

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: July 5, 2023
TO: Board of Directors
FROM: Shuran Parker, Administrative Services Manager
SUBJECT: Review and Approval of Revised Pay Schedules

SUMMARY:

The Board is being asked to consider and take several actions related to staff pay and pay schedules based upon the Koff & Associates compensation study conducted for the District:

- (1) Approve the New Pay Schedule to be applicable to new employees.
- (2) Approve the Current Pay Schedule (which includes a 2% COLA for FY23-24) to be applicable to current employees unless the exceptions below apply.
- (3) For current employees in positions identified as below market rate, consider approval of placing the positions on the New Pay Schedule at Step One (which will result in a pay increase for all).
- (4) For current employees in positions identified as above market, consider whether to freeze or allow step increases for FY23-24 pursuant to the Current Pay Schedule (taking no action would allow step increases to occur pursuant to the Current Pay Schedule).

FISCAL IMPACT:

The fiscal impacts will vary depending on the actions taken.

FUNDING SOURCE:

All division salary accounts

FUNDING BALANCE:

\$1,942,600 combined has been included in division accounts for FY2023-24.

DISCUSSION:

As a result of the Koff & Associates compensation study the Board is being asked to take several actions that affect employee pay. This report and proposed actions for consideration is based on feedback and direction to staff from previous Board and Personnel Committee meetings. The Board has previously approved and directed that a 2% COLA be paid to employees for FY23-24, and that pay increase has been incorporated into the proposed New Pay Schedule and Current Pay Schedule. The Board is not being asked to decide whether in future years beyond FY23-24, the District will “grandfather” or “freeze (also known as “Y-rate”)” salaries or approve future COLA’s. The Board is also not being asked to consider changes to employee benefits at this time. Benefits are currently being examined by staff which will report back to the Board on this at a future meeting.

(1) Approve New Pay Schedule.

The Board is asked to approve the New Pay Schedule (**ATTACHMENT 1**) to be used for all new employees, which is based upon the Koff & Associates compensation study (and includes the Board-approved COLAS for July 2022 and July 2023).

(2) Approve Current Pay Schedule.

The Board is asked to approve the Current Pay Schedule (**ATTACHMENT 2**) (which includes the Board-approved COLA for July 2023) to be used for all current employees, unless a specific exception approved by the Board applies.

(3) For Current Employees at Below Market, Placement on New Pay Schedule at Step One.

Results from the Koff & Associates compensation study showed that two active positions were below market median. The Board has asked staff to review the fiscal impacts of bringing those positions up to the New Pay Schedule. As noted, there are a combined 4 employees, including one for which we are recruiting that would be affected. In the FY2023-24 budget we have available most funding to bring these positions up to the new rate. In total, there would be a roughly \$1,100 annual shortfall but because the third environmental education position is still vacant. It's likely that we may only go over by a fraction of that amount, if at all. More details are outlined herein (**ATTACHMENT 3**).

(4) For Current Employees Above Market, Consider Whether Step Increases Continue Pursuant to the Current Pay Schedule.

Several current employees are eligible for step increases, while others are “stepped out” at the last step on the pay scale. The positions with employees eligible for step increases are identified on the enclosed chart (**ATTACHMENT 4**). Also identified for each position is the percentage over market median pursuant to the Koff & Associates compensation study. Freezing step increases would move the salary for current employees closer to the market targets identified in the compensation study.

RECOMMENDED ACTION:

Staff recommends that the Board (1) approve the New Pay Schedule for new employees; (2) approve the Current Pay Schedule for current employees; (3) consider whether to move employees in positions identified as below market to Step One of the New Pay Schedule; and (4) consider whether to freeze step increases for current employees in positions identified as above market.

ATTACHMENTS:

1. [Proposed New Pay Schedule](#)
2. [Proposed Current Pay Schedule](#)
3. [List of positions below market](#)
4. [List of positions above market](#)