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HUMAN RESOURCES

To: Greg Jenkins, Interim City Administrator
From: Stephanie Romagnoli, Human Resources Manager
Cc: Nancy Lueck, Finance Director
Date: March 2, 2020
Re: Resolution for Seasonal Pay Plan

Included with this memo is a resolution to adopt the updated seasonal pay plan.

The attached pay plan reflects the requested pay rates discussed during budget meetings.

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
March 6, 2020.**

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 March 6, 2020, as follows:

The seasonal pay plan shall be amended to reflect changes to the wage schedule as presented in the 2020 Seasonal Pay Plan attachment.

PASSED, APPROVED, AND ADOPTED this 5th day of March, 2020.

Mayor Diana Broderson

ATTEST:

Greg Jenkins, Interim City Clerk

**City of Muscatine
Seasonal Pay Plan
Effective April 1, 2020**

		STEPS				
		A	B	C	D	E
Pay Grade 1		\$ 9.00	\$ 9.25	\$ 9.50	\$ 9.75	\$ 10.00
Program Aide						
Cashier						
Program Asst.						
Laborer						
Office Clerk						
Security Guard						
Slide Attendant						
Pool Maintenance						
Compost Site Technician						

Pay Grade 2		\$ 10.00	\$ 10.25	\$ 10.50	\$ 10.75	\$ 11.00
Facilities Supervisor						
Equipment Operator						
Groundskeeper						
Gas Dock Attendant						
Gymnastics Assistant Instructor						
Lifeguard						
Flag Football Official						
Swim Instructor						

Pay Grade 3		\$ 11.00	\$ 11.25	\$ 11.50	\$ 11.75	\$ 12.00
Assistant Pool Manager						
Lesson Coordinator						
Technician						
Flag Football Field Judge						
Club House Supervisor						

Pay Grade 4		\$ 12.00	\$ 12.25	\$ 12.50	\$ 12.75	\$ 13.00
Program Instructor						
Water Activity Instructor						
Supervisor/Official						
Lead Groundskeeper						

Pay Grade 5		\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75	\$ 16.00
Gymnastics Instructor						
Aquatic Center Manager						

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)

Pay Grade 1		\$ 7.50	\$ 7.75	\$ 8.00	\$ 8.25	\$8.50	2%/yr
Library Shelver							
Program Aide							

Pay Grade 2		\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75	\$ 16.00	2%/yr
Art Center Aide							

STEPS

A	B	C	D	E
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Flat Pay Rates	
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Sub Refuse Collectors	\$10.00/hour
Engineering Intern	\$15.00/hour
Program Assistant	up to \$13.00/hour

Consultant
(Negotiated rate - special approval required)

Not Classified
(Negotiated rate - special approval required)