

RESOLUTION

WHEREAS, Resolution # 13-0836 approved the Employee Handbook for SEIU and Non-Represented Employees, and

WHEREAS, any modifications to the Employee Handbook with a negative financial impact require Common Council approval, and

WHEREAS, with the implementation of the pay and class study on July 4, 2014, the Employee Handbook provision for out-of class assignment pay creates an administrative burden on the department staff , and inequity for out of class pay assignments.

WHEREAS, it is the recommendation of Human Resources, in consultation with department supervisors, to amend the procedure and pay for out of class assignments to be more efficient in the administrative process and to provide equity with the implementation of the pay and class study, and

WHEREAS, in 2013 the incumbent in Street Department received a premium of fifty cents (.50) per hour when assigned by management to perform limited supervisory duties, on a temporary basis, in the absence of the Maintenance Service Garage Supervisor, and

WHEREAS, for 2014 no premium was provided to the incumbent Street Department employee who performed the limited supervisory duties when assigned, and

WHEREAS, the following out of class assignment premiums for non-exempt employees are recommended:

- a) Fifty cents (\$.50) per hour for actual hours worked in the out of class assignment for a non-exempt position in a higher ~~classification~~grade , as assigned by management. Premium per hour is paid for each grade between the employee's regular position and the position for which they are assigned to work out of class.
- b) Premium of \$1.00 per hour, for actual hours worked, for a non-exempt employee assigned by management to perform limited supervisory duties, on a temporary basis, due to the absence of the exempt supervisory personnel.

NOW THEREFORE BE IT RESOLVED that the Common Council authorizes the Employee Handbook be amended effective August 15, 2014 to provide non-exempt

employees out of class assignment pay as a premium of fifty cents (\$.50) per hour, per grade difference between regular position and assigned non-exempt position in a higher grade classification.

BE IT FURTHER RESOLVED that the Common Council authorizes a premium of \$1.00 per hour, effective January 3, 2014, for the non-exempt Street department employee who, when assigned by management, performed limited supervisory duties, on a temporary basis, due to the absence of the Maintenance Service Garage Supervisor.

BE IT FURTHER RESOLVED that the Common Council authorizes a premium of \$1.00 per hour, effective August 15, 2014, for non-exempt employees when assigned by management to perform limited supervisory duties, on a temporary basis, due to the absence of the exempt supervisory personnel.

BE IT FURTHER RESOLVED by the Common Council that the Director of Human Resources and Director of Finance are hereby authorized and directed to take all necessary steps to implement this resolution.