



Legislation Text

File #: Res. 2017-063, **Version:** 1

City Council Meeting Date: August 22, 2017

To: Mayor and City Council

From: Ben Martig, City Administrator

Consider Resolution Authorizing the City Administrator to Provide Certain Non-Union Employees of the City of Northfield an Additional Step in the Base Pay Schedule in 2018.

Action Requested:

Staff recommends a motion to approve Resolution authorizing the City Administrator to provide certain employees of the City of Northfield (i.e., City Clerk, Community Development Director, Chief of Police, Director of Library & IT Services, Public Works Director/City Engineer, Communications & Human Resources Director, Deputy Chief of Police, Liquor Store Manager) an additional step in the Base Pay Schedule in 2018.

Summary Report:

This resolution authorizes the City Administrator to approve an additional step for high performing employees of the City of Northfield based on the following performance criteria:

- overall individual performance
- extra hours worked in order to meet department goals and objectives
- positive leader and contributor to department goals and objectives
- two years of service in high performing position
- successful completion of 360° feedback performance review process (comprehensive 360° review ratings will be considered in eligibility for performance criteria)

This action is consistent with the City's recently updated Compensation Policy as it applies to high performing employees as follows:

- To develop and maintain a base pay structure that will enable Northfield to attract and retain well-qualified personnel.
- To establish levels of base pay that will encourage improved performance and motivate employees to develop their best capabilities and competencies.
- To maintain a base pay plan with sufficient flexibility to accommodate changing fiscal, economic, and competitive conditions
- To maintain base pay structure relationships among positions that is consistent in recognizing important relative differences in position responsibilities and requirements.

These proposed placement adjustments within the adopted pay schedule will complete the Compensation Policy and plan implementation that began in 2016.

Tentative Timelines:

If approved, evaluation of certain employees through December 31, 2017 will determine eligibility of additional step effective January 1, 2018.

Budget Considerations:

The cost of an additional step for affected employees if all employees received the additional performance base pay is an additional \$19,851 to the 2018 budget. These costs are currently included in the preliminary budget numbers.