

## Management Committee

For the Metropolitan Council meeting of November 14, 2018

**Subject:** Non-Represented Plan Effective December 29, 2018

### Proposed Action

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

### Summary of Committee Discussion/Questions

Clarified that salary administration in the Non-Rep Plan is consistent with comparable represented employees.

Clarified the conditions under which overtime could be granted for exempt employees and the process for Non-Rep employees to raise concerns about overtime or other employment practices.

It was moved by Melander and seconded by Rummel, motion carried

## 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.