

## MEMORANDUM

TO: Terry MacDonald, Staff Assistant  
Office of the City Clerk

FROM: Andrea Knickerbocker, Human Resources Manager  
Department of Employee Relations

DATE: March 7, 2006

RE: Administrative Salary Ordinance Amendment

On February 1, 2006, the Finance Committee approved a job evaluation report (File Number 051264) recommending that Library Circulation Aides (Pay Range 906) hired after February 25, 2006 advance to each succeeding pay step in their pay range after completion of 520 hours of successful service, instead of after four months of successful service. The report also specified that current employees would not be affected by the change. A Salary Ordinance footnote amendment was approved by the Common Council on February 7, 2006 (File Number 051007).

The footnote amendment included in the report, however, did not specify that current employees would not be affected by the change. In order to reflect the intent of the report, the footnote would need to be corrected as follows: In the Salary Ordinance, under Pay Range 906, delete footnote "1/" in its entirety and substitute the following footnote (Effective Pay Period 5, 2006 – February 26, 2006):

"1/ Library Circulation Aides hired on or after Pay Period 5, 2006 (February 26, 2006) shall advance to the next succeeding step in the pay range after 520 hours of successful service upon recommendation by the department. Library Circulation Aides hired prior to February 26, 2006, shall advance to the next succeeding step in the pay range step after four months of successful service upon recommendation by the department."

c: Judith Zemke  
Laura Sutherland  
Louise Dumke  
Marie Pettigrew