

**PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS  
SUBCOMMITTEE MEETING  
November 6, 2008  
6:45 p.m.  
(or immediately following the PPO Subcommittee meeting)**

**AGENDA**

**Personnel, Legislative and Public Affairs Subcommittee:**

Dave Klug, Chairperson  
John Schwope, Vice Chairperson  
Fred Conley  
Tim Fowler  
Richard Patterson

Alternate Members: Dorothy Lanphier  
Jim Thompson

Staff Liaison: Emmett Egr  
Christine Jacobsen

1. Meeting Called to Order –Chairperson Klug
2. Notification of Open Meetings Act Posting and Announcement of Meeting Procedure –  
Chairperson Klug
3. Quorum Call
4. Adoption of Agenda
5. Proof of Publication of Meeting Notice
6. Review and Recommendation on Changes to the P-MRNRD Wage and Salary  
Administration Program – John Winkler
7. Adjourn

# MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Changes to the P-MRNRD Wage and Salary Administration Program

DATE: October 30, 2008

FROM: John Winkler, General Manager

At the April 10, 2008 Board of Directors meeting, the PLPA Subcommittee was tasked to investigate a new wage and salary system to use in the future. Since that time, I and District staff have met with representatives of the SilverStone Group to discuss possible changes. The SilverStone Group recommended the following:

- Development of a guiding compensation philosophy to ensure the District’s pay practices fit the mission of the organization
- Development of a pay plan to replace the current Hay System
- Documentation and support systems to maintain the new pay system and ensure it complies with applicable laws and regulations.

The work plan the SilverStone Group proposed included: compensation strategy, position documentation, competitive analysis, position valuation, structure development, costing scenarios and policies and procedures. To implement this work plan would be \$13,000 to \$21,700 depending on the options chosen.

As an alternative, I have also looked at possible amendments to the current Wage and Salary Administration Program with a goal to simplify the system. I am suggesting that the “n” value and resulting adjustment guide be eliminated. Instead of the “n” value, the District would use the Consumer Price Index – Seasonally Adjusted U.S. City Average for All Urban Consumers (CPI-U) as the value in the increase guide. See charts below.

<b>Papio-Missouri Natural Resources District Increase Guide</b>				
CPI-U minus 1.5%	CPI-U minus .1%	CPI-U plus 1%	CPI-U plus 1.5%	CPI-U plus 2%
Unacceptable	Falls Below Expectations	Meets Expectation	Exceeds Expectations	Far Exceeds Expectations

As an example, if the cost of living allowance for Calendar Year 2009 is 4% the adjustment guide would be as follows:

<b>Papio-Missouri Natural Resources District Adjustment Guide Calendar Year 2009</b>				
2.5%	3.0%	5%	5.5%	6%
Unacceptable	Falls Below Expectations	Meets Expectation	Exceeds Expectations	Far Exceeds Expectations

The frequency of appraisals is currently determined by the time period provided for in the “n” chart. Under the amended system, employees with established evaluation date would continue to use that date. New employees would receive an evaluation after six months with subsequent evaluations made on a yearly basis, or every six months until the employee reaches 90% of midpoint of their salary grade.

The length of service increase will continue to be awarded at seven, fifteen and twenty-five years of continuous service in a position. Under the current system, any subsequent salary adjustment would be determined by where the employee’s salary fell in relationship to the “n” chart adjustment guide. Seeing that the “n” chart would be eliminated, I am suggesting that the District award a 5% length of service increase following the completion of seven, fifteen and twenty-five years of continuous employment in a position.

In summary, there are about as many salary programs as there are companies. I am submitting the following recommendations/options for PLPA Subcommittee consideration:

1. Contract with SilverStone Group to implement proposed work plan.
2. Adopt recommended amendments to the current Wage and Salary Administration Program.
3. Keep the Wage and Salary Administration Program as is.