



TO: T.C. Broadnax, City Manager
FROM: Karen Short, Human Resources Senior Analyst
Joy St. Germain, Director, Human Resources
COPY: City Council and City Clerk
SUBJECT: Pay and Compensation Ordinance – July 12, 2016
DATE: June 22, 2016

SUMMARY:

An ordinance to amend the Tacoma Municipal Code (TMC), Compensation Plan, Chapter 1.12, to implement rates of pay and compensation for non-represented employees and changes in classifications to reflect the organizational structure.

STRATEGIC POLICY PRIORITY:

The requested ordinance aligns with the City Council’s Strategic Policy Priority to encourage and promote an open, effective, results-oriented organization by providing for wages and other compensation, for non-represented classifications, and changes to reflect the organizational structure.

BACKGROUND:

The ordinance will provide for the creation of two new classified positions to be added to the Compensation Plan. The classifications will be designated as non-represented, and exempt from overtime.

LEOFF 1 Pension Specialist, CSC 0553

Customer Service Training Analyst, CSC 0554

Employees that will be placed in these new classifications are currently in the classifications of Human Resources Specialist and Human Resources Analyst. These new classifications will more closely align the incumbents with their specific body of work.

The ordinance will also provide for a market based wage increase for the classification of Management Fellow, CSC 4607. Due to recent changes in the FLSA guidelines regarding overtime exemptions that will take effect in December 2016, the pay increase will allow the classification to keep its current exempt FLSA status, and will also assist in employee retention.

ISSUE:

Authorization from the City Council by ordinance is required to implement rates of pay and compensation for non-represented classifications.

RECOMMENDATION:

It is recommended that the City Council take the necessary action to approve the legislation.

FISCAL IMPACT:

A fiscal impact memorandum is provided by the Budget Director. All expenditures are the responsibility for each department/division for their respective employees.