

Requested by: Administration
Prepared by: Administration Staff
Meeting Date: January 8, 2007
Adopted: January 8, 2007

Vote: Cox, Ewing, Holler, Koskela, Menard in favor; Metiva absent

**WASILLA CITY COUNCIL
RESOLUTION SERIAL NO. 07-01**

A RESOLUTION OF THE WASILLA CITY COUNCIL AUTHORIZING INCENTIVE PAY PROGRAMS FOR CITY EMPLOYEES UNDER WMC 3.55.115.

WHEREAS, WMC 3.55.115 authorizes the city council to approve special incentive pay programs for eligible employees in certain departments in accordance with policies developed by the mayor; and

WHEREAS, on October 24, 2005 the council approved policies developed by the mayor that provided for special incentive pay programs for City police officers consisting of an Education Incentive and an Advanced Certification Incentive ;and

WHEREAS, it is in the goal of incentive programs to increase employee motivation and retention and to encourage employees to improve their knowledge and skills that mutually benefit the department they work for and the employee; and


WHEREAS, it is in the best interest of the City to recognize and encourage attainments of its employees related to post secondary education and advanced certification; and

WHEREAS, the City Council wishes to create special pay programs for education and advanced certification similar to those approved for the Police Department for employees of other City departments to recognize and encourage all employees to obtain post secondary education and advanced certification.

NOW THEREFORE BE IT RESOLVED by the Wasilla City Council that the Incentive Pay Programs - Education and Advanced Certification, as attached in Exhibit A, is hereby approved as an incentive pay program under WMC 3.55.115, subject to availability of funds appropriated therefore.

BE IT FURTHER RESOLVED that this resolution shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on January 8, 2007.



SANDRA GARLEY, Deputy Administrator

ATTEST:



KRISTIE SMITHERS, MMC
City Clerk

[SEAL]

Incentive Pay Programs – Education and Advanced Certification

Purpose

The purpose of the education and certification incentive program is to increase employee motivation and retention and to recognize employee accomplishments that mutually benefit the department they work for and the employee. The goal of this program is to encourage employees to improve their value to the city through attainment of an accredited post-secondary degree that relates to their position or by increasing the level of training in their field by attaining advanced certification through an institution or program recognized by national and/or state agencies, governing boards, and/or professional organizations as approved by their Department Director.

As an employer, the City believes that employees who have obtained either post-secondary education and or advanced certification in their field exhibit traits that correlate to desirable employment values such as motivation, basic intelligence, goal orientation, and the ability to grasp new skill, knowledge and abilities.

Education Standards

Regular fulltime employees who have successfully completed their probationary period are eligible to be awarded an education incentives for completing a post-secondary degree beyond the minimum required by their current position as follows:

Associate degree awarded by one of the colleges in the University of Alaska system or issued by an institution recognized and approved by the Matanuska-Susitna College – as a Regionally Accredited Institution will receive a 2.5% increase over base pay incentive.

A Bachelor degree awarded by one of the colleges in the University of Alaska system or issued by an institution recognized and approved by the Matanuska-Susitna College – University of Alaska as a Regionally Accredited Institution will receive a 5% increase over base pay incentive.

The maximum education incentive awarded will not exceed 5.0% Education incentives will not be pyramided.

Education incentives will be awarded for degrees earned either before or after the adoption of this education incentive program.

An employee requesting the education incentive will 1) deliver to the Human Resource office an original transcript and a copy of their diploma if it is from one of the colleges in the University of Alaska system or a copy of the "Post- Secondary Degree Tracking" form sent to the Director of the Matanuska-Susitna College for review. The Director (or a designee of the Director) will review and recommend, or not recommend, acceptance of the proof of the degree based on the existing standards of the Matanuska-Susitna College–University of Alaska. 2) Additionally, the employee will submit a memo from their department head confirming that the diploma will be of benefit to the employee and the City and confirming that it is not a minimum requirement for the employee's current position.

Payment of an education incentive will begin on the later of 1) the pay period of receipt of original transcript and copy of the diploma from one of the colleges in the University of Alaska system or a Post-Secondary Degree Tracking form recommending acceptance of the proof of the degree based on the existing standards of the Matanuska-Susitna College—University of Alaska; and a memo from their department head confirming that the diploma will be of benefit to the employee and the City and confirming that it is not a minimum requirement for the employee's current position; or 2) July 1, 2006.

Advanced Certification

The advanced certification incentive program will recognize the attainment of certified training beyond the minimum level required in a specific job description. Employees successfully completing an advanced certification program related to current or prospective position that is granted through a national and/or state agency, governing board, and/or professional organization will receive \$100 a month over their regular base pay. The advanced certification or license cannot be a minimum requirement of employee's current position.

An employee requesting the advanced certification incentive will deliver the original certification document to the Human Resource office along with a memo from their department head confirming that the advance certification will be of benefit to the employee and the City, but that it is not a requirement for the employee's current position. A copy of the original certification document will be made by the HR staff for inclusion in the employee's personnel file, and the original will be returned to the employee.

Payment of an advanced certification incentive begin on the later of 1) the pay period of receipt of original certification or license and a memo from their department head confirming that the advanced certification will be of benefit to the employee and the City and that it is not a minimum requirement for the employee's current position; or 2) July 1, 2006.

Subject to Funding

The continuation of these programs on a yearly basis will be subject to continued funding by the Council. If the Council does not approve the funding for the programs, the programs will be discontinued.



**CITY OF WASILLA
LEGISLATION STAFF REPORT**

**RE: RESOLUTION 07-01 AUTHORIZING INCENTIVE PAY PROGRAMS FOR CITY
EMPLOYEES UNDER WMC 3.55.115.**

Agenda of: January 8, 2007

Date: December 26, 2006

Originator: Community and Economic Development

Route to:	Department	Signature/Date
	Police Youth Court, Dispatch, Code Compliance	
	Culture and Recreational Services Library, Museum, Sports Complex	
	Public Works & Recreation Facility Maintenance	
X	Finance, Risk Management & MIS Purchasing	<i>Juan E. Colligan for Ted Leonard</i>
X	Deputy Administrator Planning, Economic development, Human Resources	<i>J. Hardy 12-26-06</i>
X	City Clerk	<i>K. Smith</i>

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller*

FISCAL IMPACT: yes Funds Available yes no

Account name/number: Non-Departmental

Attachments: Resolution 07-01
 Incentive Pay Programs
 Wasilla Police Department Education Incentive Program Approved
 by Council 10/24/05

SUMMARY STATEMENT:

The goal of the attached incentive programs is to increase employee motivation and retention and to encourage employees to improve their knowledge and skills because it mutually benefits the department they work for and the employee.

The proposed Education Incentive and Advanced Certification Incentive programs mirror the process approved for the Police Department by the City Council in October of 2005. Administration, based on conversations at the Council table, would like to extend the Education Incentive and the Advanced Certification Incentive to the remaining City Departments.

Education Incentive

Like the Police Department programs, the proposed 2.5% education incentive would be available to regular full time employees who have completed their probationary period and who attain an Associates degree. A 5% over base pay increase would be available if they completed their Bachelors degree. The maximum education incentive awarded would not exceed 5% and the Associate or Bachelors degree may not have been a minimum requirement to qualify for their current position.

Advanced Certification Incentive

The proposed advanced certification incentive plan would recognize the attainment of certified training beyond the minimum level required in a specific job description. Employees successfully completing an advanced certification testing program that is offered through national and/or state agencies, professional governing boards, and/or nationally recognized professional organizations would receive \$100.00 a month over their regular base pay. The advanced certification or license cannot be a minimum requirement of employee's current position and should be related to their current or prospective position with the City.

Subject to funding

The continuation of these programs on a yearly basis will be subject to continued funding by the Council. If the Council does not approve the funding for the programs, the programs will be discontinued.

RECOMMENDATION

Staff respectfully recommends expanding the Education Incentive and the Advanced Certification Incentive to include employees in all City Departments.