

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: **November 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 #1551 – Minimum Wage Increase (2018)

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. The proposed change also abolishes certain pay grades and adjusts the pay grade for certain classifications.

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 estimated annual budget impact of \$203,038.08. However, the actual cost will vary since this affects on-call employees whose schedules fluctuate throughout the year.

POSTING IS REQUIRED

Classification Notice No. 1551

To: Agency Heads and Employees
 From: Karen Niparko, Executive Director of the Office of Human Resources
 Date: November 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. The proposed change also abolishes certain pay grades and adjusts the pay grade for certain classifications.

The State of Colorado approved an increase of the state’s minimum wage for 2018 from \$9.30 per hour to \$10.20 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.

A review of the current pay ranges was done to comply with the minimum wage increase.

It was found that three pay grades in the Training & Intern Schedule were below the \$10.20. We are changing the rate of pay grade A-403, C-402 and J-403 to \$10.20 per hour. Within these pay grades, the following five classes are affected: Mayor’s Youth Worker, Cooperation Trainee, Office Occupations Trainee, Custodial Trainee, and Recreation Trainee. Mayor’s Youth Worker is the only classification with employees currently in the class.

We are also recommending to abolish multiple pay grades where the minimum of the pay range is below the minimum wage and there are no classifications tied to the pay grades. These pay grades are E-600, E-601, J-600, J-601, L-600, N-600, N-601, and V-600. Additionally, we are recommending to abolish Z-111, Z-112 and C-600 because their minimum pay rate falls below the new minimum wage rate. Current classifications tied to Z-111 will move to pay grade Z-113. OHR is proposing to move Golf Sales Associate from Z-112 to pay grade Z-114 because it should remain higher than the Golf Starter/Ranger and Golf Cart Attendant because the level of duties are more complex. It is also recommended to move Golf Pro Shop Assistant from C-600 to C-603. This position oversees the Golf Sales Associate and placing it in C-603 will maintain the current percent difference between the classes. Library Aide will move from Z-112 to Z-113.

Lastly, we are increasing the pay range of pay grade Z-113 to reflect the minimum wage increase. Park Seasonal Laborer is currently tied to this pay grade.

REVISED PAY SCHEDULES

Training & Intern Schedule

	Pay Grade	Rate
Current	A-403	\$9.30
Proposed	A-403	\$10.20

	Pay Grade	Rate
Current	C-402	\$9.53
Proposed	C-402	\$10.20

	Pay Grade	Rate
Current	J-403	\$9.91
Proposed	J-403	\$10.20

Community Rate Schedule

	Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
Current	Z-113	\$10.06	\$10.99	\$11.92	\$12.85	\$13.78
Proposed	Z-113	\$10.20	\$11.14	\$12.09	\$13.03	\$13.97

ABOLISHED PAY GRADES & ASSOCIATED RANGES

Pay Grade	Range Minimum	2nd Quartile Minimum	Range Midpoint	4th Quartile Minimum	Range Maximum
C-600	\$10.02	\$11.17	\$12.33	\$13.48	\$14.63
E-600	\$9.57	\$10.67	\$11.77	\$12.87	\$13.97
E-601	\$10.01	\$11.16	\$12.31	\$13.46	\$14.61
J-600	\$9.55	\$10.65	\$11.75	\$12.84	\$13.94
J-601	\$9.98	\$11.13	\$12.28	\$13.42	\$14.57
L-600	\$10.16	\$11.32	\$12.49	\$13.66	\$14.83
N-600	\$9.69	\$10.81	\$11.92	\$13.04	\$14.15
N-601	\$10.13	\$11.30	\$12.46	\$13.63	\$14.79
V-600	\$10.10	\$11.27	\$12.43	\$13.59	\$14.75
Z-111	\$9.30	\$10.16	\$11.02	\$11.88	\$12.74
Z-112	\$9.38	\$10.25	\$11.12	\$11.98	\$12.85

PAY RATE OR PAY RANGE CHANGE

CLASS CODE	CLASSIFICATION TITLE	Total # of Employees	CURRENT PAY GRADE & RANGE	PROPOSED PAY GRADE & RANGE
TA1585	Mayor's Youth Worker	11	A-403 (\$9.30)	A-403 (\$10.20)
TC0004	Cooperation Trainee	0	C-402 (\$9.53)	C-402 (\$10.20)
TC0005	Office Occupations Trainee	0	C-402 (\$9.53)	C-402 (\$10.20)
TJ1876	Custodial Trainee	0	J-403 (\$9.91)	J-403 (\$10.20)
TA2585	Recreation Trainee	0	A-403 (\$9.30)	A-403 (\$10.20)
RG2944	Golf Sales Associate	53	Z-112 (\$9.38-\$11.12-\$12.85)	Z-114 (\$10.79-\$12.79-\$14.78)
CG2378	Golf Starter/Ranger	34	Z-111 (\$9.30-\$10.37-\$12.74)	Z-113 (\$10.20-\$12.09-\$13.97)
CG2943	Golf Cart Attendant	35	Z-111 (\$9.30-\$11.02-\$12.74)	Z-113 (\$10.20-\$12.09-\$13.97)
CC2526	Golf Pro Shop Assistant	5	C-600 (\$10.02-\$12.33-\$14.63)	C-603 (\$11.46-\$14.10-\$16.73)
LG2888	Library Aide	8	Z-112 (\$9.38-\$11.12-\$12.85)	Z-113 (\$10.20-\$12.09-\$13.97)
CG2113	Park Seasonal Laborer	171	Z-113 (\$10.06-\$11.92-\$13.78)	Z-113 (\$10.20-\$12.09-\$13.97)
RG2909	Recreation Assistant	324	Z-111 (\$9.30-\$11.02-\$12.74)	Z-113 (\$10.20-\$12.09-\$13.97)
RG2401	Lifeguard	392	Z-111 (\$9.30-\$11.02-\$12.74)	Z-113 (\$10.20-\$12.09-\$13.97)
RG2347	Usher	79	Z-111 (\$9.30-\$11.02-\$12.74)	Z-113 (\$10.20-\$12.09-\$13.97)

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 Executive Director of the Office of Human Resources 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, November 16, 2017 at 9:00 AM** in the OHR Board Room, Room 4.G.2, Webb Municipal Building, 201 West Colfax Avenue.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Wednesday, November 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 George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, November 14, 2017**.

**CHANGES IN THE CLASSIFICATION AND PAY PLAN
2018 Minimum Wage Increase**

REVISED PAY SCHEDULES

Training & Intern Schedule

	Pay Grade	Rate
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Proposed	A-403	\$10.20

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Synopsis:

The State of Colorado approved an increase of the state's minimum wage for 2018 from \$9.30 per hour to \$10.20 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.

A review of the current pay ranges was done to comply with the minimum wage increase.

It was found that three pay grades in the Training & Intern Schedule were below the \$10.20. We are changing the rate of pay grade A-403, C-402 and J-403 to \$10.20 per hour. Within these pay grades, the following five classes are affected: Mayor's Youth Worker, Cooperation Trainee, Office Occupations Trainee, Custodial Trainee, and Recreation Trainee. Mayor's Youth Worker is the only classification with employees currently in the class.

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Lastly, we are increasing the pay range of pay grade Z-113 to reflect the minimum wage increase. Park Seasonal Laborer is currently tied to this pay grade.

Pay Rationale:

It is proposed to change the pay range for pay grade Z-113 according to the Community Rate Schedule above. A change to the Training and Intern Class Schedule is also required to accommodate the minimum wage increase, with pay range minimums for pay grades A-403, C-402, J- 403 to be increased to \$10.20 per hour.

Employee Impact:

These pay range changes will affect a total of 1,112 employees indicated as being active in Workday as of 10/1/17: 171 Parks Seasonal Laborers, 25 Golf Starter/Rangers, 35 Golf Cart Attendants, 34 Golf Starter//Rangers, 5 Golf Pro Shop Assistants, 8 Library Aides, 79 Ushers, 392 Lifeguards, 324 Recreation Assistants, 53 Golf Sales Associates and 11 Mayor's Youth Workers. All impacted employees are on-call employees. Of the 1,112 employees, there are 801 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 801 employees, it would cost an additional \$203,038.08 annually affecting five 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. The total budget impact in 2017 was \$93,513.11. This budget impact is larger than 2017 due to the number of employees impacted this year. In 2017, the total number of employees receiving an increase was 170 in comparison to 801 impacted employees for 2018.

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

Affected Dept/Agency	Total # of Affected Employees	# of Impacted Employees	Cost by Scheduled Hours
Denver Arts and Venues	79	33	\$13,187.20
Denver Public Library	8	8	\$1,638.00
Parks and Recreation	817	659	\$125,204.10
Golf (Enterprise Fund)	197	90	\$46,909.58
Safety	11	11	\$16,099.20
Grand Total	1112	801	\$203,038.08

Proposed Effective Date:

The proposed effective date is January 1, 2018 to align with the state's approved increase to minimum wage.