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**HUMAN RESOURCES**

To: Gregg Mandsager, City Administrator  
From: Stephanie Romagnoli, Human Resources Manager  
Cc: Nancy Lueck, Finance Director  
Date: April 15, 2019  
Re: Resolution for Seasonal Pay Plan

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Included with this memo is a resolution to adopt the seasonal pay plan for FY19/20

Added to this pay plan is a column labeled "increase with administrative approval; not to exceed non-union COLA". The request to add this is to allow for pay adjustments as warranted for long term, key seasonal personnel.

At this time, I am requesting City Council adopt the resolution amending the seasonal pay plan. Please let me know if there are any questions or if additional information is needed.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AMENDING AND APPROVING THE OFFICIAL PAY PLAN FOR  
SEASONAL AND CERTAIN OTHER PART-TIME EMPLOYEES OF THE CITY OF  
MUSCATINE, IOWA EFFECTIVE  
April 22, 2019.**

**WHEREAS**, the City Council of the City of Muscatine, Iowa adopts by resolution the official pay plans for seasonal and other employees of the City, and;

**WHEREAS**, amendments made to such plans must receive approval of the City Council;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
MUSCATINE, IOWA**, that the following amendments be approved and implemented effective April 22, 2019, as follows:

The seasonal pay plan shall be amended to reflect changes to the wage schedule as presented in the 2019 Seasonal Pay Plan attachment.

**PASSED, APPROVED, AND ADOPTED** this 18<sup>th</sup> of April 2019.

\_\_\_\_\_  
Mayor Diana Broderson

ATTEST:

\_\_\_\_\_  
Gregg Mandsager, City Clerk

2019 Seasonal

City of Muscatine  
**Seasonal**  
 Effective 2019

STEPS

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>Thereafter</u>
<b>Pay Grade 1</b>	\$ 7.50	\$ 7.75	\$ 8.00	\$ 8.25	\$ 8.50	increase with administrative approval
Program Aide						not to exceed non-union COLA
Cashier						
Program Asst.						
Laborer						
Office Clerk						
Security Guard						
Slide Attendant						
Pool Maintenance						
<b>Pay Grade 2</b>	\$ 8.25	\$ 8.50	\$ 8.75	\$ 9.00	\$ 9.25	increase with administrative approval
Facilities Supervisor						not to exceed non-union COLA
Equipment Operator						
Groundskeeper						
Gas Dock Attendant						
Assistant Gymnastics Instructor						
Recreation Leader II						
Lifeguard						
Swim Instructor						
<b>Pay Grade 3</b>	\$ 8.75	\$ 9.00	\$ 9.25	\$ 9.50	\$ 9.75	increase with administrative approval
Assistant Pool Manager						not to exceed non-union COLA
Lesson Coordinator						
<b>Pay Grade 4</b>	\$ 9.50	\$ 9.75	\$ 10.00	\$ 10.25	\$ 10.50	increase with administrative approval

2019 Seasonal

Technician  
 Flag Football Field Judge  
 Lead Groundskeeper  
 Club House Supervisor

not to exceed non-union COLA
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<b>Pay Grade 5</b>	\$ 12.00	\$ 12.25	\$ 12.50	\$ 12.75	\$ 13.00	increase with administrative approval
Program Instructor Water Activity Instructor Supervisor/Official						not to exceed non-union COLA

<b>Pay Grade 6</b>	\$ 12.50	\$ 12.75	\$ 13.00	\$ 13.25	\$ 13.50	increase with administrative approval
Gymnastics Instructor						not to exceed non-union COLA

<b>Pay Grade 7</b>	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75	\$ 16.00	increase with administrative approval
Aquatic Center Manager						not to exceed non-union COLA

**Consideration for initial placement on wage guide and advancement within wage guide (other than longevity) based on the following:**

1. Previous work experience and qualifications
2. Red Cross Health and Safety certifications, i.e. first aid, CPR, WSI, etc.
3. Special education, certificates, degrees, licenses, etc. (i.e. chauffeurs license, pesticide applicator's certification, instructor training certification).
4. Combination of hours worked and quality of the performance.

**Other Part-Time Employees Pay Plan (year round <20 hours per week/non-regular work schedule)**

<b>Pay Grade 1</b>	\$ 7.50	\$ 7.75	\$ 8.00	\$ 8.25	\$ 8.50
Library Shelver					

<b>Pay Grade 2</b>	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75	\$ 16.00	recommended change to be presented
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Art Center Aide

pending salary survey outcome

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**Flat Pay Rates**

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Hourly Rate

<b>Sub Refuse Collectors</b>	\$10.00
<b>Program Assistant (Housing)</b>	\$13.00
<b>Program Coordinator (Housing)</b>	\$15.00
<b>Engineering Intern</b>	\$15.00
<b>Right of Way Inspector</b>	\$20.00
<b>Local Historian</b>	\$20.00

**Consultant**

(Negotiated rate - special approval required) varies

**Not Classified**

(Negotiated rate - special approval required) varies