



TriCo Regional Sewer Utility

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PERSONNEL & BENEFITS COMMITTEE MEETING

Monday, September 24, 2018 @ 7:30 A.M.
10701 N. College Ave, Suite A, Indianapolis, IN 46280

AGENDA

1. Public Comment
2. August Meeting Memorandum Approval
3. Safety Update
4. Performance Management and Compensation Policy
 - a. Steps
 - b. Position Parity
5. Other Business

Next Scheduled Meeting: Monday, October 22, 2018 @ 7:30 A.M.



MEMORANDUM

To: P&B Committee

From: Loren Prange

Date: 09/20/2018

Subject: Safety Update

TriCo had no reportable injuries and has gone 3138 days without a loss time accident.

The following safety tailgate sessions were held:

08/31/18 Message to self: Distracted driving is dangerous
09/13/18 Hurricane Preparedness
009/20/18 Avoid Arc Flash

TriCo hosted a Safety Seminar on 'Understanding and Managing Hazardous Energy at a Wastewater Treatment Plant'. Five stations were set up around the facility using our actual equipment along with each manufacture's technicians to help teach specific hazards associated with that equipment. Operators from all over the State attended and we received positive feedback from several utilities.



MEMORANDUM

To: P&B Committee
From: Drew Williams
Date: September 20, 2018
Subject: Salary Steps

The P&B Committee at the August meeting approved recommending to the Board a six Step salary structure for all employees. The Committee also voted in favor of using a range of 15% above the Market rate to address the salary compression caused by the Compensation Study.

Methodology for Step System Transition

The 2019 Salary Range was established by adding the 2.8% COLA to the 2018 Range (10% below Market Rate to 15% above Market Rate) and divided into 6 steps. The proposed 2019 Step Schedule is attached.

Changing to the proposed Step System required adding the 2.8% COLA to each employee's hourly rate and then setting their 2019 pay rate at the next Step above. This placement of employees within the Step System would result in a budget increase of \$61,550.

TriCo Regional Sewer Utility

2.80% COLA

Job Title	2019 Proposed Salary Steps					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Billing Assistant	\$17.22	\$18.18	\$19.14	\$20.10	\$21.05	\$22.01
Customer Service Specialist	\$17.22	\$18.18	\$19.14	\$20.10	\$21.05	\$22.01
Administrative Assistant	\$18.62	\$19.73	\$20.83	\$21.94	\$23.05	\$24.16
Administrative Support Specialist	\$18.62	\$19.65	\$20.68	\$21.72	\$22.75	\$23.79
Laborer	\$14.39	\$15.52	\$16.64	\$17.77	\$18.89	\$20.02
Field Operations Technician	\$20.02	\$21.13	\$22.24	\$23.36	\$24.47	\$25.58
District Inspector/Locator	\$22.27	\$23.50	\$24.74	\$25.98	\$27.22	\$28.46
Field Operations Specialist	\$22.27	\$23.50	\$24.74	\$25.98	\$27.22	\$28.46
Project Coordinator/Locator	\$22.27	\$23.50	\$24.74	\$25.98	\$27.22	\$28.46
Operator	\$22.27	\$23.50	\$24.74	\$25.97	\$27.21	\$28.44
Utility Billing Specialist	\$23.79	\$25.11	\$26.43	\$27.75	\$29.07	\$30.39
Pretreatment Compliance Specialist	\$23.79	\$25.11	\$26.43	\$27.75	\$29.07	\$30.39
Laboratory Coordinator	\$23.79	\$25.11	\$26.43	\$27.75	\$29.07	\$30.39
Chief Operator	\$28.20	\$29.77	\$31.33	\$32.90	\$34.47	\$36.03
Technical Specialist	\$28.20	\$29.77	\$31.33	\$32.90	\$34.47	\$36.03
Collection Superintendent	\$32.25	\$34.04	\$35.83	\$37.62	\$39.42	\$41.21
Plant Superintendent	\$33.90	\$35.79	\$37.67	\$39.55	\$41.44	\$43.32
District Engineer	\$35.68	\$37.65	\$39.62	\$41.59	\$43.56	\$45.53
Controller	\$37.17	\$39.24	\$41.31	\$43.37	\$45.44	\$47.50
Engineering Manager	\$43.79	\$46.23	\$48.66	\$51.09	\$53.52	\$55.96
Utility Director	\$48.28	\$50.97	\$53.65	\$53.65	\$59.01	\$61.70