

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: **January 16, 2014**

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 #1401.**

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

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

- **Name:** Seth Duhon-Thornton
- **Phone:** 720-913-5664
- **Email:** seth.duhon-thornton@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:** Meredith Creme
- **Phone:** 720-913-5722
- **Email:** meredith.creme@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 Short Range, Community Rate and Training & Intern pay schedules. Additionally, the proposed change amends the Classification and Pay Plan by changing the pay grade for Golf Starter/Ranger, Mayor's Youth Worker, Recreation Aide and Usher to coincide with the State increase in minimum wage.

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

None known

8. **Budget Impact:**

Of the 216 employees who will receive an increase to the range minimum, 203 impacted employees will receive a \$0.22 per hour increase to their pay and 12 employees will receive a \$0.21 per hour increase. Based on the assigned work hours for the impacted employees, it would cost an additional \$91,989.73 annually; 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. All other employee pay will move pay to pay within the new ranges.

POSTING IS REQUIRED

Classification Notice No. 1401

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: December 31, 2013
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by revising the Short Range, Community Rate and Training & Intern pay schedules. Additionally, the proposed change amends the Classification and Pay Plan by changing the pay grade for Golf Starter/Ranger, Mayor's Youth Worker, Recreation Aide and Usher to coincide with the State increase in minimum wage.

The State of Colorado approved an increase of the state's minimum wage for 2014 from \$7.78 per hour to \$8.00 per hour. In order to comply with this change, a review of the Classification and Pay Plan indicated four classifications that will fall below the new minimum wage on January 1, 2014. These classifications are Golf Starter/Ranger, Mayor's Youth Worker, Recreation Aide, and Usher. In order to comply with the new minimum wage rate, impacted pay grades in the Short Range Schedule A, Short Range Schedule B, Training and Intern Schedule, and Community Rate Schedule B will be revised

REVISED PAY SCHEDULE

Short Range Schedule

	PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
Schedule A						
Current	212-Y	\$7.97	\$8.21	\$8.45	\$8.69	\$8.93
Proposed	212-Y	\$8.00	\$8.24	\$8.48	\$8.72	\$8.96
Schedule B						
Current	310-Y	\$7.79	\$8.33	\$8.87	\$9.40	\$9.94
Proposed	310-Y	\$8.00	\$8.55	\$9.11	\$9.66	\$10.21

Community Rate Schedule

	Schedule B				
	PAY GRADE	Range Minimum	2nd Sector Minimum	3rd Sector Minimum	Range Maximum
Current	310-Z	\$7.78	\$9.83	\$11.88	\$13.93
Proposed	310-Z	\$8.00	\$10.11	\$12.22	\$14.32

Training & Intern Schedule

		Rate
Current	402-A	\$7.78
Proposed	402-A	\$8.00

PAY GRADE AND/OR RANGE CHANGE

Current Job Code:

CG2378
TA1585
CG2115
RG2347

Current Classification Title:

Golf Starter/Ranger
Mayor's Youth Worker
Recreation Aide
Usher

Present Pay Grade:

310-Y \$7.79 – \$9.94
402-A \$7.78
211-Y \$7.74 – \$8.67
310-Z \$7.78 – \$13.91

Proposed Pay Grade and Range:

310-Y \$8.00 – \$10.21

402-A \$8.00

212-Y \$8.00 – \$8.96

310-Z \$8.00 – \$14.32

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 January 16, 2014 9:00 a.m.** 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 Melissa Fisher melissa.fisher@denvergov.org, Office of Human Resources, in care of Seth Duhon-Thornton seth.duhon-thornton@denvergov.org by 8:00 a.m. on **Wednesday, January 15, 2014**. 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 Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday January 14, 2014**.

REVISED PAY SCHEDULE

Short Range Schedule

	PAY GRADE	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
Schedule A						
Current	212-Y	\$7.97	\$8.21	\$8.45	\$8.69	\$8.93
Proposed	212-Y	\$8.00	\$8.24	\$8.48	\$8.72	\$8.96
Schedule B						
Current	310-Y	\$7.79	\$8.33	\$8.87	\$9.40	\$9.94
Proposed	310-Y	\$8.00	\$8.55	\$9.11	\$9.66	\$10.21

Community Rate Schedule

Schedule B					
	PAY GRADE	Range Minimum	2nd Sector Minimum	3rd Sector Minimum	Range Maximum
Current	310-Z	\$7.78	\$9.83	\$11.88	\$13.93
Proposed	310-Z	\$8.00	\$10.11	\$12.22	\$14.32

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Present Pay Grade:

310-Y \$7.79 – \$9.94
402-A \$7.78
211-Y \$7.74 – \$8.67
310-Z \$7.78 – \$13.91

Proposed Pay Grade and Range:

310-Y \$8.00 – \$10.21
402-A \$8.00
212-Y \$8.00 – \$8.96
310-Z \$8.00 – \$14.32

Supervisory Level:

3-None/Incidental
3-None/Incidental
3-None/Incidental
3-None/Incidental

EEO Code:

8-Service Maintenance
6-Office/Clerical
8-Service Maintenance
8-Service Maintenance

Medical Group:

Medium Physical
Sedentary

Medium Physical
Sedentary

FLSA:

Non-Exempt

Non-Exempt

Non-Exempt

Non-Exempt

Synopsis: The State of Colorado approved an increase of the state's minimum wage for 2014 from \$7.78 per hour to \$8.00 per hour. In order to comply with this change, a review of the Classification and Pay Plan indicated four classifications that will fall below the new minimum wage on January 1, 2014. These classifications are Golf Starter/Ranger, Mayor's Youth Worker, Recreation Aide, and Usher. In order to comply with the new minimum wage rate, impacted pay grades in the Short Range Schedule A, Short Range Schedule B, Training and Intern Schedule, and Community Rate Schedule B will be revised

Pay Rationale: It is proposed to change the Short Range Schedule A pay table to accommodate the minimum wage increase. The revision will increase the range minimum of pay grade 212-Y to from \$7.78 per hour to \$8.00. This is a 2.9% increase. It is also proposed to change the pay grade of the classification of Recreation Aide, which is currently classified in pay grade 211-Y, to pay grade 212-Y to ensure the range minimum is equal to the new minimum wage rate. It is not proposed to change any other pay grades in the Short Range Schedule A pay table.

The Short Range Schedule B will be revised to accommodate the minimum wage increase. The revision will increase the range minimum of pay grade 310-Y to from \$7.79 per hour to \$8.00. This is a 2.7% increase. This will impact the Golf Starter/Ranger, currently set in pay grade 310-Y. It is not proposed to change any other pay grades in the Short Range Schedule B pay table.

A change to the Community Rate Schedule B is also required to accommodate the minimum wage increase. Pay grade 310-Z will be increased from \$7.78 to \$8.00 per hour, which results in a 2.9% increase to the range minimum. This will impact the Usher, currently set in pay grade 310-Z. This is the only pay grade on the Community Rate Schedule B pay table. There are no proposed changes to the Community Rate Schedule A pay table.

A change to the Training and Intern Classification Schedule is required to accommodate the minimum wage increase. Pay grade 402-A will be increased from \$7.78 to \$8.00 per hour, which results in a 2.9% increase to the current pay rate. This will impact the Mayor's Youth Worker, currently set in pay grade 402-A. There are no proposed changes to any other pay rates in the Training and Intern Classification Schedule.

Employee Impact: These changes will affect a total of 319 employees - 26 Golf Starter/Rangers, 28 Mayor's Youth Workers, 102 Recreation Aides, and 163 Ushers. All impacted employees are on-call employees. There are 216 employees who will receive an increase to the range minimum. All other impacted employee pay will fall within the assigned pay grade.

Budget Impact: Of the 216 employees who will receive an increase to the range minimum, 203 impacted employees will receive a \$0.22 per hour increase to their pay and 12 employees will receive a \$0.21 per hour increase. Based on the assigned work hours for the impacted employees, it would cost an additional \$91,989.73 annually; 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. All other employee pay will move pay to pay within the new ranges.

Proposed Effective Date: The proposed effective date is January 1, 2014 to comply with the state regulations.