

M Management Committee

Business Item

Item: 2012-208

Meeting date: June 27, 20112

Metropolitan Council Meeting: July 11, 2012

ADVISORY INFORMATION

Date:	June 21, 2012
Subject:	Revisions to Non-Represented Plan
District(s), Member(s):	All
Policy/Legal Reference:	Minn. Statute 473.129, Subd. 2 (Powers of Metropolitan Council)
Staff Prepared/Presented:	Marcy Syman, Acting HR Director 651-602-1417
Division/Department:	Human Resources

Proposed Action

That the Metropolitan Council approve revisions to the Non-Represented Plan effective July 7, 2012.

Background

The Non-Represented Plan covers approximately 325 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-Represented Plan, Section 10: Salary Administration is attached and shows all changes. These changes allow for implementation of a new compensation system that is a combination of steps and pay for performance. The new system meets objectives for a consistent structure that is competitive with labor market trends as a whole. It also provides for predictable movement through the range and an overall focus on employee performance.

Known Support / Opposition

None

SECTION 10: SALARY ADMINISTRATION

10.1 SALARY RANGES

Each job classification shall be assigned a salary range based on the position's job evaluation points or market considerations in accordance with the salary administration plan. Salary ranges for all classified and unclassified job classifications are listed in Appendix B.

10.2 SALARY RATES AND LIMITS

Base salaries paid to individual employees shall be within the salary range for the job classification. An employee's base salary may not exceed the maximum of the salary range, except in an extreme case which must be approved by the Regional Administrator.

~~Employees whose salaries are below the minimum of the salary range listed for their position in Appendix B shall receive salary adjustments up to the salary range minimum effective their date of appointment or the first day of the pay period immediately following January 1st each year, whichever is later.~~

~~Effective July 7, 2012, all job classifications shall be assigned to a new pay grade (Appendix B) and all employees will be placed on the salary grid set forth in Appendix C. An employee will be placed at Range Minimum if the employee's salary as of July 6, 2012, is at or below the minimum step of the range on the salary grid.~~

~~An employee whose salary, as of July 6, 2012, is between the Range Minimum and is below Step 9 of the range shall be placed on a step within the range. If the employee's salary at the time of conversion is not on a step he/she will be moved to the next highest step within the range. An employee whose salary, as of July 6, 2012, is at or above Step 9 of the range shall be considered within the Performance Range and will remain his or her rate of pay on July 6, 2012.~~

~~Effective on the first day of the pay period which begins immediately following January 1, 2013, (January 5, 2013) all amounts on the salary grid (Appendix C) will be increased by 2% and employees whose salary is on step will receive a 2% general increase. Employees whose salary is in the Performance Range will receive a two percent (2%) general increase. Effective January 5, 2013, the Range Minimum will be inactivated.~~

10.2.1 STEP MOVEMENT

~~Employees who were placed on a salary step from Step 1 through Step 8 will be eligible to move up one step in their range effective on the first day of the pay period which begins immediately following January 1, (January 5, 2013). To move up one step the employee must have received a rating of "Meets Expectations" or better on his/her 2012 performance appraisal provided the employee has successfully completed his/her probation prior to January 5, 2013.~~

10.3 PERFORMANCE-BASED SALARY INCREASES FOR EMPLOYEES BETWEEN STEP 9 AND RANGE MAXIMUM

~~Notwithstanding any other provision of this plan, any and all salary increases shall be subject to the review and approval of the Regional Administrator. Any and all salary increases may be adjusted at the discretion of the Regional Administrator. Employees may advance through the salary range in accordance with the Council's system of pay for performance. Performance reviews shall be conducted on an annual basis with performance evaluations due by November 30 each year. All performance increases shall be based on the employee's performance review. If an employee reaches the salary range maximum, his/her salary shall be limited to the salary range maximum. Any remaining salary increase amount may be paid as a lump sum if it does not place the individual over the Minnesota public employer salary limit. Newly hired employees entering the non-represented plan during the year are eligible for performance increases on a prorated basis. Annual performance based salary increases will be effective the first day of the pay period immediately following January 1st.~~

~~Employees between Step 9 and the Range Maximum will be eligible for a performance increase of no less than 0.5% and no greater than 4%, effective on the first day of the pay period which begins immediately following January 1, (January 5, 2013). To receive a performance increase the employee must have received a rating of "Meets Expectations" or better on his/her 2012 performance appraisal. The performance increase shall be applied to the employee's base salary provided that if the increase places the employee under the range maximum; any amount over the range maximum will be paid in a lump sum payment.~~

~~The amount of funds available for performance increases for those employees in the Performance Range will be equal to two and one half percent (2.5%) of the annual salaries of Non Represented employees in the performance range. The Metropolitan Council is committed to issuing performance increases in the total amount of the funds available.~~

Salary increases will be subject to the Minnesota public employer salary limits.

10.4 NEW HIRES/STEP MOVEMENT FOR EMPLOYEES PROMOTED OR HIRED AFTER 7/6/2012

Employees who begin employment within the last six months of the year and whose probationary period extends beyond January 1st of the following year shall be subject to the following:

~~Newly hired employees in their probationary period will not receive a performance increase until they have completed their probationary period with a performance rating of good or better. The performance increase shall be prorated from the start of hire to the end of their probation and shall be effective on the pay period immediately following the date of completion of the new hire probationary period. Upon completion of the probationary period, Section 10.3 applies.~~

~~For all other new employees, Section 10.3 will apply.~~

Employees promoted or hired after the conversion to the compensation system on July 7, 2012, shall be eligible for a one step increase effective on the first day of the pay period which begins immediately following January 1st, provided successful completion of the probationary period. To move up one step the employee must have received a rating of meets expectations or better on his/her performance appraisal for the prior year (or on the probationary review, if less than one year in the new position). If probation is not completed by 1-5-13 the employee will not be eligible for a step until 2014. However, employees promoted or hired between 7-7-12 and 1-4-13 who were brought in at range minimum will move up one step after successful completion of probation on the pay period closest to completion of probation.

10.5 PROMOTIONS

Employees promoted to jobs in the Non-Represented Plan shall be on probation for six months and will receive pay increases as follows:

- ~~• The employee shall receive a minimum promotional increase equal to 10% of the new salary range of the new position. This increase shall be effective as of the first day of the payroll period during which the promotion occurs.~~
- ~~• Upon successful completion of the probationary period in the new position, the employee's new manager shall conduct a performance appraisal.~~
- ~~• Promoted employees will receive performance ratings annually, near the end of the calendar year. Performance increases shall be effective the first day of the payroll period immediately following January 1st.~~

All employees promoted or reclassified to a job classification in a higher salary pay grade shall be placed on a new step in the new range (unless that employee will be in the Performance Range after promotion) that will result in an increase of no less than seven percent (7%) and no more than ten percent (10%) (or Range Minimum, whichever is greater) of their current salary prior to promotion.

10.6 TRANSFERS

Employees accepting new positions within the same salary range will be on probation for six months and will receive pay increases as follows:

The employee shall not receive any pay increase at the time of transfer.

~~Transferred employees will be eligible for a performance rate increase at the end of a calendar year. This increase shall be effective at the beginning of the pay period immediately following January 1st.~~

APPENDIX B: NON REPRESENTED JOB CLASSIFICATIONS & SALARY GRADES

<u>Job Classification</u>	<u>Salary Grade</u>
<u>Accountant</u>	<u>F</u>
<u>Administrative Coordinator</u>	<u>F</u>
<u>Administrative Specialist</u>	<u>A</u>
<u>Administrative Systems and Evidence</u>	<u>E</u>
<u>Asset Protection Specialist</u>	<u>E</u>
<u>Assistant Director (Facilities Engineering)</u>	<u>L</u>
<u>Assistant Director (Facilities Maintenance)</u>	<u>K</u>
<u>Assistant Director, Ad, Public Outreach Comm.</u>	<u>L</u>
<u>Assistant Director, Bus Maintenance</u>	<u>L</u>
<u>Assistant Director, Bus Maintenance (Administration)</u>	<u>K</u>
<u>Assistant Director, Bus Maintenance (Technical Support)</u>	<u>K</u>
<u>Assistant Director, Bus Transportation (Field Operations)</u>	<u>K</u>
<u>Assistant Director, Bus Transportation (Garage Operations)</u>	<u>K</u>
<u>Assistant Director, Contracted Transit Services</u>	<u>M</u>
<u>Assistant Director, Human Resources (Employee Relations)</u>	<u>L</u>
<u>Assistant Director, Human Resources (Talent Management)</u>	<u>L</u>
<u>Assistant Director, Light Rail Operations</u>	<u>K</u>
<u>Assistant Director, Project Controls, Budget, Permits and Right-of-Way</u>	<u>L</u>
<u>Assistant Director, Route and Systems Planning</u>	<u>K</u>
<u>Assistant Director, Security and Police Services</u>	<u>L</u>
<u>Assistant Director, Service Development</u>	<u>K</u>
<u>Assistant Director, Transitways Engineering</u>	<u>L</u>
<u>Assistant General Counsel</u>	<u>I</u>
<u>Assistant General Manager, Administration</u>	<u>EX-1</u>
<u>Assistant General Manager, Environmental Quality Assurance</u>	<u>EX-1</u>
<u>Assistant General Manager, Interceptor Services</u>	<u>EX-1</u>
<u>Assistant General Manager, Technical Services</u>	<u>EX-1</u>
<u>Assistant General Manager, Transit Systems Development – CC</u>	<u>EX-1</u>
<u>Assistant General Manager, Transit Systems Development – SW</u>	<u>EX-1</u>
<u>Associate Community Outreach Coordinator</u>	<u>E</u>
<u>Associate General Counsel</u>	<u>K</u>
<u>Associate Planner</u>	<u>E</u>
<u>Audit Project Team Leader</u>	<u>H</u>
<u>Auditor II</u>	<u>G</u>
<u>Benefits Specialist</u>	<u>H</u>
<u>Budget Analyst</u>	<u>G</u>
<u>Business Systems Analyst I</u>	<u>F</u>
<u>Business Systems Analyst II</u>	<u>G</u>
<u>Business Systems Analyst III</u>	<u>H</u>
<u>Business Systems Analyst IV</u>	<u>I</u>

Captain, Transit Police	J
Chief Financial Officer	EX-1
Chief Information Officer	EX-1
Chief of Police	M
Chief Operations Officer (Metro Transit Bus and Rail)	EX-2
Communications Tech Writer	G
Community Outreach Coordinator	G
Community Service Officer	B
Compensation Analyst	I
Construction Inspector	E
Consultant, TDM	G
Contract Administrator	G
Customer Advocate	G
Customer Service and Marketing Administrator	D
Data Analysis Specialist	G
Data Management Analyst	G
Database Administrator 1	H
Database Administrator 2	I
Deputy Chief Operations Officer, Bus	EX-1
Deputy Chief Operations Officer, Rail	EX-1
Deputy Director, Planning and Financing (MTS)	EX-1
Deputy Director, Transit Systems Development	M
Deputy General Counsel	M
Deputy General Manager, Metro Transit (Capital Development)	EX-2
Deputy General Manager, Wastewater Services	EX-1
Deputy Regional Administrator	EX-2
Director, Administration (Environmental Services)	L
Director, Budget & Operations	K
Director, Bus Transportation	M
Director, Communications	EX-1
Director, Community Development	EX-1
Director, Commuter Rail	M
Director, Contracts and Procurement	L
Director, Customer Service & Marketing	M
Director, Engineering and Facilities	M
Director, Equal Opportunity	L
Director, Finance (Metro Transit)	M
Director, Governmental Affairs	EX-1
Director, Housing & Livable Communities	EX-1
Director, Human Resources	EX-1
Director, Maintenance	M
Director, MCES Finance	L
Director, Metropolitan Transportation Services	EX-1
Director, Metropolitan WWTP	M

Director, Planning and Growth Management	EX-1
Director, Plant Maint/Security	M
Director, Plant Services	M
Director, Program Evaluation and Audit	M
Director, Rail & Bus Safety	M
Director, Rail Systems Maintenance	M
Director, Rail Vehicle Maintenance	M
Director, Risk Management and Claims	L
Director, Service Development	M
Director, Transportation System Design & Engineering	M
Director, Transportation Systems Design & Construction	M
Engineer	F
Executive Administrative Specialist	D
Facilities Administrator	E
Financial Analyst	G
General Counsel	EX-2
General Manager, Environmental Services	EX-2
General Manager, Metro Transit	E2-Exempt
Grants Manager	J
Grants Specialist	F
Graphic Production Coordinator	D
Graphics Designer	E
Hearings Officer	I
Human Resources Consultant	I
Information Specialist	F
Intern	O
Internal Audit Coordinator	E
Labor Relations Specialist	I
Lead Financial Analyst	H
Lead Schedule Display Coordinator	D
Light Rail Maintenance Planner-Coordinator	E
Manager, Administration (Treatment Services)	I
Manager, Administration Transitways	K
Manager, Budget	J
Manager, Budget & Evaluation	J
Manager, Business Systems I	I
Manager, Business Systems II	J
Manager, Central Services	J
Manager, Construction Safety	J
Manager, Construction Services II	K
Manager, Engineering and Design	K
Manager, Human Resources	J
Manager, Human Resources Information Systems	J
Manager, IS II	K

Manager, Payroll	J
Manager, Performance Systems	J
Manager, Public Relations	I
Manager, QA/QC	K
Manager, Rail Operations Analysis	I
Manager, System Facility	I
Manager, Vehicle Design and Procurement	K
Market Development Specialist	G
Marketing Writer	G
Methods Analyst	G
Office Administrator	I
Payroll Analyst	G
Planner	G
Police and Security Administrator	D
Principal Contract Administrator	I
Principal Engineer	I
Principal Financial Analyst	H
Program Administrator, TDM	E
Program Administrator, TDM	D
Program Technical Specialist	E
Project Coordinator	G
Project Manager, Business Continuity	J
Project Manager, Engineering and Construction	J
Project Manager, Environmental	J
Project Manager, Senior	K
Project Manager, Special Projects	I
Purchasing Agent	G
Purchasing Agent Assistant	D
Quality Assurance/Quality Control Inspector	H
Rail Budget Analyst	G
Rail Operations and Document Analyst	G
Rail Safety Officer	I
Regional Administrator	EX-2
Retail Sales Specialist	G
Ridership and Revenue Analyst	G
Sales Operations Specialist	F
Schedule Display Coordinator	C
Schedule Distribution Coordinator	C
Scheduler, Rail Overhaul	D
Scheduling Analyst	F
Security Specialist (MCES)	F
Senior Administrative Specialist	C
Senior Asset Protection Specialist	G
Senior Engineer	H

Senior Financial Analyst	G
Senior Grants Specialist	G
Senior Graphics Designer	F
Senior Manager, Finance	K
Senior Manager, Public Relations	J
Senior Manager, Revenue Collection	K
Senior Planner	H
Senior Project Administrator	H
Senior Project Coordinator	H
Senior Rail Budget Analyst	H
Special Assistant to Regional Administrator	I
Superintendent Commuter Rail Maintenance	K
Supervisor, Asset Protection	H
Supervisor, Office Services (Legal)	F
Systems Engineer 1	G
Systems Engineer 2	H
Systems Engineer 3	I
Technical Support Specialist 1	E
Technical Support Specialist 2	F
Technical Support Specialist 3	G
Technical Support Specialist 4	H
Technology Security Officer	J
Transit Operations Administrator	D
Transportation Coordinator	H
Warranty Administrator	G

APPENDIX C: NON REPRESENTED SALARY GRADES

Effective 01/01/2012

Salary Grade	Range Minimum	Range Mid Point	Range Maximum
E2-Exempt	\$ 103,266	\$ 130,224	\$ 157,181
EX-2	\$ 104,284	\$ 128,675	\$ 153,066
EX-1	\$ 91,644	\$ 111,578	\$ 131,513
14	\$ 71,625	\$ 92,916	\$ 114,206
13	\$ 67,614	\$ 87,712	\$ 107,810
12	\$ 63,699	\$ 82,634	\$ 101,569
11	\$ 59,687	\$ 77,429	\$ 95,171
10	\$ 55,676	\$ 72,436	\$ 89,196
09	\$ 52,048	\$ 68,893	\$ 85,738
08	\$ 48,705	\$ 63,569	\$ 78,433
07	\$ 42,772	\$ 55,485	\$ 68,199
06	\$ 39,619	\$ 51,396	\$ 63,173
05	\$ 36,468	\$ 47,308	\$ 58,148
04	\$ 33,316	\$ 43,219	\$ 53,123
03	\$ 30,164	\$ 39,877	\$ 49,590

Effective 07/07/2012

New Grade	Previous Grade(s)	Range Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Performance Range	Range Max
A	3	\$ 34,516	\$ 35,401	\$ 36,309	\$ 37,240	\$ 38,195	\$ 39,174	\$ 40,179	\$ 41,209	\$ 42,266	—————>	\$ 50,719
B		\$ 37,114	\$ 38,066	\$ 39,042	\$ 40,043	\$ 41,070	\$ 42,123	\$ 43,203	\$ 44,311	\$ 45,447	—————>	\$ 54,536
C	4	\$ 39,908	\$ 40,931	\$ 41,981	\$ 43,057	\$ 44,161	\$ 45,293	\$ 46,455	\$ 47,646	\$ 48,868	—————>	\$ 58,641
D	5	\$ 42,912	\$ 44,012	\$ 45,140	\$ 46,298	\$ 47,485	\$ 48,703	\$ 49,951	\$ 51,232	\$ 52,546	—————>	\$ 63,055
E	6	\$ 46,142	\$ 47,325	\$ 48,538	\$ 49,783	\$ 51,059	\$ 52,368	\$ 53,711	\$ 55,088	\$ 56,501	—————>	\$ 67,801
F	7	\$ 49,883	\$ 51,162	\$ 52,474	\$ 53,819	\$ 55,199	\$ 56,614	\$ 58,066	\$ 59,555	\$ 61,082	—————>	\$ 76,352
G	8	\$ 53,927	\$ 55,310	\$ 56,728	\$ 58,183	\$ 59,675	\$ 61,205	\$ 62,774	\$ 64,384	\$ 66,034	—————>	\$ 82,543
H	9	\$ 58,300	\$ 59,794	\$ 61,328	\$ 62,900	\$ 64,513	\$ 66,167	\$ 67,864	\$ 69,604	\$ 71,389	—————>	\$ 89,236
I	10	\$ 63,027	\$ 64,643	\$ 66,300	\$ 68,000	\$ 69,744	\$ 71,532	\$ 73,366	\$ 75,247	\$ 77,177	—————>	\$ 96,471
J	11	\$ 66,467	\$ 68,171	\$ 69,919	\$ 71,712	\$ 73,551	\$ 75,437	\$ 77,371	\$ 79,355	\$ 81,390	—————>	\$ 101,737
K	12	\$ 73,041	\$ 74,913	\$ 76,834	\$ 78,804	\$ 80,825	\$ 82,897	\$ 85,023	\$ 87,203	\$ 89,439	—————>	\$ 111,799
L	13	\$ 80,264	\$ 82,322	\$ 84,433	\$ 86,598	\$ 88,819	\$ 91,096	\$ 93,432	\$ 95,828	\$ 98,285	—————>	\$ 122,856
M	14	\$ 88,203	\$ 90,464	\$ 92,784	\$ 95,163	\$ 97,603	\$ 100,106	\$ 102,672	\$ 105,305	\$ 108,005	—————>	\$ 135,006