

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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, 2016**

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 #1513**

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](mailto: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/Alena Duran
- **Phone:** 720-913-5643/720-913-5726
- **Email:** [Nicole.de.Gioia-Keane@denvergov.org](mailto:Nicole.de.Gioia-Keane@denvergov.org)/[alena.duran@denvergov.org](mailto:alena.duran@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 to coincide with the State increase in minimum wage. The State of Colorado approved an increase of the state's minimum wage for 2016 from \$8.23 per hour to \$8.31 per hour. In order to align with this change, a review of the Classification and Pay Plan indicated six classifications that fall below the new minimum wage as of January 1, 2016. These classifications are Recreation Aide, Golf Starter/Ranger, Recreation Assistant, Usher, Mayor's Youth Worker and Recreation Trainee. In order to align with the new minimum wage rate, changes to the impacted pay grades in the Short Range Salary Schedule, Community Rate Salary Schedule and Training and Intern Salary Schedule are being proposed.

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

None known

8. **Budget Impact:**

Based on the assigned work hours for the 149 employees, it would cost an additional \$23,816.00 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.

**POSTING IS REQUIRED**

**Classification Notice No. 1513**

To: Agency Heads and Employees  
 From: Karen Niparko, Executive Director of Human Resources  
 Date: March 2, 2016  
 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 to coincide with the State increase in minimum wage.**

The State of Colorado approved an increase of the state’s minimum wage for 2016 from \$8.23 per hour to \$8.31 per hour. In order to align with this change, a review of the Classification and Pay Plan indicated six classifications that fall below the new minimum wage as of January 1, 2016. These classifications are Recreation Aide, Golf Starter/Ranger, Recreation Assistant, Usher, Mayor’s Youth Worker and Recreation Trainee. In order to align with the new minimum wage rate, changes to the impacted pay grades in the Short Range Salary Schedule, Community Rate Salary Schedule and Training and Intern Salary Schedule are being proposed.

**REVISED PAY SCHEDULE**

**Short Range Schedule**

	Pay Grade	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
<b>Current</b>	212-Y	\$8.23	\$8.48	\$8.73	\$8.97	\$9.22
<b>Proposed</b>	<b>212-Y</b>	<b>\$8.31</b>	<b>\$8.56</b>	<b>\$8.81</b>	<b>\$9.06</b>	<b>\$9.31</b>
<b>Current</b>	310-Y	\$8.23	\$8.80	\$9.37	\$9.93	\$10.50
<b>Proposed</b>	<b>310-Y</b>	<b>\$8.31</b>	<b>\$8.88</b>	<b>\$9.46</b>	<b>\$10.03</b>	<b>\$10.60</b>

**Community Rate Schedule**

	Pay Grade	Range Minimum	2nd Sector Minimum	3rd Sector Minimum	4th Quartile Minimum	Range Maximum
<b>Current</b>	110-Z	\$8.23	\$8.99	\$9.76	\$10.52	\$11.28
<b>Proposed</b>	<b>110-Z</b>	<b>\$8.31</b>	<b>\$9.08</b>	<b>\$9.85</b>	<b>\$10.62</b>	<b>\$11.38</b>
<b>Current</b>	310-Z	\$8.23	\$9.84	\$11.44	\$13.05	\$14.65
<b>Proposed</b>	<b>310-Z</b>	<b>\$8.31</b>	<b>\$9.93</b>	<b>\$11.55</b>	<b>\$13.17</b>	<b>\$14.79</b>

**Training & Intern Schedule**

	Pay Grade	Rate
<b>Current</b>	402-A	\$8.23
<b>Proposed</b>	<b>402-A</b>	<b>\$8.31</b>
<b>Current</b>	403-A	\$8.23
<b>Proposed</b>	<b>403-A</b>	<b>\$8.31</b>

**PAY RATE OR PAY RANGE CHANGE**

<u>Job Code:</u>	<u>Classification Title:</u>	<u>Present Pay Grade:</u>	<u>Proposed Pay Grade and Range:</u>
CG2115	Recreation Aide	212-Y (\$8.23 - \$9.22)	212-Y (\$8.31 - \$9.31)
CG2378	Golf Starter/Ranger	310-Y (\$8.23 - \$10.50)	310-Y (\$8.31 - \$10.60)
RG2909	Recreation Assistant	110-Z (\$8.23 - \$11.28)	110-Z (\$8.31 - \$11.38)
RG2347	Usher	310-Z (\$8.23 - \$14.65)	310-Z (\$8.31 - \$14.79)
TA1585	Mayor’s Youth Worker	402-A (\$8.23)	402-A (\$8.31)
TA2585	Recreation Trainee	403-A (\$8.23)	403-A (\$8.31)

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 17 at 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 Nicole de Gio-Keane [Nicole.deGioia-Keane@denvergov.org](mailto:Nicole.deGioia-Keane@denvergov.org) Office of Human Resources, in care of Alena Duran [alena.duran@denvergov.org](mailto:alena.duran@denvergov.org) by 8:00 a.m. on **Wednesday, March 16, 2016**. 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](mailto:alisha.gronniger@denvergov.org) at (720) 913-5650 no later than noon on **Tuesday March 15, 2016**.

REVISED PAY SCHEDULE

Short Range Schedule

	Pay Grade	Range Minimum	2nd Quartile Minimum	3rd Quartile Minimum (Range Midpoint)	4th Quartile Minimum	Range Maximum
Current	212-Y	\$8.23	\$8.48	\$8.73	\$8.97	\$9.22
Proposed	<b>212-Y</b>	<b>\$8.31</b>	<b>\$8.56</b>	<b>\$8.81</b>	<b>\$9.06</b>	<b>\$9.31</b>
Current	310-Y	\$8.23	\$8.80	\$9.37	\$9.93	\$10.50
Proposed	<b>310-Y</b>	<b>\$8.31</b>	<b>\$8.88</b>	<b>\$9.46</b>	<b>\$10.03</b>	<b>\$10.60</b>

Community Rate Schedule

	Pay Grade	Range Minimum	2nd Sector Minimum	3rd Sector Minimum	4th Quartile Minimum	Range Maximum
Current	110-Z	\$8.23	\$8.99	\$9.76	\$10.52	\$11.28
Proposed	<b>110-Z</b>	<b>\$8.31</b>	<b>\$9.08</b>	<b>\$9.85</b>	<b>\$10.62</b>	<b>\$11.38</b>
Current	310-Z	\$8.23	\$9.84	\$11.44	\$13.05	\$14.65
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Training & Intern Schedule

	Pay Grade	Rate
Current	402-A	\$8.23
Proposed	<b>402-A</b>	<b>\$8.31</b>
Current	403-A	\$8.23
Proposed	<b>403-A</b>	<b>\$8.31</b>

PAY RATE OR PAY RANGE CHANGE

<u>Current Job Code:</u>	<u>Current Classification Title:</u>	<u>Present Pay Grade:</u>	<u>Proposed Pay Grade and Range:</u>
CG2115	Recreation Aide	212-Y (\$8.23 - \$9.22)	212-Y (\$8.31 - \$9.31)
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TA1585	Mayor's Youth Worker	402-A (\$8.23)	402-A (\$8.31)
TA2585	Recreation Trainee	403-A (\$8.23)	403-A (\$8.31)

**Synopsis:**

The State of Colorado approved an increase of the state's minimum wage for 2016 from \$8.23 per hour to \$8.31 per hour. In order to align with this change, a review of the Classification and Pay Plan indicated six classifications that fall below the new minimum wage as of January 1, 2016. These classifications are Recreation Aide, Golf Starter/Ranger, Recreation Assistant, Usher, Mayor's Youth Worker and Recreation Trainee. In order to align with the new minimum wage rate, changes to the impacted pay grades in the Short Range Salary Schedule, Community Rate Salary Schedule and Training and Intern Salary Schedule are being proposed.

**Pay Rationale:**

It is proposed to change the pay range for pay grades 212-Y, 310-Y, 110-Z and 310-Z according to the schedules above. A change to the Training and Intern Classification Schedule is also required to accommodate the minimum wage increase. Pay grade 402-A and 403-A will be increased to \$8.31 per hour.

**Employee Impact:**

These pay range changes will affect a total of 405 employees: 12 Recreation Aides, 19 Golf Starter/Rangers, 279 Recreation Assistants, 76 Ushers, 19 Mayor's Youth Workers and no Recreation Trainees. All impacted employees are on-call employees. In addition, there are 149 employees who will receive an increase to the range minimum. All other employee salaries fall within the assigned pay grade.

**Budget Impact:**

Based on the assigned work hours for the 149 employees, it would cost an additional \$23,816.00 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.

**Proposed Effective Date:** The proposed effective date is January 1, 2016 to align with the state's approved increase to minimum wage.