



Strategic Goal

Name Competitive compensation and benefits

Content

Our City ensures a culture of trust through compassion, competence and integrity. Our City's ability to provide high quality services is dependent on our ability to recruit, train and retain high quality employees.

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FY22 Projects

Begin implementation of Salary Study recommendations

- Assigned to: Shawn Metcalf, City Manager and Stefanie Paulson, Human Resources
- Anticipated Completion: Ongoing
- Project Updates:
 - Department heads meeting with City Manager and HR Manager to review each position in the City utilizing the new salary study tool.
 - City Manager reviewed salary study.
 - HR completed initial review of point distribution per position.
 - First draft of revised job descriptions have been received. HR is working with Departments to review and revise.
 - Completed job description revision.
 - HR began review of job valuation numbers for each position in 4 categories of Work Environment, Responsibility, Job Knowledge and Difficulty of Work.

Maintain excellent health benefits

- Assigned to: City Council, Stefanie Paulson, HR and Bev Hannum, Finance
- Anticipated Completion: Ongoing
- Project Updates:
 - July 22, 2021 - Benefits Training/Information session
 - No rate increases to employees health benefits for FY21-22
 - July - Open Enrollment for FY21-22
 - July - Funded through FY21-22 Budget
 - May 2021 - HR, Finance and City Manager worked with benefits administration to negotiate FY 21-22 rates.

Fund a Cost-Of-Living Adjustment

- Assigned to: City Council, Shawn Metcalf, City Manager and Jodi McClurkin, Finance
- Anticipated Completion:
- Project Updates:
 - September 2021 - Audit bids received and graded. Going to City Council on 9/28/2021 to present recommended bidder.
 - Pending Salary Study recommendations and financial audit

Create an employee benefit summary document for recruitment and retention

- Assigned to: Stefanie Paulson, Human Resources
- Anticipated Completion: Winter 21-22
- Project Updates:
 - Full one-page overview of all benefits, including insurance, PTO, and more: Scheduled for Winter 2021-22
 - Full insurance benefit summary completed July 2021

[2021 08 City of Rawlins Benefit Guide-07182021.pdf \(5,882 KB\)](#)

Goal Progress

Date	Name	Type	Result
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January 19, 2021	<p>Corrective Resolution: Accurately Reflect the Amount Expended for Payout of Sick and Vacation Time Action: Motion: Move to approve corrective resolution adjusting sick and vacation estimated amount in resolution number 12D-2020 to actual dollars of \$125,454.44, returning \$33,435.63 in unassigned general fund balance.</p>	Action	Motion Carries
January 19, 2021	<p>Resolution: Salary and Job Description Study Action: Motion: Move to approve the budget amendment authorizing City Manager Shawn Metcalf to conduct a salary and job description study, not to exceed \$28,000.</p>	Action	Motion Carries
June 15, 2021	<p>Ordinance - Third Reading of 2021 - 2022 Fiscal Year Municipal Annual Budget Action: Motion: Move to approve on Third Reading and Waive the reading of the Ordinance Adopting the Proposed Fiscal Year Municipal Annual Budget 2021-2022, as or amended.</p>	Action Discussion	Motion Carries