

To: **Mayor and City Council**
Through: **Ryan Schroeder, City Manager**
From: **Debra Gieseke, Human Resource Director**
Date: **August 12, 2019**

Approve Amendment to 2019-2020 General Service Salaried Employees Pay Plan to include Newly FLSA Exempt Position

BACKGROUND INFORMATION:

The position of Marketing and Communication Manager was recently examined to determine whether the position met the criteria to become an FLSA exempt, salaried position. The position meets the tests for the FLSA Administrative exemption so was reclassified to salaried, exempt effective July 14, 2019. The pay plans are being updated to move this position from the General Service Hourly Pay Plan to the General Service Salaried Pay Plan. The salary range did not change.

FISCAL IMPACT:

Very little, if any, impact. The incumbent will no longer be eligible for overtime or compensatory time. They incumbent may be eligible for merit pay if the program remains in place.

STAFF RECOMMENDATION:

Approve the amended General Service Salaried Employee and the General Service Hourly Employee Pay Plans.

ATTACHMENTS:

Resolution Amending the General Service Salaried Employee Pay Plan to add Exempt Position of Marketing and Communication Manager

Resolution Amending the General Service Hourly Employee Pay Plan to Remove One Title