



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

ITEM:**DATE:** December 17, 2018

6. Recommendations from Committees
 - a. Personnel and Compensation Committee
 1. Resolution – A Resolution Establishing Compensation for Calendar Year 2019 for Employees and Trustees of West Des Moines Water Works

FINANCIAL IMPACT:

\$2,860,000 was included in the 2019 Budget for employee Salaries, Wages and Trustees' Compensation. The budgeted amount was based on the adjustments listed within the Summary below.

SUMMARY:

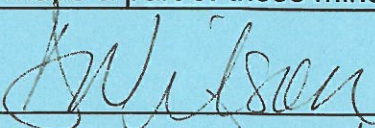
This request is for approval of the Resolution which provides for employee salary and wage adjustments for calendar year 2019. The Salaries and Wages for 2019 increased due to ATB Cost of Living Adjustments of 2.75% and an additional 1.5% increase for employees who have not reached the maximum of their Pay Grade salary range. These increases were negotiated as part of the 2019 AFSCME contract agreement, which has historically been extended to non-bargaining unit employees.

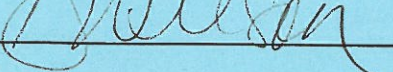
BACKGROUND:

West Des Moines Water Works is transitioning from an automatic step increase program to a performance based increase program. In the interim period, while a performance based pay system is developed, the method for wage increases was determined within the negotiated one-year term AFSCME agreement.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

That the Resolution entitled "A Resolution Establishing Compensation For Calendar Year 2019, for Employees and Trustees of West Des Moines Water Works," attached to and made a part of these minutes, be adopted.

Prepared by: 

Approved for Content by: 

**A RESOLUTION ESTABLISHING COMPENSATION FOR CALENDAR YEAR 2019 FOR
EMPLOYEES AND TRUSTEES OF THE WEST DES MOINES WATER WORKS**

WHEREAS, on December 10, 2018, the Board of Trustees of the West Des Moines Water Works adopted the budget for calendar year 2019, 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, 2019 shall be in accordance with the documents entitled, "Appendix A (Updated January 1, 2019)" for members of the collective bargaining unit and the document entitled "2019 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, 2019) for collective bargaining unit employees and as shown in said 2019 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. Hourly wages shall be determined by dividing the Annualized Salary shown on 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 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 seventeenth day of December, 2018.

THE BOARD OF TRUSTEES, WEST DES MOINES WATER WORKS

Brian Rickert, Chair

Attest:

Diana Wilson, General Manager

2019 Pay Plan					
Non-Bargaining Unit Employees					
For January 1, 2019 through December 31, 2019					
Increase from 2018 Grid is 2.75%					
<u>Job Classification</u>				New Beginning Pay Range	New Ending Pay Range
Pay Grade 6 Positions					
Secretary - General Office				40,584	54,071
Pay Grade 7 Positions					
Secretary - Plant				45,120	64,476
Pay Grade 9 Positions					
Accountant				59,977	91,259
Pay Grade 10 Positions					
Maintenance Coordinator				69,308	105,268
Distribution Coordinator				69,308	105,268
Information Systems Specialist				69,308	105,268
Pay Grade 11 Positions					
Water Distribution Manager				82,636	125,260
Water Production Manager				82,636	125,260
Engineering Project Manager				82,636	125,260
Business Relations Manager				82,636	125,260
Finance Manager and Treasurer				82,636	125,260
Pay Grade 12 Positions					
Assistant General Manager				96,629	146,252
Pay Grade 13 Positions					
General Manager				106,626	161,247

Appendix A - Updated January 1, 2019					
to Agreement Between West Des Moines Water Works and					
The American Federation of State, County and Municipal Employees,					
AFL-CIO, Local 3673-15					
For January 1, 2019 through December 31, 2019					
2.75% COLA Increase					
Job Classification				2019 Beginning Pay Range	2019 Ending Pay Range
<u>Meter Reader/Technician</u>					
		6		40,584	54,071
		6		40,584	54,071
		6		40,584	54,071
		6		40,584	54,071
<u>Water Distribution Specialist</u>					
No IDNR License		7		45,121	64,476
No IDNR License		7		45,121	64,476
Grade 1 License		7		45,121	64,476
Grade 1 License		7		45,121	64,476
Grade 2 License		8		52,756	75,166
Grade 2 License		8		52,756	75,166
Grade 3 License		9		59,976	91,258
Grade 3 License		9		59,976	91,258
Grade 3 License		9		59,976	91,258
Grade 3 License		9		59,976	91,258
Grade 4 License		9		59,976	91,258
<u>Customer Service Representative</u>					
Hired Prior to 1/1/2015		8		52,756	75,166
Hired Prior to 1/1/2015		8		52,756	75,166
Hired after 1/1/2015		7		45,121	64,476
<u>Engineering Technician</u>					
No IDNR License		7		45,121	64,476
Grade 1 License		7		45,121	64,476
Grade 2 License		8		52,756	75,166
Grade 3 License		9		59,976	91,258
Grade 3 License		9		59,976	91,258
Grade 4 License		9		59,976	91,258
<u>Treatment Plant Operator, Residuals Equipment Operator, Water Treatment Plant Utility Worker and Maintenance Technician</u>					
No IDNR License		7		45,121	64,476
Grade 1 License		7		45,121	64,476
Grade 2 License		8		52,756	75,166
Grade 2 License		8		52,756	75,166
Grade 3 License		9		59,976	91,258
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