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## HUMAN RESOURCES

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To: Gregg Mandsager, City Administrator  
From: Stephanie Romagnoli, Human Resources Manager  
Cc: Nancy Lueck, Finance Director  
Date: February 25, 2011  
Re: Resolution for Seasonal and Other Part-Time Employees

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Included with this memo is a resolution to adopt changes to seasonal pay plan for the 2011/2012 fiscal year.

A recent review of the rules for classifying employees as seasonal has revealed the need to differentiate between employees who are truly seasonal employees and those who work on a part-time basis year round. This pay plan does not make changes to the wage schedule, but reduces the number of job titles, and separates the seasonal employees from other part-time employees.

The wage schedule for the Aquatic Center Manager has been adjusted to be consistent with the amount budgeted for this position.

There is also the creation of a new position at the library. As was discussed at budget, this position was created to be part-time position to deal only with the book holds. This has improved the work flow for the circulation department and allowed them to function with fewer hours from higher paid employees. In addition, the Art Center Aide position currently exists as part of the regular pay plan. There are, however, employees in this classification that work less than 20 hours per week. Placing them in this new pay plan differentiates them from employees who work over 20 hours per week.

At this time, I am requesting City Council adopt the resolution adopting this 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 4, 2011.**

**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 4, 2011, as follows:

The seasonal pay plan shall be amended to reflect changes to the pay classification for seasonal employees and other part-time employees, amend the wages for Aquatic Center Manager, and approve the addition of the Holds Clerk at Musser Public Library.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_\_ day of March 2011.

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Mayor Richard O'Brien

**ATTEST:**

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Gregg Mandsager, City Clerk

**City of Muscatine  
Seasonal  
Effective 2011**

<b>STEPS</b>						
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Thereafter</b>

<b>Pay Grade 1</b>		\$ 7.25	\$ 7.50	\$ 7.76	\$ 8.03	\$ 8.31	2%/yr
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Program Aide  
Cashier  
Program Asst.  
Laborer  
Office Clerk  
Security Guard  
Slide Attendant

<b>Pay Grade 2</b>		\$ 7.47	\$ 7.73	\$ 8.00	\$ 8.28	\$ 8.57	2%/yr
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Assistant Gymnastics Instructor  
Recreation Leader II  
Pool Maintenance  
Lifeguard  
Swim Instructor I

<b>Pay Grade 3</b>		\$ 7.69	\$ 7.96	\$ 8.24	\$ 8.53	\$ 8.83	2%/yr
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Special Events Supervisor

<b>Pay Grade 4</b>		\$ 7.92	\$ 8.20	\$ 8.49	\$ 8.79	\$ 9.10	2%/yr
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Facilities Supervisor  
Equipment Operator  
Groundskeeper  
Gas Dock Attendant

<b>Pay Grade 5</b>		\$ 8.16	\$ 8.45	\$ 8.75	\$ 9.06	\$ 9.38	2%/yr
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Head Guard  
Swim Instructor II  
Flag Football Official

<b>Pay Grade 6</b>		\$ 8.65	\$ 8.95	\$ 9.26	\$ 9.58	\$ 9.91	2%/yr
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Assistant Pool Manager  
Lesson Coordinator

<b>Pay Grade 7</b>		\$ 9.43	\$ 9.76	\$ 10.10	\$ 10.45	\$ 10.82	2%/yr
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Technician  
Flag Football Field Judge  
Lead Groundskeeper  
Club House Supervisor

<b>Pay Grade 8</b>		\$ 10.37	\$ 10.73	\$ 11.11	\$ 11.50	\$ 11.90	2%/yr
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Water Activities Instructor  
Gas Dock Manager

<b>Pay Grade 9</b>	\$ 11.72	\$ 12.13	\$ 12.55	\$ 12.99	\$ 13.44	2%/yr
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Program Instructor

<b>Pay Grade 10</b>	\$ 12.07	\$ 12.49	\$ 12.93	\$ 13.38	\$ 13.85	2%/yr
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Supervisor/Official

<b>Pay Grade 11</b>	\$ 12.43	\$ 12.87	\$ 13.32	\$ 13.79	\$ 14.27	2%/yr
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Gymnastics Instructor

<b>Pay Grade 12</b>	\$ 15.00	\$ 15.51	\$ 16.04	\$ 16.58	2%/yr
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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)**

<b>Pay Grade 1</b>	\$ 7.25	\$ 7.50	\$ 7.76	\$ 8.03	\$ 8.31	2%/yr
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Library Shelver

<b>Pay Grade 2</b>	\$ 8.25	\$ 8.53	\$ 8.82	\$ 9.12	\$ 9.43	2%/yr
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Holds Clerk (Library)

<b>Pay Grade 3</b>	\$ 13.04	\$ 13.57	\$ 14.11	\$ 14.67	\$ 15.26	2%/yr
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Art Center Aide

<b>Pay Grade 4</b>	
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Resident Engineer/Consultant

(Negotiated rate - special approval required)

Not Classified

(Negotiated rate - special approval required)