
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Authorize Back Pay and Wage Increase for Accountant Hodge**
DATE: February 7, 2023

Background:

The City has operated without a Finance Director since March 4, 2022. Since that time, Accountant Hodge has performed many duties outside of her normal responsibilities, sometimes defined as “out of class” work. Examples include:

1. Preparing reports and compiling information for the auditors;
2. Being the first point of contact when researching past practices relating to finance activities;
3. Providing a historical perspective on operations such as the Splash Park;
4. Implementing many components of the financial software.

Neither the Personnel Policy or the AFSCME Union contract define a salary increase for “out of class” work, so staff has little guidance on this issue. After conversing with Accountant Hodge, staff would like to propose a \$1.00 per hour wage increase, backdated to March 11, 2022 and continuing forward until completion of the Classification-Compensation Study at which point wages for all staff will be adjusted.

Funds for the back pay and the wage increase will be covered by the money set aside in the “Other, Unallocated” portion of the budget. The total for the back pay is approximately \$1,600.

I anticipate the Study to be completed by the end of February.

Recommendation:

Staff recommends that the City Council authorize a \$1.00 per hour wage increase for Accountant Hodge back-dated to March 11, 2022 and carrying it forward until completion of the Classification-Compensation Study.