

**City of Menahga
Information Memorandum 16-006
Resolution No. 2016-009**

Subject: Resolution No. 16-009: Amending the City of Menahga Pay Plan

Agenda of: November 14, 2016

Council action: Adopted _____

Summary statement:

Resolution No. 2016-009 amends the 2016 Pay plan as follows:

- The Levels have been renumbered as 1 through 9.
- The original Level 1 has been removed because the Liquor Store no longer hires Liquor Store Clerks.
- The Liquor Store Bartender/Clerk/Customer Service positions have been moved to Level 1 and the employees in this job classification have been moved to as close to their original step as possible.
- The new Level 1 starts at \$9.51 per hour to meet the minimum wage law requirements.
- To solve a need within the Liquor Store, a Head Bartender position has been created. The new position is classified as a Level 2. Resolution No. 2016-009 creates the position and provides approval for one of the bartenders to move into the Head Bartender position.
- The Administrative Secretary position has been reclassified from a Level 3 to a Level 4. The position is taking on additional duties such as further automation of utilities and oversight of the cemetery.
- The Liquor Store Manager position has been reclassified from a Level 6a to Level 7, in recognition of the position's managerial duties.
- The Public Works Director, formerly known as the Utilities Superintendent, has been reclassified from Level 6b to Level 8, in recognition of the director type responsibilities.

Fiscal information:

Total amount of funds listed in this legislation: \$ 500 (approximately for 2016)

This legislation (✓):

Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 500

Funds are (✓):

Budgeted Line items(s): _____
 Not budgeted Affected line item(s): _____

Attachments:

- Resolution No. 2016-009
- Amended Pay Plan

Agenda Date: November 14, 2016

Action: Adopted

Vote: Unanimous

Yes:

No:

Henstorf
Rasmussen
Foss

CITY OF MENAHGA, MINNESOTA

Resolution No. 2016-009

A Resolution of the Menahga City Council Amending the 2016 Pay Plan

The City of Menahga, Minnesota ordains:

WHEREAS, the City of Menahga employees are paid according to an adopted Pay Plan;
and

WHEREAS, the Pay Plan has been amended to reflect the recent law regarding minimum wage; and

WHEREAS, to meet the Liquor Store's needs, a Head Bartender position has been created;
and

WHEREAS, the Liquor Store wishes to restructure the staff by moving one of its employees to the Head Bartender position; and

WHEREAS, to meet future needs, a Utilities Supervisor position has been created and will not be filled at this time; and

WHEREAS, the following positions have been reclassified as follows:

Position	Existing Level	New Level
Liquor Store Clerk	1	Removed
Liquor Store – Bartender/Clerk/Customer Service	2	1
Head Bartender	-	2
Administrative Secretary	3	4
Utilities Supervisor	-	6
Liquor Store Manager	6a	7
Public Works Director, formerly known as Utilities Superintendent	6b	8

NOW, THEREFORE BE IT RESOLVED that the City Council approves the attached amended Pay Plan and the Liquor Store's restructure concerning the Head Bartender position.

Passed and approved this fourteenth day of November, 2016.

Patrick Foss, Mayor

Janette M. Bower, MMC, Administrator

2016 Pay Plan (Amended November 2016)

	Pay Grade	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Midpoint	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Maximum
Bartender/Clerk/Customer Service	1	\$9.51	\$9.72	\$9.93	\$10.06	\$10.20	\$10.47	\$10.61	\$10.75	\$10.89	\$11.04	\$11.19	\$11.34	\$11.49	\$11.64	\$11.79	\$11.94	\$12.09
Head Bartender	2	\$9.88	\$10.01	\$10.23	\$10.46	\$10.69	\$10.93	\$11.17	\$11.42	\$11.57	\$11.73	\$11.89	\$12.05	\$12.21	\$12.38	\$12.54	\$12.71	\$12.89
Assistant Liquor Store Manager	3	\$11.36	\$11.51	\$11.77	\$12.03	\$12.31	\$12.58	\$12.87	\$13.16	\$13.31	\$13.52	\$13.71	\$13.90	\$14.09	\$14.28	\$14.48	\$14.68	\$14.88
Administrative Secretary	4	\$13.09	\$13.27	\$13.57	\$13.88	\$14.20	\$14.52	\$14.86	\$15.20	\$15.41	\$15.62	\$15.84	\$16.06	\$16.28	\$16.51	\$16.74	\$16.97	\$17.21
Police Officer, Deputy Clerk, Public Works Laborer	5	\$15.11	\$15.32	\$15.68	\$16.04	\$16.41	\$16.79	\$17.18	\$17.58	\$17.83	\$18.08	\$18.33	\$18.59	\$18.85	\$19.11	\$19.38	\$19.65	\$19.93
Utilities Superintendent	6	\$17.48	\$17.73	\$18.14	\$18.56	\$19.00	\$19.44	\$19.90	\$20.37	\$20.66	\$20.95	\$21.24	\$21.55	\$21.85	\$22.16	\$22.48	\$22.80	\$23.12
Liquor Store Manager	7	\$18.70	\$18.96	\$19.41	\$19.86	\$20.33	\$20.81	\$21.30	\$21.80	\$22.11	\$22.43	\$22.74	\$23.07	\$23.40	\$23.73	\$24.07	\$24.41	\$24.76
Police Chief, Public Works Director	8	\$20.25	\$20.54	\$21.02	\$21.52	\$22.03	\$22.55	\$23.08	\$23.63	\$23.97	\$24.31	\$24.66	\$25.01	\$25.37	\$25.73	\$26.10	\$26.47	\$26.85
Administrator	9	\$23.49	\$23.83	\$24.40	\$24.98	\$25.57	\$26.18	\$26.81	\$27.45	\$27.84	\$28.24	\$28.65	\$29.06	\$29.48	\$29.90	\$30.33	\$30.77	\$31.21
		Minimum							Midpoint									Maximum

Probationary step increase and anniversary date:

- Full and part-time employees are subject to a probationary period of 1040 regular hours.
- An employee is eligible for a step increase when the employee has worked 1040 hours, exclusive of overtime, and receives a positive written employee evaluation.
- The employee's date of increase and evaluation becomes the new anniversary date.

Future step increases:

- A full-time employee is eligible for a step increase on his or her anniversary date provided the employee receives a satisfactory yearly employee evaluation.
- A part-time employee is eligible for a step increase after working 2080 hours from his or her anniversary date and has received a satisfactory employee evaluation.
- Part-time employees shall be eligible for the next advancement after an additional 2080 hours is worked.

Police Officer On Call Time:

Police officers are compensated at the rate of \$3.30 per hour for call-time hours and are compensated at their regular rate of pay if called out; minimum one hour call out pay.