

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 7/20/2015

Re: Public Works Assistant

As Council knows, Sam put in his two weeks' notice, which makes his last day July 28th. My question to council is, "how would you like to move forward with this?"

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 7/20/2015

Re: Pay Ranges

The previous council had Kathleen Murphy prepare a pay range with steps for the City of Freeport. The council had directed her to use ranges instead of scales and for staff to move through the ranges was to be based on job performance. Kathleen developed the ranges around the employees at that time. We no longer have an administrative assistant, but instead a deputy treasurer and with Sam leaving a few things need to be adjusted with the ranges to make them more accurate.

I contacted Kathleen and she said she hadn't heard anything from Mason on this item after she had attending a council meeting so she was unaware of where this item had gone. Her and I are eager to get this back on track and to make this a set policy in Freeport so when we send in our pay reports to the state, we will be compliant. Her and I both agreed keeping the original plan the last council had decided on was a good idea and to develop it from there. **With council approval**, Kathleen and I will be working on this until the August meeting when she will attend and present and explain everything to council.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 7/22/2015

Re: Clerk-Treasurer Wage

This is somewhat of a continuation of the previous topic on pay ranges. I have attached a few pages to help explain this. With how Kathleen had set this up we have 9 groups. Below the group number you will see point ranges for each group. Each employee was assigned points depending on their job duties. When the previous clerk was here, he had 292 points (which would now be my number of points). Public works director, Jon has 256 points. Public Works Assistant has 154 points. The administrative assistant points are now irrelevant so Kathleen and I will do away with that category and replace it with Deputy Treasurer which we determined to be around the 238 point range. With knowing the points you can see where each of the employees fall into which category. Clerk is in group 9; PWD is group 8; PWA is group 4; Deputy Treasurer is group 7. Once Kathleen and I get this changed to our current staff the city can adopt this and it would be how to follow our pay increases in the future.

Currently everyone's pay is (relatively) within each of the pay ranges for their assigned group, except the Clerk. Currently PWD pay is \$25.31/hour which puts him within his range. When we hire for the PWA position is range is from \$13.66-\$18.45. Deputy Treasurer is being paid \$18.00/hour, so she is almost within her range, and that is justified since she is in her probationary period. Clerk wages, currently, are \$16.50/hour. That puts me in group 5 when, according to my points, I should be in group 9. Now I talked to Kathleen about this and she and I both agreed that it wouldn't be bad practice to put me in group 8 as I am just starting out and have no prior experience or education in this field. With that being said that still puts my pay range at \$20-\$28, which I am still currently not meeting. Mine and Kathleen's concern is that we have to submit our ranges (once adopted) to the state and if they saw how we are paying now it is most likely the City would be fined since the position with the most points is making the least and is a female. This is something that may not have to be addressed now, but something that needs to be thought about.

A.

CITY OF FREEPORT

**2015 COMPENSATION PROGRAM
PROPOSED RANGES HOURLY**

GROUP	I	II	III	IV	V	VI	VII	VIII	IX
POINTS	94-108	109-124	125-143	144-164	165-189	190-217	218-250	251-288	289-331
Minimum	8.53	9.38	12.20	13.66	15.03	16.53	18.18	20.00	22.00
Midpoint	9.81	10.79	14.03	16.06	17.66	19.43	21.36	24.00	26.40
Maximum	11.09	12.20	15.86	18.45	20.29	22.32	24.54	28.00	30.80
Range	30%	30%	30%	35%	35%	35%	35%	40%	40%
Spread									
Increase Over Previous Range Minimum		10%	30%	12%	10%	10%	10%	10%	10%