



TOWN OF FAIRFAX

STAFF REPORT

November 6, 2019

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Adopt a Resolution amending Resolution 18-31, which established wages and benefits for management and confidential employees and part-time employees, to revise compensation for out-of-class and special supervision assignments

RECOMMENDATION

Adopt the Resolution amending Resolution 18-31 to revise compensation for management employees for out-of-class and special supervision assignments.

DISCUSSION

The management resolution, adopted August 1, 2018, established wages and benefits for management, confidential, and part-time employees for the period of July 1, 2018 through June 30, 2021. Section XI. "Leaves." E. has a provision governing compensation for temporary assignment. Temporary assignments are defined as employees performing work in a higher classification (i.e., position with a higher salary). Employees who are assigned such work qualify for a 5% increase in base pay while performing the assignment. There is currently only one employee with such an assignment.

The proposed revisions provide more clarification regarding out-of-class pay eligibility and assignments. The 5% compensation for out-of-class work remains unchanged. In addition, staff has included a new "Special Supervision Assignment" within the revised Section E. "Compensation for Out-of-Class or Special Supervision Assignments". The revision allows for a manager/department head to supervise employees in another department, if approved by the Town Manager. The manager in this assignment would receive a 10% increase in base pay for work in the assignment. Supervision is a very hands-on, labor intensive task if done correctly and would provide greater flexibility in the management of a small organization. These assignments would be evaluated periodically by the Town Manager for effectiveness and continued need, but no less than every 12 months. Most likely, there would only be the need for one special supervision assignment granted per year.

FISCAL IMPACT

The cost will vary depending on the manager's salary. The cost would be absorbed by the department in which the employees being supervised are located. Staff anticipates the costs would have a minimal effect on a department's budget.

ATTACHMENTS

- A. Resolution 19-__
- B. Resolution 18-31 (modified section for reference only)

RESOLUTION 19-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX AMENDING RESOLUTION 18-31 WHICH ESTABLISHED WAGES AND BENEFITS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND PART-TIME EMPLOYEES FOR THE PERIOD OF JULY 1, 2018, THROUGH JUNE 30, 2021 TO REVISE COMPENSATION FOR OUT-OF-CLASS AND SPECIAL SUPERVISION ASSIGNMENTS

WHEREAS resolution 18-31, a resolution of the Town Council of the Town of Fairfax establishing wages and benefits for management and confidential employees and part-time employees for the period of July 1, 2018, through June 30, 2021 was adopted August 1, 2018; and

WHEREAS, the Town Council wishes to amend Resolution 8-31 to clarify compensation for out-of-class or special supervision assignments for management employees.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Fairfax that Town Council Resolution 18-31 Section IX. "Leaves" E. is restated and amended as follows:

- E. Compensation for Out-of-Class or Special Supervision Assignments
1. A management employee who is temporarily assigned to perform a portion of the duties of a position in a classification with a salary rate higher than his or her appointment for a period of ten (10) consecutive working days or more shall be considered to be in an out-of-class assignment and shall receive an additional 5% of base pay for the time worked in the higher classification.
 2. A management employee who is assigned a special supervision assignment, which is the supervision of employees outside of their normal sphere of authority, will receive 10% of base pay for the time worked in the special assignment. Special assignments are reviewed periodically, but no less than every 12 months, by the Town Manager for effectiveness and continued need. A management employee who is assigned both an out-of-class and special supervision assignment can only receive a maximum of 10% of base pay for the time worked in both assignments. Department Heads are eligible for special supervision assignments.
 3. Department Heads shall not be eligible to receive "out of class" pay (i.e., acting Town Manager) unless they have served in such capacity for more than 15 days during the fiscal year and the Town Manager or Town Council has approved the "out of class" pay to be received beginning with day 16.
 4. All assignments require the prior approval of the Town Manager and are in the Town Manager's sole discretion.

The foregoing Resolution was duly and regularly passed and adopted at a Regular meeting of the Town Council of the Town of Fairfax held in said Town on the 6th day of November 2019 by the following vote, to wit:

ATTACHMENT A

AYES:
NOES:
ABSENT:

BARBARA COLER, Mayor

Attest:

Hannah Politzer, Deputy Town Clerk

E. Compensation for Temporary Assignment

A management employee who is appointed to act within a higher pay classification may receive an additional 5% of base pay for the time worked in the higher classification. The exception being Department Heads shall not be eligible to receive "out of class" pay (i.e., acting Town Manager) unless they have served in such capacity for more than 15 days during the fiscal year and the Town Manager or Town Council has approved the amount of "out of class" pay to be received beginning with day 16.

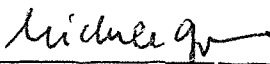
The foregoing Resolution was duly and regularly passed and adopted at a Regular meeting of the Town Council of the Town of Fairfax held in said Town on the 1st day of August 2018 by the following vote, to wit:

AYES: ACKERMAN, COLER, GODDARD, LACQUES, REED
NOES: None
ABSENT: None



PETER LAQUES, Mayor

Attest:



Town Clerk, Michele Gardner