherry Sheng, Zoo Director *[Signature]*

RE: Seasonal Visitor Services Workers Wage Scale

The proposed new wage scale for seasonal Visitor Services workers meets with my approval, and the zoo has the funds in the budget to cover the increases.

I appreciate your help in presenting the proposed wage scale to Finance Committee members for their approval.

Thank you.

Recycled Paper

SCHEDULE A

KITCHEN	Minimum Hourly Rate			
	Effective 8/1/94	Effective 2/1/95	Effective 8/1/95	Effective 8/1/98
Dishwasher	\$5.52	\$5.82	\$5.82	\$6.07
Senior Dishwasher	\$6.77	\$6.87	\$7.07	\$7.32
Alex Dishwasher	\$6.13	\$6.23	\$6.43	\$6.68
Banquet Steward	\$6.33	\$6.43	\$6.63	\$6.88
Fry Cook	\$7.33	\$7.43	\$7.63	\$7.88
Cafeteria Cook	\$6.48	\$6.59	\$6.79	\$7.04
Broiler Cook	\$7.67	\$7.77	\$7.97	\$8.22
Head Broiler Cook	\$9.33	\$9.43	\$9.63	\$9.88
Chef	\$9.81	\$10.01	\$10.21	\$10.46
Asst Pastry Chef	\$9.85	\$9.95	\$10.15	\$10.40
Baker	\$8.10	\$8.20	\$8.40	\$8.65
Asst. Baker	\$7.67	\$7.77	\$7.97	\$8.22
Banquet Chef	\$10.10	\$10.20	\$10.40	\$10.65
Banq Chef Asst	\$9.33	\$9.43	\$9.63	\$9.88
Head Broiler Ck	\$9.33	\$9.43	\$9.63	\$9.88
1st Cook, Twiggs	\$9.00	\$9.10	\$9.30	\$9.55
Gran Marger	\$9.10	\$9.20	\$9.40	\$9.65
Asst Gran Marger	\$8.35	\$8.45	\$8.65	\$8.90
Cook's Helper	\$6.22	\$6.32	\$6.52	\$6.77

SCHEDULE B

FOOD OUTLETS	Minimum Hourly Rate			
	Effective 8/1/94	Effective 2/1/95	Effective 8/1/95	Effective 8/1/98
Server	\$4.75	\$4.75	\$4.80	\$4.90
Server/Comb	\$4.92	\$4.92	\$4.97	\$5.07
Cashier	\$5.69	\$5.79	\$5.99	\$6.24
Lead Server	\$6.25	\$6.25	\$6.30	\$6.40
Trainer Server	\$6.25	\$6.25	\$6.30	\$6.40
Buser	\$4.75	\$4.75	\$4.80	\$4.90
Shift Leader	\$6.68	\$6.68	\$6.73	\$6.83
BANQUETS				
Houseman	\$6.25	\$6.35	\$6.55	\$6.80
Head Houseman	\$7.00	\$7.10	\$7.30	\$7.55
Coffee Steward	\$4.92	\$4.92	\$4.97	\$5.07
Servers	\$4.75	\$4.75	\$4.80	\$4.90
Captain	\$8.25	\$8.25	\$8.30	\$8.40
BEVERAGE				
Bartender	\$6.88	\$6.68	\$6.73	\$6.83
Banquet Bar	\$6.85	\$6.85	\$6.90	\$7.00
Bar Assistant	\$4.75	\$4.75	\$4.80	\$4.90

- a) Short shifts consist of 3 hours minimum pay plus a 60c per hour differential
- b) Banquet bartenders shall receive a \$15 gratuity for bars under \$200

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To <i>Tonnie Hendry</i>	From <i>HERA haca 9</i>
Co.	Co.
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Fax # <i>226-6836</i>	Fax #