

Date July 28th, 2016

To: Sean Christensen (Public Works Director)

From: Jim Gauer (WWTF Working Foreman/Interim Superintendent)

Re: WWTF Superintendent Position


It has been my privilege to serve as the interim superintendent of the WWTF. This has been both a rewarding and challenging position and I would like to be considered for the permanent position. I was under the impression that the city may be completing a compensation study and if this is in the works I would like to wait to see the adjustments. It is my belief that the salary/compensation for this position has not kept pace with similar size treatment facilities. The previous superintendent's new salary is over \$80,000 in her new position. I do feel this position is of similar worth.

With Colleen's resignation date of October 2, 2015 with her scheduled vacation prior with her last day at work on September 16th, 2015, I have held the responsibility of the superintendent position starting on September 17th, 2015. I plan to continue to help out in this capacity and I am requesting consideration of working out of range with the start date of September 17th, 2015 and being compensated accordingly.

I thank you for the opportunities I have been given as a city employee and if given the task I will be able to make a seamless transition as superintendent.

Please reach out to me with any questions or concerns. Again, I am happy to help out where needed, but am hoping a resolution to filling the position is on the horizon.

Thank you for your time and consideration!

Jim Gauer 

Working Out of Class

Out-of-class pay may be requested whenever an employee is designated by their supervisor to perform all of the duties and responsibilities of a position in a higher salary grade for a period of 60 consecutive work days or more. The City Administrator or designee reviews the proposed out-of-class request prior to an appointment and approvals shall be limited to a period not to exceed six-months, however extensions may be requested. Generally, working out-of-class is the result of a temporarily vacant position. In such a case and for the duration of the out-of-class assignment, the employee is eligible for a payment of up to 10% of their actual base salary, or placement at the higher salary range minimum, whichever is greater. The out-of class payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump-sum at the conclusion of the out-of-class assignment. Employees being considered for an out-of-class assignment must meet the minimum qualifications of the position in the higher classification.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher salary grade as defined above for a period of 60 consecutive work days or more, the employee is eligible for a partial out-of-class payment of up to 5% of their actual base salary to be paid in a lump-sum as indicated in paragraph one of this section.

All requests for additional compensation for extra work performed out-of-class shall be subject to council approval and supported by a detailed written report prepared by the City Administrator, Human Resources Director, or the employee's immediate supervisor. The report shall identify and quantify the extra out-of-class duties and responsibilities performed by the employee. The supervisor of the "Out of Class Employee" shall monitor the employee's performance and report monthly in writing to the City Administrator as to the status of work projects and what is or isn't getting done in the absence of a permanent incumbent in this position.

The City Acknowledges that the actions taken granting additional compensation for working out of class does not create a past practice or precedence.