

Management Committee

Meeting date: October 10, 2018

For the Metropolitan Council meeting of October 24, 2018

Subject: Non-Represented Plan Effective December 29, 2018

District(s), Member(s): ALL

Policy/Legal Reference: Minn. Statute 473.129, Subd. 2 (Powers of Metropolitan Council)

Staff Prepared/Presented: Marcy Syman, Director of Human Resources, 651-602-1417

Division/Department: Human Resources

Proposed Action

That the Metropolitan Council approves revisions to the Non-Represented Plan effective December 29, 2018, incorporating the revisions summarized below.

Background

The Non-Represented Plan covers approximately 400 employees who are not covered by the provisions of a collective bargaining agreement.

The plan includes staff in clerical/administrative/technical, senior staff/managerial and executive classifications in Environmental Services, Regional Administration and Metro Transit.

Rationale

The Non Rep plan is reviewed on an annual basis to reflect necessary changes and update compensation.

Summary of Revisions

Section 3: Hours of Work (p. 3)

- 3.4.2 Overtime/compensatory time for Exempt Positions: Change in wording to make current procedure more clear

Section 9: Employee Development (p. 15)

- Section 9.1: Training Seminars/Education Seminars: Clarifies training for probationary employees. Adds language already contained in Council procedure about paying for job-related certifications or licenses.

Section 10: Salary Administration (p. 16-17)

- 10.2 Salary Rates and Limits: Indicates 2% general increase of the compensation grid and which all employees receive a 2% general increase – same as 2018
- 10.3 Performance-based Salary Increases for Employees between Step 9 and Range Maximum: indicates a performance pool of 1.5% - same as 2018
- 10.10: Executive Performance Award – Change to “Executive Compensation”: Remove performance award as a lump sum payment to reflect current practice.

Appendix B: Non Represented Job Classifications and Salary Grades (p. 25 - 29)

- Updates positions – removes outdated and adds new titles

Appendix C: Non Represented Salary Grades (p. 30)

- Updates salaries for Grades A – M to reflect 2% increase
- Updates executive salary grades to reflect 2% increase, follows Grades J-M structure and local government salary cap and salary waiver limits.

Thrive Lens Analysis

Stewardship – As this plan falls within the financial parameters established by the council for managing labor costs, the plan demonstrates efficient and effective management of public financial resources.

Prosperity – The plan represents fair and reasonable total compensation and demonstrates the Council's commitment to invest in its employees.

Funding

The recommended salaries increases are within the 2019 proposed operating budget and are consistent with the parameters established by the Management Committee for represented bargaining units.

Known Support / Opposition

None known.