



TOWN OF WICKENBURG

PAY PRACTICE & BENEFITS POLICY UPDATES

– Res 2371

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Purpose



- Enhance policies to attract, retain, and reward employees
- Align with the Total Rewards Philosophy & Supporting Strategies
- Ensure internal equity and external competitiveness
- Address operational needs and employee concerns

Total Rewards Philosophy

TOTAL REWARDS PHILOSOPHY & SUPPORTING STRATEGIES

TOTAL REWARDS PHILOSOPHY

The Town of Wickenburg seeks to attract, retain, and engage committed, hardworking, and thoughtful employees who support our shared goals in the areas of service delivery and responsible stewardship of public resources, and who are excited and energized by the possibilities and opportunities that emerge as we strive to build an even better Wickenburg.



Town of Wickenburg

PURPOSE

The Town of Wickenburg strives to be a high-performing organization. To that end, it is important for the Town to attract and retain employees who are customer-focused, innovative team players, exhibit initiative and accept responsibility and accountability for their work performance.

To support, encourage and reward employees, the Town has developed a total rewards system that is transparent, fair, and equitable. The Town is committed to recognizing and rewarding employees for their success and continuing professional development by ensuring appropriate training and educational opportunities to retain the most qualified and productive employees.

There are a variety of strategies, as detailed in the following sections, that the Town will employ to achieve the total rewards philosophy.

"The Town of Wickenburg is dedicated to attracting and retaining high performing employees as they are the most important element to the success of this organization."

-Stephen Erno, Town Manager

- **Guiding Principle:** Attract, retain, and engage a high-performing workforce
- **Commitment to:** Competitive wages
 - Transparent and fair compensation
 - Professional development opportunities
 - Recognizing employee contributions

Strategic Plan Alignment

Innovative and High Performing Organization

Town of Wickenburg will update and refine programs, policies, and projects that create a clean, safe, and sustainable workplace. The Town will provide a working environment and benefits to attract and retain a workforce that is committed to providing outstanding service to its residents at an exceptional value for their tax dollars.

Guiding Principles

- 1 Establish clear management expectations for all employees and volunteers of the Town.
- 2 Develop initiatives and systems to improve communication and transparency for Town employees.
- 3 Create and maintain a culture of ownership by empowering employees to make decisions and to challenge the status quo. Ensure employees have the necessary intellectual and physical resources to perform their jobs and provide excellent customer service efficiently and effectively.
- 4 Implement programs and develop projects that create a professional, safe, value-oriented, accountable, and responsive work environment with opportunities for education, advancement, and job fulfillment.
- 5 Implement and evaluate opportunities to foster employee engagement in meaningful ways that strengthen internal relationships while celebrating accomplishments.

- **Innovative & High-Performing Organization**
 - Maintain a clean, safe, and sustainable workplace
 - Provide competitive benefits to attract and retain talent
 - Ensure outstanding service delivery at an exceptional value

Overview of Proposed Changes

- **Probation Policy:** Clarifications on duration, extensions, and promotion eligibility
- **Bereavement Leave:** Expanded eligibility and standardized duration
- **Specialty Pay Enhancements:**
 - Field Training Officer (FTO) Pay
 - Bilingual Pay
- **Stand-by & Call-back Compensation:** Clearer pay structures

Town of Wickenburg Personnel Rules & Regulations

TOWN OF WICKENBURG
PERSONNEL RULES
&
REGULATIONS



Probation Policy Update

- Clarifies probation periods for new employees
- Defines extensions and eligibility for promotions
- Ensures consistency across departments

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Environments that support
their employees in the right
way will naturally foster
employee engagement.

—
AARON TUCKER

Bereavement Leave Updates

- **Expanded Definition of Family:** Now includes domestic partners, great-grandparents, and extended relatives
- **Standardized Leave Duration:** Creates consistency and fairness across the organization



Housing Authority of The City of Milwaukee, WI

**Bereavement - What we don't talk
about...but should**

Specialty Pay – Field Training Officer (FTO) Pay

- Recognizes additional responsibilities of training new officers
- **Compensation:** 5% increase in hourly pay during training period
- **Estimated Cost:** \$3,477.60 annually

Field Training Officer (FTO) Pay:

- **Estimated Cost:** Based on the average hourly rate of police officers (\$32.21), FTO pay represents a 5% increase in their hourly pay.
- **Details:**
 - **2024 Hires:** 2 officers hired in 2024.
 - **2023 Hires:** 7 officers hired in 2023.
 - **FTO Program Duration:** Standard FTO program lasts 12-16 weeks.
 - **Cost Calculation:**
 - Average hourly pay: \$32.21
 - 5% increase: $\$32.21 \times 0.05 = \1.61 additional per hour.
 - **Estimated Annual Cost for FTO Pay:**
 - For each officer in the program:
 - If 12 weeks of FTO training: 12 weeks * 40 hours/week = 480 hours per officer.
 - For 2 new hires in 2024: 2 officers * 480 hours * \$1.61 = **\$1,545.60**
 - For 7 officers from 2023: 7 officers * 480 hours * \$1.61 = **\$5,409.60**
 - **Total Average per Year, Estimated Cost for FTO Pay: \$3,477.60 per year.**



Specialty Pay – Bilingual Pay

- Compensation for employees using language skills in service to the community
- **Non-Exempt Employees: \$0.75 per hour**
- **Exempt Employees: \$80 per pay period**
- **Estimated Cost: \$14,560 annually**

Bilingual Pay:

- **Estimated Cost:**
 - **Non-exempt employees** (8 employees): \$0.75 per hour
 - **Exempt employees** (2 employees): \$80 per pay period
- **Details:**
 - **Non-exempt employees:**
 - Assuming an average work week of 40 hours: 40 hours * \$0.75 = \$30 per week per employee.
 - For 8 employees: \$30 * 8 employees * 52 weeks = **\$12,480 annually.**
 - **Exempt employees:**
 - \$80 per pay period * 26 pay periods (bi-weekly) = **\$2,080 annually.**
- **Total Estimated Cost for Bilingual Pay: \$14,560 annually.**



Stand-by & Call-Back Compensation



- Provides clear pay structures for employees required to be on-call
- Ensures fair compensation for those responding outside regular hours
 - Police
 - Fire
 - Public Works
 - Emergencies
- Minimal fiscal impact, absorbed within existing budgets

Fiscal Impact Summary

- **Bereavement Leave & Probation Policies:** No additional cost
- **FTO Pay:** \$3,477.60 annually
- **Bilingual Pay:** \$14,560 annually
- **Call-Back Pay:** Absorbed within budget, subject to departmental demand



Why These Changes Matter

- Supports a high-performing, customer-focused workforce
- Aligns with the Council's approved Compensation Philosophy & Strategies
- Reinforces Wickenburg as a desirable place to work
- Updates reflect fair, competitive, and transparent compensation practices
- Supports employee retention, job satisfaction, and service excellence



Questions?