

**Ray Township Salary, Wage, and Benefit Committee  
Recommendations for 2017/2018 Fiscal Year**

January 31, 2017

To develop recommendations for the 2017-18 fiscal year, the Ray Township Salary, Wage and Benefit Committee met on January 26 and January 30, 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 one meeting on January 26, 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, which would be very helpful in making recommendations on whether or not a wage increase is warranted. Those evaluations were provided this year, with the permission of each employee, and the Committee 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	\$ 4,482.00

**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. However, the Committee agreed that an increase may be considered next year.**

**B. Assessor \$37,150.00**

**The Committee recommends a three per cent (3%) increase in salary. No change in benefits is recommended.**

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C. Fire Chief \$46,219.00

**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 an increase of one dollar (\$1.00) per hour.**

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 an increase of one dollar (\$1.00) per hour.**

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 an increase of one dollar (\$1.00) per hour.**

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: \$5,120.00

**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.

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2.     Holidays/Vacation/Personal Days

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 was very pleased that Employee Evaluations are now being done and were provided to the Committee for employees who chose to meet with us. The Committee found the information very helpful in reaching their decisions. 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

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date/time. This should be discussed with and approved by a supervisor prior to working overtime.

C. Staff Meetings

In the past, the Committee has recommended regular scheduled Staff Meetings so that employees may voice their concerns. It was brought to our attention that Staff Meetings are currently being held to update employees on information stemming from the monthly Board Meetings.

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

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Susan Brown, Chairperson

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Erik Colo

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Irene Couture

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Ryan Morici

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Betty Youngblood