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CITY of NOVI CITY COUNCIL

**Agenda Item 8
September 8, 2008**

SUBJECT: Approval of Resolution to amend certain Articles and Sections within the Administrative Personnel Policy.

SUBMITTING DEPARTMENT: Human Resources

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION: In conjunction with the recent update to the Administrative Personnel Policy, certain Articles and Sections within that Policy require a Resolution to be adopted by City Council.

These Articles and Sections include:

Article 3 – Pay Policy - Sections 3 and 4

In earlier versions of this Policy the language stated that the City Manger shall appropriate funds and that the salary ranges were set by City Council. It has been the past practice that the City Manager propose an amount to be appropriated for salary adjustments and ranges and that amount be approved by City Council as part of the Budget Process. By approving these Sections it shall be duly noted as the process and policy

Article 7 – Employee Relations Sections 15 (Life Insurance), 16 (Health Insurance), 19 (Retirement), 20 (Moving Expenses), and 23 B. 2 (Tuition Reimbursement).

It has been the past practice that Administrative Policy changes that effect budget appropriations and/or employee benefits be adopted through a Resolution of City Council.

RECOMMENDED ACTION: Approval of Resolution to amend certain Articles and Sections within the Administrative Personnel Policy.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION REGARDING ADMINISTRATIVE POLICY

Minutes of a _____ Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall in said City on _____, 2008, at _____ o'clock P.M. Prevailing Eastern Time.

PRESENT:

Councilmembers _____

ABSENT:

Councilmembers _____

_____ The following preamble and Resolution were offered by Councilmember

_____ and supported by Councilmember

_____.
WHEREAS, the City seeks to contain and manage costs relating to benefits provided to employees and retirees,

WHEREAS, amendments to the Administrative Policy which relate to Charter and/or budgetary matters including compensation and benefits shall be brought before City Council by Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the following changes are to be made to City's Administrative Policy affecting all administrative employees:

Compensation Administration

• **Article 3. Pay Policy**

Section 3. Salary Range Schedule

Each year, as part of the budget process, the City Manager shall propose an amount to be appropriated and approved by City Council for proposed salary increases (if any) and range adjustments (if any) for all Administrative positions. This schedule shall be based upon an evaluation of the responsibilities and performance of each Administrative position and a study of comparable salaries

for similar positions in comparable communities, private companies (when appropriate), and comparable positions within the City of Novi. The City Manager and City Clerk shall be excluded this process and their salaries will be determined by City Council.

Section 4. Administering The Pay Plan

The Director of Human Resources shall review the salary of all employees covered by this plan on an annual basis. This review shall consider job performance, any pertinent salary and/or compensation survey of similar positions, and any other factors that may be deemed appropriate. This information and a recommended salary schedule shall be submitted to the City Manager as part of the City's annual budget process.

The City Manager shall have the authority to establish administrative salaries, within the Budget adopted by City Council. All personnel records shall be considered in making performance adjustments with major emphasis placed on the evaluation of services rendered throughout the preceding year through a formal written performance review outlining annual goals and objectives. The evaluation process may also include but not be limited to:

- A. Education and training received by the employee that is of direct benefit to the City.
- B. Work relationships and attitudes.

Insurance and monetary reimbursements

• Article 7. Employee Relations

Section 15. Life and Accidental Death and Dismemberment Insurance.

Effective July 1, 2008, this coverage shall be two times the employee's annual salary to a maximum of \$200,000. Any amount over \$50,000 shall be taxed according to IRS regulations.

Section 16. Health Insurance.

As of July 1, 2008, employees shall contribute 7.5% of the premium charge for their health care plan by way of monthly payroll deduction.

Section 19. Retirement.

A. Retiree Medical Insurance

1. Upon full retirement or disability retirement, the City shall provide Blue Cross/Blue Shield, plus master medical, with \$150/300 deductibles, 90%-10% co-pay, and the current prescription rider at date of retirement, or its equivalent as determined by the City, for retiree and spouse. Retirees may also have the option of selection an alternative health care plan if such is offered by the City.

Section 20. Moving Expenses.

From time to time the Director of Human Resources may find it necessary to recruit key personnel from outside the Detroit Metropolitan area which could involve the payment of up to 100% of actual moving expenses. When such costs exceed \$500.00, they will not be reimbursed unless such reimbursement is approved by the City Manager or his/her designee in advance.

Section 23. Training and Development.

2. All employees covered by this Plan may receive full or partial payment for the purpose of taking courses directly related to his/her work as determined by the Director of Human Resources and Department Director, including the cost of books required by the university or college in accordance with the Employee Tuition Program. This program allows up to 100% reimbursement for Grade C and above, not to exceed \$3,500 per fiscal year as of July 1, 2008. The approval of all tuition requests shall be contingent upon the availability of funding within the budget.

I certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Novi at its meeting held on this 8th day of September, 2008.

Maryanne Cornelius, City Clerk