



## Legislation Text

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**City Council Meeting Date:** March 7, 2017

**To:** Mayor and City Council  
City Administrator

**From:** Michelle Mahowald, Communications & Human Resources Manager

Approving Implementation of Certain Components of Job Classification and Compensation Study

**Action Requested:**

The Northfield City Council consider approval of the attached resolution.

**Summary Report:**

This resolution implements certain components of the Job Classification and Compensation Study conducted by McGrath Human Resources Group for the City of Northfield, which includes:

1. Approving a City of Northfield Base Pay Schedule for January 1, 2017 through December 31, 2017 (2017 BPS) and City of Northfield Base Pay Schedule for January 1, 2018 through December 31, 2018 (2018 BPS). These BPS' include the recommended wage and wage structure from the study for all City employees. The structure includes pay grades, steps, and an explanation of how employees will be placed and moved in the steps. Assuming the new Sergeants Labor Agreement is approved at this meeting, only City of Northfield employees in the position of Sergeant will be subject to the 2017 BPS and 2018 BPS as of March 7, 2017. No other City of Northfield employees will be subject to the BPS' until negotiations over the new labor contracts are complete for other units and the Council considers non-union implementation.
2. Repealing City of Northfield Employee Handbook, Section 6.25 (Longevity Pay) and remove all references to "longevity pay" in any City policies, procedures, or the like. Because longevity pay would be incorporated into current employees' base pay in the BPS', longevity pay would no longer be a benefit separate from base pay. Based on this, no City of Northfield employee would receive Longevity Pay, effective 2017.
3. Approving amended City of Northfield Employee Handbook, Section 6.01 (Compensation Policy), which conforms this policy to the new job classification and compensation system and clarifies the maintenance and updating of the new system.

**Timelines:**

Components of the Compensation and Job Evaluation study approved on March 7, 2017 will be communicated and distributed to all employees by email. HR will document employee receipt of approved policies.