

Department of Employee Relations

**2008/2009 Management Pay Plan Comparisons**

	<b>2008 (Current)</b>	<b>2009 (Proposed)</b>
<b>Pay Progression</b>	3.1% annual increase if Fully Satisfactory. An ability to delay or withhold an increase if less than Fully Satisfactory	Up to 4% annual increase based on Performance review. An ability to delay or withhold an increase if less than Fully Satisfactory
<b>Exceptional Achievement</b>	Exceptional Achievement Award of 1.0% of the Midpoint of the Salary Grade which is non-pensionable & non-base building	For those at the maximum only, an Exceptional Achievement Award of 1.0% of the Midpoint of the Salary Grade which is non-pensionable & non-base building
<b>Professional Development</b>	\$700 lump sum award, that is non-pensionable and non-basebuilding, for earning a job related professional degree, designation, or certification	Same
<b>Appointment Rate</b>	Up to 60% of the Salary Grade with approval of the Chair of Finance and Personnel and the Department of Employee Relations	Same
<b>Salary Adjustments for Promotions</b>	3% for positions designated as professional, 5% for those designated management and 7% for those designated leadership	Same

December 4, 2008

Revised December 8, 2008

Effective Pay Period 1, 2009, in the 2009 Salary Ordinance, under Part II, Section 12, delete (e)(2) and (3) and replace with the following:

(2) Increases Within Salary Grade: Except as provided below, management pay plan employees, other than elected officials, shall be eligible for a salary increase of 0% to 4% within a 12-month rating period up to the maximum of the salary grade. This salary increase shall be based upon administrative guidelines developed by the Department of Employee Relations. This salary increase shall be effective on the employee's anniversary date provided job performance during the rating period has been fully satisfactory. Job performance during the rating period must be documented by a minimum of one written performance review.

In the event of a less than satisfactory performance during the rating period, a department head may delay or withhold an annual salary increase. Department heads who intend to delay or withhold an annual salary increase must notify the Department of Employee Relations and the affected employee before taking such action. Employees have a right to appeal this decision before the City Service Commission.

In the Common Council - City Clerks Office, incumbents of the titles of Legislative Assistant, Staff Assistant to the Council President, Legislative Coordinator-Senior, and Executive Administrative Assistant II shall only be eligible for a salary increase of 3.1% within a 12-month rating period up to the maximum of the salary grade. This salary increase shall be effective on the employee's anniversary date provided job performance during the rating period has been fully satisfactory. Those incumbents at the maximum of the salary grade may be considered for an Exceptional Achievement Award as described below.

(3) Exceptional Achievement Award: management pay plan employees at the maximum of the salary grade, other than elected officials, may be awarded for exceptional performance that is measurable and consistent with the mission and objectives/outcomes established by policy makers for the department, a nonpensionable, non-base building lump sum equal to 1% of the midpoint of the employee's current salary grade. Job performance during the rating period must be documented by a minimum of one written performance review. These awards must be approved by the Department of Employee Relations and an individual may not receive more than one award during a 12 month period. The Department of Employee Relations shall establish administrative guidelines for approving these awards.