



**CITY OF  
WEST LAFAYETTE**

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**TO:** Board of Public Works and Safety

**FROM:** Diane Foster  
Human Resources Director

**DATE:** September 27, 2016

**SUBJECT:** STEP-INCREASE PROGRAM – S&S DEPARTMENT

I request Board of Works approval for the following Step-Increase Program for the Street and Sanitation Department.

<b>Initiation (New Hire – Minimum on Salary Ordinance)</b>	<b>Step 1 1 Year (5% Increase)</b>	<b>Step 2 3 Years (6% Increase)</b>	<b>Step 3 5 Years (6% Increase)</b>	<b>Maximum (Maximum on Salary Ordinance)</b>
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In the way of background, the initial Step-Increase Program was implemented in 2013 as a retention strategy for the Driver/Collector/Processor and Equipment Operator/Laborer positions in Sanitation, WWTU Collections, and Pollution Prevention employees.

The only modification in the above proposed Program from what was implemented in 2013 is a slight increase in the Step 1 percentage increase from 4% to 5%.

The improved economy, local competition for CDL drivers, and recent repeated turnover necessitated the need for an evaluation of this Program. The above revision to the Program, coupled with an increase in the starting pay for these positions, should have a positive effect in hiring and retaining employees in these key positions.

cc: Doug Payne, Street Commissioner  
Peter Gray, Controller  
Nicole Stocks, Accounting III