

June 1, 2012

To: Terry MacDonald, Management & Accounting Officer
Tobie Black, Staff Assistant
Common Council-City Clerk

From: Andrea Knickerbocker
HR Manager, DER

Subject: Administrative corrections to Salary Ordinance for June 6

Please make these changes to the Salary Ordinance Part I and II. These changes are the result of errors or omissions.

Changes to Salary Ordinance Part I

1. PR 7FN – Fluid Power Systems Technician, footnote #1. Correct rate from \$1809.96 to \$1833.19.
2. PR 2DN – Public Health Nurse, footnote #12. Add missing minimum recruitment amount of \$1769.98.
3. PR 2AN – change footnote designation #10 to #6 for Communicable Disease Specialist, Assistant Planner, and Recycling Assistant – typo
4. PR 2NX – change footnote designation #1 for Assistant City Attorney III to official biweekly rate of \$4,915.76
5. PR 6JN – change footnote for License Specialist from 1 to 2 – typo
6. PR 2EN – for Network Analyst-Assistant, footnote #4 add missing minimum recruitment rate of \$1902.77.
7. PR 2GN – for Network Analyst-Associate, footnote #3, add missing minimum recruitment rate of \$2129.77.
8. PR 2HN – for Network Analyst-Senior, footnote #1, add missing minimum recruitment rate of \$2384.98.
9. PR 2EN – for Civil Engineer I, Architectural Designer I, Electrical Engineer I, Mechanical Engineer I, and Traffic Control Engineer I in footnote #1, add missing minimum recruitment rate of \$1926.84.

Changes to Salary Ordinance Part II

1. Sec. 7 Hours of Work and Work Schedules, b. Flexible Schedule, change spelling to forty hours in last sentence.
2. Sec. 9 Supplemental Pay Practices, c. On Call Pay, change the rate in the first sentence from \$35 to \$36 as follows. This is a typo.
“Employees holding positions designated as non-exempt from FLSA required by the department to be on a mandatory on-call rotation to respond to emergencies shall be paid \$15 per 24-hour regularly scheduled workday and \$36 for regularly scheduled off days, holiday or furlough days.