

2021 STEP STRUCTURE - Regular Employees

(with STEP Adjusting + cola %)

Effective:

Grade Level	Points	MINIMUM										MIDPOINT										MAXIMUM			
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9														
100	153	\$11.00	\$11.22	\$11.44	\$11.67	\$12.02	\$12.20	\$12.39	\$12.57	\$12.76	\$12.95	\$13.15	Liquor Store Clerks	10.60-13.50											Supervision
110	163	\$12.65	\$12.90	\$13.29	\$14.09	\$14.51	\$14.73	\$14.95	\$15.17	\$15.40	\$15.63	\$15.87	Office Support Technician	11.50											0
140	188	\$16.80	\$17.14	\$17.65	\$18.18	\$18.72	\$19.10	\$19.48	\$20.46	\$20.86	\$21.28	\$21.71	Maintenance Worker	18.90											0
160	301	\$18.00	\$18.36	\$18.91	\$19.48	\$20.06	\$20.46	\$20.87	\$21.29	\$21.72	\$22.15	\$22.59	Street Utilities Supervisor	25.37											0
200	323	\$18.50	\$18.87	\$19.44	\$20.02	\$20.62	\$21.03	\$21.45	\$21.88	\$22.32	\$22.77	\$23.22	Liquor Store Manager	5.00											5-7 parttime
260	598	\$23.34	\$23.81	\$24.52	\$25.26	\$26.01	\$26.53	\$27.07	\$27.61	\$28.16	\$28.72	\$29.30	Clerk-Treasurer	27.84	32.84	1 full time, 1 parttime									
		MINIMUM	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM													

Each Pay Grade is adjusted up 1.15%
Each Step has an increase of 2 or 3% each of 9 steps thereafter.
Increase all positions with minimum wage increase amount.
Change PayScale with cost of living increases.

Instructions:

- Copy and Paste the current-year step structure as a base for this proposed structure; repeat for each scenario
- New step structures can be pasted within the same worksheet tab as well
- The structure is anchored on, and built from, the Minimum of Pay Grade 1 (Cell B7), so the percentage-based adjustment needs to be applied only to this cell, the multiplicand, through a Product formula using the given multiplier (Cell M15)
- The multiplier is the COL-based percentage increase used to adjust the structure, expressed as a number
- Ensure the calendar year is changed in both locations; ensure percentage in subtitle is changed as appropriate
- Results can be spot-checked with a calculator for comfort level

Notes:

- Uniform Years-to-Maximum (Number of Steps) for all pay grades
- Midpoint differentials 15% - 18%; range spreads 20% - 30%; normal step increases vary from 1.5% - 3% depending on pay grade
- Faster progression in bottom half of structure to the midpoint; progression in top half could be performance-based
- A higher Step 1 can be used as a 3-month or 6-month bump; Step 2 to be awarded after one year of service; other steps are yearly
- Timing of step increases can be based on a universal date, such as January 1st or July 1st; or based on each employee's anniversary date
- Step increases and structural (cost-of-living) adjustments are granted based on the Council's discretion

Notes:

- No set Years-to-Maximum
- Midpoint differentials 15% - 18%; range spreads 20% - 30%
- Structural (cost-of-living) adjustments are granted based on the Council's discretion
- Does not support step pay

The city must keep in mind the overall goal of employee compensation, which is to recruit and retain a productive and reliable workforce.