

**AGENDA
LEBANON CITY COUNCIL
JUNE 5, 2019**

9. NEW BUSINESS:

**9.E – PRESENTATION OF FIRST READING AND SET PUBLIC HEARING FOR
JULY 10, 2019: AMENDMENT TO ORDINANCE #18, SALARY PLAN;
MOVE POSITIONS FROM LPASE BARGAINING UNIT TO NON-AFFILIATED**

BACKGROUND

Due to a mutual agreement between the City of Lebanon and the Lebanon Professional, Administrative, Salaried Employees Bargaining Unit (LPASE), a Modification Petition was filed on March 25, 2019, with the New Hampshire Public Employee Labor Relations Board to remove four (4) Library positions from LPASE. To effectuate this change, the City Council is asked to amend Ordinance No. 18, Salary Plan, as follows:

- 1. Amend Article III, Bargaining Unit Employees, Lebanon Professional, Administrative, Salaried Employees (LPASE) by removing the full-time positions of Branch Librarian Coordinator (Grade 6), Children’s Librarian (Grade 9), Systems Librarian (Grade 9), and Young Adult Librarian (Grade 8).**
- 2. Amend Article II, Non-Affiliated Unit Employees by adding the full-time positions of Children’s Librarian (Grade 8), Young Adult Librarian (Grade 8), and Systems Librarian (Grade 9). (The Branch Librarian Coordinator position is not included as it is a defunct position which hasn’t been filled for several years.)**

Amending Ordinance #18, Salary Plan requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members – to adopt. The first presentation is June 5th; the second is June 19th; and the third is July 10th with action to amend the ordinance following a public hearing.

Please see attached Explanation of Proposed Amendments for more information. Human Resources Director Gloria Leskiewicz will be present to discuss all proposed amendments and answer any questions the Council may have.

ACTION

The City Council is requested to consider the following motions:

(1) PRESENTATION:

MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan as follows:

- 1. Amend Article III, Bargaining Unit Employees, Lebanon Professional, Administrative, Salaried Employees (LPASE) by removing the full-time positions of Branch Librarian Coordinator (Grade 6), Children’s Librarian (Grade 9), Systems Librarian (Grade 9), and Young Adult Librarian (Grade 8).***

- 2. Amend Article II, Non-Affiliated Unit Employees by adding the full-time positions of Children's Librarian (Grade 8), Young Adult Librarian (Grade 8), and Systems Librarian (Grade 9). (The Branch Librarian Coordinator position is not included as it is a defunct position which hasn't been filled for several years.)**

(2) SCHEDULE PUBLIC HEARING:

MOVED, that the Lebanon City Council schedules a public hearing for July 10, 2019, beginning at 7:00pm, City Council Chambers, City Hall, for the purpose of receiving public input and taking action to adopt proposed amendments to Ordinance No. 18, Salary Plan, as follows:

- 1. Amend Article III, Bargaining Unit Employees, Lebanon Professional, Administrative, Salaried Employees (LPASE) by removing the full-time positions of Branch Librarian Coordinator (Grade 6), Children's Librarian (Grade 9), Systems Librarian (Grade 9), and Young Adult Librarian (Grade 8).**
- 2. Amend Article II, Non-Affiliated Unit Employees by adding the full-time positions of Children's Librarian (Grade 8), Young Adult Librarian (Grade 8), and Systems Librarian (Grade 9). (The Branch Librarian Coordinator position is not included as it is a defunct position which hasn't been filled for several years.)**

Included in this Section:

1. Explanation of proposed amendments to Ordinance #18: Removing four (4) Library Positions from the LPASE Bargaining Unit and adding three (3) of the four to the Non-Affiliated Employees Compensation and Classification Schedule

Explanation of proposed amendments to Ordinance #18:
Removing four (4) Library positions from the LPASE Bargaining Unit and
adding three (3) of the four to the Non-Affiliated Employees
Compensation and Classification Schedule

BACKGROUND

Due to a mutual agreement between the City of Lebanon and the Lebanon Professional, Administrative, Salaried Employees Bargaining Unit (LPASE), a Modification Petition was filed on March 25, 2019, with the New Hampshire Public Employee Labor Relations Board to remove four (4) Library positions from LPASE. To effectuate this change, the City Council is asked to amend Ordinance No. 18, Salary Plan, as follows:

- 1. Amend Article III, Bargaining Unit Employees, Lebanon Professional, Administrative, Salaried Employees (LPASE) by removing the full-time positions of Branch Librarian Coordinator (Grade 6), Children's Librarian (Grade 9), Systems Librarian (Grade 9), and Young Adult Librarian (Grade 8).**
- 2. Amend Article II, Non-Affiliated Unit Employees by adding the full-time positions of Children's Librarian (Grade 8), Young Adult Librarian (Grade 8), and Systems Librarian (Grade 9). (The Branch Librarian Coordinator position is not included as it is a defunct position which hasn't been filled for several years.)**

Add the full-time positions of Children's Librarian (Grade 8), Young Adult Librarian (Grade 8), and Systems Librarian (Grade 9) to the non-affiliated employees' compensation and classification schedule.

In March 2019, the City of Lebanon and LPASE met to discuss the Community of Interest regarding four (4) Library positions. At the conclusion of discussions, it was agreed that the positions of Branch Librarian Coordinator, Systems Librarian, Young Adult Librarian and Children's Librarian do not share the same Community of Interest as the other positions represented by LPASE. Therefore, the City filed a petition with the State of New Hampshire Public Employees Labor Relations Board to modify the Certification and remove these positions. The modification was approved on April 15, 2019.

You will note that the positions of Young Adult Librarian and Systems Librarian were Grade 8 and Grade 9 positions (respectively) in the LPASE Compensation and Classification Schedule. These positions will remain within those grades as part of the Non-Affiliated Compensation and Classification Schedule. However, the Children's Librarian Position is reclassified within the Non-Affiliated Schedule as a Grade 8 (currently a Grade 9 LPASE). This is due to the rating criteria adopted in 2018 as part of the Non-Affiliated Compensation and Classification Study completed by MRI.

Gloria Leskiewicz, Human Resources Director, will be present to discuss all proposed amendments and answer any questions the Council may have.

Process to Amend Ordinance No. 18

Amending Ordinance No. 18, Salary Plan requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council thus, this requires a vote of six (6) members to approve and adopt this request.

The City Council is asked to conduct the first reading of these amendments on June 5, 2019; the second reading on June 19, 2019 and third on July 10, with action to adopt following a public hearing.

The City Council is asked to take the following actions on June 5, 2019

ACKNOWLEDGE FIRST PRESENTATIONS:

MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, as follows:

- 1. Amend Article III, Bargaining Unit Employees, Lebanon Professional, Administrative, Salaried Employees (LPASE) by removing the full-time positions of Branch Librarian Coordinator (Grade 6), Children’s Librarian (Grade 9), Systems Librarian (Grade 9), and Young Adult Librarian (Grade 8).**
- 2. Amend Article II, Non-Affiliated Unit Employees by adding the full-time positions of Children’s Librarian (Grade 8), Young Adult Librarian (Grade 8), and Systems Librarian (Grade 9).**

Changes to the compensation and classification schedules shown in ~~strikeout~~ and red italics type

LEBANON PROFESSIONAL, ADMINISTRATIVE, SALARIED EMPLOYEES (LPASE)

APPENDIX B - LPASE - 2019 Salary Grade		Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
Grade Position Title		Step 1						Step 7
		\$24.20	\$25.21	\$26.22	\$27.23	\$28.25	\$29.22	\$30.24
	6-Branch Librarian Coordinator							
7	Field Inspector	\$25.18	\$26.22	\$27.26	\$28.31	\$29.34	\$30.38	\$31.47
8	Code/Health Inspector	\$25.68	\$26.75	\$27.80	\$28.87	\$29.94	\$31.00	\$32.11
	Real Estate Appraiser II	\$25.68	\$26.75	\$27.80	\$28.87	\$29.94	\$31.00	\$32.11
	Associate Planner	\$1,027.37	\$1,070.00	\$1,112.33	\$1,154.80	\$1,197.60	\$1,240.00	\$1,284.40
	Young Adult Librarian	\$1,027.37	\$1,070.00	\$1,112.33	\$1,154.80	\$1,197.60	\$1,240.00	\$1,284.40
9	Communication Supervisor	\$27.73	\$29.35	\$30.96	\$32.59	\$34.21	\$35.82	\$37.45
	Cemetery Sexton	\$27.73	\$29.35	\$30.96	\$32.59	\$34.21	\$35.82	\$37.45
	Fleet Maintenance Superintendent	\$27.73	\$29.35	\$30.96	\$32.59	\$34.21	\$35.82	\$37.45
	Maintenance Superintendent	\$27.73	\$29.35	\$30.96	\$32.59	\$34.21	\$35.82	\$37.45
	Children's Librarian	\$1,109.32	\$1,174.11	\$1,238.48	\$1,303.60	\$1,368.40	\$1,432.80	\$1,498.00
	Recreation Program Coordinator	\$1,109.32	\$1,174.11	\$1,238.48	\$1,303.60	\$1,368.40	\$1,432.80	\$1,498.00
	Systems Librarian	\$1,109.32	\$1,174.11	\$1,238.48	\$1,303.60	\$1,368.40	\$1,432.80	\$1,498.00
10	Utilities Maintenance Superintendent	\$30.52	\$32.29	\$34.06	\$35.85	\$37.61	\$39.39	\$41.17
	Wastewater Treatment Superintendent	\$30.52	\$32.29	\$34.06	\$35.85	\$37.61	\$39.39	\$41.17
	Water Treatment Superintendent	\$30.52	\$32.29	\$34.06	\$35.85	\$37.61	\$39.39	\$41.17
	Administrative Services Manager	\$1,220.45	\$1,291.42	\$1,362.40	\$1,433.37	\$1,504.35	\$1,575.34	\$1,646.96
	Airport Operations Supervisor	\$1,220.45	\$1,291.42	\$1,362.40	\$1,433.37	\$1,504.35	\$1,575.34	\$1,646.96

	Assistant Recreation Director	\$1,220.45	\$1,291.42	\$1,362.40	\$1,433.37	\$1,504.35	\$1,575.34	\$1,646.96
	Code Enforcement Director	\$1,220.45	\$1,291.42	\$1,362.40	\$1,433.37	\$1,504.35	\$1,575.34	\$1,646.96
	Fire Marshal	\$1,220.45	\$1,291.42	\$1,362.40	\$1,433.37	\$1,504.35	\$1,575.34	\$1,646.96
	GIS Coordinator	\$1,220.45	\$1,291.42	\$1,362.40	\$1,433.37	\$1,504.35	\$1,575.34	\$1,646.96
	Senior Planner	\$1,220.45	\$1,291.42	\$1,362.40	\$1,433.37	\$1,504.35	\$1,575.34	\$1,646.96
11	City Engineer	\$1,342.40	\$1,420.67	\$1,498.93	\$1,577.20	\$1,655.46	\$1,733.75	\$1,812.02
	City Planner	\$1,342.40	\$1,420.67	\$1,498.93	\$1,577.20	\$1,655.46	\$1,733.75	\$1,812.02
12	City Assessor	\$1,368.71	\$1,448.63	\$1,528.53	\$1,608.43	\$1,688.33	\$1,768.24	\$1,848.19
	Deputy Fire Chief	\$1,368.71	\$1,448.63	\$1,528.53	\$1,608.43	\$1,688.33	\$1,768.24	\$1,848.19
	Energy & Facilities Manager	\$1,368.71	\$1,448.63	\$1,528.53	\$1,608.43	\$1,688.33	\$1,768.24	\$1,848.19
	Information Systems Manager	\$1,368.71	\$1,448.63	\$1,528.53	\$1,608.43	\$1,688.33	\$1,768.24	\$1,848.19
	Police Lieutenant	\$1,368.71	\$1,448.63	\$1,528.53	\$1,608.43	\$1,688.33	\$1,768.24	\$1,848.19
	Solid Waste Manager	\$1,368.71	\$1,448.63	\$1,528.53	\$1,608.43	\$1,688.33	\$1,768.24	\$1,848.19
13	Maintenance Manager	\$1,396.33	\$1,477.79	\$1,559.23	\$1,640.69	\$1,722.12	\$1,803.57	\$1,885.02

NON-AFFILIATED EMPLOYEES

Non-Affiliated Employees					
2019					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	-	\$16.26	\$21.96	-	-
2	Custodian	\$17.24	\$23.27	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$18.27	\$24.67	-	-
	Custodian I	-	-	-	-
4	Library Assistant	\$19.37	\$26.15	-	-
5	-	\$20.53	\$27.71	-	-
6	-	\$21.76	\$29.37	-	-
7	Administrative Secretary	\$23.06	\$31.14	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Administrative Assistant	\$24.45	\$33.01	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Children's Librarian	-	-	-	-
	Young Adult Librarian	-	-	\$978.00	\$1,320.40
9	Executive Assistant	\$26.89	\$36.30	-	-
	Information Technology Librarian	-	-	-	-
	Systems Librarian	-	-	\$1,075.60	\$1,452.00
10	Financial Analyst	\$29.58	\$39.93	\$1,183.18	\$1,597.28
	Human Services Director	-	-	-	-
	Tax Collector	-	-	-	-
11	Deputy Library Director	-	-	\$1,302.61	\$1,758.56
12	City Clerk	-	-	\$1,380.59	\$1,863.63
	Deputy Finance Director	-	-	-	-
	Prosecuting Attorney	-	-	-	-
13	Airport Manager	-	-	\$1,463.49	\$1,975.67
	Assistant Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-

	Recreation Director	-	-	-	-
14	Assistant Director/Public Works	-	-	\$1,551.31	\$2,094.27
	Chief Assessor	-	-	-	-
	Library Director	-	-	-	-
15	Deputy City Manager	-	-	\$1,644.47	\$2,219.85
16	Chief of Police	-	-	\$1,742.97	\$2,352.82
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-

SCHEDULE PUBLIC HEARING:

MOVED, that the Lebanon City Council hereby schedule a public hearing for Wednesday, July 10, 2019, beginning at 7:00 p.m., City Council Chambers, City Hall, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, as follows:

- 1. Amend Article III, Bargaining Unit Employees, Lebanon Professional, Administrative, Salaried Employees (LPASE) by removing the full-time positions of Branch Librarian Coordinator (Grade 6), Children’s Librarian (Grade 9), Systems Librarian (Grade 9), and Young Adult Librarian (Grade 8).**
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