



500 West Big Beaver
Troy, MI 48084
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CITY COUNCIL AGENDA ITEM

Date: December 6, 2024

To: Frank Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager
Jeanette Menig, Human Resources Director
Jennifer Lee, Deputy Human Resources Director

Subject: Recommended Pay Ranges for Part-time Classifications



History

The City of Troy employs part-time and seasonal employees throughout the City. The number of part-time employees varies based on time of the year, ranging from approximately 250 to more than 1,000 including seasonal and election employees.

We last updated the pay ranges for part-time classifications in January 2024. The Michigan minimum wage increases to \$10.56/hour effective January 1, 2025 and organizational changes required the need for a new part-time classification to be added to the plan. The minimum wage will increase an additional time on February 21, 2025 to \$12.48/hour due to the Earned Sick Time Act. Not all ranges will be adjusted at this time; approximately 30% of the pay ranges will be changed. Of those, the minimums and maximums have been increased by an average of approximately 8%. The recommendations were developed after considering the significant minimum wage increases, retention challenges, internal equity, hard-to-fill positions and the current needs of the hiring departments.

Financial

The Earned Sick Time Act mandates significant increases to the minimum wage. The anticipated initial annual financial impact from raising the hourly rate for employees who are below the new minimum wage will be approximately \$40,040. This will effect approximately 55 employees.

There are currently 10 employees who will receive raises (\$.50 - \$1.50) when the range minimums are increased. The average increase will be approximately \$.75. The anticipated initial annual financial impact will be approximately \$7,800.

The total estimated increased annual cost for these changes is \$47,800/year.

Recommendation

Implement the Part-time Job Classifications and Pay Ranges to update our classifications and align our wages to be competitive in the market and provide additional opportunities to recognize the performance of employees through annual merit increases. The recommended classification plan with pay ranges is attached and would be effective with the pay period beginning January 4, 2025. The changes to the minimum wages will be effective January 1, 2025 and February 21, 2025.



PAY RANGES

PART-TIME CLASSIFICATIONS

JANUARY 4, 2025

General Classifications

Administrative Aide	20.25 - 30.50	Librarian - Substitute	22.00 - 34.00
Appraiser	27.50 - 38.00	Library Aide or Substitute	17.50 - 24.25
Appraiser Technician	20.00 - 29.00	Library Assistant or Substitute	15.00 - 21.50
Assistant Pool/Concession Manager	14.00 - 25.00	Library Page or Substitute	Minimum wage - 17.25
Background Investigator	23.50 - 29.50	Marketing Associate	17.75 - 27.50
Buyer	21.50 - 40.00	Office Assistant	17.00 - 23.50
Cable Production Specialist	19.75 - 30.50	Ordinance Enforcement Officer	27.50 - 38.00
Camera Operator	Minimum wage - 23.75	Parks Laborer or Substitute	16.75 - 21.50
Community Affairs Associate	21.50 - 28.00	Police Desk Attendant	23.50 - 30.50
Crossing Guard	Minimum wage - 22.25	Police IT Assistant	23.50 - 29.50
Customer Service Assistant	Minimum wage - 22.00	Pool/Concession Manager	14.00 - 27.00
Election Aide	20.00	Pre-School Coordinator/Lead Teacher	17.00 - 28.00
Election Inspector	15.00	Public Works Assistant	Minimum wage - 20.00
Fire Staff Assistant	17.00 - 23.50	Recreation Supervisor	19.50 - 31.25
Fitness/Wellness Specialist	17.75 - 47.50	Seasonal Supervisor	16.25 - 23.75
Grant Specialist	21.50 - 28.00	Senior Parks Laborer	20.00 - 23.75
Housing and Zoning Inspector	27.50 - 38.00	Student Enforcement Aide	Minimum wage - 16.25
Human Resources Assistant	17.25 - 29.75	Summer Laborer	14.00 - 20.00
Human Resources Coordinator	22.00 - 35.00	Transportation Driver	14.00 - 26.00
Inspector	29.75 - 40.00		
Intern	Minimum wage - 25.00	Transportation Scheduler	14.00 - 23.75
Investigative Assistant	23.50 - 30.50	Umpire	15.00 - 24.75
Librarian	26.50 - 36.00	911 Operator	23.50 - 30.50

Coordinators

Minimum wage - 27.50

Adaptive Program	Safety Town
Basketball - Adult	Senior Program
Basketball - Youth	Soccer - Adult
Building Supervisor	Softball - Adult
Day Camp	Softball - Youth
Day Porter	Sports - Youth
Recreation	Volleyball - Adult

Support

Minimum wage - 19.25

Aide - Adaptive Program	Attendant - Pool
Aide - Pre-School	Babysitter
Aide - Recreation	Cashier
Aide - Safety Town	Scorekeeper
Aide - Ice Rink	
Attendant - Community Center	

Instructors and Lifeguards

Minimum wage - 26.00

Dance	Safety Town
Day Camp Leader	Sports - Youth
Lifeguard	Water Safety
Physical Fitness	Water Safety - Private
Pre-School	

Officials/Referees

Minimum wage - 22.25

Official - Basketball - Youth
Referee - Hockey

Note: Michigan Minimum Wage increased to \$10.56/hour on January 1, 2025. Michigan Minimum Wage will increase again on February 21, 2025 to \$12.48/hour per the Earned Sick Time Act.