

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

All fields must be completed.
Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: **March 17, 2017**

Please mark one: **Bill Request** or **Resolution Request**

1. Has your agency submitted this request in the last 12 months?

Yes **No**

If yes, please explain:

2. **Title: Approve Classification Notice #1536 – Minimum Wage Increase**

3. **Requesting Agency:** Office of Human Resources

4. **Contact Person:** (with actual knowledge of proposed ordinance)

- **Name:** Alena Duran
- **Phone:** 720-913-5726
- **Email:** alena.duran@denvergov.org

5. **Contact Person:** (with actual knowledge of proposed ordinance who will present the item at Mayor-Council and who will be available for first and second reading, if necessary)

- **Name:** Nicole de Gioia-Keane
- **Phone:** 720-913-5643
- **Email:** Nicole.deGioia-Keane@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

The proposed change amends the Classification and Pay Plan by revising the Community Rate and Training & Intern pay schedules to coincide with the State increase in minimum wage, and also abolishes certain pay grades and associated ranges. We are also moving all classes in Short Range to Community Rate.

7. **Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?)
Please explain.

None known.

8. **Budget Impact**

There is an annual citywide budget impact of \$93,513.11.

POSTING IS REQUIRED

Classification Notice No. 1536

To: Agency Heads and Employees
 From: Karen Niparko, Executive Director of Human Resources
 Date: March 2, 2017
 Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the Community Rate and Training & Intern pay schedules to coincide with the State increase in minimum wage, and also abolishes certain pay grades and associated ranges. We are also moving all classes in Short Range to Community Rate.

The State of Colorado approved an increase of the state’s minimum wage for 2017 from \$8.31 per hour to \$9.30 per hour. Subsequent increases will be in \$0.90 per hour increments annually until minimum wage reaches \$12.00 per hour effective January 1, 2020, and then will be adjusted based on a cost of living calculation thereafter.

In order to align with this change, a review of the current pay ranges was done to comply with the minimum wage increase.

First, it was found that two pay grades in the Training & Intern Schedule were below the \$9.30. Within these pay grades, two classes were affected: Mayor’s Youth Worker and Recreation Trainee. We are changing the rate of pay grade 403-A from \$8.31 per hour to \$9.30 per hour. It is recommended to move Mayor’s Youth Worker from 402-A to pay grade 403-A so it is no longer below minimum wage. Lastly, we are abolishing pay grade 402-A since the range will not have a classification tied to it.

Secondly, we are recommending to abolish pay grade 110-Z and 310-Z since there is only one classification in each of these pay grades and the range minimums are below minimum wage. We are increasing pay grade 111-Z to reflect the minimum wage increase and changed the pay grade of Recreation Assistant from 110-Z to 111-Z. Usher is currently in pay grade 310-Z and is moving to pay grade 111-Z as well. Both of these recommendations are based upon a midpoint-to-midpoint match.

Lastly, a review of the Short Range schedule determined that it would be an administrative burden to continue to revise two pay schedules where the classifications perform similar type and level of duties and are seasonal or on-call employees. It is therefore recommended to simplify our pay schedules by removing all classifications that currently reside in the Short Range schedule and move them into the Community Rate schedule. Because the short range schedule will now be vacant, we are recommending to abolish the entire short range schedule. These proposals are based upon a midpoint-to-midpoint match. The classes that are recommended to move from Short Range to Community Rate include Golf Cart Attendant, Library Aide, Park Seasonal Laborer, Golf Starter and Ranger, and Boating Ranger.

REVISED PAY SCHEDULES

Training & Intern Schedule

	Pay Grade	Rate
Current	403-A	\$8.31
Proposed	403-A	\$9.30

Community Rate Schedule

	Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
Current	111-Z	\$8.75	\$9.56	\$10.37	\$11.18	\$11.99
Proposed	111-Z	\$9.30	\$10.16	\$11.02	\$11.88	\$12.74

ABOLISHED PAY GRADES & ASSOCIATED RANGES

Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
110-Z	\$8.31	\$9.08	\$9.85	\$10.61	\$11.38
310-Z	\$8.31	\$9.93	\$11.55	\$13.17	\$14.79

	Pay Grade	Rate
Current	402-A	\$8.31

ABOLISHED PAY SCHEDULE (Short Range)

Pay Grade	Range Minimum	2nd Quartile	Range Midpoint	4th Quartile	Range Max
212-Y	8.31	8.56	8.81	9.06	9.31
215-Y	8.58	8.84	9.10	9.35	9.61
216-Y	8.79	9.05	9.32	9.58	9.84
217-Y	9.01	9.28	9.55	9.82	10.09
218-Y	9.24	9.52	9.80	10.07	10.35
219-Y	9.47	9.76	10.04	10.33	10.61
220-Y	9.71	10.00	10.30	10.59	10.88
221-Y	9.95	10.25	10.55	10.84	11.14
225-Y	10.99	11.32	11.65	11.98	12.31
226-Y	11.26	11.60	11.94	12.27	12.61
310-Y	8.31	8.88	9.46	10.03	10.60
323-Y	14.69	15.70	16.72	17.73	18.74

PAY RATE OR PAY RANGE CHANGE

<u>Current Job Code</u>	<u>Classification Title</u>	<u>Present Pay Grade & Range</u>	<u>Proposed Pay Grade and Range:</u>
TA1585	Mayor's Youth Worker	402-A (\$8.31)	403-A (\$9.30)
TA2585	Recreation Trainee	403-A (\$8.31)	403-A (\$9.30)
CG2943	Golf Cart Attendant	212-Y (\$8.31/\$8.81/\$9.31)	111-Z (\$9.30/\$11.02/\$12.74)
LG2888	Library Aide	212-Y (\$8.31/\$8.81/\$9.31)	112-Z (\$9.38/\$11.12/\$12.85)
CG2113	Park Seasonal Laborer	225-Y (\$10.99/\$11.65/\$12.31)	113-Z (\$10.06/\$11.92/\$13.78)
CG2378	Golf Starter and Ranger	310-Y (\$8.31/\$9.46/\$10.60)	111-Z (\$9.30/\$10.37/\$12.74)
CG1844	Boating Ranger	323-Y (\$14.69/\$16.72/\$18.74)	118-Z (\$14.27/\$16.91/\$19.25)
RG2909	Recreation Assistant	110-Z (\$8.31/\$9.85/\$11.38)	111-Z (\$9.30/\$11.02/\$12.74)
RG2401	Lifeguard	111-Z (\$8.75/\$10.37/\$11.99)	111-Z (\$9.30/\$11.02/\$12.74)
RG2347	Usher	310-Z (\$8.31/\$11.55/\$10.60)	111-Z (\$9.30/\$11.02/\$12.74)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and pay plan shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor’s veto.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday March 16, 2017 at 9:00 AM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Nicole de Gioia-Keane Nicole.deGioia-Keane@denvergov.org Office of Human Resources, in care of Susan Keller susan.keller@denvergov.org by 8:00 AM on **Wednesday, March 15, 2017**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Alisha Gronniger alisha.gronniger@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, March 14, 2017**.

CHANGES IN THE CLASSIFICATION AND PAY PLAN

REVISED PAY SCHEDULES

Training & Intern Schedule

	Pay Grade	Rate
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Synopsis:

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In a continued effort to streamline processes by reducing administrative burden, OHR will be bringing a Phase II to the Board which will consist of the following:

1. Updating City Ordinance language that references Short Range.
2. Updating and abolishing Career Service Rules that reference Short Range definition and updating the Community Rate schedule definition to reference the above.

Pay Rationale:

It is proposed to change the pay range for pay grade 111-Z according to the schedule above. A change to the Training and Intern Class Schedule is also required to accommodate the minimum wage increase. Pay grade 403-A will be increased to \$9.30 per hour. Lastly, we are proposing to assign current Short Range classifications to the Community Rate schedule based on a midpoint-to-midpoint match.

Employee Impact:

These pay range changes will affect a total of 840 employees: 61 Parks Seasonal Laborers, 25 Golf Starter/Rangers, 15 Golf Cart Attendants, 10 Library Aides, 87 Ushers, 310 Lifeguards, 322 Recreation Assistants, and 10 Mayor's Youth Workers. All impacted employees are on-call employees. In addition, there are 170 employees who will receive an increase to the range minimum. All other employees' salaries fall within the assigned pay grade.

Budget Impact:

Based on the assigned work hours for the 170 employees, it would cost an additional \$93,513.11 annually affecting two agencies; however, we know the actual cost will vary since they are all on-call employees whose schedule can fluctuate throughout the year based on department needs and work availability. This budget impact is larger than 2016 due to the size of the increase to the state minimum wage, which was \$0.08 in 2016 versus \$0.99 in 2017.

Below is the estimated cost and employee impact broken down by agency:

Affected Dept/Agency	Total # of Affected Employees	# of Impacted Employees	Cost by Average Hours	Cost + FICA
Denver Arts and Venues	87	0	\$0.00	\$0.00
Denver Public Library	10	0	\$0.00	\$0.00
Parks and Recreation	733	160	\$79,830.69	\$6,107.05
Safety	10	10	\$7,037.04	\$538.33
Grand Total	840	170	\$86,867.73	\$93,513.11

Proposed Effective Date: The proposed effective date is January 1, 2017 to align with the state's approved increase to minimum wage.