

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING) ORDINANCE NO 97-707
THE METRO CODE REGARDING)
SALARY ADMINISTRATION FOR) Introduced by Mike Burton, Executive
NON-REPRESENTED EMPLOYEES) Officer
)

WHEREAS, Metro Code Section 2.02.055 requires the Executive Officer to review pay plans and recommend revisions to the Council; and

WHEREAS, Metro Code Section 2.02.060 allows annual revisions to the pay plan to be added to an employee's individual rate of pay; and

WHEREAS, the determination of cost-of-living adjustments to salary ranges and an employee's individual rate of pay is administrative in nature; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

Section I. Metro Code Section 2.02.035 is amended as follows:

2.02.035 Position Classification Plan

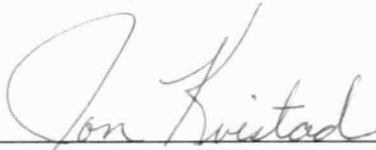
(a) The purpose of the classification plan is to provide an inventory of specifications for each classification. The plan shall be developed and maintained so that all positions substantially similar with respect to duties, responsibilities, authority and qualifications are included within the same class, and so that the same range of compensation will apply. Each permanent position shall be allocated to an appropriate classification on the basis of the duties and responsibilities of the position.

(b) Classification titles shall be used in all personnel, budget and financial records.

(c) The classification plan shall cover permanent full-time and permanent part-time positions, as adopted and amended by the council.

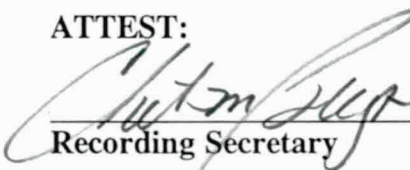
(d) The executive officer or his/her designee shall establish administrative procedures to implement the classification and pay plans. The executive officer may make administrative changes to classification specifications, title and classification numbers. The executive officer with prior notice to the Metro council may annually revise salary ranges by an amount not to exceed the percentage increase to the National Consumers Price Index-W (Urban Wage Earners) calculated annually from March to March.

ADOPTED by the Metro Council this 25th day of September 1997.



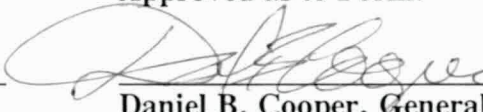
Jon Kvistad, Presiding Officer

ATTEST:



Recording Secretary

Approved as to Form:



Daniel B. Cooper, General Counsel

STAFF REPORT

CONSIDERATION OF ORDINANCE NO 97-707 AMENDING THE METRO CODE REGARDING SALARY ADMINISTRATION FOR NON-REPRESENTED EMPLOYEES

Date: June 20, 1997

Presented By: Judy Gregory

BACKGROUND

In August of 1996, the Metro Council approved Ordinance NO. 96-650-A amending the Metro Code regarding salary administration for non-represented employees. This change allowed annual revisions to the non-represented pay plan (in the form of cost-of-living adjustments) to be applied to an individual's salary as well as to the salary range.

Now that the Council has made the policy decision to annually revise salaries by a cost-of-living adjustment, it seems that implementing that decision on an annual basis is administrative in nature and could be delegated to the Executive Officer to execute with prior notice to the Council. The purpose of prior notice is to give the Council an opportunity to raise any concerns it may have prior to implementation.

EXECUTIVE OFFICER'S RECOMMENDATION

Approve Ordinance NO. 97-707 to amend Metro Code, Section 2.02.035.

FISCAL IMPACT

None.