City of Brisbane
Memo

To: Mayor and Members of the City Council

From: Ingrid Padilla, City Clerk via the City Manager

Council Meeting Date: November 16, 2017

Subject: Discuss and Consider Hourly Employee Pay Schedule

The discussion and consideration of the City's Hourly Employee Pay Schedule was postponed due to the late hour at the City Council Meeting of July 20, 2017. Attached is the Agenda Report for this item.

City of Brisbane
Agenda Report

To: City Council via City Manager

From: Stuart Schillinger, Administrative Services Director

Subject: Part-Time Staff Compensation

Date: July 20, 2017

Purpose:

Ensure the community continues to receive excellent service by retaining and attracting exceptional employees in a financially prudent manner.

Recommendation:

Provide staff feedback on a method which the Council would like to use to recognize long-term part-time staff, if any.

Background:

Currently the City hires part-time staff to do a variety of jobs within the City. The most common part-time jobs are located within the Parks and Recreation Department and include, facility attendants who set up and clean- up from events and open facilities for recreation programs, recreation leaders and senior recreation leaders who run programs and work with participants of all age groups, and pool staff including head lifeguards and life guards. There are about 60 employees who work in these various positions.

The starting range for these positions is between $10.82 for recreation leader aids to $17.91for Head Lifeguards. The City has five steps within each position. Each step increase is 5% above the previous step. Therefore, from bottom to top of range is 21.5%. We currently review part-time employees every two years to determine if the quality of their work merits a step increase. Therefore, it takes a person about 8 years from starting with the City before they reach the maximum of their range. Part-time employees generally work less than 1,000 hours a year. After they have reached this threshold they become members of the City's Public Employee Retirement System (PERS), which is administered by the State. If a part-time employee works more than 1,040 hours in a year they received 40 hours of sick leave and 40 hours of vacation leave. All employees receive 24 hours of sick leave as required by the State. If an employee is regularly scheduled for more than 20 hours a week they are able to participate in the City's Health Care coverage on a pro-rata basis. This is for positions which are single employee positions which have more than 20 hours of work a week. An example of this is our Senior Recreation Leader who is in charge of Senior Programming. Other part-time staff is covered by the Affordable Care Act depending on the number of hours they work each quarter.

At the May 18, 2017 Council Meeting the Council asked staff to explore options for raising part-time staff to a minimum of $15 an hour.

Discussion:

One method to increase part-time staff to $15 an hour would be to increase the minimum pay for all positions below $15 to $15 immediately. The positions that this would affect are; Cashier, Crossing Guard, Facility Attendant, Lifeguard, Recreation Leader, Recreation Leader Aide, Swim Instructor, and Van Driver. Some of these positions are within a career ladder for example the career ladder for Recreation Leaders is Recreation Leader Aide, Recreation Leader, and Senior Recreation Leader. Currently the Recreation Leader Aide starts at $10.82 an hour and tops out at $13.15, the Recreation Leader starts at $11.74 and tops out at $14.27, and the Senior Recreation Leader starts at $15.05 and tops out at $18.29. If the Recreation Leader Aide's minimum is brought up to $15 dollars an hour and we keep the current step system the top of the range would be $18.23. It does not make operational sense to pay both the Recreation Leader Aide and Recreation Leader the same rate since the Recreation Leader generally has more experience and higher supervision responsibilities than the Aide does. Additionally, if these two positions are brought to $15.00 - $18.23, then the Senior Recreation Leader would not be making that much more additional money for additional experience and responsibilities. The way to fix this would be to keep the differentials the same between all of the positions within the career ladder. This would cost the City approximately $120,000 a year.

A different alternative which would recognize long-term staff would be to increase the number of steps available within the ranges and to shorten the length of time between merit increase reviews. As stated earlier merit increase reviews happen every two years. The rationale for this is since these employees work part-time then two years of part-time service would equate to one year of full-time service. What the City could do instead is to say the first merit review occurs after two years and future merit reviews happen annually. This will decrease the amount of time before the employee has a potential for a merit review. The City could also increase the number of steps within the range for part-time employees to between 7 and 10 depending on the City Council desire. This will reward longer term employees with additional wages. This will recognize long-term employees and encourage employees to stay with the City longer. If the City was to do a 10 step range for Recreation Leader the range could go from $11.74 at the beginning to $18.21 at the top. For a Facility Attendant the range would be $14.94 to $22.07. The City could increase wages based on time already working within the City. Staff has not studied the impact of this change but since it does not create a compaction issue and it does not immediately impact all part-time employees the anticipation is this would be a less expensive method of recognizing our long-term part-time employees who have shown loyalty to the organization and are the back bone of many of our recreational offerings.

A third method of recognizing longer-term employees would be to make them eligible for City Health benefits after 10 years of service instead of making it dependent on the number of hours worked. This could either be providing the equivalent of what a single employee receives for health care or be pro-rated based on the number of hours worked in the previous year for either single employee or making it dependent on the circumstances of the individual employee as we do for full-time employees.

The Council direct staff to do any one of the three alternatives or combine portions of the alternatives. Based on Council direction staff will bring back the change to a future Council meeting with a more exact estimate of the cost.

Fiscal Impact:

The fiscal impact would depend on the method the City Council would like to use to increase the compensation of part-time employees.

Measure of Success

The City maintains a dedicated and enthusiastic workforce.

Stuart Schillinger
Administrative Services Director

Clay Holstine
City Manager