

## CITY OF BLAINE

### 2017 COMPENSATION PLAN

The City of Blaine's Compensation Plan shall consist of the principles enumerated herein and the list of job titles, job classes, and monthly salaries attached hereto. The City Manager shall be responsible for the administration and enforcement of the Compensation Plan and is vested with full authority to resolve all issues arising under it.

#### **SECTION I - General Principles**

1. Step A is the normal starting salary for new employees. However, the City Manager has full discretion to employ personnel at any Step within the Plan.

All new and promotional employees shall serve a minimum probationary period of six months. During this probationary period, the department head shall meet with the employee and review the employee's job performance and make appropriate comments and suggestions. If the department head recommends that the employee's probationary period be extended, it can be up to a maximum of 12 months. If, at the end of 12 months, job performance and the employee's long-term future in the job are still questionable, the employee shall be terminated.

After successful completion of the probationary period, as certified by the department head, a probationary employee shall be considered a regular full-time employee and is eligible for advancement to Step B of the Plan.

2. Step B is considered a six-month step between the hiring rate (Step A) and the market rate (Step E) for each position. An employee at Step B has satisfactorily demonstrated the ability to perform the job, but has not been in the job long enough to have performed the full range of duties and responsibilities of the job. An employee would be eligible for advancement to Step C after completing an additional six months of employment upon department head certification based upon job performance evaluations.

Step B through E may be used as a hiring rate for the job if the applicant demonstrates greater qualifications than minimally required for the job.

3. Step C is considered an interim rate for the job after the employee has completed one year of service. Employees at Step C have demonstrated capabilities of acceptably meeting most performance responsibilities for their job. The minimum time period to reach Step C if hired at Step A would be one year. The maximum time would be 18 months. An employee would be eligible for advancement to Step D after a minimum period of 12 months from the last Step increase.
4. Step D is considered the two-year rate for the job. Employees at Step D have demonstrated capabilities of acceptably meeting performance responsibilities for their job. The minimum period to reach Step D if hired at Step A would be two years. The maximum time would be 2½ years. Failure of an employee to advance to Step D in 2½ years would result in termination.
5. Step E is the market rate for the job. Employees at Step E have demonstrated capabilities of acceptably meeting all performance responsibilities for their job. The minimum period to reach Step E if hired at Step A would be three years. An employee would be eligible for advancement to Step E after a minimum period of 12 months from the last Step increase.
6. The City Manager may apply market rate adjustments to any non-Union position in order to blend internal placement and special market conditions, provided that pay equity compliance is maintained.
7. The City Manager shall establish the specific rates of pay for all employees.

8. When authorized by the City Manager, employees shall be eligible for overtime compensation at the rate of 150% of the normal hourly rate. Employees classified as exempt under FLSA (Fair Labor Standards Act) shall not be eligible for overtime compensation.

### **2001 Comprehensive Compensation Study**

Employees who were at Step E at the end of 2001 and are being placed in any step less than E will move up one step on the first of every year until they are at Step E. All other employees will move up one step on their anniversary date of hire.

#### **SECTION II - Anniversary Dates**

Anniversary date shall be determined by the employee's hiring date or position reclassification date.

#### **SECTION III - Service Pay**

The City Compensation Plan shall include service pay. Service pay is an annual payment in recognition of years of service with the City. An employee must have the full years of service necessary and all service must be continuous except for that associated with military service or an authorized leave of absence. Employees shall be eligible following five full years of service. Years of service shall be determined as of December 31<sup>st</sup> annually. The minimum service payment shall be \$100 for five full years of service. Said service payment shall be increased each year in increments of \$25 per year to a maximum of 21 years of service and a \$500 payment. Personnel classified as Managerial and Administrative Staff shall not be eligible for service pay (defined as Grades 13-18).

Part-time service pay will be pro-rated for each part-time employee based on the number of hours worked each year. When the part-time employee has worked without a break in employment with the City for 10,400 hours, the equivalent of five years of full-time service, the employee will be eligible for the initial payment of \$100. Thereafter, the annual service payment will be increased by \$25 for each additional 2,080 hours (equivalent to one year of full-time service) worked by the part-time employee.

The maximum annual payment for extended service is \$500. No employee hired after December 31, 2003 shall be eligible for service pay. Service payments are made on the employee's regular paycheck during the first payroll in December of each year.

#### **SECTION IV - Insurance**

The City will contribute a maximum of \$1,140 per month for each full-time employee towards purchasing benefits (health, life, dental, and LTD) under the Cafeteria Plan.

Regular part-time employees shall be eligible to participate in the City's health and dental insurance programs. Effective January 1, 2004, part-time employees will receive a pro-rated amount based on the number of hours for which they are appointed. Employees must work at least 40 hours in a bi-weekly payroll period to be eligible for these benefits. Employees working an average of 30 hours or more per week as defined in the measurement period in accordance with the Affordable Care Act are eligible for full health insurance benefits.

Employees electing to waive medical coverage will receive a pro-rated credit each month under the City's cafeteria plan based on the number of hours for which they are appointed.

#### **SECTION V - Employees Covered**

This Compensation Plan shall be applicable to employees filling the positions listed herein. Employees covered by collective bargaining agreements shall be compensated in the manner specified in those agreements.

## **SECTION VI – Leave Accrual**

Effective January 1, 2002, all positions classified as regular part-time in accordance with this policy will accrue vacation and sick leave based on the same schedule as full-time employees. Vacation and sick leave accrual will be on a pro-rated basis. An employee's rate of accrual will be calculated by taking the percentage of a forty (40) hour week for which they are appointed and apply it to the vacation and sick leave accrual rate granted to full-time employees.

## **SECTION VII - Holidays**

The holiday designated by the City Manager for 2017 non-Union personnel shall be November 24<sup>th</sup>. Part-time employees will be eligible for pro-rated holiday pay providing the holiday falls within their regularly scheduled work period. Employees separated from employment will not receive compensation for holidays that have not occurred prior to their last work day, or the floating holiday if not yet taken.

## **SECTION VIII – Clothing Reimbursement**

The City will pay non-union Public Works supervisors an additional \$300 per year as a uniform expense offset.

Employees in the following job classifications, Custodian and Maintenance/Custodian, shall receive \$200 per year, per full-time employee (or \$100 per year, per part-time employee) for City uniforms and work boots.

## **SECTION IX – Special Assignments**

### **Emergency Management Assignment Pay**

Employees assigned within the Emergency Management Division, and operating under the requirements of the Minnesota State Statutes and the City of Blaine Code and Charter, will be compensated with an annual assignment pay in addition to their normal position appointment. The employee assigned as Emergency Management Director shall receive annual compensation of \$3,500. The employee assigned as Emergency Management Deputy Director shall receive annual compensation of \$2,500. The employee assigned as Assistant Deputy Director shall receive annual compensation of \$1,500. These amounts are not subject to cost of living adjustments.

### **Non P&F Fire Responder Assignment Pay**

Full-time employees who are assigned as daytime fire responders for SBM Fire Department calls, and who meet the annual response and training requirement as outlined by the SBM Fire Department, but do not qualify for the Public Employees Retirement Association Police and Firefighters retirement benefits shall receive an annual base assignment pay of \$5,684.30. This amount is subject to annual cost of living adjustments. Additionally, those employees serving in this capacity for more than five (5) years shall receive an additional \$500 annually and after 10 years an additional \$1,000 annually. The five (5) and 10-year amounts are not subject to cost of living adjustments.

**SECTION X - Position Titles, Grades, Hourly Pay Rates**

<b>POSITION TITLE</b>	<b>GRADE</b>	<b>STEP A</b> Start	<b>STEP B</b> 6 months	<b>STEP C</b> 1 year	<b>STEP D</b> 2 years	<b>STEP E</b> 3 years
No positions assigned to this grade at this time.	1	\$16.4847	\$17.3617	\$18.1865	\$19.0114	\$19.8445
No positions assigned to this grade at this time.	2	\$18.1865	\$19.0114	\$19.8445	\$20.6776	\$21.4911
Community Service Officer	3	\$19.8445	\$20.6776	\$21.4911	\$22.3242	\$23.1441
Public Works Clerk Typist II Receptionist Utility Billing Assistant	4	\$21.4911	\$22.3242	\$23.1441	\$23.9708	\$24.8038
Administrative Float/Clerical Assistant Custodian Evidence Assistant Inspection Clerk	5	\$22.3242	\$23.3543	\$24.3907	\$25.4141	\$26.4505
Accounts Payable Clerk Accounting Specialist Imaging Specialist Maintenance/Custodian Parks & Recreation Secretary Police Receptionist Records Technician 2 Rental License Clerk Residential Utility Billing Specialist Senior Inspections Clerk Senior Public Works Clerk	6	\$23.9708	\$25.0141	\$26.0373	\$27.0672	\$28.1038
Administrative Assistant/Engineering Administrative Assistant/Community Standards Administrative Assistant/Planning Commercial Utility Billing Specialist Deputy City Clerk Property Evidence Technician Senior Center Coordinator	7	\$25.6305	\$26.6539	\$27.7035	\$28.7402	\$29.7569
Crime Prevention Specialist GIS/GPS Technician Human Resources Technician Lead Records Technician Payroll Specialist Residential Building Inspector Special Assessments Clerk	8	\$26.4505	\$27.7035	\$28.9434	\$30.1832	\$31.4100
City Clerk/Administration Technician Communications Technician CSO Supervisor Engineering Technician 2 Executive Assistant – Police Fire Inspector I/Firefighter IT Specialist Neighborhood Services Specialist Network Specialist	9	\$28.1038	\$29.3501	\$30.5900	\$31.8232	\$33.0632

<b>POSITION TITLE</b>	<b>GRADE</b>	<b>STEP A</b> Start	<b>STEP B</b> 6 months	<b>STEP C</b> 1 year	<b>STEP D</b> 2 years	<b>STEP E</b> 3 years
Fire Inspector 2/Firefighter Police Support Services Manager Program Supervisor (not authorized) Senior Center Director Utility Billing Supervisor	10	\$29.7569	\$31.0034	\$32.2497	\$33.4831	\$34.7165
Building Inspector Deputy Fire Marshal/Firefighter Network Administrator Recreation Manager Senior Engineering Technician Web Coordinator	11	\$32.2497	\$33.6865	\$35.1363	\$36.5794	\$38.0292
Associate Planner Budget/Fiscal Analyst City Clerk Commercial Building Inspector (not authorized) Finance Supervisor/Accounting Finance Supervisor/Treasury Human Resources Coordinator Project Coordinator Public Works Supervisor Senior Building Inspector	12	\$34.7165	\$36.3828	\$38.0292	\$39.6889	\$41.3355
GIS Coordinator Information Technology Manager Stormwater Manager	13		\$39.6889		\$47.1150	
Assistant City Engineer Chief Building Official Director of Community Standards/Fire Marshal Director of Human Resources Director of Information Technology (not authorized) Director of Parks and Recreation (not authorized) Economic Development Coordinator	14		\$44.6417		\$52.9142	
Police Lieutenant	15		\$49.6080		\$58.7003	
City Engineer Director of Public Works Police Captain	16		\$53.7344		\$63.6663	
Director of Community Development Director of Finance Public Services Manager Safety Services Manager	17		\$58.7003		\$69.4393	
City Manager	18		\$65.3130		\$80.7587	