




Council Letter No. 5912  
Council Meeting – March 26, 2019

To the Honorable Mayor  
and  
Members of the City Council  
City of Urbandale, Iowa

Agenda Item:	Non-Union Employee Salary Schedules for FY2019-20
Department:	Departments – City Wide
Description:	Would establish the salary schedules for the City's non-union employees. The schedules would include the Management Team, Full-Time, Benefit Eligible Part-Time, Non-Benefitted Part Time, Seasonal, and the Fire Department's Part Time employees.
Budgeted:	Yes, within the FY2019-20 budget per department.
Recommendation:	Recommend that the City Council, at its meeting of March 26, 2019 approve the salary schedules for the City's non-union employees.
Signed and Recommended by:	 FOR A.J. JOHNSON
	<i>A.J. Johnson, City Manager</i>

To: A.J. Johnson, City Manager

From: HR Department

Date: March 26, 2019

**Subject: Non-Union Employee Salary Schedules for FY2019-20**

At its meeting of March 12, 2019, the City Council approved the FY2019-20 operating budget. This budget anticipated salary increases for both full-time and part-time non-union employees.

A new pay plan structure was approved by City Council at its meeting of August 14, 2018 (Council Letter 5761). The new pay plan includes twenty-five pay bands with sixteen steps per band and a 28.5% differential from the bottom step to the top step of each band. The first step in each band reflects 87.5% of full market pay (control point/mid-point) and the top step is reflective of 112.5% of full market pay. Steps are valued at 2.5% to the control point and then at 1.25% a step to the maximum after the control point is reached. Timing of pay increases will be each July 1 for the recommended percentage increase to the bands themselves and step progression would occur on the following January 1.

The new pay plan will be implemented on June 30, 2019 with employees matched into the appropriate range/step within the new pay plan. New schedules have been prepared to reflect the recommended salary levels for non-union employees during FY2019-20 and these schedules reflect a 2.75% across the board increase to the ranges effective on July 1, 2019. Table A includes the recommended salary ranges for the City's full-time non-union employees. Table B reflects a 2.75% increase to the hourly wage schedule for permanent part-time non-union (benefitted) employees.

It should be noted that the recommended salary increases for non-union employees come from staff who reviewed increases for other metro-area cities as well as the wage settlements for the Police, Laborers and Fire collective bargaining units within the City of Urbandale. The Fire union will receive a 3.0% wage increase effective July 1, 2019 in addition to steps for which they may be eligible. The Police union will receive a 3.0% wage increase effective July 1, 2019 in addition to steps for which they may be eligible and the Laborer union will receive a 2.75% wage increase effective July 1, 2019, in addition to any steps for which they may be eligible.

The recommended wage scales for other part-time (non-benefitted) and seasonal employees are contained in Table C. The part-time and seasonal wages were anticipated in the FY2019-20 operating budget, as approved by the City Council. Rather than an across-the-board increase to this table, adjustments were made to hourly pay rates to remain competitive in the metro for high demand classifications such as Lifeguard, Water Safety Instructor, and seasonal labor.

The compensation levels for the Fire and EMS part time personnel are contained in Table D and there is a recommended increase to the base hourly rate of .20 cents (1.375% which is half of the 2.75% recommended for full time and benefitted part time) as approved in the FY 2019-20 operating budget.

The FY 2019-20 non-union pay schedules referenced above for Tables A – D are attached.

Therefore, it is recommended that the City Council, at its meeting of March 26, 2019, approve salary changes for the City's non-union employees, as outlined above.

**NON-UNION MANAGEMENT AND GENERAL EMPLOYEE SCHEDULE  
FY2019-2020 – Full Time  
July 2019 to June 2020**

<b>Status</b>	<b>Classification</b>	<b>Range</b>	<b>E/NE</b>
Non CS	Library Custodian	C	NE
Non CS	Office Assistant	C	NE
Non CS	Library Assistant	D	NE
CS	Administrative Technician	E	NE
CS	Community Service Officer	E	NE
CS	Accounts Payable Clerk	F	NE
CS	Administrative Specialist	G	NE
CS	Billing Specialist	G	NE
CS	Facility Maintenance Technician	H	NE
CS	Recreation Coordinator	H	E
CS	Traffic Signal Technician	H	NE
CS	Accountant I	I	E
CS	Building Inspector I	I	NE
Non CS	Chief Deputy City Clerk	I	NE
CS	Economic Development Specialist I	I	E
CS	Engineering and Storm Water Technician	I	NE
CS	Engineering Technician	I	NE
CS	Facilities Maintenance Specialist	I	NE
CS	IT Specialist	I	E
Non CS	Library Specialist	I	E
CS	Planner I	I	E
CS	Staff Engineer	I	E
CS	Accountant II	J	E
CS	Building Inspector II	J	NE
CS	Economic Development Specialist II	J	E
CS	Marketing and Communications Specialist	J	E
CS	Aquatics Program Supervisor	K	E
Non CS	City Clerk	K	E
CS	GIS Coordinator	K	NE
Non CS	Library Manager	K	E
CS	Planner II	K	E
CS	Senior Center Program Supervisor	K	E
CS	Senior Engineering Technician	K	NE
CS	Associate Building Official/Plans Examiner	L	E
CS	Facilities Maintenance Supervisor	L	E
CS	Parks Supervisor	L	E
CS	Public Works Supervisor	L	E
Non CS	Assistant Director of Parks and Facilities	M	E
Non CS	Assistant Finance Director	M	E
CS	Fire/EMS Lieutenant	M	NE
CS	Police Sergeant	M	NE
Non CS	Recreation Superintendent	M	E
Non CS	Senior Engineer - PE	M	E
Non CS	Assistant Director of Economic Development	N	E
Non CS	Building Official	N	E
Non CS	Community Development Manager/Chief Planner	N	E
CS	Fire Captain	N	NE
CS	Fire Marshal	N	E

Status	Classification	Range	E/NE
Non CS	Assistant Director of Public Works	O	E
CS	Assistant Fire Chief	O	E
Non CS	Assistant Library Director	O	E
Non CS	Director of Risk Management and Support Services	O	E
CS	Police Captain	O	E
Non CS	Economic Development Director	P	E
Non CS	Assistant Director of Engineering	Q	E
Non CS	Director of Technology	Q	E
Non CS	Library Director	R	E
Non CS	Assistant City Manager/Economic Development Director	S	E
Non CS	Community Development Director	S	E
Non CS	Director of Human Resources	S	E
Non CS	Director of Parks and Recreation	S	E
Non CS	Chief of Police	T	E
Non CS	Director of Engineering and Public Works	T	E
Non CS	Finance Director	T	E
Non CS	Fire Chief/Emergency Preparedness Director	T	E
Non CS	City Manager	Y	E

CS - Civil Service Position                      E - Exempt (Salary)  
Non CS - Not a Civil Service Position        NE - Non Exempt (Hourly)

**TABLE A**  
**FY2019-20 ANNUAL SALARY RANGE**  
**NON-UNION MANAGEMENT AND GENERAL EMPLOYEE SCHEDULE**  
**July 2019 to June 2020**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	<u>Step 14</u>	<u>Step 15</u>	<u>Step 16</u>
A	29,130	29,964	30,797	31,631	32,464	33,298	33,704	34,131	34,537	34,965	35,371	35,798	36,204	36,632	37,038	37,465
B	31,673	32,592	33,490	34,388	35,307	36,204	36,653	37,102	37,572	38,021	38,470	38,918	39,367	39,816	40,286	40,735
C	34,217	35,200	36,183	37,166	38,128	39,111	39,602	40,094	40,585	41,077	41,547	42,039	42,530	43,022	43,513	44,005
D	36,760	37,807	38,876	39,923	40,970	42,017	42,552	43,065	43,599	44,112	44,646	45,159	45,693	46,228	46,741	47,275
E	39,303	40,436	41,547	42,680	43,791	44,924	45,480	46,057	46,612	47,168	47,724	48,301	48,856	49,412	49,968	50,545
F	41,846	43,043	44,240	45,437	46,634	47,831	48,429	49,027	49,626	50,224	50,823	51,421	52,019	52,618	53,216	53,815
G	45,651	46,954	48,258	49,562	50,865	52,169	52,832	53,473	54,135	54,776	55,439	56,080	56,743	57,384	58,046	58,688
H	50,737	52,190	53,644	55,076	56,529	57,982	58,709	59,436	60,162	60,889	61,615	62,321	63,047	63,774	64,501	65,227
I	55,824	57,427	59,008	60,611	62,193	63,795	64,586	65,398	66,189	66,980	67,792	68,583	69,374	70,186	70,976	71,767
J	60,910	62,641	64,394	66,125	67,877	69,609	70,485	71,340	72,216	73,092	73,968	74,823	75,700	76,576	77,431	78,307
K	65,975	67,856	69,737	71,639	73,520	75,400	76,341	77,281	78,222	79,162	80,124	81,064	82,004	82,945	83,885	84,825
L	71,062	73,092	75,123	77,153	79,183	81,214	82,239	83,244	84,270	85,274	86,300	87,305	88,330	89,335	90,361	91,365
M	76,148	78,328	80,508	82,667	84,847	87,027	88,117	89,207	90,297	91,387	92,477	93,545	94,635	95,725	96,815	97,905
N	81,235	83,565	85,873	88,202	90,510	92,840	93,994	95,170	96,324	97,478	98,653	99,807	100,961	102,115	103,291	104,445
O	86,300	88,779	91,237	93,695	96,174	98,632	99,871	101,090	102,329	103,569	104,787	106,026	107,266	108,506	109,724	110,963
P	91,387	93,994	96,601	99,230	101,838	104,445	105,749	107,052	108,356	109,660	110,963	112,288	113,592	114,896	116,200	117,503
Q	96,473	99,230	101,987	104,744	107,501	110,258	111,626	113,015	114,383	115,772	117,140	118,529	119,897	121,286	122,654	124,043
R	101,560	104,466	107,373	110,258	113,165	116,071	117,525	118,978	120,431	121,885	123,316	124,770	126,223	127,676	129,130	130,583
S	107,907	110,985	114,062	117,161	120,239	123,316	124,855	126,394	127,933	129,493	131,032	132,571	134,109	135,648	137,187	138,726

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	<u>Step 14</u>	<u>Step 15</u>	<u>Step 16</u>
T	115,537	118,828	122,141	125,432	128,745	132,036	133,682	135,328	136,995	138,640	140,286	141,931	143,598	145,244	146,890	148,535
U	123,145	126,672	130,177	133,703	137,208	140,735	142,487	144,261	146,014	147,766	149,540	151,292	153,045	154,819	156,571	158,324
V	130,775	134,515	138,255	141,974	145,714	149,454	151,314	153,194	155,054	156,935	158,794	160,653	162,534	164,393	166,274	168,134
W	138,405	142,359	146,313	150,267	154,220	158,174	160,162	162,128	164,116	166,082	168,069	170,036	172,023	173,989	175,977	177,943
X	146,014	150,181	154,349	158,537	162,705	166,873	168,967	171,040	173,135	175,208	177,302	179,397	181,470	183,564	185,637	187,732
Y	153,643	158,025	162,427	166,808	171,211	175,592	177,794	179,974	182,175	184,376	186,578	188,758	190,959	193,160	195,340	197,541

**FY 2019-20 HOURLY RATE RANGE NON-UNION BENEFIT ELIGIBLE  
PART-TIME SCHEDULE JULY 2019 TO JUNE 2020**

<u>Classification</u>	<u>Range</u>
Office Assistant	C
Library Assistant	D
Pool Manager	E
Administrative Technician	E
Accounts Receivable Clerk	F
Pool Facility Manager	F
Human Resources Analyst	K

**TABLE B  
FY2019-20 HOURLY RATE RANGE  
NON-UNION BENEFIT ELIGIBLE PART-TIME EMPLOYEES SCHEDULE  
July 2019 to June 2020**

<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	<u>Step 14</u>	<u>Step 15</u>	<u>Step 16</u>
A	14.00	14.41	14.81	15.21	15.61	16.01	16.20	16.41	16.60	16.81	17.01	17.21	17.41	17.61	17.81	18.01
B	15.23	15.67	16.10	16.53	16.97	17.41	17.62	17.84	18.06	18.28	18.50	18.71	18.93	19.14	19.37	19.58
C	16.45	16.92	17.40	17.87	18.33	18.80	19.04	19.28	19.51	19.75	19.97	20.21	20.45	20.68	20.92	21.16
D	17.67	18.18	18.69	19.19	19.70	20.20	20.46	20.70	20.96	21.21	21.46	21.71	21.97	22.22	22.47	22.73
E	18.90	19.44	19.97	20.52	21.05	21.60	21.87	22.14	22.41	22.68	22.94	23.22	23.49	23.76	24.02	24.30
F	20.12	20.69	21.27	21.84	22.42	23.00	23.28	23.57	23.86	24.15	24.43	24.72	25.01	25.30	25.58	25.87
G	21.95	22.57	23.20	23.83	24.45	25.08	25.40	25.71	26.03	26.33	26.65	26.96	27.28	27.59	27.91	28.22
H	24.39	25.09	25.79	26.48	27.18	27.88	28.23	28.57	28.92	29.27	29.62	29.96	30.31	30.66	31.01	31.36
I	26.84	27.61	28.37	29.14	29.90	30.67	31.05	31.44	31.82	32.20	32.59	32.97	33.35	33.74	34.12	34.50
J	29.28	30.12	30.96	31.79	32.63	33.47	33.89	34.30	34.72	35.14	35.56	35.97	36.39	36.82	37.23	37.65
K	31.72	32.62	33.53	34.44	35.35	36.25	36.70	37.15	37.61	38.06	38.52	38.97	39.43	39.88	40.33	40.78

**TABLE C**  
**FY2019-20 WAGE SCALE SCHEDULE**  
**NON BENEFIT ELIGIBLE PART-TIME AND SEASONAL EMPLOYEES**  
**July 2019 to June 2020**

**PART-TIME**

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**AQUATICS**

Water Fitness Instructor (WFI)	\$ 17.52	-	\$ 25.19	/ Hour
Water Safety Instructor Trainer (WSIT)	\$ 12.99	-	\$ 14.78	/ Hour
Lifeguard Instructor Trainer (LGIT)	\$ 12.99	-	\$ 14.78	/ Hour
Lifeguard Instructor (LGI)	\$ 11.88	-	\$ 14.78	/ Hour
Assistant Pool Manager	\$ 11.25	-	\$ 14.50	/ Hour
Swim Instructor – WSI	\$ 10.25	-	\$ 13.25	/ Hour
Lifeguard	\$ 10.00	-	\$ 12.75	/ Hour
Swim Instructor – WSA	\$ 9.41	-	\$ 11.00	/ Hour
Pool Cashier	\$ 9.00	-	\$ 10.00	/ Hour

**RECREATION**

MAC Camp Supervisor	\$ 19.72		\$ 25.73	/ Hour
Youth in the Parks Supervisor	\$ 11.00	-	\$ 12.50	/ Hour
Kids Kamp Supervisor	\$ 11.00	-	\$ 12.50	/ Hour
Kids Kamp Counselor	\$ 9.00	-	\$ 11.25	/ Hour
MAC Camp Counselor	\$ 9.00	-	\$ 11.25	/ Hour

**LIBRARY AND OFFICE**

Library Assistant	\$ 15.80	-	\$ 23.35	/ Hour
Office Assistant	\$ 15.80	-	\$ 23.35	/ Hour
Library Page	\$ 8.75	-	\$ 10.50	/ Hour

**POLICE**

	\$50.00 1 <sup>st</sup> 2 HR then \$9.50 per 15 min increments			
Matron Duty – 2 HR Min				/ Hour
School Crossing Guard			\$ 18.28	/ Hour
School Crossing Guard – Substitute			\$ 16.38	/ Hour

**SEASONAL**

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**INTERNS**

Civil Engineering Interns	\$ 12.00	-	\$ 16.00	/ Hour
Economic Development Intern	\$ 10.00	-	\$ 13.00	/ Hour
Park and Recreation Intern	\$ 10.00	-	\$ 13.00	/ Hour

**MAINTENANCE/LABOR**

Summer Laborer - Public Works (RW/SW/TS) or Parks	\$ 12.00	-	\$ 14.00	/ Hour
Athletic Field Seasonal Maintenance	\$ 13.05	-	\$ 16.00	/ Hour

**TABLE D  
 FY2019-20 WAGE SALARY SCALE  
 FIRE DEPARTMENT - PART TIME  
 July 2019 to June 2020**

**Command Staff**

Assistant Chief	150.00 / Month
Captain	100.00 / Month
Lieutenant	50.00 / Month
EMS Medical Director	9,000.00 / Year
Full Member	14.75 / Hour
Public Edu/Fire Prevention	14.75 / Hour

**Certification Pay (#) in Addition to Hourly Base Wage**

Fire Officer I	0.25 / Hour
Fire Officer II	0.50 / Hour
Fire Instructor I	0.25 / Hour
Fire Instructor II	0.50 / Hour
EMS Instructor	0.25 / Hour
Inspector	0.25 / Hour
Engineer	0.25 / Hour
Lieutenant	2.00 / Hour
Captain	3.25 / Hour
Assistant Chief	4.50 / Hour
EMT - I	1.50 / Hour
EMT - P	2.00 / Hour
EMT - PS/RN	3.50 / Hour

*# Hourly pay at one and one-half rate for General Toned calls*

*Certification Pay is not compiled for I and II level certifications; either, or*