



City Hall, 215 Sycamore St.
Muscatine, IA 52761-3840
(563) 264-1550
Fax (563) 264-0750

HUMAN RESOURCES

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

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.

Mayor Richard O'Brien

ATTEST:

Gregg Mandsager, City Clerk

City of Muscatine
Seasonal
Effective 2011

		STEPS					
		A	B	C	D	E	Thereafter
Pay Grade 1		\$ 7.25	\$ 7.50	\$ 7.76	\$ 8.03	\$ 8.31	2%/yr
Program Aide Cashier Program Asst. Laborer Office Clerk Security Guard Slide Attendant							
Pay Grade 2		\$ 7.47	\$ 7.73	\$ 8.00	\$ 8.28	\$ 8.57	2%/yr
Assistant Gymnastics Instructor Recreation Leader II Pool Maintenance Lifeguard Swim Instructor I							
Pay Grade 3		\$ 7.69	\$ 7.96	\$ 8.24	\$ 8.53	\$ 8.83	2%/yr
Special Events Supervisor							
Pay Grade 4		\$ 7.92	\$ 8.20	\$ 8.49	\$ 8.79	\$ 9.10	2%/yr
Facilities Supervisor Equipment Operator Groundskeeper Gas Dock Attendant							
Pay Grade 5		\$ 8.16	\$ 8.45	\$ 8.75	\$ 9.06	\$ 9.38	2%/yr
Head Guard Swim Instructor II Flag Football Official							
Pay Grade 6		\$ 8.65	\$ 8.95	\$ 9.26	\$ 9.58	\$ 9.91	2%/yr
Assistant Pool Manager Lesson Coordinator							
Pay Grade 7		\$ 9.43	\$ 9.76	\$ 10.10	\$ 10.45	\$ 10.82	2%/yr
Technician Flag Football Field Judge Lead Groundskeeper Club House Supervisor							
Pay Grade 8		\$ 10.37	\$ 10.73	\$ 11.11	\$ 11.50	\$ 11.90	2%/yr
Water Activities Instructor Gas Dock Manager							

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

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

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

Pay Grade 12	\$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)

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

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

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

Pay Grade 4	
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Resident Engineer/Consultant
(Negotiated rate - special approval required)
Not Classified
(Negotiated rate - special approval required)