



MEMO TO: Finance, Administration, and Communications Committee of the Whole

FROM: Cathryn Laird, Human Resources Director

DATE: October 22, 2019

SUBJECT: Updates to Pay Plan "N," the Non-Represented Employees, and Pay Plan "NS," the Non-Represented Supplemental Employees

I. PURPOSE ☐ For Info Only ☐ Potential Agenda Item ☒ Scheduled for Council Action

II. RECOMMENDATION

The staff of the Human Resources Department completed a market analysis of all positions in Pay Plan "N," the Non-Represented Employees. The HR Department recommends adjustments to the salary ranges of all non-represented positions identified in market analysis that are 1.5% or greater below market. Individual employees will not receive a pay increase, and only the pay range will change. An exception will be made for positions that are 9.5% or greater below market; in this circumstance, employees in these positions will have their pay adjusted by the percentage their salary range is below market. Also, employees in positions with salaries below the new minimum of the adjusted pay range for their positions will have their pay adjusted to the minimum of the new range.

Similarly, the salary ranges in Pay Plan "NS," the Non-Represented Supplemental Employees, will also be adjusted, as these salary ranges are related to their counterparts in Pay Plan "N."

III. DEPARTMENT CONTACTS

Cathryn Laird, Human Resources Director

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IV. DESCRIPTION/BACKGROUND

During the past year, the staff of the Human Resources Department has completed a market analysis of the City's positions. As a result, many salary ranges have been competitively adjusted to reflect current market conditions. The recommended adjustments to the salary ranges of the positions in Pay Plans "N" and "N-S" are consistent with changes that have been made to other salary ranges.

V. TIME CONSTRAINTS

The HR Department recommends an effective date of November 5, 2019 for the changes to the salary ranges.

VI. LIST OF ATTACHMENTS

Attachment A: Ordinance Setting Updated 2019 Salaries for the Amended 2019 N Pay Plan and Amended 2019 Supplemental N-S Pay Plan (effective November 5, 2019)

Exhibit 1: Amended 2019 N Pay Plan

Exhibit 2: Amended 2019 Supplemental N-S Pay Plan