

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE) RESOLUTION NO. 95-2180
NON-REPRESENTED EMPLOYEE PAY)
PLANS) Introduced by Mike Burton,
) Executive Officer

WHEREAS, Metro Code 2.02.055 requires the Executive Officer to prepare Pay Plans for non-represented employees for approval by the Metro Council; and

WHEREAS, the current Pay Plan was adopted by the Council on December 22, 1994 through Resolution No. 94-2052; and

WHEREAS, Metro Code 2.02.055 requires the Executive Officer review the Pay Plan annually and that the Pay Plan shall be related to compensation for comparable positions within the job market; and

WHEREAS, a Metro wage survey of eleven comparable regional public and private sector employers indicates that the maximum rates of pay for non-represented employee Pay Plans are slightly above the comparable market average, and the beginning rates of pay are noticeably below the market average; and

WHEREAS, Metro Code 2.02.055 requires the Executive Officer to administer the Pay Plans based on the need and expectations of Metro along with suitable employee performance; and

WHEREAS, the Council has authorized sufficient funds to continue appropriate merit increases for non-represented employees as allowed in the Metro Code 2.02.060 for FY95-96; now therefore,

BE IT RESOLVED,

1. That the Pay Plan for non-represented employees is frozen except that 5% is eliminated from the beginning rates of pay as amended and approved as shown on Exhibit A attached hereto.

2. That this Resolution being necessary for the public health, safety, or welfare, for the reason of orderly administration of the non-represented Pay Plan at the beginning of the fiscal year, an emergency is declared to exist, and this Resolution takes effect on August 1, 1995.

Adopted by the Metro Council this 27 day of July July, 1995.


J. Ruth McFarland, Presiding Officer

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 95-2180, FOR THE PURPOSE OF AMENDING THE NON-REPRESENTED SALARY RANGES.

Date: July 3, 1995

Presented by: Paula Paris

BACKGROUND: It is the Executive Officer's recommendation to freeze non-represented salary ranges at the current 94-95 ranges except to eliminate the first 5% in the ranges, and to continue merit increases within the ranges:

- In FY93-94 non-represented employees merit increases were frozen due to budgetary constraints -- they received a 4% COLA in FY93-94 when the non-rep class/comp study was implemented (the study was completed the end of FY92-93). However, even though numerous non-represented employees classifications were changed and numerous reclassifications resulted, no one received the requisite 5% increase for any of those reclassifications because of an additional freeze to the implementation of the class/comp study due to the same budgetary constraints.
- In the same FY93-94, however, AFSCME represented employees received a contractual COLA plus automatic 5% steps plus 5% merit.
- We have recently completed a wage survey of eleven comparable regional public and private sector employers. The salary survey data and methodology has been reviewed by the Local Government Personnel Institute (LGPI) and their analysis supports the approach taken in gathering and analyzing the data.
- Our survey indicates that beginning rates of non-rep pay are from 21% below market to 2.2% above market average; midpoint rates vary from 6.7% below market to 8.4% above market average; and maximum rates vary from 5.4% to 13.7% above market average.
- Metro's non-rep salaries tend to exceed market comparables somewhat at the maximum of the ranges due to the large ranges -- Metro has broad ranges with a 46% spread which is larger than the average spread of 22% to 27%. Freezing salary ranges will bring the non-rep pay closer to the comparable labor market.
- Freezing the non-rep salary ranges but continuing merit increases within the ranges, will also provide a balance to the prior merit increase freeze which applied to non-represented employees only, and will provide more appropriate internal comparability for non-reps with AFSCME represented employees.
- The beginning rates are generally below market, which also impact the generally below market midpoint levels. Elimination of the first 5% in the ranges will provide acknowledgment of market comparators without escalating base pay.

FISCAL IMPACT: New non-represented employees may be hired at a level of pay commensurate with the assigned salary range and appropriated funds, thus the elimination of 5% at the beginning of the salary ranges for new hires will be cost neutral. Only two employees have automatic probationary increase dates of 8/17/95 and 9/1/95 per the Code. Since these employees rates of

pay will increase by 5% on these dates, it is our recommendation that their automatic probationary increases be adjusted to the effective date of the Resolution on August 1, 1995. This slightly early increase will be in lieu of an increase upon the completion of probation. The cost to the affected departments is insignificant (less than a total of \$300).

RECOMMENDATION: Metro's survey and analysis of non-represented pay makes it appropriate, relative to the labor market, to freeze current ranges and eliminate the first 5% in the ranges. It is, therefore, recommended by the Executive Officer that Resolution No. 95-2180 be approved.

METRO
NON-REPRESENTED EMPLOYEE PAY SCHEDULE
(Monthly and Annual Rate Based on 2,088 Hours Per Year for Exempt Employees)

Salary Range	Class Code	Classification	Beginning Rate	Maximum Merit Rate	
1	1110	* Admin. Support Asst. A	8.34	11.59	Hourly
	1510	* Education Service Aide 1			
4	1520	* Education Service Aide 2	9.67	13.42	Hourly
	1530	* Animal Hospital Attendant			
5	1610	* Management Intern	10.14	14.09	Hourly
	1120	* Admin. Support Asst. B			
8	1130	* Admin. Support Asst. C	11.76	16.32	Hourly
10	1140	Admin. Support Asst. D	12.97	18.00	Hourly
	1150	* Legal Secretary	2,149	3,132	Monthly
			25,787	37,584	Annual
11		Associate Service Supervisor	13.63	18.88	Hourly
			2,259	3,285	Monthly
			27,102	39,421	Annual
12		Catering Coordinator	14.29	19.82	Hourly
			2,368	3,449	Monthly
			28,418	41,384	Annual
14		Events Technician	15.75	21.87	Hourly
			2,610	3,805	Monthly
			31,320	45,665	Annual
15	1630	Law Clerk	16.54	22.96	Hourly
	1320	Service Supervisor	2,741	3,995	Monthly
			32,886	47,940	Annual

Effective: August 1, 1995 - June 30, 1996

Prepared: June 6, 1995

METRO
NON-REPRESENTED EMPLOYEE PAY SCHEDULE
 (Monthly and Annual Rate Based on 2,088 Hours Per Year for Exempt Employees)

Salary Range	Class Code	Classification	Maximum		
			Beginning Rate	Merit Rate	
16	1330	Senior Service Supervisor	17.38	24.11	Hourly
	1220	Associate Admin Svcs Analyst	2,880	4,195	Monthly
			34,556	50,342	Annual
17	1350	Associate Program Supervisor	18.24	25.33	Hourly
	1590	Facilities Mgmt Project Coord	3,022	4,407	Monthly
			36,269	52,889	Annual
18	1230	Senior Admin Svcs Analyst	19.15	26.59	Hourly
	1560	Research Coordinator	3,174	4,627	Monthly
			38,085	55,520	Annual
19	1360	Program Supervisor	20.12	27.93	Hourly
	1570	Veterinarian	3,334	4,860	Monthly
	1240	Principal Admin Svcs Analyst	40,006	58,318	Annual
20	1370	Senior Program Supervisor	21.13	29.31	Hourly
	1620	Construction Coordinator	3,501	5,100	Monthly
			42,011	61,199	Annual
22	1410	Manager	23.28	32.31	Hourly
			3,858	5,622	Monthly
			46,291	67,463	Annual
24	1420	Senior Manager	25.66	35.62	Hourly
	1640	Senior Assistant Counsel	4,253	6,198	Monthly
			51,031	74,375	Annual
25	1450	Assistant Director	26.95	37.39	Hourly
			4,467	6,506	Monthly
			53,599	78,070	Annual

Effective: August 1, 1995 - June 30, 1996

Prepared: June 6, 1995

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NON-REPRESENTED EMPLOYEE PAY SCHEDULE
(Monthly and Annual Rate Based on 2,088 Hours Per Year for Exempt Employees)

Salary Range	Class Code	Classification	Beginning Rate	Maximum Merit Rate	
26	1460	Director	28.31	39.26	Hourly
			4,691	6,831	Monthly
			56,292	81,975	Annual
29	1490	Administrator	32.76	45.45	Hourly
	1470	Senior Director	5,429	7,908	Monthly
			65,146	94,900	Annual

* Non-exempt classification. Employees in this classification are paid hourly and are eligible to receive overtime compensation.