



Memo

City & Borough of Sitka - Human Resources

Date: Wednesday, May 28, 2014

To: Mayor McConnell, Members of the City and Borough Assembly
Mark Gorman, Municipal Administrator

From: Mark Danielson, Human Resources Director

MWD

RE: Fox Lawson and Associates Report - Compensation philosophy and compensation plan revisions.

Background

Six collective bargaining agreements have been negotiated with our unionized employees. This resulted in concerns about the equity of compensation for employees covered by the City and Borough personnel policies. For the FY14 budget, the City and Borough proposed wage adjustments for a group of employees. Some money was set aside for this purpose. After consideration and input from the public and employees, the Assembly held off on these adjustments and authorized a compensation study to look at our internal compensation philosophy and our overall compensation as compared to the market.

The Study

Fox Lawson and Associates (FLA) were engaged to confirm and suggest compensation philosophy and strategies, to collect market data, analyze applicable benchmark positions, and to prepare a final report summarizing study findings and recommendations. This study has been completed and contains recommendations for changes in our compensation philosophy and for adjustments in our pay structure. Below is a summary of FLA recommendations and our plan to go forward.

- 1) The study proposed a new pay matrix as the old was not within market range for nearly all positions.
- 2) The study assigned employees to the updated pay matrix grades per standard compensation comparisons and practice.
- 3) Employees were placed in the appropriate grade on the pay matrix at the closest point to their current pay or within 10% of the current mid-point of market rates. Employees were then moved one step so that all would receive at least a 2.5% increase.
- 4) Additionally, changes in compensation philosophy were recommended for implementation:
 - a. The pay matrix moves 1.5% every year.
 - b. Employees below Step H (mid-point) would move every two years to the next step with a satisfactory or better rating in the annual evaluations. They would receive the 1.5% matrix adjustment annually.
 - c. Employees at Step H and above would not move on the matrix. These employees would receive the 1.5% annual matrix adjustment. With Administrator approval, for special circumstances, outstanding performance, reclassification, matrix revision or update, etc., employees above Step H could receive a step increase or other merit-based compensation.

- d. The Administrator approves starting wages that are within the pay matrix. The Assembly must approve any wages that are not within the matrix.
- e. Probationary wage increases after six months are eliminated.
- f. Administrator and Attorney are moved to contract employees.

Implementation recommendations

Our Administration team recommends implementation of the Fox Lawson proposed changes to our compensation plan. These changes are contained in the attached cost implementation spreadsheet and the Ordinance to update the Personnel Policies Handbook.

This process has addressed employee and Assembly concerns about fair pay with internal and external comparisons presented by Fox Lawson and Associates. It has addressed executive compensation and the issue of sustainable pay practices and policy for the future. Additionally, the recommendation is within budget. Note: This is a movement away from a strictly longevity-based pay system.

This proposal is fiscally conservative, provides a sustainable plan for the future and is responsive to the needs of the community and their employees.

City and Borough of Sitka
 Fox Lawson Salary Study Implementation
 Bringing All Non-Represented Employees First To At Least 90% of Market, Then Moving All
 Non-Represented Employees One Step To Ensure A Minimum 2.5% Salary Increase

Title	Current Pay Rate	New Pay Rate	% Pay Rate Increase	Annual Salary Increase
General Fund				
Executive Assistant	\$ 19.28	\$ 22.06	14.42%	\$ 5,782.40
Payroll Specialist	\$ 19.74	\$ 23.67	19.91%	\$ 8,174.40
Office Manager	\$ 19.76	\$ 22.06	11.64%	\$ 4,784.00
Planner 1	\$ 21.87	\$ 27.30	24.83%	\$ 11,294.40
Assistant Clerk	\$ 24.63	\$ 25.28	2.64%	\$ 1,352.00
Legal Assistant	\$ 25.25	\$ 25.91	2.62%	\$ 1,376.96
Contract Coordinator - Public Works	\$ 27.86	\$ 28.68	2.94%	\$ 1,705.60
Tax Accountant	\$ 29.27	\$ 30.14	2.97%	\$ 1,809.60
Deputy Clerk	\$ 29.21	\$ 30.14	3.17%	\$ 1,924.00
Parks & Recreation Manager	\$ 29.26	\$ 30.14	2.99%	\$ 1,820.00
Grant Accountant	\$ 31.00	\$ 31.78	2.52%	\$ 1,622.40
Accountant	\$ 31.87	\$ 33.26	4.37%	\$ 2,893.80
EMS/Fire Captain	\$ 32.30	\$ 34.97	8.27%	\$ 5,553.60
Budget/Treasury Officer	\$ 32.62	\$ 36.99	13.40%	\$ 9,089.60
Library Director	\$ 33.86	\$ 35.03	3.47%	\$ 2,442.96
Centennial Building Manager	\$ 33.94	\$ 35.03	3.21%	\$ 2,267.20
Building Official	\$ 34.25	\$ 35.33	3.16%	\$ 2,250.04
Senior Accountant	\$ 34.26	\$ 35.91	4.80%	\$ 3,423.16
Maintenance Supervisor	\$ 34.61	\$ 35.84	3.57%	\$ 2,567.24
Deputy Fire Chief	\$ 37.71	\$ 38.86	3.04%	\$ 2,387.32
Assessor	\$ 39.24	\$ 43.50	10.86%	\$ 8,860.80
Police Lieutenant	\$ 40.87	\$ 42.44	3.84%	\$ 3,265.60
Project Manager	\$ 42.18	\$ 43.50	3.13%	\$ 2,747.68
Maintenance and Operations Superintendent	\$ 43.19	\$ 44.61	3.29%	\$ 2,953.60
Fire Chief	\$ 43.21	\$ 44.59	3.19%	\$ 2,865.20
Planning Director	\$ 43.27	\$ 44.59	3.04%	\$ 2,740.40
Human Resources Director	\$ 44.29	\$ 47.99	8.35%	\$ 7,696.00
Government Relations Director	\$ 44.35	\$ 45.70	3.05%	\$ 2,817.88
Senior Engineer	\$ 45.37	\$ 46.87	3.31%	\$ 3,126.76
Municipal Clerk	\$ 47.69	\$ 51.70	8.41%	\$ 8,340.80
Police Chief	\$ 47.69	\$ 49.16	3.08%	\$ 3,055.52
Senior Engineer	\$ 48.85	\$ 50.47	3.32%	\$ 3,371.68
Deputy Finance Director	\$ 48.95	\$ 50.44	3.04%	\$ 3,099.72
Municipal Engineer	\$ 50.00	\$ 51.61	3.22%	\$ 3,346.20
Public Works Director	\$ 51.77	\$ 58.33	12.67%	\$ 13,644.80
Chief Financial and Administrative Officer	\$ 52.81	\$ 58.33	10.45%	\$ 11,481.60
		Wages		\$ 157,934.92
		32% Benefits		\$ 50,539.17
		Total		\$ 208,474.09
		2.5% increase Budgeted Departmentally:		\$ 90,290.00
		GF Implement Adjustment Budgeted In		\$ 144,127.00
		Administrator's Department:		\$ 234,417.00
		Surplus Implementation Adj. Not Used		\$ (25,942.91)
Enterprise Funds				
Electric Utility Director	\$ 56.66	\$ 67.52	19.17%	\$ 22,588.80
Contract Coordinator - Electric	\$ 31.63	\$ 32.45	2.59%	\$ 1,705.60
Electric Generation Engineer	\$ 54.24	\$ 56.98	5.05%	\$ 5,698.68
Electric Systems Generation Manager	\$ 56.60	\$ 58.36	3.12%	\$ 3,668.08
Electric T&D Manager	\$ 49.46	\$ 52.87	6.89%	\$ 7,092.80
Administrative Assistant	\$ 17.50	\$ 20.44	16.80%	\$ 6,115.20
		Wages		\$ 46,869.16
		32% Benefits		\$ 14,998.13
		Total		\$ 61,867.29
Deputy Harbormaster	\$ 26.52	\$ 27.23	2.68%	\$ 1,476.80
Harbormaster	\$ 32.99	\$ 39.40	19.43%	\$ 13,332.80
		Wages		\$ 14,809.60
		32% Benefits		\$ 4,739.07
		Total		\$ 19,548.67
Facilities Manager	\$ 33.06	\$ 34.47	4.27%	\$ 2,934.36
		32% Benefits		\$ 939.00
		Total		\$ 3,873.36
Information Systems Analyst	\$ 34.75	\$ 35.84	3.15%	\$ 2,276.04
Information Systems Director	\$ 43.30	\$ 44.59	2.97%	\$ 2,678.00
		Wages		\$ 4,954.04
		32% Benefits		\$ 1,585.29
		Total		\$ 6,539.33
Environmental Superintendent	\$ 52.63	\$ 54.23	3.04%	\$ 3,328.00
		32% Benefits		\$ 1,064.96
		Total		\$ 4,392.96

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2014-18

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING THE CITY AND BOROUGH OF SITKA PERSONNEL POLICIES HANDBOOK TO: CHANGE POLICY ON PROBATIONARY PERIOD INCREASE FOR REGULAR EMPLOYEES; ADDRESS STARTING PAY FOR NEW EMPLOYEES; ADDRESS PAY UPON PROMOTION; ESTABLISH PAY MATRIX PROCEDURES; ADDRESS FORFEITED ANNUAL LEAVE; REMOVE SECTION XXI AND UPDATE ATTACHMENT A

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the City and Borough of Sitka Personnel Policies Handbook.

2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to update the City and Borough of Sitka’s Personnel Policies Handbook to implement the Fox Lawson recommendations for compensation and compensation policy for employees covered by the City and Borough of Sitka Personnel Policies. It does not affect employees covered by collective bargaining agreements. The proposed amendments to the City and Borough of Sitka Personnel Policies Handbook make a number of changes, as outlined below:

- Section 4.3 entitled “Types of Appointments” - the 6-month probationary pay increase is removed;
- Section 6.5 entitled “Pay for New Employees” - requires administrator approval of all starting pay within the established pay matrix of the Personnel Policies;
- Section 6.11a. entitled “Promotions” - requires administrator approval of promotional pay;
- Section 6.12 entitled “Pay Increases – Pay Matrix” - modifies the operation of the Pay Matrix in Attachment A of the Policies and addresses performance pay and forfeited annual leave;
- Section 9.10 entitled “Family and Medical Leave Act Policy – removes reference of Subsection 9.10.D that no longer exists;
- Section 21 entitled “Rewards for Excellence Program” is deleted; and
- Attachment A entitled “Salary Data Recommendations: Proposed Pay Structure” updates the pay matrix as recommended by Fox Lawson.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the following provisions of the City and Borough of Sitka Personnel Policies Handbook are amended as follows (new language highlighted and underlined; deleted language stricken):

47 **IV. TYPES OF APPOINTMENTS**

48 * * *

49 4.3 PROBATIONARY. Every full-time or part-time regular appointment in the
50 Municipality's employment service shall be preceded by a probationary appointment in
51 which the employee serves in a probationary status. A newly hired or rehired employee with
52 a probationary appointment is an at-will employee who can be disciplined or discharged with
53 or without cause, with or without notice, at any time, and whose employment can be
54 terminated at the option of either the employee or the employer. Just cause is not required
55 for any form of discipline or discharge of such an employee during a probationary period.

56
57 An employee promoted or transferred from a regular appointment to a different position shall
58 also serve a probationary period in which the employee can be returned to their previous
59 position, if vacant; or returned to another position, if available, and if the employee is
60 qualified for the position; or terminated. If an employee is returned or transferred during a
61 probationary period, that return or transfer shall not constitute a demotion.

62
63 The length of a probationary period shall be six months, unless otherwise provided in these
64 policies, federal or state law, and/or unless the Department Head, with approval of the
65 Administrator, extends the probationary period. ~~Following successful completion of the
66 probationary period, a probationary employee shall be eligible for a step increase if the
67 Assembly approves step increases in the Fiscal Year budget. In addition, probationary
68 employees are eligible for any annual pay increase provided for in the Municipal Pay Plan.~~

69 * * *

70
71 **VI. PERSONNEL STAFFING AND COMPENSATION**

72 * * *

73
74 6.5 PAY FOR NEW EMPLOYEES

75 Starting pay shall be approved by the Administrator. All starting pay must be within the
76 established grade assigned to the position in the pay matrix in Attachment A of these
77 Personnel Policies. Any starting pay not within the pay matrix for the established grade for
78 the position shall only be authorized with Assembly approval.

79
80 a. ~~Generally, a new employee shall be paid the minimum rate of pay currently established~~
81 ~~for the grade assigned to his or her position. Exceptions pertaining to starting pay may be~~
82 ~~granted upon the written prior approval of the [Finance Director,] Administrator and~~
83 ~~Assembly if necessary as provided below:~~

84
85 i. ~~Starting Pay Below Grade. The minimum rate of pay is based on the assumption that a~~
86 ~~new employee meets the minimum qualifications stated in the position job description. If it~~
87 ~~becomes necessary to appoint a new employee with lesser qualifications, and with approval~~
88 ~~of the the Administrator, such employee may be started up to 10% below the minimum step~~
89 ~~of the grade to which the position is assigned. After six months, if approved by~~
90 ~~Administrator, the employee shall be increased to the minimum step in the grade to which the~~
91 ~~position is assigned.~~

93 ii. ~~Starting Pay Above Grade.~~ If a potential employee meets or exceeds the minimum
94 qualifications contained in the position job description but will not accept employment at the
95 minimum step of the grade to which the position is assigned, the potential employee may be
96 offered the following incentives as provided below:

97
98 a. ~~Upon recommendation of the Department Head and with the approval of the~~
99 ~~Administrator, the potential employee may be offered starting pay equal to the third step in~~
100 ~~the pay grade to which the position is assigned.~~

101
102 b. ~~Upon recommendation of the Administrator and with the approval of the Assembly, the~~
103 ~~potential employee may be offered starting pay above the third step of the pay grade to which~~
104 ~~the position is assigned.~~

105
106 * * *

107 6.11

108 a. Promotions. The Administrator shall approve pay for all promotions. When an
109 employee is promoted to a position in a higher pay grade, the employee's pay shall be
110 increased to the minimum step for the higher grade. In the case of overlapping pay grade
111 ranges, the promoted employee shall be increased to the step immediately above the
112 employee's current pay or to the step in the higher grade that is closest to 5% higher than any
113 employee to be supervised by the promoted employee, whichever is lower. The
114 Administrator may approve an additional step or the step closest to a 10% increase in the
115 employee's current pay, whichever is lower. Requests for promotional pay increases in
116 excess of the Administrator's authority shall be submitted to the Assembly for review and
117 appropriate action. With Administrator approval, the Department Head shall determine
118 whether a promoted employee immediately receives the pay increase associated with the
119 promotion or whether such an increase shall be delayed until the end of the period of
120 probation for the position to which the employee has been promoted.

121
122 * * *

123 6.12 PAY INCREASES – PAY MATRIX

124 a. The Pay Matrix in Attachment A of these policies will increase 1.5% every year. Any
125 employee who has not received an unsatisfactory overall performance rating in the most
126 recent evaluation of the employee shall be eligible to receive any annual pay increase
127 provided for in the Municipal Pay Plan. Any employee who has received an unsatisfactory
128 overall performance rating in the most recent evaluation of the employee shall be ineligible
129 to receive any annual pay increase provided for in the Municipal Pay Plan.

130
131 b. Employees in steps A-G who have not received an unsatisfactory overall performance
132 rating in their most recent evaluation will move one step every two years on their anniversary
133 date, in addition to the annual 1.5% increase in the Pay Matrix.

134
135 c. Employees placed in steps H-O will move only upon approval of the Administrator for
136 special circumstances, outstanding performance, reclassification, matrix revision or update,
137 or other reasons approved by the Administrator.

139 d. Employees in Steps H-O will receive the 1.5% annual increase in the Pay Matrix.

140
141 e. Performance Pay. b. In addition, pay increases or monetary awards may be made at any
142 time to recognize outstanding performance of duty or to correct wage inequities based on
143 written recommendations of the Department Head ~~or to correct wage inequities~~ per the
144 approval by the Administrator. The Administrator may also withhold a portion of the total
145 amount of money appropriated by the Assembly during budget time to be used for merit
146 increases; if any such money is withheld, the Administrator will determine the guidelines for
147 its award and distribution. The Administrator may also designate forfeited annual leave for
148 employee recognition purposes. The Finance Department will track all forfeited leave in a
149 leave bank.

150
151 * * *

152 **IX. SICK LEAVE**

153
154 9.10 FAMILY AND MEDICAL LEAVE ACT POLICY

155
156 A. The City and Borough shall grant family and medical leave consistent with applicable
157 provisions in the Federal Family and Medical Leave Act (FMLA) and the Alaska Family
158 Leave Act (AFLA) effective the first day of the authorized leave.

159
160 B. Start of Family Leave Calculation under the FMLA/AFLA.

161
162 An employee may use up to fourteen days per calendar year of their sick leave to care for a
163 family member ~~(as defined in Subsection 9.10.D)~~ who is sick before the family leave
164 calculation may begin under FMLA/AFLA. This family member need not have a "serious
165 health condition" ~~as defined in Subsection 9.10.D.~~

166
167 * * *

168 **XXI. DELETED REWARDS FOR EXCELLENCE PROGRAM**

169
170 ~~21.1 PURPOSE. This program provides a policy under which employees may submit~~
171 ~~ideas that may save money or increase efficiency of City and Borough operations. This~~
172 ~~policy provides guidance for the payment of awards. The City Rewards Program (CRP) is~~
173 ~~intended to encourage employees to improve present operations, practices, and to eliminate~~
174 ~~unnecessary budget expense. The CRP is designed to improve morale by providing an~~
175 ~~opportunity for employees to take part voluntarily in the improvement management with the~~
176 ~~government.~~

177
178 ~~21.2 RESPONSIBILITIES:~~

179 ~~1) The City and Borough Administrator will:~~

180
181 ~~a. Exercise overall responsibility for the CRP policy and program administration.~~

182 ~~b. Submit to the City and Borough Assembly monetary award recommendations and~~
183 ~~annual reports on employee suggestion activity.~~

184 ~~2) Department Heads will:~~

- 185
- 186 a. ~~Facilitate adoption and implementation of improved management processes and~~
- 187 ~~systems.~~
- 188 b. ~~Adopt as policy those employee ideas that prove successful.~~
- 189 c. ~~Award, where appropriate, cash payments to employees whose proposals are adopted~~
- 190 ~~and who qualify under the rules of the CRP.~~
- 191 d. ~~Ensure that the CRP is responsive in providing recognition to deserving individuals.~~
- 192 e. ~~Provide policy development, program direction, and management oversight.~~
- 193 f. ~~Conduct analyses of program execution and performance.~~
- 194 g. ~~Establish policy and procedures, and ensure administration of the CRP within their~~
- 195 ~~departments.~~
- 196 h. ~~Ensure awards are granted according to the intent of program policy and are~~
- 197 ~~consistent, equitable, and timely.~~
- 198 i. ~~Publicize and promote the CRP within their departments.~~
- 199

200 ~~21.3 PROGRAM ADMINISTRATION The CRP will be administered entirely on the basis~~

201 ~~of merit, without regard to age, sex, race, color, religion, national origin, or physical or~~

202 ~~mental handicap. Participation is voluntary.~~

203

204 ~~21.4 PROGRAM PROMOTION AND PUBLICITY~~

- 205 ~~1) Active promotion of the CRP is the responsibility of all levels of the administration.~~
- 206 ~~Departments are encouraged to develop their own materials and promote the program.~~
- 207 ~~2) As part of promotional efforts, Department Heads may:~~
- 208 ~~a. Identify and systematically publicize key areas in which constructive ideas are~~
- 209 ~~specifically desired.~~
- 210 ~~b. Use internal and external channels to publicize outstanding suggestions and program~~
- 211 ~~accomplishments through honor roll displays, news releases and articles, or ceremonies~~
- 212 ~~honoring individuals~~
- 213 ~~c. Familiarize personnel at all levels by conducting briefings and presentations at staff~~
- 214 ~~meetings, management and leadership courses, and the like.~~
- 215

216 ~~21.5 DECISION PREROGATIVE The decision to adopt or not adopt an idea, or to~~

217 ~~recommend to the Assembly that an award be granted or not granted based upon the adoption~~

218 ~~of that idea, is the prerogative of the Administrator. At the same time, the City and Borough~~

219 ~~is committed to fair and consistent administration of the CRP, and will adhere to this~~

220 ~~commitment in making all decisions on the disposition of ideas and the payment of awards.~~

221

222 ~~21.6 TESTING OF IDEAS~~

- 223 ~~1) Test evaluation is a critical part of the CRP process. Department heads shall submit~~
- 224 ~~requests for changes to policy based on proposed ideas suggested by employees. The~~
- 225 ~~Administrator will approve the test evaluation unless a test will have serious adverse affects~~
- 226 ~~for the City and Borough. At the end of the test period, (normally one year), the department~~
- 227 ~~head shall forward the evaluation of the idea to the proponent and the Administrator. The~~
- 228 ~~Administrator will provide analyses, appropriate comments, and recommendations on~~
- 229 ~~whether the idea should be approved for continued implementation.~~
- 230

- 231 2) — An idea should also be tested when it offers a prospective benefit to the City and
232 Borough that cannot be ascertained or adequately quantified without a test. — At the
233 conclusion of the test period the idea either will be adopted, and an award paid based on the
234 documented benefits, or disapproved. In either case, full evaluations should be done at both
235 the beginning and end of the test period.
236 3) — If an idea is approved for testing, the submitter should receive nonmonetary award
237 recognition pending completion of the test and validation of savings.
238 4) — Successful department testing may provide sufficient basis for implementing an idea
239 more broadly. Department heads retain the basic responsibility for determining whether or not
240 an idea
241 5) — If it is concluded, after testing, that an idea or proposal should be implemented, then
242 the Administrator shall announce the implementation of that idea or proposal and submit to
243 the Assembly recommendation for an award.
244

245 21.7 PROPRIETARY RIGHTS.

246 Employees who suggest or propose ideas (“suggesters” or “proponents”) have an interest in
247 the use and disposition of their ideas. Proprietary rights begin when the idea is initially
248 entered into the system and remain until two years after the date of final action (that is, the
249 date of approval of an award or written notification of nonadoption).
250

251 21.8 REQUESTS FOR RECONSIDERATION.

- 252 1) — A suggester may request reconsideration of an idea evaluation or other aspect of the
253 idea’s disposition. The request must be submitted to the Administrator in writing within
254 sixty days of the notification of the final disposition.
255 2) — In support of the request for reconsideration, the suggester must do one of the following:
256 a. — Provide evidence that an evaluator made a material error of fact or logic that had an
257 effect on the idea evaluation.
258 b. — Provide new material, information, or rationale.
259 c. — Clarify significant issues or questions.
260 d. — Mere dissatisfaction or disagreement with the previous determination is not by itself
261 justification for reconsideration.
262

263 21.9 PERSONS ELIGIBLE FOR PARTICIPATION IN PROGRAM.

264 All City and Borough employees are eligible to submit ideas, and — subject to the provisions
265 of this section — all City and Borough employees are eligible to receive a reward, monetary
266 or otherwise. Retired or otherwise separated employees whose ideas were entered into the
267 CRP while they were employed with the City and Borough are also eligible to receive a
268 reward. — Persons ineligible to participate in the program include: private citizens;
269 department heads; the Administrator; the Mayor and other members of the Assembly; and
270 contractors for the City and Borough.
271

272 21.10 ELIGIBLE IDEAS OR SUGGESTIONS FOR PARTICIPATION IN THE
273 PROGRAM.

274 To be accepted in the CRP, an idea must satisfy the following conditions:

- 275 1) — Be submitted in writing to the City Administrator.
276 2) — Benefit the City and Borough.

277 3) — Present a problem or situation and propose a solution with sufficient rationale to
278 support the requested new procedure.

279

280 21.11 BASIC CONTENT OF IDEAS:

281 In order to make a positive evaluation possible, the following information should be legibly
282 included in any idea submission:

283 1) — The current practice, method, procedure, task, directive, or policy affected. If possible,
284 cite the particular regulation or policy involved.

285 2) — The proposed method, change, or idea, with an explanation of why the present practice
286 is deficient, and why the change will be beneficial. A statement of known or estimated
287 benefits should also be included.

288 3) — Drawings, photographs, specifications, or other supporting documentation.

289

290 21.12 ELIGIBILITY REQUIREMENT FOR IDEAS:

291 1) — An idea (or reconsideration request) will not be processed for evaluation when it:

292 a. — Presents a problem but offers no solution.

293 b. — Is vague or incomplete.

294 e. — Indicates potential tangible savings but does not provide the rationale or calculations
295 on which to base the estimate.

296 2) — Ineligible ideas will be identified by the Administrator, who will return the ideas to
297 the suggester with specific reasons for the return.

298

299 21.13 DUPLICATE IDEAS:

300 In the event of a duplicate idea, only the first suggester will be considered and eligible for an
301 award.

302

303 21.14 DISPOSITION OF IDEAS:

304 In all cases in which a submission qualifies as an idea, there will be prompt evaluation and
305 disposition. If the Administrator can make final disposition, there must be adoption,
306 notification of nonadoption, or approval for testing. In case of adoption, a benefits
307 determination should be made, and any award recommendation should be made promptly to
308 the Assembly. The suggester should be kept informed, verbally or in writing, of the status of
309 the award. If the Administrator cannot make final disposition of an idea, he or she should
310 submit views and recommendations with the idea to the appropriate department head.

311

312 21.15 ADDITIONAL INFORMATION REQUESTS:

313 Suggesters can be requested to provide additional information to the Administrator if an idea
314 is incomplete, or to help clarify the idea.

315

316 21.16 DENIAL AUTHORITY:

317 Authority to disapprove an idea resides with the Administrator

318

319 21.17 ANSWERING SUGGESTER INQUIRIES:

320 Suggesters should contact the Administrator for inquiries about the proposal while it is being
321 processed.

322

323 ~~21.18 SUGGESTER EVALUATION ENTITLEMENTS.~~
324 ~~Suggesters are entitled to clear, complete, and fair evaluations of their ideas. The~~
325 ~~Administrator should be predisposed to approve rather than disapprove and be willing to~~
326 ~~work in cooperation with the suggesters to seek the valuable elements in all submissions.~~
327 ~~The Administrator must give suggestions timely and thorough responses.~~
328

329 ~~21.19 EVALUATION COMPLETION TIME.~~
330 ~~Receipt, evaluation, and disposition (approve, disapprove, return) of ideas should take no~~
331 ~~more than a total of 60 calendar days.~~
332

333 ~~21.20 DISPOSITION OF IDEAS/PROPOSALS/SUGGESTIONS UNDER THIS~~
334 ~~PROGRAM.~~

335 ~~1) No later than 60 days after the submission of an idea under this program, the~~
336 ~~Administrator must adopt the idea, not adopt the idea, or approve it for testing. For an~~
337 ~~adoption to be valid, the Administrator must be willing and able to implement the idea~~
338 ~~adopted. Adoption carries with it the obligations to implement at the earliest possible time.~~

339 ~~2) Nonadoption can take the form of either of the following:~~

340 ~~3) Disapproval for cause.~~

341 ~~4) Disposition as an idea already in use or under consideration.~~

342 ~~5) Whatever disposition is made, the Administrator must in all cases provide a rationale for~~
343 ~~what has been done. This justification need not be lengthy, but should reflect serious~~
344 ~~consideration of the idea submitted. All points made by the suggester should be addressed,~~
345 ~~and reasons given on why the idea is or is not meritorious. If the Administrator bases the~~
346 ~~disposition on a similar proposal previously considered, the Administrator must provide the~~
347 ~~details of that previous proposal and the evaluation of that proposal.~~

348 ~~6) When appropriate, a statement of net estimated or actual benefits (total first year~~
349 ~~benefits less cost of implementing the idea) should be provided, as should an indication of~~
350 ~~how costs and benefits were determined. Such data is required for all adopted ideas.~~

351 ~~7) If benefits are intangible, the Administrator is required to recommend a precise award~~
352 ~~within the appropriate range provided as follows:~~

353 ~~a. **Moderate Value:** Change or modification of an operating principle or procedure which~~
354 ~~has a moderate value sufficient to meet the minimum standard for a cash award; an~~
355 ~~improvement or rather limited value of a product, activity, program or service to the public.~~
356 ~~The range for this award shall be \$100.00 to \$250.00.~~

357 ~~b. **Substantial Value:** Substantial change or modification of an operating principle or~~
358 ~~procedure; an important improvement to the value of a product, activity, program, or service~~
359 ~~to the public. The range for this award shall be \$250.00 to \$500.00.~~

360 ~~c. **High Value:** Complete revision of a basic principle or procedure; a highly significant~~
361 ~~improvement to the value of a product, major activity, or program, or service to the public.~~
362 ~~The range for this award shall be \$500.00 to \$750.00.~~

363 ~~d. **Exceptional Value:** Initiation of a new principle or major procedure; a superior~~
364 ~~improvement to the quality of a critical product, activity, program, or service to the public.~~
365 ~~The range for this award shall be \$750.00 to \$1,000.00.~~
366

367 ~~21.21 TANGIBLE BENEFITS.~~

368 1) ~~Whenever possible awards will be based on tangible benefits. Only if it is~~
369 ~~extraordinarily difficult to measure benefits in dollar terms will intangible benefits~~
370 ~~calculations be used.~~

371 2) ~~Tangible benefits may be calculated on the basis of estimated value, but actual value is~~
372 ~~preferable. In most cases, savings will be determined for the first full year of use, whether~~
373 ~~for testing or full implementation. Offsetting costs will then be subtracted to obtain the net~~
374 ~~benefit on which an award would be based. If costs exceed 50 percent of first year benefits,~~
375 ~~calculations may be based on an average of net benefits for the first three to five years. If the~~
376 ~~reasonable life of the initial implementation or the clearly predictable period of use is less~~
377 ~~than three years, calculations will be based on the shorter of the latter two periods.~~
378 ~~Exceptions to these methods may occur; however, they should follow generally accepted~~
379 ~~costing procedures and reflect an annual savings amount. All calculations are subject to~~
380 ~~audit.~~

381 3) ~~Direct savings, cost avoidances, and increased output at the same cost are all tangible~~
382 ~~benefits as determined in this regulation; that is, they are measured in dollar terms.~~
383 ~~Therefore, they will be counted equally in arriving at the basis for an award.~~

384 4) ~~All tangible dollar and manpower savings are subject to audit and must be verifiable.~~

385

386 ~~21.22 INTANGIBLE BENEFITS.~~

387 1) ~~Intangible benefits will out of necessity be estimated on the basis of judgment rather~~
388 ~~than precise facts or calculations.~~

389 2) ~~If benefits are intangible, the Administrator must clearly indicate the value and extent~~
390 ~~application and recommend a precise award amount. Suggestions with intangible benefits of~~
391 ~~limited value should be recognized.~~

392 3) ~~An idea may have tangible or intangible benefits only or a combination of both.~~

393

394 ~~21.23 BENEFIT CALCULATIONS.~~

395 1) ~~All benefits of a particular idea, or cost incurred to implement the idea, will be~~
396 ~~calculated in terms of savings or expense to the City and Borough as a whole. Excluded~~
397 ~~from idea implementations costs are administrative overhead costs incurred in processing and~~
398 ~~evaluating ideas.~~

399 2) ~~Labor costs will include fringe benefits and be based on actual costs.~~

400

401 ~~21.24 PAYMENT APPROVAL.~~

402 ~~The Administrator will make submit a recommendation to award a payment to the Assembly~~
403 ~~for approval. The Assembly will have the power of final approval.~~

404

405 ~~21.25 AWARD ELIGIBILITY.~~

406 ~~An idea is eligible for an award when:~~

407 1) ~~The idea is approved for testing; or~~

408 2) ~~The idea is approved for implementation. The award is based on tangible or intangible~~
409 ~~benefits as identified earlier.~~

410

411 ~~21.26 AWARD PAYMENT AFTER SEPARATION.~~

412 ~~When payment of an award is authorized after an individual has separated from employment,~~
413 ~~efforts will be made to reach him or her at the last known address.~~

414
415 **5. EFFECTIVE DATE.** This Ordinance shall become effective on the day after the
416 date of its passage.
417

418 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
419 Sitka, Alaska on this 10th day of June, 2014.
420

421
422
423
424 ATTEST:
425
426
427 _____
428 Colleen Ingman, MMC
429 Municipal Clerk
430
431
432

Mim McConnell, Mayor

Salary Data Recommendations: Proposed Pay Structure

Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
17	11.91	12.21	12.52	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.02	16.42	16.83
18	12.52	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.02	16.42	16.83	17.25	17.68
19	13.14	13.47	13.81	14.16	14.51	14.87	15.24	15.62	16.01	16.41	16.82	17.24	17.67	18.11	18.56
20	13.80	14.15	14.50	14.86	15.23	15.61	16.00	16.40	16.81	17.23	17.66	18.10	18.55	19.01	19.49
21	14.49	14.85	15.22	15.60	15.99	16.39	16.80	17.22	17.65	18.09	18.54	19.00	19.48	19.97	20.47
22	15.21	15.59	15.98	16.38	16.79	17.21	17.64	18.09	18.54	19.00	19.48	19.97	20.47	20.98	21.50
23	16.63	17.05	17.48	17.92	18.37	18.83	19.30	19.78	20.27	20.78	21.30	21.83	22.38	22.94	23.51
24	18.07	18.52	18.98	19.45	19.94	20.44	20.95	21.47	22.01	22.56	23.12	23.70	24.29	24.90	25.52
25	19.50	19.99	20.49	21.00	21.52	22.06	22.61	23.17	23.75	24.34	24.95	25.57	26.21	26.87	27.54
26	20.92	21.44	21.98	22.53	23.09	23.67	24.26	24.87	25.49	26.13	26.78	27.45	28.14	28.84	29.56
27	22.34	22.90	23.47	24.06	24.66	25.28	25.91	26.56	27.23	27.91	28.61	29.33	30.06	30.81	31.58
28	24.13	24.73	25.35	25.98	26.63	27.30	27.98	28.68	29.40	30.14	30.89	31.66	32.45	33.26	34.09
29	26.27	26.93	27.60	28.29	29.00	29.73	30.47	31.23	32.01	32.81	33.63	34.47	35.33	36.21	37.12
30	28.06	28.76	29.48	30.22	30.98	31.75	32.54	33.35	34.18	35.03	35.91	36.81	37.73	38.67	39.64
31	29.49	30.23	30.99	31.76	32.55	33.36	34.19	35.04	35.92	36.82	37.74	38.68	39.65	40.64	41.66
32	30.92	31.69	32.48	33.29	34.12	34.97	35.84	36.74	37.66	38.60	39.57	40.56	41.57	42.61	43.68
33	32.69	33.51	34.35	35.21	36.09	36.99	37.91	38.86	39.83	40.83	41.85	42.90	43.97	45.07	46.20
34	34.83	35.70	36.59	37.50	38.44	39.40	40.39	41.40	42.44	43.50	44.59	45.70	46.84	48.01	49.21
35	36.60	37.52	38.46	39.42	40.41	41.42	42.46	43.52	44.61	45.73	46.87	48.04	49.24	50.47	51.73
36	38.44	39.40	40.39	41.40	42.44	43.50	44.59	45.70	46.84	48.01	49.21	50.44	51.70	52.99	54.31
37	40.37	41.38	42.41	43.47	44.56	45.67	46.81	47.99	49.18	50.41	51.67	52.96	54.28	55.64	57.03
38	42.39	43.45	44.54	45.65	46.79	47.96	49.16	50.38	51.64	52.93	54.25	55.61	57.00	58.43	59.89
39	44.50	45.61	46.75	47.92	49.12	50.35	51.61	52.90	54.23	55.59	56.98	58.40	59.86	61.36	62.89
40	46.72	47.89	49.09	50.32	51.58	52.87	54.19	55.55	56.94	58.36	59.82	61.32	62.85	64.42	66.03
41	49.06	50.29	51.55	52.84	54.16	55.51	56.90	58.33	59.78	61.27	62.80	64.37	65.98	67.63	69.32
42	51.52	52.81	54.13	55.48	56.87	58.29	59.75	61.24	62.77	64.34	65.95	67.60	69.29	71.02	72.80
43	54.10	55.45	56.84	58.26	59.72	61.21	62.74	64.30	65.91	67.56	69.25	70.98	72.75	74.57	76.43
44	56.79	58.21	59.67	61.16	62.69	64.26	65.87	67.52	69.21	70.94	72.71	74.53	76.39	78.30	80.26
45	59.63	61.12	62.65	64.22	65.83	67.48	69.17	70.90	72.67	74.49	76.35	78.26	80.22	82.23	84.29
46	62.63	64.20	65.80	67.44	69.13	70.86	72.63	74.44	76.30	78.21	80.17	82.17	84.22	86.33	88.49

Attachment A