



## **Staff Report:**

Issue: Approve Non-Union Pay Plan & Leave Policy Updates

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### **BACKGROUND:**

Consistent with the collective bargaining tentative agreements, the City also makes adjustments that are consistent for the non-union positions. Included for this year, is the implementation of the pay plan. Increases are shown on the attached spreadsheet. Wage increases include an increase for January 1, 2021 implementation on the pay plan showing their current steps and grade and proposed steps and grade along with the corresponding salary schedules. There are two salary schedules, an exempt and non-exempt schedule that correspond to employees exempt or non-exempt status. With the implementation of the new pay plan, step increases will occur on employee anniversary dates as they have previously.

In addition to this, changes have been recommended to the vacation policy and the sick leave policies. To keep the consistency with the collective bargaining tentative agreements, the City adjusts the non-union vacation and sick leave policies. The vacation policy is adjusting the vacation hours consistent with the collective bargaining proposals and allow vacation use after being employed for four months verses a year. In addition to this, a change was also made to sick leave allowing employees to use up to 40 hours of sick leave after four months of service verses 6 months of service. A copy of the proposed changes is included for your review and consideration.

### **REQUIRED ACTION:**

Approve or Deny the following actions:

- 1) the Non-Union Pay Plan implementation as proposed with the proposed increases for 2021 on January 1<sup>st</sup> and on employee anniversary date step increase adjustments; and
- 2) The updates to the Vacation and Sick Leave policies for non-union employees consistent with the collective bargaining units.

**RECOMMENDED ACTION:** Approve as proposed.



**SUGGESTED MOTIONS:**

Council member \_\_\_\_\_ moved to approve OR deny the following actions:

- 1) The Non-Union Pay Plan implementation as proposed with the proposed increases for 2021 on January 1<sup>st</sup> and on employee anniversary date step increase adjustments; and
- 2) The updates to the Vacation and Sick Leave policies for non-union employees consistent with the collective bargaining units.

Council member \_\_\_\_\_ seconded the motion.

**ROLL CALL**

Councilmember Michael Linqvist	_____
Councilmember Ken Schmitt	_____
Councilmember Vic Schulz	_____
Councilmember Frank Theisen	_____
Mayor Richard Miller	_____

Motion (Approved) (Denied)