

**Ray Township Salary, Wage, and Benefit Committee
Recommendations for 2018/2019 Fiscal Year**

December 27, 2017

To develop recommendations for the 2018-19 fiscal year, the Ray Township Salary, Wage and Benefit Committee met on November 29 and December 18, 2017. The Committee has the obligation to make recommendations regarding salary, wage and benefits regardless of economic conditions, provided there is a demonstrated need. With that in mind the Committee began the process of listening to employee input regarding salary, wage and benefit issues.

The Committee held two meetings on November 29 and December 18, 2017, to which all employees were invited, to give them an opportunity to speak to the Committee to voice their thoughts and concerns.

In the past, the Committee had suggested hourly employees be given an annual performance evaluation, to assist in making recommendations on whether or not a wage increase is warranted. Those evaluations are now being provided, with the permission of each employee, and the Committee has found them very helpful.

Based on the information compiled, the Ray Township Salary, Wage and Benefit Committee (hereby referred to as the "Committee") recommends the following salaries, wages and benefits for the Township of Ray. All recommendations were decided by a consensus of Committee members.

1. SALARY RECOMMENDATIONS

A. Ray Township Board Members

Supervisor	\$34,350.00
Clerk	\$34,350.00
Treasurer	\$34,350.00
Trustee	\$ 6,282.00

The Committee recommends that the Trustees continue to be paid \$150.00 for every Board Meeting they attend.

The Committee recommends no change in salary at this time.

B. Assessor \$37,000.00

The Committee recommends no change in salary or benefits.

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C. Fire Chief \$47,143.11

The Committee recommends a two percent (2%) increase in salary. No change in benefits is recommended.

2. **WAGE RECOMMENDATIONS**

A. Planning & Zoning Clerk: \$19.00 per hour

The Committee's recommendation is based on job responsibilities, educational requirements, comparison to similar job responsibilities within Ray Township and number of years of employment.

The Committee recommends no wage increase at this time.

B. Staff Assistant: \$14.00 per hour

The Committee's recommendation is based on job responsibilities, educational requirements and comparison to similar job responsibilities within Ray Township and number of years of employment.

The Committee recommends no wage increase at this time.

C. Deputy Clerk: \$17.11 per hour

The Committee recommends no wage increase at this time.

D. Accounting Clerk: \$19.50 per hour

The Committee's recommendation is based on job responsibilities, educational requirements, comparison to similar job responsibilities within Ray Township and number of years of employment.

The Committee recommends no wage increase at this time.

E. Deputy Treasurer: \$17.11

The Committee recommends no wage increase at this time.

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- F. Maintenance Level 1: \$15.00 per hour

The Committee's recommendation is based on job responsibilities, educational requirements and comparison to similar job responsibilities within Ray Township and number of years of employment.

The Committee recommends no wage increase at this time.

- G. Maintenance Level 2: \$11.22 per hour

The Committee's recommendation is based on job responsibilities, educational requirements and comparison to similar job responsibilities within Ray Township and number of years of employment.

The Committee recommends no wage increase at this time.

- H. Janitor: \$15.00 per hour

The Committee's recommendation is based on job responsibilities, educational requirements and comparison to similar job responsibilities within Ray Township and number of years of employment.

The Committee recommends no wage increase at this time.

- I. Senior Director: \$14.06 per hour

The Committee's recommendation is based on job responsibilities, educational requirements and comparison to similar job responsibilities within Ray Township and number of years of employment.

The Committee recommends no wage increase at this time.

- J. Recreation Leader: \$12.00 to \$14.00 per hour

The Committee recommends no wage increase at this time.

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3. BENEFITS

A. Full-time – Thirty (30) hours per week

1. Medical Insurance Compensation

The Committee recommends keeping the amount at \$300 per month.

2. Holidays/Vacation/Personal Days

The Committee recommends the benefits as outlined in the Employee Manual.

3. Overtime/Comp time

Comp time is calculated as regular time up to thirty (30) hours per week. Over thirty (30) hours time is calculated at 1½ time, and Sunday/Holiday is calculated at Double Time.

4. Mileage/Car allowance

Currently, officers of the Township (Supervisor, Clerk, and Treasurer) have an annual \$1,000 cap for normal business travel reimbursement. This does not cover travel to training and seminars that the officers may attend throughout the year.

The Committee recommends mileage reimbursement for all employees based on levels set by the Federal Government for official township duties while using their personal vehicle as authorized by their supervisor.

5. Educational/Meeting

The Committee recommends coverage of educational or meeting expenses at the approval of employee's supervisor as the budget allows.

B. Part-time – Twenty (20) hours per week

1. Medical Insurance Compensation

The Committee supports the Board's position to suspend the Medical Insurance Compensation.

2. Holidays/Vacation/Personal Days

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The Committee supports the Board's position to suspend the Holiday/Vacation/Personal day pay.

3. Overtime/Comp time

Currently, to be eligible for overtime pay, an employee must be a full-time employee. Part-time employees are not eligible for overtime pay. Part-time employees who work more than twenty (20) hours per week shall be compensated at their regular hourly rate. The Committee supports this policy.

4. Mileage

The Committee recommends mileage reimbursement for all employees based on levels set by the Federal Government for official township duties while using their personal vehicle as authorized by their supervisor.

5. Uniform Allowance

Previously, the Board decided to suspend the part-time Employee Uniform Allowance and factor the amount into the employee's wages. The Committee supports the Board's position to suspend the Employee Uniform Allowance.

6. Educational/Meeting

The Committee recommends coverage of educational or meeting expenses at the approval of employee's supervisor as the budget allows.

4. **OTHER RECOMMENDATIONS**

A. Annual Employee Evaluations

The Committee is very pleased that Employee Evaluations are now being done and were provided to the Committee. We hope evaluations will continue to be done on an annual basis.

B. Overtime Pay for Full-Time Employees

The Committee feels that overtime pay should be allowed for any employee, ONLY when that employee needs extra time to perform a duty by a specific date/time. This should be discussed with and approved by a supervisor prior to working overtime.

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C. Staff Meetings

In the past, the Committee had recommended regular scheduled Staff Meetings so that employees may voice their concerns. Last year, it was brought to our attention that Staff Meetings were being held to update employees on information stemming from the monthly Board Meetings.

We again recommend Staff Meetings that include input from staff members.

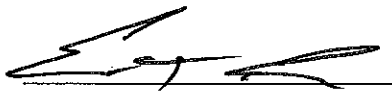
D. Additional Notes

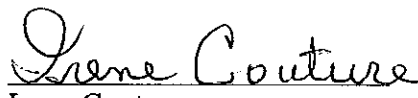
1. All Staff Members were notified in advance of the Committee's meeting dates/times and were invited to meet with us to discuss their thoughts and requests. Although several scheduled time to meet, only one person showed up. Based on that, we feel the Supervisor is the best person to make any decisions on whether or not an employee is deserving of an increase in pay.

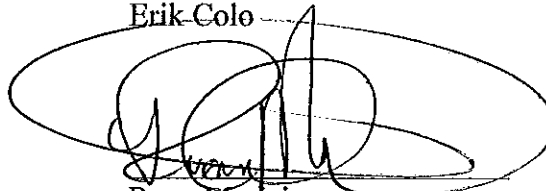
Further, the Committee feels that without staff input, we would be unable to make any recommendations in the future.

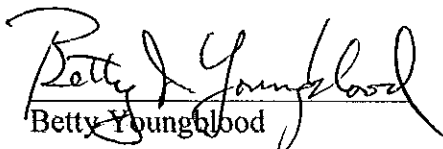
2. Based on comments made in several Employee Self Evaluations, it appears there is a lack of communication between Board Members and Staff. Therefore, we recommend an outside consultant to help with communication skills, team building, and learning to work together.
3. Based on comments by the Maintenance Leader in his Employee Self Evaluation, we recommend the purchase of tools he needs to complete his tasks.


Susan Brown, Chairperson


Erik Colo


Irene Couture


Ryan Morici


Betty Youngblood