

WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

ITEM: DATE: December 18, 2017

5. Recommendations from Committees

a. Personnel and Compensation Committee

1. Resolution

 A Resolution Establishing Compensation For Calendar Year 2018 for Employees and Trustees of West Des Moines Water Works

FINANCIAL IMPACT:

The Salaries and Wages budget increased by \$233.00, and the Overtime budget decreased by \$3,539.00 from the 2017 budget. This is primarily due to the following two factors: (1) there is no planned retirement payout for 2018, whereas there were two such payouts in 2017, and (2) two new employees were hired in 2017 at lower wages than their predecessors.

SUMMARY:

This request is for approval of the Resolution which provides for employee salary and wage adjustments for calendar year 2018. The union agreement for January 1, 2018 through December 31, 2018 (1) provides for a 2.5% base wage increase. This increase was applied across the board to the employee's December 31, 2017 pay beginning January 1, 2018, (2) July 1 step increases are removed and replaced with an additional increase on January 1, 2018 for those who would have received step increases if they were still in use, (3) for those who are at the top of their grade, the addition of \$1,075.00 to the maximum pay replaces longevity pay, and (4) there is an additional increase to cover the increase in the employee percentage share of insurance premiums paid through payroll deduction in 2018.

BACKGROUND:

The first collective bargaining agreement was established in December, 2003. The 2017 lowa legislature changed the required subjects of bargaining, and West Des Moines Water Works is moving from an automatic step increase program to a performance based increase program beginning 2019. Non-union employees are treated the same as union employees regarding the above four wage adjustments listed under the Summary.

That the Resolution entitled, "A Resolution Establishing Compensation For Calendar Year 2018, for Employees and Trustees of West Des Moines Water Works," attached to and made a part of these minutes, be adopted.

Prepared by:	aula Menn	
Approved for Content by:	Milson	

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

RESOLUTION

A RESOLUTION ESTABLISHING COMPENSATION FOR CALENDAR YEAR 2018, FOR EMPLOYEES AND TRUSTEES OF THE WEST DES MOINES WATER WORKS

WHEREAS, on December 7, 2017, the Board of Trustees of the West Des Moines Water Works adopted the budget for calendar year 2018, and

WHEREAS, said budget includes certain appropriations for salaries and wages for employees of the Water Works,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WEST DES MOINES WATER WORKS, AS FOLLOWS:

- 1. Employee salaries for work on and after January 1, 2018 shall be in accordance with the documents entitled, "Appendix A (Updated January 1, 2018)" for members of the collective bargaining unit and the document entitled "2018 Pay Plan" for non-bargaining unit employees. Copies of these documents are attached to and made part of this Resolution. The annualized salary and pay grade are shown in said Appendix A (Updated January 1, 2018) for collective bargaining unit employees and as shown in said 2018 Pay Plan for non-bargaining unit employees.
- 2. The General Manager and Secretary, Assistant General Manager, Superintendent, Water Production Manager, Water Distribution Manager, Finance Manager and Treasurer, Engineering Project Manager, Business Relations Manager, Maintenance Coordinator, Water Distribution Coordinator, Information Systems Specialist and Accountant are considered exempt from the provisions of the Federal Fair Labor Standards Act and shall be paid salaries on the basis of 26 bi-weekly pay periods. No overtime provisions apply. All other personnel shall be paid on an hourly basis. Overtime provisions apply. Hourly wages shall be determined by dividing the Annualized Salary shown on said Appendix A or said Pay Plan by 2,080.
- 3. Probationary employees will not receive the pay increase until the beginning of the pay period following the end of their probationary period, unless otherwise approved by the Board of Trustees. Every new employee serves a six-month probationary period.
- 4. In addition to the salaries and wages shown herein, employees whose job titles are listed in paragraph 3 hereof, shall each receive up to \$2,600.00 in compensation which shall be paid on their behalf into the Water Works Deferred Compensation Plan. The deferred compensation shall be paid at the rate of \$100.00 per pay period for up to 26 pay periods for a total of \$2,600.00. If the employee's personal contribution into the plan shall become less than \$100.00 per pay period, then the Water Works contribution shall be reduced to an amount equal to the employee's personal contribution.
- 5. That members of The Board of Trustees shall be paid per diem for each committee meeting and Board of Trustees meeting attended at the rate of \$100.00

per meeting, subject to an annual maximum payment of \$1,200.00. The first per diem payment each year shall be made on the second pay date of June, and the second payment shall be made in December. The annual maximum amount is determined from time to time by the West Des Moines City Council.

6. That nothing contained in this Resolution shall be construed by any person so as to guarantee employment for any period of time whatsoever.

PASSED AND APPROVED this eighteenth day of December, 2017.

THE BOARD OF TRUSTEES, WEST DES MOINES WATER WORKS

	Karen Novak Swalwell
Attest:	Chair
Diana J. Wilson	
General Manager	