

City of Brookings
WORKSHOP Agenda

CITY COUNCIL

Monday October 17, 2022, To immediately follow Special City Council Meeting

City Hall EOC, 888 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Roll Call

C. Topics

1. Management Compensation Plan [Pg. 1]

D. Council Member Requests for Workshop Topics

E. Adjournment

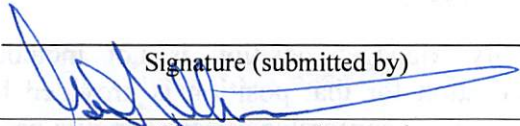
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CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: October 17, 2022

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject:

Management Compensation Plan

Background/Discussion:

Compensation and other conditions of employment are established in four basic documents: collective bargaining agreements with the Brookings Police Association and the Teamsters Local 223, the Employee Handbook and the Management Compensation Plan.

The Management Compensation Plan addresses compensation and benefit administration for employees who are “exempt” from collective bargaining under the federal Fair Labor Standards Act. These employees include department managers, mid-managers, confidential and other employees who are not a part of a collective bargaining unit. In this Plan the compensation of management/exempt employees is adjusted to coincide with compensation adjustments approved for the collective bargaining units (i.e. police management/Police Association, other management/exempt/Teamsters Local 223).

The new salary schedules reflect the same adjustments for the current fiscal year that will be applicable to members of the two collective bargaining groups. This avoids union/non-union disparities and compression (i.e. narrowing the compensation gap between management and non-management employees) within the departments.

In the past, the salary increases for of the management/exempt group was tied to the police union contract. Because it was the Council’s intent to address the retention issue in that department, police employees received a 5+1.0 per cent salary increase, whereas Teamsters employees received a 5.0 per cent increase. This past practice should be reviewed going forward as the City Manager Pro Tem is advised that there are growing retention and succession concerns among management/exempt employees also.

The Management Compensation Plan was last updated in February 2018. In addition to the base compensation changes, the City Manager is recommending the following changes:

1. Deletion of the word “treatment” from all water and wastewater job titles as this function is now performed by a private contractor and no such positions exist.
2. Revising the Salary Classifications list to reflect changes that have occurred over the last four years.
3. Updating certain criteria for receiving education enhancements to reflect changes in various certificate programs.

4. Conforming the longevity incentive for police management employees to reflect that which was recently approved in the police agreement.
5. Adding a provision whereby an employee is temporarily assigned to perform the duties in a vacant position in a higher grade for a period of more than two weeks receives additional compensation for the period during which they are serving in the “acting” capacity.

The City Manager position is not included in the Management Compensation Plan as compensation for that position is provided by separate contract, although that contract often refers to and incorporates certain benefits provided for in the Management Compensation Plan, such as health insurance.

Several management and exempt employees have raised concerns that their compensation is no longer comparable to employees performing like duties in other cities of like size, and noting that the 5.0 per cent proposed salary adjustment for non-police employees is well below the current inflation rate. The last salary comparison review for these employees was conducted in 2009, and the City Manager Pro Tem recommends that the City retain consulting services to conduct a salary and classification review in early 2023 to address this concern, so that this can become a part of the 2023-24 budget discussion.

The Deputy Finance/HR Director is preparing a financial analysis of the proposed Plan, and will have this information available no later than the workshop.