ITEM F

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MARCH 7, 2017 AGENDA

Subject:	Type:	Submitted By:
CLASSIFICATION & COMPENSATION	RESOLUTION ♦ ORDINANCE ♦ RECEIVE/FILE	KEVIN L. POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

In accordance with the Pay for Performance Compensation policy, a periodic review of comparable wages, i.e. a classification and compensation study has been completed. Council is being asked to accept the study by a simple motion, and approve the recommended changes via amending the compensation ordinance.

FISCAL IMPACT

The FY17/18 Biennial Budget can absorb the recommended increases.

RECOMMENDATION

Accept the Study and approve Compensation Ordinance amendment to be implemented on March 19, 2017.

BACKGROUND

The City's strategic plan identifies implementing standards of excellence for the administration of city services as part of its vision and priority. One of the key objectives to achieving this goal is to ensure the recruitment and retention of city staff through competitive compensation which is guided by the results of a wage and benefit survey.

In 2008/2009, the Austin Peters Group completed a compensation study in conjunction with the switch to a pay-for-performance compensation system. Austin Peters updated study in 2013. The current study was conducted by Nebraska Business Development Center NBDC and followed a similar process. Specifically, NBDC was provided with our job position descriptions, interviewed city employees, and conducted a survey of other governmental employers asking them to compare their positions to ours in terms of "job match". Respondents were asked to provide salary information for those positions, which was used to determine if our salaries are comparable with the market. The City's philosophy has been that we want to be comparable, but do not necessarily need to be the very top of the scale.

Because some of our ranges have been adjusted only once since FY12, our wage ranges are an average of 7 to 11% below the comparable market. (Some, not all, of the ranges were adjusted in FY13 by 1%). Consequently, we are proposing a range increase this current fiscal year. Attachments to the blue letter include: the 2016 Wage/Salary Survey Results prepared by NBDC; memorandum outlining the proposed recommendation; and the proposed recommended pay grade adjustments.

Memorandum

To: Mayor and City Council

From: Kevin Pokorny
Director of Administrative Services

CC: Brenda Gunn, City Administrator

Date: March 2, 2017

Re: Salary and Wage Compensation Study

Enclosed you will find the 2016 Wage/Salary Survey Results document prepared by Nebraska Business Development Center (NBDC). Some of you may recall that Austin Peters completed a compensation study in 2008/2009 for the City in conjunction with the switch to a pay-for-performance compensation system. Austin Peters conducted another compensation study update in 2013. The current study by NBDC followed a similar process where the NBDC was provided with our position descriptions, interviewed city employees, and conducted a survey of other employers asking them to compare their positions to ours in terms of "job match". Respondents were asked to provide salary information for those positions, which was used to determine if our salaries are comparable with the market. The City's philosophy has been that we want to be comparable, but not at the very top of the scale.

All positions within the city, with the exception of the FOP bargaining unit, were included in the current study. In this study, NBDC followed the Commission of Industrial Relations (CIR) guidelines on population and geographical proximity in selecting a market array of entities. For job positions in the pay grade of 175 and below (175-100), NBDC used the Omaha Metropolitan Statistical Area (MSA) for the comparison of entities. For positions in the pay grade of 180 and above, NBDC used the Omaha MSA, as well as, the Des Moines MSA and the Kansas City MSA. The justification for this approach is that the labor market for recruitment and retention for positions in 180 and above is broader and is more regional than pay grades of 175 and below.

After receiving the initial report, managing directors reviewed it and did some additional analysis. The results of which are outlined below. Generally speaking, because only some of our ranges have been adjusted once since FY12, our wage ranges are an average of 7 to 11% below the comparable market. (Some, not all, ranges were adjusted in FY13 by 1%). Consequently, a range increase is being recommended this current fiscal year. The new ranges being proposed are included in the attachment.

As the study data was reviewed, we looked for positions where La Vista's current wage ranges and the recommended wage/salary study indicate an area where positions were below the market. We then looked more in depth at the data for those positions to determine if other factors should be taken into

consideration in making adjustment of job positions. The following are the findings/recommendations for those positions.

1. **Police Captain** (three positions) – Police Captain is currently in its own paygrade of 190. By moving the position to the pay grade of 205, the new recommended minimum wage is in line with the market study for Police Captain.

   There is no cost in this recommendation, as all the Police Captains are within the new recommended range.

2. **City Clerk** (one position) - The La Vista City Clerk job position is unique in that the wage study indicates both the City's minimum and maximum wage ranges are higher than the study results. This position was one of the positions that required staff to investigate further. In reviewing all the job descriptions presented in comparison to the La Vista City Clerk job description, the investigation found three areas of justification for the pay grade of 205. The first area of justification is education. Of the eight cities providing job descriptions, only three required a four year college or university degree. Four cities only required an associate's degree and one city (Urbandale, IA) only required a high school diploma or equivalent. Secondly, La Vista City Clerk by City Ordinance is the back-up City Treasurer in the absence of a Finance Director. This requires the City Clerk to be skilled and knowledgeable in the City's finances and accounting principles. There was only one other city (Clive, IA) that required this function. Third and final justification is the city's risk management. The La Vista City Clerk handles the risk management function for the city. Ankeny, IA was the only other city that listed the City Clerk as coordinating the city's risk management. Overall, the City Clerk job descriptions provided were very basic and the essential functions were only of the duties of a City Clerk and did not include the additional responsibilities of finance nor risk management that La Vista requires.

   There is no cost in this recommendation, as the City Clerk is within the new recommended range.

3. **Assistant Recreation Director and Chief Building Official** (two positions) – These two positions would move from pay grade 175 to 180. These two position present the same issue in items 1 and 2 above. The market study for the two positions displays the minimum wage higher than the NBDC recommended new minimum wage. By moving the position to the pay grade of 180, the new recommended minimum wage is in line with the market study for the positions. In addition, the managing directors noted that the 180 pay grade represents second level managers for the City. Therefore, it is more logical for the two positions to be grouped with the 180.

   There is no cost in this recommendation, as both positions are within the new recommended range.

4. **Executive Assistant** (one position) - This position would move from pay grade 175 to 165. This recommendation is based on the market study and would provide a better fit within the ranges.

   There is no cost in this recommendation, as this position is within the new recommended range.

5. **Code Enforcement** (one position) - This position would move from pay grade 141 to 160. There is only one position within the pay grade of 141 which is the Code Enforcement officer and the current salary range is too low.

   Cost for this recommendation is $4,890 to move the Code Enforcement Officer to the new recommended minimum wage.

6. **Administrative Assistant** (four positions) – Currently the City has several different titles with basically the same job descriptions (Receptionist/Secretary, Secretary & Administrative Assistant). For consistency, it is recommended to change job titles to:

   - Receptionist/Secretary to Administrative Assistant I; and remains at 120
   - Secretary II to Administrative Assistant II; and moves from 125 to 130
   - Administrative Assistant to Administrative Assistant III; and moves from 130 to 140

   There is no cost in this recommendation, as these positions are within the new recommended range.

7. The remaining city job descriptions would remain in their current pay grades. However, with the new recommended wage ranges, there are a few employees which will fall outside the minimum wage range and should be moved up to the new recommended minimum wage ranges. Those job positions are:

a.	Deputy Public Works Director (1 position)	Cost: $1,037
b.	Streets Superintendent (1 position)	Cost: $38
c.	Community Relations Coordinator (1 position)	Cost: $819
d.	Building Maintenance Worker II (1 position)	Cost: $884
e.	Maintenance Worker I (5 positions)	Cost: $4,058
f.	Intern (1 position)	Cost: $550
g.	PT – Clerical (1 position)	Cost: $314
h.	PT – Circulation Clerk II (1 position)	Cost: $550
i.	Special Services Driver (3 positions)	Cost: $941
j.	Circulation Clerk (6 positions)	Cost: $2,835
k.	Recreation Supervisor (13 positions)	Cost: $5,114
l.	Custodian (1 position)	Cost: $102

   The total overall cost for the new recommended wage ranges would be approximately $22,132.

8. For those employees that remain within the recommended pay ranges, there will be no change to their rate of pay. They will remain at their current wage/salary for the remaining FY17 budget.

If the proposed recommendations are approved, the changes would be made effective at the start of the new pay period beginning March 19, 2017

PREPARED BY DR. ROBERT OTTEMANN AND THE NEBRASKA BUSINESS DEVELOPMENT CENTER

2016 WAGE/SALARY SURVEY RESULTS

CITY OF LA VISTA

nbdc®
NEBRASKA BUSINESS
DEVELOPMENT CENTER

UNIVERSITY OF NEBRASKA AT OMAHA
COLLEGE OF BUSINESS ADMINISTRATION

City of La Vista Nebraska
Wage/Salary Survey Results
2016

Background/Introduction

In the spring of 2016, the City of La Vista Nebraska contracted with the Nebraska Business Development Center (NBDC) to conduct a wage/salary labor market survey of city job classifications and to summarize the results by job, job family, pay grade, and geographical proximity.

Methodology

Various area and regional public sector entities – cities, counties, school districts – were invited to participate in the La Vista wage/salary budget survey through direct contact including on-site visits, telephone interviews, emails, and website documents. Participants were asked to respond in terms of job matches with core La Vista job classifications, whether a minimum to maximum salary structure existed, whether incremental steps were part of their salary structure, and the basis of progression of minimum to maximum factoring in time and merit/performance. All data contained an effective date of July 1, 2016 for the wage/salary ranges or were noted on the survey summary if the entity had an earlier effective date of wage/salary implementation. Summary statistics were computed on the basis of mean (average), median, and midpoint (average of mean and median at both the range minimum and range maximum. Any dollar adjustments to bring La Vista to midpoint also were computed for each of the job classifications. A full list of entities that participated in the survey are listed below by geographical proximity to La Vista and population. Additional breakdowns were conducted on the basis of area employer (MSA), internal job worth, employee category (exempt, nonexempt) and regional location. As would be expected, not every survey participant reported data for each job classification. For each job classification surveyed, a minimum of three job matches would serve as a threshold to compute summary statistics.

Survey Respondents

Survey Participant	*Proximity*	*Population*
City of Omaha NE	Omaha MSA	440,000
Douglas County NE	Omaha MSA	537,000
Sarpy County, NE	Omaha MSA	173,000
Papillion, NE	Omaha MSA	19,000
Papillion – La Vista Schools	Omaha MSA	
Bellevue, NE	Omaha MSA	50,100
Council Bluffs, IA	Omaha MSA	62,300
Urbandale, IA	Des Moines MSA (120 mi)	39,000
Ankeny, IA	Des Moines MSA (120 mi)	45,500
Clive, IA	Des Moines MSA (120 mi)	15,400
Waukee, IA	Des Moines MSA (120 mi)	13,800
Johnston, IA	Des Moines MSA (120 mi)	17,300
Lenexa, KS	Kansas City MSA (200 mi)	48,000
Shawnee, KS	Kansas City MSA (200 mi)	62,000
Prairie Village, KS	Kansas City MSA (200 mi)	21,100
Mission, KS	Kansas City MSA (200 mi)	9,300
La Vista, NE	**Omaha MSA**	**18,400**

A variety of analyses were completed based on area MSA, geographical proximity, job classification, FLSA exemption, and job matches. Given that the City of La Vista is a public sector employer in the state of Nebraska under the jurisdiction of the Commission of Industrial Relations (CIR), population and geographical proximity come into play when defining an appropriate market array of entities. To reflect a more limited labor market for selected classification, jobs rated in pay grade 175 and below (175-100), the Omaha MSA became the basis for inclusion. This group included the following entities: (1) City of Omaha, (2) Douglas County, (3) Sarpy County, (4) Papillion NE, (5) Papillion-La Vista schools, (6) Bellevue NE, and (7) Council Bluffs IA. For jobs with greater responsibility (pay grades 180 & above), the labor market for recruitment and retention is broader and encompasses more

regional boundaries. Consequently, survey participants encompassed not only the Omaha MSA but also the Des Moines MSA and the Kansas City MSA included above. For all jobs with less than three job matches among participants in the more limited array, it was decided to expand the array to all employers. Resulting recommendations reflect the selected array of participants defining the appropriate labor market.

Wage/Salary Survey Results

Survey respondents projected that the average 2016 total salary increase budget across all jobs and occupational categories would reach 3.1 percent (median: 3.0 percent). Looking forward, respondents are again projecting a slight rise in their salary increase budgets in recognizing that the labor market for many positions is becoming "tighter" in terms of the supply/demand balance. With the demand for qualified labor better meeting the supply of qualified job seekers, upward pressure on wages will increase and cause organizations to increase their wage/salary budgets.

One of the many consequences of the recession and subsequent economic recovery is that many of the surveyed entities continue to exhibit a "conservative" approach to finances and are behaving in more fiscally cautious ways. There appears to be a wariness of overspending on base pay increases, and thus, a limitation on increases to ongoing fixed costs. Anticipation of changes in overtime rules and/or minimum wages can be factors as well. This compensation approach has not diluted a commitment to recognize and reward employees through pay, but entities are doing so in a manner that more prudently allocates funds while motivating and reinforcing performance that will lead to long-term success. The City of La Vista is committed to recognize the importance of strong performance among its employees through its performance review process. Rather than using the traditional annual step increase pay system, the City of La Vista continues to focus on programs that tie performance to pay.

Salary Structure Adjustments

Salary structure adjustments across the employee categories looked at to what extent the minimum to maximum wage ranges increased. That is, did the survey participants increase the min-to max ranges along with moving job incumbents inside the wage/salary range? In 2016, the average salary structure adjustment among the survey participants is 2.5 percent. It also is common practices for participants to adjust these ranges on an annual basis as they attempt to keep their ranges at "meeting the market." The City of La Vista last adjusted its salary ranges in 2013 by one percent.

Timing of Pay Increases

All of the survey participants reported that pay increases are awarded on an annual 12-month cycle and that participants will award pay increases to nearly all employees. In addition, in those cities with a step pay structure, employees may receive two increases during the year – a step increase on their anniversary date and a pay range (base) increase based on fiscal year.

Merit Pay Increases

Merit pay increases can be defined as a permanent adjustment to an employee's base pay rate based on performance. A majority of surveyed employers attempt to factor in performance through eligibility for wage/salary range step increases. That is, employees must receive at least a "satisfactory" performance review to be eligible for the next step increase. This will continue until employees reach the last step in the pay grade wage/salary range. There is some evidence among survey participants of differentiation of rewards based on performance. The City of La Vista is unique in more directly tying pay increases to the performance review process. The City directly ties the annual pay increase to levels of employee performance – those employees with stronger performance receive larger wage/salary increases. It is important for employees to perceive the link between their level of performance and pay increases. The City of La Vista has employed the performance review process to strengthen the link between pay and job performance. The City of La Vista has budgeted three percent (3%) for such wage/salary within range increases for the current fiscal year.

Effect of Health-Care Cost

With continued concerns of rising health-care costs, the survey asked about the effects of those costs on salary budget recommendations. Interestingly, year after year, the majority of participants indicate that health-care costs are not a major factor when formulating salary budget recommendations. What survey participants are doing is asking for greater employee participation through increasing deductibles, greater co-pays, and increasing out-of-pocket maximums. The City of La Vista continues to offer a generous health care plan and conforms to the survey participants in employer contributions.

Total Compensation Program Prevalence

The survey participants are utilizing market-based comparability both in terms of pay and fringe benefits. For example, the City of La Vista's time-off programs closely conform to market survey participants. The usage and schedule of vacation, holidays, and sick usage are consistent with findings from survey participants.

These programs have held steady in their usage since 2014 with the exception of a few increases. For example, while many survey respondents speak positively about variable pay programs in terms of awards based on organization/unit success, none of the participants has initiated a variable pay program.

Summary of Findings for Comparable Employers

By Nebraska statute, wage/salary rates are based on a "market-match" policy. A market-match policy closely follows the typical market pay rates because employers pay according to the market pay line. Thus, pay rates fall along the market pay line that corresponds to the median among comparable employers. The Nebraska Revised Statute 48-818 states "... the Commission of Industrial Relations shall establish rates of pay and conditions of employment which are comparable to the prevalent wage rates paid and conditions of employment maintained for the same or similar work, of workers exhibiting like or similar skills, under the same or similar working conditions." Under the statute, job matches shall be sufficient for comparison if evidence supports at least a "70 %" match based on a composite of the duties and time spent performing those duties and at least three job matches per classification are available.

Geographic proximity to public employers and Nebraska public employers are preferable. The preferred size of the array is seven to nine members. No balance in terms of population is required as long as comparable employer population falls between one-half and double the population of La Vista. That is, public employers are presumed to provide the same or similar working conditions if the entity population are not more than double or less than one-half of the same of the public employer before the commission. As noted earlier, wider geographical boundaries are utilized for higher pay grades reflecting greater managerial discretion and responsibility. All benefits other than health related benefits, retirement benefit, and wages are based on prevalence defined for numeric values as midpoint and for non-numeric benefits as the mode provided by the array.

Survey details follow based on results/findings. Since the last pay range increase for selected classifications occurred in fiscal year 2013, La Vista ranges generally are below market midpoint. This is to be expected when no base pay increases have occurred within the minimum to maximum range. Over a period of time La Vista's pay ranges have fallen behind what many comparables employers have done in adjusting their pay ranges.

Survey Recommendations

At this point, survey recommendations center around the design and modification of pay ranges. The City of La Vista has done a good job in grouping different jobs that

are considered substantially equal for pay purposes into pay grades. Grades enhance the organization's ability to move people among jobs within a tiered pay structure. Each of the City's pay grades has its own pay range (generally 30%) and all the jobs within a single grade have the same pay grade. City jobs in different pay grades are dissimilar in duties, skills, and working conditions from those in other pay grades and have a different pay range. The average differential between adjacent pay grades is between 3.5% and 7.5%.

Pay ranges set upper and lower pay limits for all jobs assigned to each grade. A pay range contains three salient features: a midpoint, a minimum, and a maximum. Of these three measures, the midpoint is most relevant as this is the point where the market pay line crosses the center of the pay grade. This aligns well with the statutory requirement in Nebraska for setting pay structures through matching pay with a large percentage of jobs with the rates paid in the external labor market.

The size of the pay range is based on how the ranges support career paths, promotions, and other organizational systems. It is recommended that senior administrative positions with the City of La Vista have ranges of 50%. This results in a range of 20 percent above and below the midpoint (80%-100%-120%). The range spread is the difference between and maximum and minimum pay rates of a given pay grade. It is expressed as a percentage of the difference between the minimum and maximum divided by the minimum. For the City of La Vista, this is an increase in the minimum to maximum amount from the current 30 percent. These larger ranges from the senior administrative positions reflect the greater opportunity for individual discretion and performance variations in the work. Often the amount between the minimum and midpoint is a function of how long it takes a new job incumbent to become fully competent. The maximum then becomes the amount above the midpoint that the organization is willing to pay for sustained performance on the job.

More specifically, it is recommended that the major job groups and related pay grades redefine their pay ranges to reflect the outlined percentages from minimum to maximum.

In summary, the key goal of this project for the City of La Vista is to develop an acceptable pay structure that will aid in attracting, retaining, and motivating qualified employees. In proposing the pay structure, a balance between internal equity and external market was the key goal – recognizing internal fairness with competitive posture. In the end, it is important to remember that some fine-tuning should take place. Maintaining a sound pay structure requires periodic review and modification.

Three appendices are attached summarizing survey results by job classification. Appendix I outlines survey results for all comparable employers participating in the study. Appendix II outlines survey results for those classifications in pay grades 175

and below – the Omaha MSA. Appendix III outlines survey results by pay grade for Management Exempt Employees, Salaried Exempt Employees, Hourly Non-Exempt Employees, and Part-time & Temporary Employees.

Pay Structure

Pay structure represents the array of pay rates for different jobs within the employer. Along with pay structure, pay ranges are the range of pay rates from minimum to maximum set for a pay grade or class. Pay ranges put limits on the rates an employer will pay for a particular job classification. The defined minimum and maximum values denote the acceptable lower and upper bounds of pay for the jobs with particular pay grades.

Among the surveyed employers, all participants have a pay structure containing a minimum to maximum rate. A majority of these employers have a salary structure that contains steps from the minimum to maximum. The number of steps from minimum to maximum pay rates ranged from five to nine steps with 6-7 being most prevalent. Progression from one step to another was on an annual basis and was based on both performance and longevity. Lastly, the total period of movement from minimum to maximum ranged from four to eight years with 5-6 years most prevalent.

Fringe Benefits

Longevity Pay: Longevity pay systems reward permanent additions to base pay for those employees who have reached defined thresholds in terms of tenure with the employer. It is based on the assumption that employees become more valuable with time and that valued employees need to be retained based on their strong performance. Interestingly, these longevity pay systems are still prevalent among surveyed employers and are strongly present in cities with union contracts.

Sick Leave: Sick leave is paid time when an employee is not working due to illness or injury. Leave to sickness or injury is present in all of the surveyed entities and averages 8 hours per month for a total of 96 hours for the year. Supplementing the annual amount is the maximum number of sick leave hours an employee can accumulate and bank. A majority of employers allow accumulation and generally range from 800 to 1600 hours.

Medical Insurance: Most of the surveyed employers utilize some form of a Preferred Provider Organization involving selected providers who agree to provide price discounts and submit to utilization controls. These employers paid a large majority of the single coverage premium (90%-95%) with the employee paying a larger

percentage of the cost for dependent coverage. For dependent coverage, the employee is paying 20% to 40% of the family premium.

Life Insurance: Life insurance protects an employee's family by paying a specified amount to beneficiaries upon an employee's death. These policies pay some multiple of an employee's salary or a fixed amount upon death. A majority of the

survey employers paid a multiple of employee's salary with a mode of one times salary.

Disability Insurance: These disability plans refers to illnesses or accidents that prevent an employee from performing their own jobs over a designated period. A majority of surveyed employers provided such a plan to employees and paid the total premium cost. The LTD plans averaged 50% - 60% of income and involved a front-end elimination period of 90 to 180 days.

Retirement Plan: A retirement plan is a form of deferred payments to a former employee or surviving spouse for past services rendered. Most of the surveyed respondents participate in a state administered defined contribution plan where both the employer and employee make a monthly contribution to an employee's account. Most employers make an annual contribution between 6% and 9% with the employee matching the employer's contribution.

Vacation Leave: Vacation leave is a form of paid time-off in which the employer provides days off to the employee based on the employee's tenure with the company. Generally, vacation schedules have remained constant for many years. The average days of vacation among survey participants ranged from 10 to 12 days with one year of service to 20 to 22 days after 20 years of service with the employer. The City of La Vista conforms closely to the prevalent vacation schedule among survey participants.

Holidays: Here the survey participants were asked to identify the paid holidays in 2016 along with any personal leave for the year. The average number of holidays among survey participants was ten (10) for the year with a range from 9 to as many as 12.

ORDINANCE NO. ~~1295~~

AN ORDINANCE TO FIX THE COMPENSATION OF OFFICERS AND EMPLOYEES OF THE CITY OF LA VISTA; TO PROVIDE FOR THE REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT HEREWITH; ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM; AND TO PROVIDE THE EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, SARPY COUNTY, NEBRASKA:

Section 1. City Council. The compensation of members of the City Council shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of $8,000 per year for each of the members of the City Council.

Section 2. Mayor. The compensation of the Mayor shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of $16,000 per year.

Section 3. City Administrator. The compensation of the City Administrator shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be established by contractual agreement.

Section 4. Management Exempt Employees. The management exempt employees hereafter named shall, in addition to such vehicle and other allowances as may from time to time be fixed by Resolution of the City Council, receive annualized salaries fixed in accordance with the schedules of Table 200, set forth in Section 21 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by resolution establish:

Position	Range
Asst. City Administrator/Dir. Community Services	215
City Clerk	205
City Engineer	210
Community Development Director	~~205~~210
Director of Administrative Services	215
Finance Director	~~205~~210
Fire Chief	190
Library Director	205
Police Chief/Director of Public Safety	215
Director of Public Works	215
Recreation Director	205

Section 5. Salaried Exempt Employees. The monthly salary compensation rates of the salaried exempt employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100, set forth in Section 21 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by resolution establish:

Position	Range
Asst. to City Administrator	~~165~~175
Asst. Recreation Director	~~175~~180
Building Superintendent	180
Chief Building Official	~~175~~180
Community Relations Coordinator	175
Human Resources Generalist	165
Human Resources Manager	180
Librarian II – Inter-Library Loan/Public Services	160
Librarian III	175
Park Superintendent	180
Deputy Director Public Works	205
Planner	175
Police Captain	~~190~~205
Police Records Manager/Office Manager	165
Program Coordinator	160
Street Superintendent	180

Section 6. Hourly Non-Exempt Employees. The hourly compensation rates of the hourly (non-exempt) employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100 and Table 400, set forth in Section 21 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by Resolution establish:

Position	Range
Accounting Clerk	130
Administrative Assistant III	~~130~~140
Mechanic	140
Building Inspector I	140
Building Inspector II	160
Building Maintenance Worker I	130
Building Maintenance Worker II	140
Code Enforcement Officer	~~141~~160
Executive Assistant	~~175~~165
Building Technician	165
Librarian II – Computer/Reference Services	160
Librarian I	140
Maintenance Worker I	130
Maintenance Worker II	140
Park Foreman	165
Permit Technician	125
Police Sergeant	426
Police Officer	423
Police Data Entry Clerk	120
~~Secretary~~ Administrative Assistant II	~~125~~130
~~Secretary/Receptionist~~Administrative Assistant I	120
Sewer Foreman	165
Street Foreman	165
Shop Foreman	165

Section 7. Part-Time and Temporary Employees. The hourly compensation rates of part-time, seasonal and temporary employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100, set forth in Section 21 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by Resolution establish:

Position	
Accountant	165
Assistant Pool Manager	100
Circulation Clerk I	100
Circulation Clerk II	115
Custodian	105
Evidence Technician	130
Clerical Assistant	115
Intern/Special Projects	115
Lifeguard	100
Pool Manager	110
Recreation Supervisor	100
Seasonal GC Clubhouse & Grounds	100
Seasonal PW All Divisions 1-5 Years	100
Seasonal PW All Divisions 5+ Years	110
Shop Assistant	100
Special Services Bus Driver	110
Temporary/PT Professional (PW)	160

Part-time employees shall receive no benefits other than salary or such benefits as established in accordance with such rules as have been or may be established by Resolution of the City Council:

Section 8. Pay for Performance. Employees not covered by a collective bargaining agreement or express employment contract shall be subject to the City's Pay for Performance (PFP) compensation system as outlined in Council Policy Statement. PFP salary ranges are set forth in Table 100 and 200 of Section 21 of this Ordinance. The base factor for fiscal year 2017 shall be set at three percent (3%). For Fiscal 2018 the range for salary increases will be 0-7% in accordance with the adopted pay matrix.

Section 9. Legal Counsel. Compensation of the legal counsel other than special City Prosecutor for the City shall be, and the per diem rates respecting same shall be, at 90%

of the standard hourly rate the firm may from time to time charge. Compensation for Special City prosecution shall be as agreed upon at the time of specific employment.

Section 10. Engineers. Compensation of Engineers for the City shall be, and the same hereby is, fixed in accordance with such schedules of hourly and per diem or percentage rates as shall from time to time be approved by Resolution of the City Council. Travel allowances respecting same shall be as may from time to time be fixed by Resolution of such City Council.

Section 11. Longevity Pay. Employees of the City in the positions set forth in Section 3 and Table 400 of this Ordinance shall receive longevity pay in an amount equal to the following percentage of the hourly rate set forth in Section 3 and Table 400 of this Ordinance, rounded to the nearest whole cent:

Length of Service	Allowance Per Hour
Over 7 Years	2.00% (or .02)
Over 10 Years	2.75% (or .0275)
Over 15 Years	4.00% (or .04)
Over 20 Years	4.50% (or .0450)

Section 12. Health, Dental Life and Long Term Disability Insurance. Subject to the terms, conditions and eligibility requirements of the applicable insurance plan documents and policies, regular full-time employees of the City of La Vista and their families shall be entitled to be enrolled in the group life, health, and dental insurance program maintained by the City. Regular full-time employees shall also be entitled to be enrolled in the long term disability insurance program maintained by the City.

Unless otherwise provided by collective bargaining agreement, or other applicable agreement, the City's employer share shall be ninety (90) percent of the amount of the actual premium and the employee shall pay the ten percent (10%) balance of the actual premium via payroll deduction for employees enrolled in single coverage. The City's employer share shall be eighty percent (80%) of the amount of the actual premium and the employee shall pay the twenty percent (20%) balance of the actual premium via payroll deduction for any employee enrolled in a level of coverage other than single. Those employees electing not to participate in these programs will receive no other form of compensation in lieu of this benefit.

Section 13. Establishment of Shifts. The City may establish duty shifts of such length, and to have such beginning and ending times, and to have such meal and break times, as it may deem appropriate or necessary, respecting employees of the City.

Section 14. Special Provisions.

A. Employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska, covering the period from October 1, 2014 through September 30, 2018," shall receive compensation and benefits and enjoy working conditions, as described, provided and limited by such Agreement. The terms of such Agreement shall supersede any provisions of this Ordinance inconsistent therewith, and be deemed incorporated herein by this reference.

B. Holiday Pay shall be compensated as set forth in the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista for police officers and as set forth in the Personnel Manual for all other full time employees.

C. Subject to subsection 14.D. hereof, each full time hourly non-exempt employee of the City shall be entitled to receive overtime pay at the rate of one and one half times the employee's regular rate for each hour worked in excess of forty hours during a work week. If called out at any time other than during regular assigned work hours during the pay period, such employee shall be entitled to compensation at the rate of one and one half times the regular rate for each hour so worked, provided that in no case shall an employee receive less than two hours over time pay for such call out work, and further provided there shall be no pyramiding of hours for purposes of computing overtime. For purposes of this subsection an employee's "regular rate" shall be the sum of his or her hourly rate specified in Section 6 of this Ordinance and any longevity pay due under this Ordinance.

D. Police Department employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska," described in subsection 14.A hereof shall, as provided in such Agreement, be paid overtime at one and one half times the employee's hourly rate (including any longevity allowance) for each hour worked in excess of 80 hours during any 14 day work period coinciding with the pay period established by Section 16 of this Ordinance.

E. All Management Exempt Employees and all Salaried Exempt Employees are considered to be salaried employees and shall not be eligible for overtime pay, holiday pay, or other special pay as provided by this section.

F. Public Works Employees who are required to wear protective footwear may submit to the City for reimbursement for the cost of work boots in an amount not to exceed $150.

G. Public Works Employees may submit to the City for reimbursement for the difference in cost between a Nebraska Driver's License and a "CDL" driver's license within 30 days of obtaining a CDL license when a CDL license is required as a part of the covered employee's job description.

H. Public Works Employees shall be provided by the City five safety work shirts in each fiscal year at no cost to the employee.

I. Employees not covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista" and who are otherwise eligible, shall be paid overtime at the rate of one and one-half times the employee's hourly rate for all hours worked over forty in the pay periods that encompass the annual La Vista Days celebration, except, that if an employee uses any sick leave, vacation leave, personal leave, or comp time during the corresponding pay periods, such leave time shall offset any overtime earned. Overtime earned will not be offset by any holiday that falls during the above referenced pay periods.

J. An increase of the fixed dollar amount specified in Section 1 above shall take effect with respect to all members of the City Council on and after the first day of the first full term of office of any member of the City Council that begins after the Ordinance making the increase is effective. An increase of the fixed dollar amount specified in Section 2 above shall take effect on and after the first day of the first full term of office of Mayor that begins after the Ordinance making the increase is effective

Section 15. Pay for Unused Sick Leave Upon Retirement or Death. Employees who voluntarily retire after twenty or more years of service with the City and have no pending disciplinary action at the time of their retirement, shall be paid for any unused sick leave. Employees who began their employment with the City after January 1, 2005, or who began their employment prior to this date but elected to waive their eligibility for emergency sick leave, shall be paid for any unused sick leave, if they voluntarily leave City employment and have no pending disciplinary action, according to the following sliding schedule: After 10 years of employment – 100% of sick leave hours accrued over 660 and up to 880; after 15 years of employment – 100% of sick leave hours accrued over 440 hours and up to 880; after 20 years of employment – 100% of sick leave hours accrued up to 880. No other employee shall be paid for any unused sick leave upon termination of employment.

A regular full-time employee's unused sick leave shall also be paid if, after October 1, 1999, the employee sustains an injury which is compensable by the City or the City's insurer under the Nebraska Workers' Compensation Act and such injury causes the death of the employee within two years after the date of injury. Any payment made pursuant to the preceding sentence shall be made to the surviving spouse of the employee; provided, such payment shall be made to the employee's estate if the employee leaves no surviving spouse or if, prior to his or her death, the employee filed with the City Clerk a written designation of his or her estate as beneficiary of such payment.

Section 16. Pay Periods. All employees of the City of La Vista shall be paid on a bi-weekly basis. The pay period will commence at 12:01 a.m. Sunday and will conclude at 11:59 p.m. on the second succeeding Saturday. On the Friday following the conclusion of the pay period, all employees shall be paid for all compensated time that they have been accredited with during the pay period just concluded.

Section 17. Public Works Lunch and Clean-up Times. Lunch period for employees of the Public Works Department shall be one half hour (30 minutes) in duration. Public Works employees shall be granted a 5 minute clean-up period prior to start of lunch period, and shall be granted an additional 5 minutes clean-up period prior to the end of the work day.

Section 18. Sick Leave and Personal Leave. Sick leave and personal leave will be awarded and administered in conjunction with the provisions set forth in the personnel manual and the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, as applicable to the employee in question.

Section 19. Vacation Leave. Upon satisfactory completion of six months continuous service, regular full-time employees and permanent part-time employees shall be entitled to vacation leave. Such vacation shall not be used in installments of less than one hour. Increments of vacation leave of less than four hours must have 48 hours prior approval and can be taken only at the beginning or at the end of the work day.

Section 20. Vacation Entitlement.

A. All full-time employees whose employment is governed by the Agreement described in Section 14, Paragraph A. of this Ordinance shall earn, accrue and be eligible for vacation as provided in such Agreement.

B. All other full-time Hourly Non-Exempt Employees shall earn: six (6) days of paid vacation during the first year of continuous full-time employment; eleven (11) days of paid vacation during the second year of continuous full-time employment; and thereafter, eleven (11) days of paid vacation during each subsequent year of continuous full-time employment, plus one (1) additional day of paid vacation for each year of continuous full-time employment in excess of two years. Notwithstanding the foregoing, no employee shall earn more than twenty-three (23) days of paid vacation per employment year.

C. All Management Exempt Employees, and Salaried Exempt Employees, shall earn ten (10) days paid vacation during the first year of continuous employment, and one (1) additional vacation day for each additional year of continuous employment not to exceed twenty-six (26) days.

D. All Permanent Part Time Employees working a minimum of twenty (20) hours per week shall earn forty (40) hours of paid vacation time per year after six (6) months of employment. Total paid vacation time earned per year shall not exceed forty (40) hours.

E. Full Time Exempt and Non-Exempt Employees shall be allowed to accrue unused vacation leave from previous years to a maximum of 220 hours.

F. Permanent Part Time Employees shall be allowed to accrue unused vacation leave from previous years to a maximum of 110 hours.

Section 21. Wage Tables.

Table 100
Salaried Exempt Employees
Hourly Non-Exempt Employees

Rate	Minimum	Maximum
100 Pay Grade		
Hourly	$ 10.50	$ 13.65
Monthly	$ 1,820	$ 2,366
Annually	$ 21,840	$ 28,392
105 Pay Grade		
Hourly	$ 12.05	$ 15.67
Monthly	$ 2,088.67	$ 2,716.13
Annually	$25,064.00	$ 32,593.60
110 Pay Grade		
Hourly	$ 12.47	$ 16.23
Monthly	$ 2,161.47	$ 2,813.20
Annually	$25,937.60	$ 33,758.40
115 Pay Grade		
Hourly	$ 13.10	$ 17.03
Monthly	$ 2,270.67	$ 2,951.87
Annually	$27,248.00	$ 35,422.40
120 Pay Grade		
Hourly	$ 14.95	$ 20.18
Monthly	$ 2,591.33	$ 3,497.87
Annually	$31,096.00	$ 41,974.40
130 Pay Grade		
Hourly	$ 15.64	$ 22.05
Monthly	$ 2,710.93	$ 3,822.00
Annually	$32,531.20	$ 45,864.00

Rate	Minimum	Maximum
140 Pay Grade		
Hourly	$ 17.20	$ 24.25
Monthly	$ 2,981	$ 4,203
Annually	$ 35,776	$ 50,440
160 Pay Grade		
Hourly	$ 22.21	$ 28.60
Monthly	$ 3,850	$ 4,957
Annually	$ 46,197	$ 59,488
165 Pay Grade		
Hourly	$ 23.16	$ 29.37
Monthly	$ 4,014	$ 5,091
Annually	$ 48,173	$ 61,090
175 Pay Grade		
Hourly	$ 26.54	$ 34.02
Monthly	$ 4,600	$ 5,897
Annually	$ 55,203	$ 70,762
180 Pay Grade		
Hourly	$ 29.11	$ 37.92
Monthly	$ 5,046	$ 6,573
Annually	$ 60,549	$ 78,874

Table 200 Management Exempt Employees		
Rate	**Minimum**	**Maximum**
205 Pay Grade		
Hourly	$ 36.34	$ 50.59
Monthly	$ 6,299	$ 8,769
Annually	$ 75,587	$ 105,227
210 Pay Grade		
Hourly	$ 38.62	$ 54.92
Monthly	$ 6,694	$ 9,519
Annually	$ 80,330	$ 114,234
215 Pay Grade		
Hourly	$ 42.66	$ 64.00
Monthly	$ 7,394	$ 11,093
Annually	$ 88,733	$ 133,120

Table 400 FOP Collective Bargaining Hourly Non-Exempt						
Rate	A	B	C	D	E	F
426 Pay Grade						
Hourly				$35.96	$37.46	$39.84
Monthly				$ 6,233	$ 6,493	$ 6,906
Annually				$74,797	$77,917	$82,867
423 Pay Grade						
Hourly	$ 23.58	$ 25.17	$ 27.66	$ 29.28	$ 31.96	$ 33.62
Monthly	$ 4,087	$ 4,363	$ 4,794	$ 5,075	$ 5,540	$ 5,827
Annually	$ 49,046	$ 52,354	$ 57,533	$ 60,902	$ 66,477	$ 69,930

Section 22. Repeal of Ordinance No. ~~1273~~1295. Ordinance No. ~~1273~~ 1295 originally passed and approved on the ~~15th~~ 6th day of ~~MARCH~~September, 2016 is hereby repealed.

Section 23. Effective Date. This Ordinance shall take effect after its passage, approval and publication as provided by law.

Section 24. This Ordinance shall be published in pamphlet form and take effect as provided by law

PASSED AND APPROVED THIS ~~6TH~~ 7TH DAY OF ~~SEPTEMBER 2016~~MARCH, 2017.

CITY OF LA VISTA

_____
Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

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