

## City Council – Action Request Form

**Date:** June 21, 2021

**To:** Mayor, Mayor Pro Tempore, and Members of the City Council

**From:** Ben Rowe, Assistant City Manager  
Dr. Marquis H. Barnett, Human Resources Director

**Council Action Requested:**

Resolution Approving Merit Pay for Eligible City Employees, Amending Article I of the City of Winston-Salem Personnel Resolution to Expand Grievance Hearing Options for City Employees and Removing COVID-Related Delayed Merit Adjustment Provision Amending, Article II of the City of Winston-Salem Personnel Resolution to Add and Delete Position Classifications, Adjusting Pay Plan for Market Parity, and Increasing the Minimum Wage to Fifteen Dollars, and Amending Article III of the City of Winston-Salem Personnel Resolution to Designate June 19 as the Recognition Date for Juneteenth

**Strategic Focus Area:** Service Excellence

**Strategic Objective:** No

**Strategic Plan Action Item:** No

**Key Work Item:** No



**Summary of Information:**

The FY 2021-22 Personnel Resolution includes the following amendments:

- Addition of nine (9) job classifications
- Removal of three (3) job classifications
- Adjustment of five (5) current position classifications
- Removal of COVID-19 mid-year merit adjustment provision
- Adjustment of the General Pay Plan by 2% to support market parity
- Authorizes the City Manager to designate the hearing of employee grievances to department directors or independent third parties to support organizational needs
- Designates June 19<sup>th</sup> as the annual recognition of the Juneteenth holiday previously approved by City Council

**Committee Action:**

<b>Committee</b> _____	<b>Action</b> _____
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<b>For</b> _____	<b>Against</b> _____
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**Remarks:** \_\_\_\_\_

## **Addition of Classification Titles to the Revised General Pay Plan**

The proposed amendment would add eight (8) new classifications to the General Pay Plan in order to meet the operational needs of City departments. These new classifications reflect reorganizations, new initiatives, and alignment of job titles with actual duties. The new classifications are as follows:

Administrative Services Manager	Civil Engineer Manager
Deputy City Manager	Diversity, Equity and Inclusion Director
Equity Assurance Administrator	Equity and Inclusion Coordinator
Lake Operations Technician	Operations Supervisor – Traffic Field Operations
Public Safety Information Officer	Workers’ Compensation Case Manager

The amendment would delete the following three (3) classifications: Civil Engineering Field Manager, PFM Administrative Services Manager, Sanitation Operations Supervisor.

## **Change to pay classifications**

The proposed amendment would change the current classification of six (6) positions to support an alignment of duties to appropriate compensation classifications.

<b>Position</b>	<b>Prior Grade</b>	<b>New Grade</b>
Director, Office of Performance & Accountability	18	21
Rehabilitation Construction Advisor	8	10
Senior Rehabilitation Construction Advisor	11	12
Rehabilitation Construction Supervisor	12	13
Senior Instrumentation Technician	9	12
Workers’ Compensation Case Manager	11	14

## **Removal of Article II. Sec. 34. Restoration of merit pay**

The 2020-2021 budget included a provision to provide for merit pay adjustments if there were sufficient federal and/or state coronavirus relief funding or other budgetary resources to fund these adjustments for part of the fiscal year, based on the City Council’s assessment of the City’s financial outlook in October 2020. This provision should be removed from the Personnel Resolution.

## **Adjustment for Market Parity**

The revised pay plan includes the increase of a \$15 minimum wage and the adjustment of all other pay grades by 2% to maintain parity within the regional labor market. This adjustment is set to become effective following the implementation of applicable merit increases which will take effect on October 1, 2021. The 2% increase to the pay plan is estimated to be budget neutral.

## **City Manager Authorization to Designate Hearing Officers**

The revised Personnel Resolution includes language to authorize the City Manager to designate the hearing of grievances to department directors outside the employee’s regular chain of command or to independent third parties as the need arises. This will assist the City in ensuring the timely and equitable solution of employee grievances.

## **Designation of June 19 as the Annual Recognition of Juneteenth**

City Council unanimously voted to approve Juneteenth as a City holiday on September 21, 2020. Action on this item will designate June 19th as the City’s recognition of Juneteenth annually.