

**PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS
SUBCOMMITTEE MEETING**

March 8, 2005

8:00 p.m.

AGENDA

Personnel, Legislative and Public Affairs Subcommittee:

Fred Conley, Chairperson
Dick Connealy, Vice Chairperson
Tim Fowler
John Schwope
Rich Tesar

Alternate Members: Rick Kolowski
Jim Thompson

Staff Liaison: Emmett Egr
Christine Jacobsen

1. Meeting Called to Order – Chairperson Fred Conley
2. Quorum Call
3. Adoption of Agenda
4. Proof of Publication of Meeting Notice
5. Review and Recommendation(s) on Affirmative Action Plan – Pat Teer
6. Review and Recommendation(s) on P-MRNRD Wage and Salary Administration Program for 2005 – Steve Oltmans, Marlin Petermann and Pat Teer
 - a. Wage and Salary Pay Ranges (Midpoints – 3.3% increase across the board)
 - b. Wage and Salary Administration Guide (“n” Factor – 3.3%)
7. Legislative Update – Steve Oltmans
8. Other Items of Interest
9. Adjourn

MEMORANDUM:

TO: PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS SUBCOMMITTEE

SUBJECT: Affirmative Action Report

DATE: February 22, 2005

FROM: Pat Teer, Administrative Coordinator

A copy of the updated P-MRNRD Affirmative Action Plan is attached. The changes are housekeeping in nature, i.e., date changes and an update of labor force statistics (see page 5). A copy of the spreadsheet used to compute workforce data is also attached. The base data for the labor workforce statistics is taken from excerpts from the 2004 Nebraska Affirmative Action Report published by the Nebraska Department of Labor - Labor Market Information Center.

The following actions have been taken regarding the implementation of the P-MRNRD Affirmative Action Plan during Calendar Year 2004:

1. Plan was updated and revisions approved by the Board of Directors at their March 11, 2004, meeting.
2. Affirmative Action Plan has been incorporated into the P-MRNRD Employee's Handbook. Updated plan and EEO Statement distributed to District employees at the May 27, 2004 All Employees Meeting.
3. Equal Employment Opportunity Statement was distributed to all District field offices to be posted.
4. Continued use and update of list of agencies and organizations to contact when openings occur. See attached list.
5. Continued use of Affirmation Action Plan Application Information Form to obtain information from applicants for affirmative action purposes. This form is filled out by applicants on a voluntary basis. See attached.
6. The following positions were filled during Calendar Year 2004:

* Water Supply Superintendent (SG-8) – This is a new position for the Washington County Rural Water #2. **Marty Thieman** was promoted to the position on 11/29/04.

RECOMMENDATION - *It is recommended that the Board adopt the proposed revisions to the P-MRNRD Affirmative Action Plan.*

MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Recommended Revisions to P-MRNRD Wage and Salary Administration Program

- a. Pay Range Revisions (Midpoints)
- b. Adjustment Guide Revisions ("n" Factor)

DATE: February 25, 2005

FROM: Steven G. Oltmans, General Manager

The P-MRNRD Wage and Salary Administration Program, as outlined in the Directors Policy Manual, requires the General Manager to provide recommendations to the Personnel, Legislative and Public Affairs Subcommittee for revisions in the Wage and Salary Pay Ranges (midpoints) and revisions in the Adjustment Guide ("n" factor) to be used for calendar year 2005. The PLPA Subcommittee is to review this information and make recommendations to the Board for consideration and action.

The District uses base data for the Omaha job market to determine the recommended midpoint values and the "n" factor. The base data is taken from the Nebraska State Salary Survey, which is prepared by the Nebraska Department of Personnel. The P-MRNRD is a participant in this survey. The NE Department of Personnel has changed the reporting period for this information from calendar year to fiscal year. Therefore, there is no base data available to calculate CY 2005 midpoints and "n" factor. The timing will work well in future years because the data will be available in October/November of each year. We will be able to calculate the midpoints and "n" factor and present it to the PLPA Subcommittee in November/ December and have it in place for the upcoming calendar year.

Unfortunately, this leaves US with a dilemma for CY 2005. After reviewing the situation, the GM is suggesting that the District use the average "n" factor for the past 5 years to determine pay range midpoints and the "n" factor.

a. Pay Range Revisions (Midpoints): Seeing that no base data is available to determine proposed midpoints, the GM suggests that the average "n" factor for the past 5 years be used. Please see below:

Year	"n" factor
2004	3.7%
2003	2.8%
2002	3.6%
2001	3.1%
2000	3.3%
AVERAGE	3.3%

RECOMMENDATION: It is recommended that the wage and salary pay range midpoints be adjusted by 3.3%, as shown on the attached chart, effective January 1, 2005.

b. Adjustment Guide Revisions ("n" Factor):

The "n" Factor is the average increase in midpoint values from year to year. The Wage and Salary Administration Program provides an example wage and salary increase guide which includes three factors. These are: evaluation period, adjustment factor, and annual pay range change. A copy of the example guide is attached. No change is recommended in the evaluation periods.

The second Adjustment Guide (attached) shows the proposed Adjustment Factors for calendar year 2005, using 3.3% as the "n" factor to compute Adjustment Factors. The Adjustment Factors for last year (2004) are also shown.

RECOMMENDATION: It is recommended that an "n" Factor of 3.3% (average increase in midpoint values) be used to compute Adjustment Factors for Calendar Year 2005 and that the resulting Adjustment Guide become effective January 1, 2005.

If these recommendations are adopted, the estimated dollar impact for calendar year 2005 (January 1, 2005 through December 31, 2005), would be approximately \$54,500.

Also attached to this memo is a chart showing the history of the Wage and Salary Administration Program. It details the findings from the State Salary Surveys and the action taken by the Board to determine the midpoints and "n" factor for calendar year 1982 through 2004.

Attached for your review is a copy of the proposed P-MRNRD Wage and Salary Administration Program for 2005.