



FY 20 BUDGET MEMO # 44

DATE: May 3, 2019

TO: The Honorable Mayor and Members of the City Council

THROUGH: Robert A. Stalzer, City Manager *RA Stalzer*

FROM: Sara Greer, Personnel Director

SUBJECT: Implementation of 2016 Pay Study

As requested by Councilmember Yi:

At the conclusion of the pay study in 2016, the following recommendations by the pay consultants were implemented:

- Adoption of a new pay plan with open ranges.
- Salary adjustments for employees that were below the new pay range minimums. As a result of the implementation of the new pay ranges, 24 employees required a pay adjustment to the new range minimum.
- Salary adjustments to address correct placement in the new pay range. These adjustments were based on years of service and time in position. We adjusted several employee salaries to a higher point in the new ranges to recognize their time in position. Nineteen employees received a pay adjustment to address their correct placement in the new range.
- Update of our promotion and reclassification policy. We made a change to our promotion and reclassification policy based on the consultants' recommendations. These changes were recommended to address our desire to attract, compensate, and retain qualified employees.
- Use of the Employment Cost Index (ECI) to make future range adjustments in order to ensure that our pay plan remains competitive.