



August 22, 2024

Honorable City Council

Subject: **Request to Amend the Official Compensation Schedule**

Recommendation is submitted to amend the 2024 – 2025 Official Compensation Schedule to include the pay range for the following classification:

Job Titles	Class Code	Current Pay Range		Proposed Pay Range		Bargaining Unit
		Min	Max	Min	Max	
Executive Secretary 3	013367	\$41,967	\$53,972	\$43,900	\$53,972	9070

Request:

The above recommendation is at the request of the Human Resources Department.

Rationale:

In July of 2024, the federal government issued an update to the Fair Labor Standards Act, increasing the minimally required salary threshold for salary, exempt employees from \$35,658 to \$43,888. As such, any employees who make less than the newly established threshold must be classified as non-exempt and therefore eligible for overtime.

In order for the Executive Secretary 3 to remain classified as salary exempt, the minimum of the pay range must be raised above the newly established salary threshold to ensure that employees hired into this classification maintain compliance with the law.

The proposed pay range is based on the City of Detroit’s ability to fund the increase and are subject to City Council approval.

Respectfully submitted,

Denise Starr
Human Resources Director

DS/jf
Attachments

cc: Budget Department
Mayor’s Office

BY COUNCIL MEMBER _____

RESOLVED, That the 2024 - 2025 Official Compensation Schedule is hereby amended to reflect the following pay adjustments, effective upon Council’s approval.

Job Titles	Class Code	Current Pay Range		Proposed Pay Range		Bargaining Unit
		Min	Max	Min	Max	
Executive Secretary 3	013367	\$41,967	\$53,972	\$43,900	\$53,972	9070

RESOLVED, That the Finance Director is hereby authorized to honor payrolls and vouchers in accordance with this resolution, the above communication and standard City of Detroit practices.