CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: Pay Plan - Seasonal/Temporary Employees **DATE:** February 8, 2016

FINANCIAL IMPACT: The total city-wide cost of this increase is approximately $23,500 per year. Each department has sufficient appropriations to meet the requirements of the attached Pay Plan.

BACKGROUND: The seasonal/temporary pay plan is evaluated every calendar year. In order to save administrative and salary cost, several years ago the City changed when the across-the-board (ATB) increase is given to seasonal/temporary staff from July to the beginning of the calendar year.

The last adjustment to this pay plan was January, 2015. The CY2015 Seasonal/Temporary Pay Plan reflected a 2.5% salary range adjustment for all seasonal employees, including the Aquatic staff along with step increases for returning employees that were not at the maximum of the pay range. A step increase under this pay plan is approximately an increase of 3%.

OUTSTANDING ISSUES:

RECOMMENDATION: Approval of the resolution amending the CY2015 Pay Plan for all City of West Des Moines seasonal/temporary employees, including the Aquatic pay matrix.

Lead Staff Member: Jane Pauba Dodge, Human Resources Director

STAFF REVIEWS

Department Director	Jane Pauba Dodge, Human Resources Director JPDodge
Appropriations/Finance	
Legal	
Agenda Acceptance	RTO

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Finance & Administration		
Date Reviewed	January 27, 2016		
Recommendation	Yes	No	

RESOLUTION

WHEREAS, the City Council of the City of West Des Moines adopted the 2015-2016 Municipal Budget which includes sufficient appropriations for February, 2016 salary adjustments for all seasonal/temporary employees, (including seasonal aquatic positions) and;

WHEREAS, the Human Resources Director has developed a 2016 Pay Plan and corresponding salary matrix.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, IOWA, that the attached 2016 Pay Plan for Seasonal/ Temporary employees be approved.

PASSED AND APPROVED this 8th day of February, 2016.

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Steven K. Gaer, Mayor

ATTEST:

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Ryan T. Jacobson, CMC, City Clerk

Comp Policy 03.10.03

Seasonal/Temporary Pay Matrix

Effective: January

GRADE	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
1S	7.81	8.03	8.26	8.53	8.77	9.02
2S	8.44	8.70	8.96	9.23	9.52	9.78
3S	9.09	9.36	9.66	9.71	10.23	10.54
4S	9.74	10.05	10.34	10.66	10.96	11.30
5S	11.04	11.38	11.73	12.08	12.43	12.79
6S	11.71	12.04	12.40	12.76	13.15	13.55
7S	13.64	14.06	14.46	14.89	15.36	15.82
8S	16.90	17.38	17.91	18.45	18.99	19.59
9S	18.18	18.74	19.29	19.87	20.48	21.08
10S	19.50	20.08	20.68	21.29	21.92	22.59

% Change: 2.50%

Aquatic Staff Pay Matrix

TITLE	GRADE	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Lifeguard	AQ-1	9.14	9.40	9.70	10.00	10.28	10.58
Swim Instructor	AQ-2	10.36	10.67	11.00	11.32	11.65	11.99
Swim Lesson Supervisor / Assistant Pool Manager	AQ-3	12.79	13.18	13.56	13.96	14.39	14.82
Pool Manager	AQ-4	15.85	16.31	16.80	17.30	17.81	18.37

|% Change 2.50%

Revised:

Position Title	Scale Code
Accounting Clerk	08S
Aerobics Instructor	09S
Assistant Pool Manager	AQ03
Athletic Field Maintenance	06S
Clerk Seasonal	06S
CPR Instructor	06S
Crossing Guard	07S
FCC Liscensing Liason	03S
Firefighter Intermittent	05S
Horticulture Summer Help	03S
Intermittent Engineer Technician	08S
Intern - Children's Department	06S
Intern - Civil Engineer	07S/05
Intern Graduate	07S
Intern Graduate - Civil Engineer	07S
Intern Landscape Architect	06S
Intern Naturalist	03S
Intern Planner	06S
Intern Undergraduate	06S
Intern Undergraduate Accounting	06S
Intern Undergraduate ITS	06S
Intern Undergraduate Planner	06S
Landscape Architect Assistant	06S
Library Worker 1	06S
Library Worker 2	07S
Library Worker 3	08S
Lifeguard	AQ01
Pool Manager	AQ04
Preschool Director	06S
Program Director	05S
PW Seasonal Labor	06S
Recreation Leader 1	01S
Recreation Leader 3	03S
Recreational Assistant	05S
Recreational Leader Intermittent	02S
Recreational Leader Temp/Seasonal	02S
Scorekeeper	02S
Seasonal Forestry Worker 1	06S
Seasonal Forestry Worker 2	07S
Seasonal Horticulturist 1	06S
Seasonal Horticulturist II	07S
Seasonal Park Maintenance Worker I	06S
Seasonal Park Maintenance Worker II	07S
Secretary	08S
Snow Plow Operator	08S
Summer Facility Clerk	04S
Summer Parks/Rec Help	03S
Swim Instructor	AQ02
Swim Lesson Supervisor	AQ03
Temporary Park Maintenance Worker	03S