City of Troy

CITY COUNCIL ACTION REPORT

June 12, 2007

TO: Phillip L. Nelson, City Manager

FROM: Peggy E. Sears, Human Resources Director PES
Jonathan Makela, Human Resources Specialist jm

SUBJECT: 2007 Part-time Wage Recommendations

Background:

- In March 2006, the State of Michigan adopted legislation scheduling three increases to the state's minimum wage. Pursuant to that, on October 1, 2006, the state's minimum wage increased to $6.95 per hour. The state's minimum wage is scheduled to increase again on July 1, 2007 to $7.15 per hour, and to $7.40 per hour on July 1, 2008.

Financial Considerations:

- Two classifications are affected by this increase in the minimum wage: Library Page and PRSE-3 Officials/Referees.
- The total cost for implementation is $1,050.
- Funds are contained within the 2007-08 departmental budget.

Legal Considerations:

- Approval of the request will ensure compliance with the State of Michigan minimum wage legislation.

Policy Considerations:

- Minimize the cost and increase the efficiency and effectiveness of City government by avoiding potential litigation for non-compliance (Goal II).
- Effectively and professionally communicate internally and externally by acknowledging and publishing the adjustment in the minimum wage for municipal positions in a timely manner (Goal IV).

Options:

- City management requests approval of the 2007 pay ranges for part-time positions as outlined.

PES/bjm/PES07M.022

cc: John M. Lamerato, Assistant City Manager/Finance and Administration
Brian Murphy, Assistant City Manager/Economic Development Services
Carol Anderson, Parks and Recreation Director
Cathy Russ, Assistant Library Director

IFER M. GRANHOLM
GOVERNOR

Michigan Department of Labor & Economic Growth

GENERAL REQUIREMENTS
The Michigan Minimum Wage Law Of 1964
1964 PA 154 MCL 408.381 et. seq.

Michigan Department of Labor & Economic Growth

ROBERT W. SWANSON
DIRECTOR

Coverage

The Michigan Minimum Wage Law covers employers who employ 2 or more employees 16 years of age and older.

Minimum Hourly Wage Rate

Employees must be paid at least

Effective Date	Section 4 Minimum Hourly Wage Rate	85% of Minimum Hourly Wage Rate
September 1, 1997	$5.15	Not Applicable
October 1, 2006	$6.95	$5.91
July 1, 2007	$7.15	$6.08
July 1, 2008	$7.40	$6.29

Minors 16-17 years of age may be paid 85% of the minimum hourly wage rate. Tipped employees may be paid an hourly wage rate of $2.65 an hour provided they receive tips and provide a signed tip statement which combined with the hourly wage, equals or exceeds the minimum hourly wage rate listed above.

Training Wage

A training wage of $4.25 an hour may be paid to employees 16 to 19 years of age for the first 90 days of employment.

Overtime

Non-exempt employees covered by the Michigan Minimum Wage Law must be paid 1-1/2 times their regular rate of pay for hours worked over 40 in a workweek. The following are exempt from overtime requirements: employees exempt from the minimum wage provisions of the Fair Labor Standards Act of 1938, 29 USC 201 to 219 (except certain domestic service employees), professional, administrative, or executive employees; elected officials and political appointees; employees of amusement and recreational establishments operating less than 7 months of the year; agricultural employees, and any employee not subject to the minimum wage provisions of the act.

Compensatory Time

If an employer meets certain conditions, employees may agree to receive compensatory time of 1-1/2 hours for each hour of overtime worked. The agreement must be voluntary, in writing, and obtained before the compensatory time is earned. All compensatory time earned must be paid to an employee. Accrued compensatory time may not exceed 240 hours. Employers must keep a record of compensatory time earned and paid. Contact the Wage & Hour Division for information on the conditions an employer must meet in order to offer compensatory time off in lieu of overtime compensation.

Equal Pay

An employer shall not discriminate on the basis of sex by paying employees a rate which is less than the rate paid to employees of the opposite sex for equal work on jobs requiring equal skill, effort, and responsibility performed under similar working conditions - except where payment is pursuant to a seniority system, merit system or system measuring earnings on the basis of quantity or quality of production or a differential other than sex.

Enforcement

An employee may either file civil action for recovery of unpaid minimum wages or overtime, or they may file a complaint with the Department of Labor & Economic Growth. The department may investigate a complaint and file civil action to collect unpaid wages or overtime due the employee and all employees of an establishment. Recovery under this act can include unpaid minimum wages or overtime, plus an equal additional amount as liquidated damages, costs, and reasonable attorney fees. A civil fine of $1,000 can be assessed to an employer who does not pay minimum wage or overtime.

For more information or to file a complaint, contact:
Wage & Hour Division at 517-335-0400
or write P.O. Box 30476, Lansing, Michigan 48909-7976
www.michigan.gov/wagehour

III. PRSE4 - INSTRUCTORS (P4 -)

$ 8.00 - 16.00

Basic Drawing	Nature Center
Cheerleading/PomPon	Physical Fitness
Cross Country Ski	Pre-School
Dance	Safety Town
Day Camp Leader	Slimnastics
Exercise Instructor	Tee Ball
Gymnastics	Tennis
In-Line Hockey	Water Safety
In-Line Skating	Youth Sports

IV. PRSE3 - OFFICIALS/REFEREES (P3 -)

$ ~~7.00 - 15.00~~
7.15 - 15.00

Floor Hockey Referee	Water Polo Official
Youth Basketball Official	Zoned Soccer Official
Youth Basketball Referee	Zoned/World Cup Soccer Official
Youth Softball Official	Zoned/World Cup Soccer Referee

V. PRSE 2 - SUPPORT (P2 -)

$ 8.00 - 11.00

Adaptive Aide	Lifeguard
Babysitter 1	Locker Room Attendant
Cashier (Aquatic Center)	Open Gym Attendant
Cashier/Starter/Ranger	Pool Attendant
Community Center Attendant	Recreation Aide
Cross Country Ski Attendant	Safety Town Aide
Facility Attendant (High School)	Scorekeeper
Facility Attendant (OEC)	Trip Chaperone
Facility Attendant (Golf)	

VI. OTHER CLASSIFICATIONS (PX-)

	Full-Time Hour Equivalent
Appraiser	
Attorney	
Building Maintenance Specialist	
~~Inspector~~	
Legal Secretary	
Secretary II	
~~Cable Construction Liaison (Insp.)~~	~~$ 17.47 - 21.84~~
Intern (Grant)	$ 8.00 - 20.00
Ordinance Enforcement Officer	$ 8.00 full-time Insp.midpoint
Right-of-Way Representative	$ 21.40 - 32.10
Senior Right-of-Way Representative	$ 30.00 - 60.00
Temp. Engineer-Design	$ 50.00 - 60.00

City Council Approved:

PAY RANGES
PART-TIME CLASSIFICATIONS
~~JULY 1, 2006~~ July 1, 2007

I. GENERAL CLASSIFICATIONS (P-)

Account Clerk	$ **14.00 - 20.00**	Library Page **or Substitute Library Page**	$ 7.00 - 10.
Application Support Specialist	20.00 - 40.00	Museum Aide	10.00 - 15.
Assistant Golf Pro	8.25 - 18.00	Museum Assistant	7.50 - 9.
Assistant Pool Manager	8.25 - 18.00	Naturalist Aide	10.00 - 15.
Assistant Pro Shop Manager	8.25 - 18.00	Office Assistant **or Substitute Office Asst.**	9.50 - 13.
Background Investigator	**20.00 - 20.00**	Planning Technician	11.46 - 13.
Building Inspector	**18.00 - 20.00**	**Police Computer Technician**	**18.00 - 20.**
Bus Driver	9.50 - 12.00	Pool Manager	8.25 - 18.
Cable Production Specialist	11.00 - 17.00	Pro Shop Manager	8.25 - 18.
Camera Operator	8.00 - 13.00	~~Real Estate & Development Assistant~~	~~11.00 - 14.~~
Community Affairs Assistant	12.00 - 18.00	Recycling Assistant	8.25 - 10.
Crossing Guard	10.00 - 11.00	Seasonal Golf Course Assistant	10.00 - 15.
Election Aide	9.50 - 13.00	Seasonal Laborer	8.00 - 10.
Fire Staff Assistant	9.50 - 13.00	Seasonal Supervisor	10.00 - 13.
Fitness/Wellness Specialist	15.00 - 40.00	Secretary	8.12 - 10.
Human Resources Technician	14.81 - 18.36	Senior Traffic Engineering Technician	10.00 - 14.
Intern	8.00 - 12.00	Student Enforcement Aide	8.00 - 10.
Legal Assistant	12.84 - 15.38	Summer Laborer	8.00 - 10.
Librarian **or Substitute Librarian**	16.00 - 21.00	Traffic Engineering Technician	9.00 - 12.
Library Aide **or Substitute Library Aide**	10.00 - 15.00	Umpire	12.75 - 18.
Library Assistant **or Substitute Library Asst.**	8.50 - 12.00	Umpire Scheduler	1.50 - 15.

II. PRSE 5 - COORDINATOR CLASSIFICATION (P5 -)

$ 8.25 - 18.00

Adaptive Program	Safety Town
Adult Basketball	~~Seasonal Superintendent~~
Adult Soccer	Senior Citizen Coordinator
Adult Softball	Tee Ball
Adult Volleyball	Tennis
Day Camp	Trip
Floor Hockey	Umpire Coordinator
Gymnastics	Youth Basketball
In-Line Hockey	Youth Softball
Nature Center	Youth Sports
Open Gym	Youth Volleyball
Pre-School	Zoned/World Cup Soccer
Recreation Coordinator	

City Council Approved: