



## CITY COUNCIL ACTION REPORT

June 6, 2008

TO: Phillip L. Nelson, City Manager

FROM: Peggy E. Sears, Human Resources Director  
Jeanette Menig, Human Resources Specialist  
Jonathan Makela, Human Resources Specialist

SUBJECT: 2008 Part-time Wage Recommendations

### Background:

- The bi-annual Part-time Wage Survey conducted this year included the following Michigan communities: Farmington Hills, Royal Oak, Southfield and Sterling Heights, consistent with the comparables utilized for other employee groups. Based on discussion with affected Department Directors, it was determined that the classifications included below would be surveyed. These classifications are among the "General" part-time classification group. The resulting recommendations are based on budget considerations and the City's ability to competitively recruit and retain part-time staff.
- In March 2006, the State of Michigan adopted legislation scheduling three consecutive increases to the state's minimum wage. The last of the three minimum wage increases is scheduled for July 1, 2008 from \$7.15 to \$7.40 per hour.

TITLE	NUMBER OF MUNICIPALS REPORTING	AVERAGE HOURLY WAGE	TROY HOURLY PAY RANGE	RECOMMENDATION
Cable Production Specialist	3	15.58 – 21.55	11.00 – 17.00	16.00 – 22.00 <sup>1</sup>
Librarian	3	18.40 – 23.10	16.00 – 21.00	18.00 – 23.50 <sup>2</sup>
Library Aide	2	11.36 – 15.31	10.00 – 15.00	11.00 – 15.50 <sup>3</sup>
Museum Aide	n/a		10.00 – 15.00	11.00 – 15.50 <sup>4</sup>
Naturalist Aide	n/a		10.00 – 15.00	11.00 – 15.50 <sup>4</sup>
Library Assistant	2	9.60 – 12.87	8.50 – 12.00	9.00 – 13.00 <sup>5</sup>
Library Page	n/a		7.15 – 10.00	7.40 – 10.00
PRSE-3 Officials/Referees	n/a		7.15 – 15.00	7.40 – 15.00

### Financial Considerations:

- Twelve employees would be affected by the recommendations to increase the minimum pay rate: 1 Librarian, 6 Library Aides, 1 Museum Aide, and 4 Library Assistants.

2008 Part-Time Wage Recommendations  
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- Two classifications are affected by the minimum wage increase: Library Page (2 employees affected) and PRSE-3 Officials/Referees (no employees affected).
- The total cost for implementation of increases to the pay range minimums is \$7,004 (\$390 of which is due to compliance with the new minimum wage law)
- Funds are contained within the 2008-09 departmental budget.

Legal Considerations:

- 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).
- Minimize the cost and increase the efficiency and effectiveness of City government by maintaining compliance with labor laws (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 2008 pay ranges for part-time positions as outlined.

attachments

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, Library Director  
Cindy Stewart, Community Affairs Director

<sup>1</sup> To recognize the level of training required so that we can to be competitive and attract skilled employees. Due to the specialized nature of the work and limited number of comparables, the City of Novi is included which has similar cable TV functions.

<sup>2</sup> To maintain pay range that is competitive with comparables. The Substitute Librarian pay range will remain at the current rates.

<sup>3</sup> To maintain parity with comparables and be able to recruit qualified employees.

<sup>4</sup> To maintain historical relationship with Library Aide pay range.

<sup>5</sup> To maintain pay range that is competitive with comparables.



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.



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](http://www.michigan.gov/wagehour)

Rev 09/08/06

**PAY RANGES**  
**PART-TIME CLASSIFICATIONS**  
**~~JULY 1, 2007~~ July 1, 2008**

**I. GENERAL CLASSIFICATIONS (P- )**

Account Clerk	\$ 14.00 - 20.00	Library Aide or Substitute	<del>10.00—15.00</del> <b>11.00 - 15.50</b>
Application Support Specialist	20.00 - 40.00	Library Assistant or Substitute	<del>8.50—12.00</del> <b>9.00 - 13.00</b>
Assistant Golf Pro	8.25 - 18.00	Library Page or Substitute	<del>7.15</del> <b>7.40 - 10.00</b>
Assistant Pool Manager	8.25 - 18.00	Museum Aide	<del>10.00—15.00</del> <b>11.00 - 15.50</b>
Assistant Pro Shop Manager	8.25 - 18.00	Museum Assistant	7.50 - 9.50
Background Investigator	20.00 - 20.00	Naturalist Aide	<del>10.00—15.00</del> <b>11.00 - 15.50</b>
Building Inspector	18.00 - 20.00	Office Assistant or Substitute Office Asst.	9.50 - 13.00
Bus Driver	9.50 - 12.00	Planning Technician	11.46 - 13.94
Cable Production Specialist	<del>11.00—17.00</del> <b>16.00 - 22.00</b>	Police Computer Technician	18.00 - 20.00
Camera Operator	8.00 - 13.00	Pool Manager	8.25 - 18.00
Community Affairs Assistant	12.00 - 18.00	Pro Shop Manager	8.25 - 18.00
Crossing Guard	10.00 - 11.00	Recycling Assistant	8.25 - 10.25
Election Aide	9.50 - 13.00	Seasonal Golf Course Assistant	10.00 - 15.00
Fire Staff Assistant	9.50 - 13.00	Seasonal Laborer	8.00 - 10.00
Fitness/Wellness Specialist	15.00 - 40.00	Seasonal Supervisor	10.00 - 13.00
Human Resources Technician	14.81 - 18.36	Secretary	8.12 - 10.51
Intern	8.00 - 12.00	Senior Traffic Engineering Technician	10.00 - 14.00
<b>Investigative Assistant</b>	<b>20.00</b>	Student Enforcement Aide	8.00 - 10.00
Legal Assistant	12.84 - 15.38	Summer Laborer	8.00 - 10.00
Librarian or Substitute Librarian	<del>16.00—21.00</del> <b>18.00 - 23.50</b>	Traffic Engineering Technician	9.00 - 12.00
Librarian (Substitute)	16.00 - 21.00	Umpire	12.75 - 18.00
		Umpire Scheduler	1.50 - 15.00

**II. PRSE 5 - COORDINATOR CLASSIFICATION (P5 - )**

\$ 8.25 - 18.00

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

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**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

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**IV. PRSE3 - OFFICIALS/REFEREES (P3 - )**

\$ 7.40 - 15.00

Floor Hockey Referee	Water Polo Official	<del>7.15</del> - 15.00
Youth Basketball Official	Zoned Soccer Official	
Youth Basketball Referee	Zoned/World Cup Soccer Official	
Youth Softball Official	Zoned/World Cup Soccer Referee	

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**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)	

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**VI. OTHER CLASSIFICATIONS (PX- )**

Appraiser	
Attorney	Full-Time
Building Maintenance Specialist	Hourly
Legal Secretary	Equivalent
Secretary II	
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

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City Council Approved: \_\_\_\_\_