

**CITY OF PAPILLION  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 17, 2023**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
Resolution to amend the 2022/23 salary ranges for management & exempt positions.	Resolution R23-0013	Carrie Svendsen, Human Resources Director

**SYNOPSIS**

Approval of this resolution amends the Management/Exempt Compensation Program to create Executive Assistant roles for Fire, Police and Public Works, and places these positions in Band C, Subgrade 2. Currently these positions are held by Administrative Assistants in Subgrade 1. Based on an internal job analysis and market evaluation it was determined the position of Administrative Assistant should be reclassified and adjusted upward in the pay band.

Section 69-1 of the Papillion Municipal Code requires the City Council to adopt a resolution setting forth the compensation range for each employee.

**FISCAL IMPACT**

\$3,3609.33

If approved, the funding of these changes will be managed within the current FY2022/23 Budget.

**RECOMMENDATION**

Approval

**BACKGROUND**

The City Council adopted Resolution No. R16-0136 on October 18, 2016, which created the Management/Exempt Compensation Program for all City employees exempt from the Federal Fair Labor Standards Act (FLSA) and established salary ranges for those positions through General Order CA 10182016-1. The program stipulates a review of the salary ranges for management and exempt personnel at a time and in a manner consistent with the approval of the collective bargaining agreements for other full-time City employees, but no less than every five years.

Despite the salary ranges not being adjusted each year, the City Council is required to annually approve the salary ranges of all full-time employees per Section 69-1 of the City Code. The annual salary ranges are effective from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year to coincide with the City's fiscal year. Adjustments to the compensation program were made in July 2022 to allow for a one-time cost of living increase of 3% and to adopt new bands, subgrades, tiers and salary ranges for all of the City's Management/Exempt positions based on the comparability study completed for all City positions through the approval of Resolution No. R22-0102.

**ATTACHMENTS**

1. Resolution R23-0013
2. General Order CA06212022-7 Management/Exempt Compensation Program

**RESOLUTION NO. R23-0013**

A RESOLUTION TO PROVIDE FOR THE AMENDMENT OF SALARY RANGES FOR MANAGEMENT/EXEMPT PERSONNEL TO APPROVE THE ADDITION OF EXECUTIVE ASSISTANT/FIRE, EXECUTIVE ASSISTANT/POLICE AND EXECUTIVE ASSISTANT/PUBLIC WORKS; TO APPROVE PLACEMENT OF THE NEWLY CREATED ROLES IN BAND C SUBGRADE 2; AND TO PROVIDE AN EFFECTIVE DATE THEREOF.

WHEREAS, the Code of the City of Papillion, Chapter 69, Salaries and Compensation, Section 69-1 requires the City Council to adopt a resolution setting forth the names and classifications for each full time employee and also set the compensation range for such employees; and,

WHEREAS, the Mayor and City Council approved the Management/Exempt Compensation Program effective July 3, 2022, through adoption of General Order CA06212022-7; and,

WHEREAS, it is the desire of the Mayor and the City Council to add the position of Executive Assistant/Fire and place it in Subgrade 2 of Band C pursuant to the Compensation Program; and,

WHEREAS, it is the desire of the Mayor and the City Council to add the position of Executive Assistant/Police and place it in Subgrade 2 of Band C pursuant to the Compensation Program; and,

WHEREAS, it is the desire of the Mayor and the City Council to add the position of Executive Assistant/Public Works and place it in Subgrade 2 of Band C pursuant to the Compensation Program; and,

WHEREAS, management/exempt employees will be placed/phased into the tier and salary range based on criteria pursuant to the Management/Exempt Compensation Program General Order and the most recent wage comparability study consistent with state statutes; and,

WHEREAS, this resolution shall supersede all previous resolutions.

THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Papillion that the following salary ranges for management and exempt positions are adopted and effective on January 17, 2023.

BANDS	SALARY RANGES					
	TIER 1		TIER 2		TIER 3	
<b><u>Band F</u></b>						
<b>Subgrade 3</b>	\$101,100	\$116,959	\$116,960	\$132,819	\$132,820	\$148,677
Deputy City Administrator - Philip Green						
<b>Subgrade 2</b>	\$98,923	\$114,440	\$114,441	\$129,959	\$129,960	\$145,475

Deputy Administrator of Community Development - Mark Stursma City Attorney - Alan Thelen						
<b>Subgrade 1</b>	\$96,042	\$111,107	\$111,108	\$126,174	\$126,175	\$141,238
Finance Director - Nancy Hypse						
<b>Band E</b>						
<b>Subgrade 5</b>	\$98,923	\$114,440	\$114,441	\$129,959	\$129,960	\$145,475
Public Works Director - Michael Kleffner						
<b>Subgrade 4</b>	\$96,042	\$111,107	\$111,108	\$126,174	\$126,175	\$141,238
Police Chief - Christiaan Whitted Fire Chief - Bill Bowes						
<b>Subgrade 3</b>	\$84,036	\$97,219	\$97,220	\$110,402	\$110,403	\$123,584
Human Resources Director - Carrie Svendsen						
<b>Subgrade 2</b>	\$74,792	\$86,524	\$86,525	\$98,258	\$98,259	\$109,989
Recreation Director - Tracy Stratman Chief Building Official - Brad Sojka Golf General Manager - Robert Spomer Library Director - Matt Kovar Planning Director - Jaison Travis Gibbons						
<b>Subgrade 1</b>	\$69,699	\$80,632	\$80,633	\$91,566	\$91,567	\$102,498
City Clerk - Nicole Brown Communications Director - Trent Albers Parks/Facility Maintenance Director - Tony Gowan						
<b>Band D</b>						
<b>Subgrade 9</b>	\$91,852	\$105,775	\$105,776	\$119,698	\$119,699	\$133,620
Deputy Public Works Director of Engineering/City Engineer - Alex Evans						
<b>Subgrade 8</b>	\$86,533	\$99,355	\$99,356	\$112,179	\$112,180	\$125,000
Deputy Fire Chief - Jeff Jones Deputy Police Chief - Orin Orchard						
<b>Subgrade 7</b>	\$81,635	\$94,442	\$94,443	\$107,250	\$107,251	\$120,056
Deputy Public Works Director of Operations - Jennifer Roesler Police Lieutenant - Christopher Goley Police Lieutenant - Jerry Prazan Police Lieutenant - Ray Higgins Deputy Engineer - Derek Goff						
<b>Subgrade 6</b>	\$77,014	\$89,096	\$89,097	\$101,179	\$101,180	\$113,260
Assistant Attorney - Carla Heathershaw Risko						

<b>Subgrade 5</b>	\$71,729	\$82,981	\$82,982	\$94,233	\$94,234	\$105,484
Assistant Finance Director - Sally Jones Assistant Human Resources Director - Jeremy Jensen Chief Water Superintendent - Nicholas Adams Fire Marshal - Steven Thornburg						
<b>Subgrade 4</b>	\$68,029	\$78,700	\$78,701	\$89,373	\$89,374	\$100,043
PW Street Superintendent - Rickey Lee						
<b>Subgrade 3</b>	\$64,179	\$74,246	\$74,247	\$84,314	\$84,315	\$94,380
PW Shop Superintendent - Craig Gage Staff Engineer - Garrett Lane Accounting Supervisor - Vacant Assistant Director/Facility Manager - Tim Moran						
<b>Subgrade 2</b>	\$60,404	\$69,879	\$69,880	\$79,355	\$79,356	\$88,829
Assistant Library Director/Community Engagement Coordinator - Lacey Partlow Sr. Planner - Michelle Romeo Purchasing Agent/Contract Manager - Terri Valquier						
<b>Subgrade 1</b>	\$58,894	\$68,132	\$68,133	\$77,371	\$77,372	\$86,608
SumTur Amphitheater/Events Manager - Doug Huggins Planner I - Vacant Librarian II/Youth Services Manager - Kelly Warehime Plans Examiner - Shavon Bradley EMS Manager - Carol Gupton						
<b>Band C</b>						
<b>Subgrade 4</b>	\$60,026	\$69,442	\$69,443	\$78,858	\$78,859	\$88,273
Golf Course Superintendent - Remington Caley Golf Course Superintendent - Ryan Shea						
<b>Subgrade 3</b>	\$56,628	\$65,511	\$65,512	\$74,395	\$74,396	\$83,277
Head Golf Professional - Evan Erickson Head Golf Professional - Mark Schulte Head Golf Professional - Tim Whalen Program Coordinator - Amber Smith Public Services Manager - MaLinda McEntire Golf Food and Beverage Manager - Anisa Taylor						
<b>Subgrade 2</b>	\$53,423	\$61,803	\$61,804	\$70,184	\$70,185	\$78,563
Executive Assistant/Administration - Robin Lance Executive Assistant/Fire - Diane Carlson Executive Assistant/Police - Kimberly Miller						

Executive Assistant/Public Works - Jill Reteneller Planning & Legal Clerk - Tarja Koistila Program Coordinator - Julian Andrade Program Coordinator - Jessica Hubbard Program Coordinator - Steven Farrens Recreation Maintenance Supervisor - Matthew Wolff						
<b>Subgrade 1</b>	\$49,861	\$57,683	\$57,684	\$65,505	\$65,506	\$73,326
<del>Administrative Assistant - Diane Carlson</del> <del>Administrative Assistant - Kimberly Miller</del> Administrative Assistant - Kathy Murray-Andersen <del>Administrative Assistant - Jill Reteneller</del> Assistant Golf Professional - Riley Rohling						

PASSED AND APPROVED THIS 17<sup>th</sup> DAY OF JANUARY 2023.

CITY OF PAPILLION,

\_\_\_\_\_  
 David P. Black, Mayor

Attest:

\_\_\_\_\_  
 Nicole Brown, City Clerk

( S E A L )

CA06212022-7	City of Papillion - General Order	
TOPIC: Management/Exempt Compensation Program		
ISSUED BY: City Council	NOTE: Replaces CA09072021-6	EFFECTIVE DATE: July 3 <sup>rd</sup> , 2022

## I. Discussion

Pursuant to the Federal Fair Labor Standards Act (FLSA), the City of Papillion (City) has a group of employees who qualify as "exempt". An *FLSA exempt* employee is one who *is not covered* by the minimum wage and overtime provisions of the Fair Labor Standards Act. City management/exempt employees have primary responsibility for the management and supervision of all city operations.

All other full-time employees are represented by one of three labor unions: the Fraternal Order of Police, the International Association of Firefighters, and the Papillion Classified Employees Association. Each labor union collectively bargains for wages, benefits, and work conditions at predetermined intervals of time.

Wages, benefits, and work conditions for management/exempt employees are determined by the Mayor and City Council. Management/exempt employees are covered by the Industrial Relations Act (Act) defined in Neb. Rev. Stat. §48-801 to §48-839. The Act governs employee relations and resolves formal disputes relative to compensation and conditions of employment.

In 2005, the "Step and Grade" system was replaced by a "Pay for Performance" program in which employees were required to achieve minimum performance standards to be considered for upward movement within their approved salary ranges. The revised Pay for Performance program continues to support the original philosophical goals: 1) ensuring the City of Papillion remains competitive in the marketplace, and 2) maintaining the "Pay for Performance" compensation model. The program is enhanced by utilizing broad band pay classification salary ranges and establishing additional criteria for employee movement within the approved salary ranges.

## II. Pay for Performance Program

This guideline establishes the parameters for the performance-based compensation program. The program consists of a multiple phase process including: pay classifications, broad band pay classification salary ranges, annual appropriation, employee placement and movement within the salary range, and periodic adjustments to the pay classification salary ranges.

**A. Pay Classifications:**

Broad band pay classifications were established using the decision band method. Classification bands for management/exempt positions were created based on the level of decision-making authority and responsibility. Listed below are the four broad band pay classifications:

- **Band F – Policy Making Decisions** - reflects those positions with policy making decision authority. Decisions made determine the scope, the direction, the implementation, and the overall goals and values impacting the entire organization.
- **Band E - Programming Decisions** – reflects those positions where decisions deal with the meaning of achieving the goals established by Band F. Decisions are concerned with the development or adjustment of the strategic direction for major departments within the City. Positions within Band E are lead major departments within the City and oversee the daily operations of their individual departments.
- **Band D – Interpretive Decisions** – reflects those positions which require the employee to interpret and carry out the programs or objectives developed by Band E. Decisions specify what is required in the lower bands and how resources are allocated by Band E are to be organized. Positions within Band D carry out programs or objectives developed by the top positions of major departments and serve in roles where discretion is involved in interpreting the decisions of the top positions of major departments.
- **Band C – Process Decisions** – reflects those positions involved in the determination of the means or process of achieving the objectives, standards or guidelines established by Bands F-D.

**B. Salary Ranges**

Pursuant to 69-1 of the Papillion City Code, salary ranges shall be established for each management/exempt position and shall be approved by the City Council annually. Broad band pay classifications will be established using position classifications and a wage comparability study consistent with the provisions of the Industrial Relations Act and the Commission of Industrial Relations (CIR). Employee wages were grouped based on the comparability study and salary bands were established to include a minimum and maximum salary.

A wage comparability study will be performed on a periodic basis to ensure compliance with the Act, to maintain marketplace competitiveness, internal equity, and relevancy. It is the intent of this policy to review and modify salary ranges at a time and in a manner consistent with the approval of the collective bargaining agreements for other city employees, but no less than every five years.

**1. Annual Appropriation**

An annual appropriation to the budget will be made to accommodate the ***Pay for Performance Program***. The appropriation percentage is determined by the City Administrator and approved by the Mayor and City Council through



the budget process. The City Administrator will consider market conditions, collective bargaining agreements, Consumer Price Index, and other comparable wage data to determine the annual appropriation.

**2. Placement/Progression**

Each broad band pay classification salary range shall consist of a minimum and maximum salary. The spread between the minimum and maximum shall be consistent for all bands. Control points (experience, education, and performance) are built into the salary range as tiers. The ranges will be divided into three tiers. The spread between the minimum and maximum salaries will be equally split between each of the three tiers within the overall range. Each tier within the overall salary range provides controlled progression based on levels of performance, education/credentials, and experience.

**3. Initial Placement**

Newly hired management/exempt employees may be placed within Tier 2 in the appropriate band based on the employee's years of professional credit (up to a maximum of nine (9) years), education and current market conditions. If after the first performance evaluation, the employee does not attain the required tier performance level, the employee may be placed at a lower tier consistent with the performance rating, but in no event shall the salary reduction be greater than five percent (5%), consistent with Section B. 5. d) below.

**4. Tiers within Salary Band**

**a) Tier 1:**

*Tier 1* of the salary range begins with the minimum salary. The top of the range within this category is the minimum salary plus one-third of the spread between the minimum and maximum salary range as described in Section B. 2. above.

- Employees in *Tier 1* have: 1) less than seven (7) years of experience, 2) an average performance rating of less than 3.65\* over a period of three years, including the current evaluation\*\*, and 3) the minimal education/credential requirements for the position or have an approved plan to achieve the minimal education/credential requirements by a date certain, as mutually agreed upon by the employee and the City.

**b) Tier 2:**

*Tier 2* of the salary range begins with the maximum of the Tier A salary range. The top of the range within this category is calculated by adding one-third of the spread between the minimum and maximum salary range as described in Section B. 2. above.

- Employees in **Tier 2** shall have attained all of the following achievements: 1) greater than seven (7) years of experience, and 2) an average performance rating equal to or above 3.65\* over a period of three years, including the current evaluation\*\*, and 3) a bachelor's degree, or at least ten (10) years of consecutive City of Papillion experience in lieu of the degree.

**c) Tier 3:**

**Tier 3** of the salary range begins with the top of the Tier B salary range and concludes with the maximum salary.

- Employees in **Tier 3** shall have attained all of the following achievements: 1) greater than twelve (12) years of experience, and 2) an average performance rating equal to or above 4.15\* over the last three-year period, including the current evaluation, and 3) a Master's Degree or other approved credential, or at least fifteen (15) years of consecutive City of Papillion experience in lieu of the degree.

Employees who have attained a Master's Degree and have met all other performance, education, and experience requirements in order to be placed in Tier 3 and are in Tier 3 as of October 1<sup>st</sup>, shall be awarded a \$600 stipend on October 1<sup>st</sup> of each year.

For positions within the Engineering Division, Attorney Department, and Finance Department, the required licensing (Nebraska Licensed Professional Engineer, Doctor of Law Degree, and Certified Public Accountant) are deemed the equivalent of a Master's Degree.

*\*Pay for Performance Evaluation Form: 5.0 = Superior Rating, 4.0 = Above Average Rating, and 3.0= Satisfactory Rating.*

*\*\*For those with less than three years of experience with the City, the average will be calculated over the number of years worked.*

**5. Annual Performance Evaluation**

**a)** Management/exempt employees will be evaluated annually using evaluation forms consistent with Pay for Performance objectives. Using the criteria described above (performance ratings, years of experience, and education/credentials), department directors will recommend placement of management/exempt subordinates within the pay classification salary range to the City Administrator for consideration.

**b)** Final employee placement within the pay classification salary range is at the sole discretion of the City Administrator. The City Administrator will provide recommendations of final placement to the City Council for approval.

- c)** Management/exempt employees hired after July 1<sup>st</sup> will not be eligible for a performance-based salary modification until October 1<sup>st</sup> of the following year. Management/exempt employees hired prior to July 1<sup>st</sup> are eligible for a performance-based salary increase on a pro-rated basis on October 1<sup>st</sup> of the year hired.
- d)** Final employee placement within the pay classification salary range is at the sole discretion of the City Administrator. The City Administrator will provide recommendations of final placement to the City Council for approval.
- e)** Management/exempt employees hired after July 1<sup>st</sup> will not be eligible for a performance-based salary modification until October 1<sup>st</sup> of the following year. Management/exempt employees hired prior to July 1<sup>st</sup> are eligible for a performance-based salary increase on a pro-rated basis on October 1<sup>st</sup> of the year hired.
- f)** Management/exempt employees reaching the experience threshold to move into the next upward tier will not be eligible for movement until October 1<sup>st</sup> of the year in which the years of service/experience are achieved.
- g)** Management/exempt employees moving upward to the next tier will move to the minimum with an adjustment no greater than five percent (5%) annually in addition to the performance/merit increase.

Management/exempt employees who do not maintain the performance criteria as defined in Section B. 4. above are subject to a reduction to the appropriate tier, but in no event shall an employee's salary be reduced by more than five percent (5%) annually from their current placement.