

RESOLUTION NO. 11-133

**A RESOLUTION ESTABLISHING THE 2012 WAGE SCHEDULE FOR
UNREPRESENTED EMPLOYEES AND REVISING THE VACATION LEAVE
SCHEDULE CONTAINED IN SECTION 10.4 OF THE MAY 2008
EMPLOYEE HANDBOOK ON PERSONNEL POLICIES AND PROCEDURES**

WHEREAS, City Code Section 3-310 requires the City Manager to present a compensation plan annually for all pay grades to be approved by resolution of the City Council; and

WHEREAS, this plan is in compliance with Minnesota Statute 471, which is referred to as the Pay Equity Law; and

WHEREAS, the classification and compensation plan has been revised to reflect changes to the 2012 budget proposals submitted to the City Council for review, which includes a one percent wage increase for unrepresented employees on January 1, 2012, and a one percent wage increase for unrepresented employees on July 1, 2012; and

WHEREAS, Council previously approved revisions to the vacation accrual schedules contained in the Public Works, Police, Police Sergeants and Fire Collective Bargaining Agreements; and

WHEREAS, Council believes that to maintain internal equity with all employees the Vacation Accrual Schedule reflected within the Employee Handbook on Personnel Policies and Procedures under Section 10.4 be revised.

NOW, THEREFORE, BE IT RESOLVED by the Coon Rapids City Council that the following pay schedule be adopted, effective January 1, 2012 and July 1, 2012.

COON RAPIDS 2012 CLASSIFICATION SYSTEM

Effective January 1, 2012

GRADE	Minimum Monthly	Maximum Monthly
11	\$2,680	3,552
12	\$2,789	\$3,695
13	\$2,898	\$3,840
14	\$3,016	\$3,996
15	\$3,137	\$4,160
16	\$3,260	\$4,321
17	\$3,390	\$4,492
18	\$3,526	\$4,672
19	\$3,669	\$4,862
20	\$3,886	\$5,150
21	\$4,124	\$5,462
22	\$4,370	\$5,791
23	\$4,718	\$6,251
24	\$5,096	\$6,754

Effective July 1, 2012

GRADE	Minimum Monthly	Maximum Monthly
11	\$2,707	\$3,588
12	\$2,817	\$3,732
13	\$2,926	\$3,877
14	\$3,047	\$4,037
15	\$3,169	\$4,200
16	\$3,292	\$4,362
17	\$3,425	\$4,538
18	\$3,560	\$4,718
19	\$3,706	\$4,911
20	\$3,926	\$5,203
21	\$4,163	\$5,516
22	\$4,413	\$5,848
23	\$4,765	\$6,313
24	\$5,148	\$6,822

25	\$5,503	\$7,294
26	\$6,165	\$8,172
27	\$6,841	\$9,067
28	\$7,254	\$9,613
29	\$7,687	\$10,188
30	\$8,072	\$10,697
31	\$8,396	\$11,125
32	\$8,733	\$11,572
33	\$9,428	\$12,496

25	\$5,559	\$7,368
26	\$6,228	\$8,255
27	\$6,911	\$9,159
28	\$7,327	\$9,708
29	\$7,764	\$10,289
30	\$8,154	\$10,805
31	\$8,479	\$11,235
32	\$8,817	\$11,684
33	\$9,521	\$12,619

Section 1. Full-time Unrepresented Employees

The minimum range for a position is the rate at which a new employee usually starts. Employees with considerable work experience in similar positions may start above the minimum rate. Employees may also start above the minimum when market rate conditions dictate a higher salary in order to attract qualified personnel.

Trained and experienced employees will be compensated at a rate between the minimum and maximum rates, with the specific amount to be determined by the City Manager. In establishing a fair and equitable salary, the City Manager may consider salaries for comparable positions in comparable cities. Other factors of consideration will be the general prevailing wages for such a position in the metropolitan area, comparability of duties and responsibilities to other City positions, and tenure and performance of the individual employee.

The maximum rate is top salary for a position and will be reserved for employees whose performance is clearly superior and outstanding. The only exceptions are employees who exceeded the maximum rate when this new pay plan was implemented January 2005.

Section 2. Part-time Employees

Part-time employees may be eligible for step adjustments within their pay grade, but not necessarily at the same rate as full-time employees. Eligibility for pay adjustments will be determined by performance, which is the responsibility of the employee's supervisor, subject to review by the department head and Human Resources.

Section 3. Temporary and Seasonal Employees

The City Manager is hereby authorized to employ temporary and seasonal employees as provided for in the budget.

BE IT FURTHER RESOLVED that the following vacation schedule be adopted and incorporated into Section 10.4 of the May 2008 Employee Handbook on Personnel Policies and Procedures.

1 through 5 years	10 days
6 through 10 years	15 days
During 11 th year	16 days
During 12 th year	17 days
During 13 th year	18 days
During 14 th year	19 days
15 through 20 years	20 days
During 21 st year	21 days
During 22 nd year	22 days
During 23 rd year	23 days
During 24 th year	24 days
During 25 th year and subsequent years	25 days

Adopted by the Coon Rapids City Council this 20th day of December 2011.

Tim Howe, Mayor

ATTEST:

Cathy Sorensen, City Clerk