

**Subject:**

<b>Meeting Date:</b> June 6, 2022	
<b>Submitted/Presented by/Department:</b> Debra Gieseke, HR Director/Administration	
<b>Action Type</b>	
<input type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other: Click or tap here to enter text.
<b>Action</b>	
Review and Approve the 2022 Pay Equity Report Plan. Preliminary findings show there may be a non-compliance for the Exceptional Pay Test of the Plan. Upon approval from the City Council, the Pay Equity Report will be submitted to the Minnesota Pay Equity Management System to request guidance for compliance.	
<b>Background</b>	
A Pay Equity Report is required to be submitted every 3 years to the Employee Relations Division of the Department of Management and Budget. This is under the Minnesota Local Government Pay Equity Act. A Pay Equity Report is due in 2022. We must pass four tests to be determined to be in compliance. There was an initial late submission of the report, with a 90 day extension provided to complete. Preliminary Findings for 2022 report [2021 information] shows we will not be in compliant in the Exceptional Service Pay Test. The City Policy states who is eligible for the Exceptional [Merit] pay.	
<b>Attachments</b>	
<ul style="list-style-type: none"> <li>* Compliance Report results</li> <li>* Job Class Data Entry Verification List.</li> <li>* Personnel Policy - Merit Plan Policy</li> </ul>	
<b>Previous Relevant Actions</b>	
<b>Alternatives</b>	
<b>Financial</b>	
Budgeted: <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Financial Impact
Fund: Click or tap here to enter text.	Click or tap here to enter text.
Department: varied	
Account: Click or tap here to enter text.	
Amount: Click or tap here to enter text.	

## Compliance Report

Jurisdiction: West St. Paul  
1616 Humboldt Avenue

Report Year: 2022  
Case: 1 - 2022 Data (Private (Jur  
Only))

West St. Paul, MN 55118

Contact: Debra Gieseke

Phone: (651) 552-4108

E-Mail: dgieseke@wspmn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	27	14	1	42
# Employees	68	18	3	89
Avg. Max Monthly Pay per employee	7491.56	6381.61		7163.30

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 94.27609 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	7	3
b. # Below Predicted Pay	20	11
c. TOTAL	27	14
d. % Below Predicted Pay (b divided by c = d)	74.07	78.57

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 84	Value of T = 4.653
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a. Avg. diff. in pay from predicted pay for male jobs = 3

b. Avg. diff. in pay from predicted pay for female jobs = -451

### III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 5.25

B. Avg. # of years to max salary for female jobs = 0.00

### IV. EXCEPTIONAL SERVICE PAY TEST = 52.60 (Result is B divided by A)

A. % of male classes receiving ESP = 40.74 \*

B. % of female classes receiving ESP = 21.43

\*(If 20% or less, test result will be 0.00)

# Job Class Data Entry Verification List

West St. Paul

LIGID: 1401

*BRUNTE*  
5.23.22

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
42	Asst. Ice Arena Mgr	1	0	0	M	36	2710.93	3471.87	0.00	0.00	
6	Community Service Officer	2	1	0	B	42	3508.27	4413.07	0.00	0.00	
51	Preventative Maint/Custodian	1	0	0	M	43	3116.54	4182.53	0.00	0.00	
2	Recycling Coordinator	0	1	0	F	46	3099.20	3874.00	0.00	0.00	
32	Volunteer Engagement Manager	0	1	0	F	50	3872.27	4841.20	0.00	0.00	
48	Park Maintenance Worker	3	0	0	M	52	4380.48	5475.60	2.00	0.00	
4	Street Maintenance Worker	7	0	0	M	53	4456.75	5570.93	2.00	0.00	
7	Administrative Specialist	0	4	0	F	56	4123.60	5203.47	0.00	0.00	
8	Mechanic	2	0	0	M	57	4650.88	5813.60	2.00	0.00	
11	Utility Maintenance Wkr	2	0	0	M	57	4569.07	5711.33	2.00	0.00	
35	Building Permit Tech	0	1	0	F	57	4229.33	5217.33	0.00	0.00	
44	Executive Asst.	0	2	0	F	58	4524.00	5928.00	0.00	0.00	
5	Crime Prevention Specialist	0	1	0	F	58	4628.00	6208.80	0.00	0.00	
10	Accounting Clerk	0	1	0	F	59	4270.93	5336.93	0.00	0.00	
13	Park Mntc Lead Wkr	1	0	0	M	60	4818.53	6023.16	2.00	0.00	
15	Ice Arena/Pool Supv.	1	0	0	M	60	4494.53	5863.87	0.00	0.00	
46	Housing and Code Inspector	2	0	0	M	60	4839.47	6156.80	0.00	0.00	
37	Recreation Programmer	0	1	0	F	60	4414.80	5785.87	0.00	0.00	
41	I & I Inspector	1	0	0	M	60	4839.47	6156.80	0.00	0.00	
34	HR Generalist	0	1	0	F	60	5023.20	6132.53	0.00	0.00	
43	Lead Utility Mntc Worker	1	0	0	M	61	5025.97	6282.47	2.00	0.00	
50	Accountant	0	1	0	F	61	5581.33	6496.53	0.00	0.00	
36	IT Operations Technician	1	0	0	M	63	5598.67	6997.47	0.00	0.00	Performance
14	Police Officer	24	3	0	M	65	5219.07	7723.73	15.00	0.00	
16	Engineering Tech III	1	0	0	M	73	5390.67	6929.87	0.00	0.00	
31	City Clerk	0	1	0	F	73	5782.40	7229.73	0.00	0.00	
17	Bldg. Inspector	1	0	0	M	75	5525.87	6914.27	0.00	0.00	
33	Marketing & Comm. Manager	1	0	0	M	78	6227.09	7801.63	0.00	0.00	Performance
39	City Planner	0	1	0	F	78	6554.94	8414.21	0.00	0.00	Performance
22	Asst. PW/Parks Superintendent	1	0	0	M	80	6362.09	7814.63	0.00	0.00	Performance
38	Asst. Park & Recreation Dir.	1	0	0	M	82	7046.52	8839.16	0.00	0.00	Performance
19	Building Official	1	0	0	M	82	7359.50	9582.67	0.00	0.00	Performance

# Job Class Data Entry Verification List

Case: 2022 Data

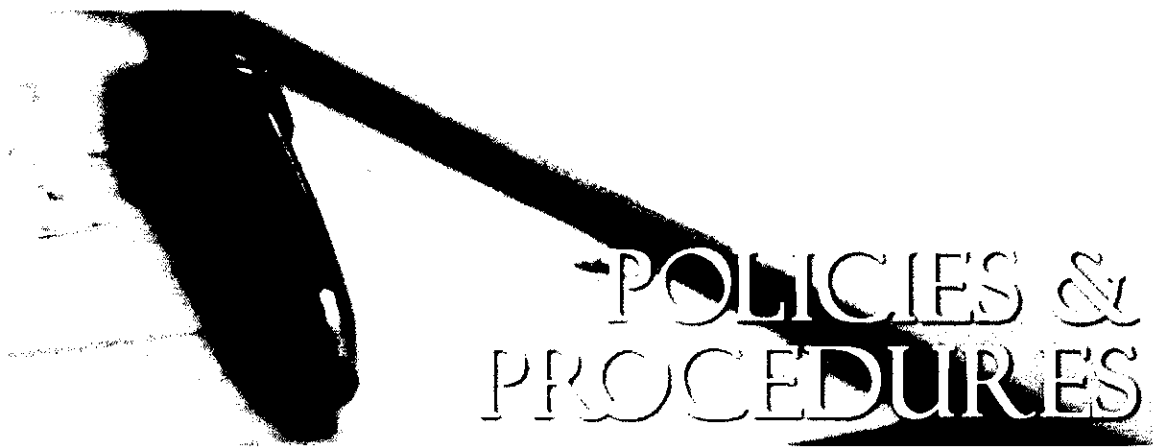
West St. Paul

LGID: 1401

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
20	IT Manager	1	0	0	M	82	7700.75	9572.96	0.00	0.00	Performance
21	Police Sergeant	4	1	0	M	82	8224.67	9132.93	15.00	0.00	
24	Parks & PW Superintendent	1	0	0	M	89	7940.05	9636.60	0.00	0.00	Performance
23	Police Lieutenant	1	0	0	M	90	9102.54	10454.43	0.00	0.00	Performance
25	Finance Director	0	1	0	F	98	9489.87	11628.97	0.00	0.00	Performance
26	Human Resources Director	0	1	0	F	98	9340.26	10854.52	0.00	0.00	Performance
27	Community Development Director	1	0	0	M	98	9102.54	11650.43	0.00	0.00	Performance
28	Police Chief	1	0	0	M	101	10070.88	11849.47	0.00	0.00	Performance
29	Parks & PW Dir/City Engineer	1	0	0	M	106	9489.87	11714.27	0.00	0.00	Performance
30	City Manager	1	0	0	M	124	12201.28	13797.14	0.00	0.00	

**Job Number Count: 42**

# PERSONNEL POLICY MANUAL



City of West St. Paul

Updated April 2019

## **SECTION 10- MERIT PAY**

### **Scope and Intent**

Merit pay is intended to reward FLSA-exempt employees who achieve more than what is expected and who put in far more effort and/or hours, are faced with more challenges, and achieve more than what we expect for the pay they receive. These employees are not eligible for overtime for extra hours worked.

Merit pay should be based on the following:

- 1) employee's overall performance during the year relative to the essential functions and general traits of the position found in the job description;
- 2) meeting or exceeding department goals and objectives;
- 3) major/significant accomplishments; and/or
- 4) working through difficult circumstances.

### **Merit Pay Guidelines**

- 1) Performance evaluations must be completed for all employees who report to a merit-pay eligible employee prior to an award of merit pay.
- 2) All criteria must be met to be eligible for merit pay at the appropriate level.
- 3) Exempt employees must have made a significant contribution to the accomplishment of the department goals and objectives to be eligible for merit pay.
- 4) Department goals and objectives are the goals and objectives established and agreed upon apart from the essential functions of the position. The employee will not be held accountable for unaccomplished goals and objectives if there is a valid reason such as lack of opportunity, excessive workload, funding, or approval.
- 5) Examples of major accomplishments are programs, projects or initiatives of major impact to the city such as a major revenue source, unique or innovative idea or change in business operations resulting in significant efficiencies, improvements and cost savings; resolving or averting a major issue by means of efficient and effective problem solving; or receiving an award or commendation that is difficult to achieve.
- 6) Employees are eligible for merit pay of up to 3.0% of their annual salary, based on performance, to be paid in a lump sum on an annual basis. Merit pay will not be added to an employee's base salary.
- 7) New employees and retiring employees who meet the criteria for merit pay will be eligible for pro-rated merit pay if they worked for the City for at least six months.
- 8) Merit pay for Department Directors will be at the sole discretion of the City Manager. Merit pay for other eligible exempt employees will be at the recommendation of the Department Director and approval of the City Manager.