

## **SALARY & PERSONNEL COMMITTEE MINUTES**

**March 7, 2017**

### **A. CALL TO ORDER & ROLL CALL**

Chairperson Bauman called the meeting to order. Present at roll call were Alders Bauman and Boyce. Alternate Alder Thoman, City Administrator Rath, city staff, City Attorney Bartholf, City Clerk Stamm and Bridget Cooke from The Monroe Times were also present.

### **B. CORRECTION OF MINUTES**

None

### **C. BUSINESS: OPEN**

#### **1. REQUEST FOR RECLASSIFICATION OF UTILITIES SUPERVISOR POSITION**

City Administrator Rath explained that he received a request for the reclassification of the Utilities Supervisor position due to the increase of the supervisory responsibilities related to the Wastewater Division. There's a process in place that if there are significant changes to a position, such as this case where the Utilities Supervisor position was primarily Water Supervisor when it was first implemented, grades can be moved. There have been a couple of changes to the position over the years due to the hierarchy change and during that process the Water Supervisor has taken over budgetary, and employee supervisor duties for Waste Water in addition to the Water Department. Those additional duties have stayed with the position and look to stay with it in the future. Initially when Utilities Supervisor Kennison took the position it was put at a grade 16, now with the additional duties added in, City Administrator Rath recommends moving it to a grade 18. The question was asked what the pay increase would be? City Administrator Rath said that will be dependent on where the employee fits on the scale itself. At a grade 16 the pay is a range of \$57,700 – 78,100 and at a grade 18 the pay range is \$62,200 – 84,200. If they move from the same step on a grade 16 to the same step on a grade 18 it would roughly be a \$5,400 difference.

Alder Bauman asked who determined Utilities Supervisor Kennison was going to have additional responsibilities because she doesn't remember this coming before them. City Administrator Rath said it started a little bit under Eckstein, more so under Simpson, and has continued under Gerber. Alder Bauman said her concern is people are being assigned extra duties and then down the road it comes to the Council for a pay increase. She also questioned if there has been a new job description created for the position. City Administrator Rath said the job description has been revised as well the one for the Public Works Director due to a shift in duties.

Alder Boyce said he thinks this is a good thing because it shows that the existing staff that has been with the City for a long time is able to pick up increased responsibility and has also increased productivity. He said it would be nice to have revamped classifications and duties. Discussion took place. Alder Bauman again expressed her frustration at not being aware of these changes and that the committee should be made aware. She said this has been going on for three years and he has been doing this work for three years without a pay increase. Questions and discussion took place. Alder Boyce said he felt that those employees who took up the extra work should be compensated for it. Alder Bauman confirmed with City Administrator Rath that it is up to the employee to ask for a reclassification. City Administrator Rath said this request was brought up to him late last year and due to the process, it is now before them. He is asking for the grade change now and it is up to the Council to make the decision on the amount in a closed session. Alder Boyce asked if they should look at the duties of all the employees before they make a decision so that they can fully understand what Utilities Supervisor Kennison has picked up and what other assignments have been given to other staff members. He also said it should not be on the employee to request the reclassification it should be the City Administrator and the Committee working together on it when a change is made. City Administrator Rath said that when a new position is created or redesigned it usually is up to the Administration to set the grade. When it's a change in duties it should come from the supervisor or the employee to bring it forward, and there is a process in place for that. The committee decided at this point they all agree that there should be a reclassification and it should be moved on to Council to determine the amount. More questions and discussion took place on how the grade and step process works. City Administrator Rath said based on Utilities Supervisor Kennison's score and duties at this time, he recommends moving Utilities Supervisor Kennison to a grade 18. Alder Boyce made a motion to reclassify the Utilities Supervisor position to a grade 18. The motion was seconded by Alder Thoman. The motion carried on voice vote.

**D. BUSINESS BY MEMBERS**

None

**E. ADJOURNMENT**

A motion was made by Alder Thoman to adjourn. The motion was seconded by Alder Boyce. The motion carried on voice vote.

Transcribed by  
Nicole M. Cummings, Deputy Clerk