

**Northfield Township
Police Department**

Memo

To: Township Board of Trustees

From: Bill Wagner

cc:

Date: July 11, 2017

Re: Wage increases for non-union employees

I am requesting and budgeted for the following cost of living/ pay increases.

Police Administrative assistant Sue Hamilton, Sue has been a valuable employee of the Police Department for nearly 21 years. Sue never misses work and has trouble get her personal time off at times because of staffing in the police administration. Sues currently makes \$21.89 per hour. I am requesting a 3% raise which will take her to \$22.55.

Police Department Administrative Assistant Angela Bennett. Angela has been a valuable employee of the Police Department for 13 years. Angela is a part time employee and also works for the Fire Department. Angela is also very flexible with her schedule and works many hours additionally to cover when Sue is off. Angela has increased the cost recovery in the fire department while work less hours than the previous assistant. Angela currently makes \$20.11. I am requesting a 3% increase for her which will take her to \$20.71.

I am also requesting a 2% cost of living increase for myself. I currently am making \$85,310 annually. A 2% increase will take me to \$87,016. I did a quick survey for Public Safety Directors in Michigan and found the least paid Director to be \$102,000.