

Administration, Clerk & Cashier – wage ranges 2024 – 2025

	Pay Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	Start	6 mos.	12 mos.	24 mos.	36 mos.	48 mos.	60 mos.
	70.00%	75.00%	80.00%	85.00%	90.00%	95.00%	100.00%
2024	\$22.40	\$24.00	\$25.60	\$27.20	\$28.80	\$30.40	\$32.00
2025	\$23.07	\$24.72	\$26.37	\$28.02	\$29.67	\$31.31	\$32.96

Summary of the benefits offered by the City of Austin for this non-exempt, unit represented position are as follows:

- Health insurance coverage, HSA/HRA compatible, effective on the first of the month following two months of employment. The amount of your contribution towards insurance is dependent upon which plan selection you choose.
- Accumulation of sick and safe leave at the rate 8 hours for each month of service; starting from the date of hire (pro-rated for first month, depending upon start date) with no limit as to accumulation amount. As per the AEA labor agreement, if an employee stays until retirement, 50 percent (50%) of the dollar value of accumulated, unused sick and safe leave is paid out to the employee or health care savings plan.
- When the date of hire is between January 1 and June 30, credit for 80 hours will be given on the following January 1. When date of hire is between July 1 and September 30, credit for 40 hours will be given on the following January 1. A hire date between October 1st and December 31, credit for eighty (80) hours will be given on January 1, a year later.

Future vacation increases are as follows: after five years of service, you will receive three weeks of paid vacation; four weeks after 12 years of service; five weeks after 20 years of service and six weeks after 25 years of service. Vacation increases are given on the employee’s anniversary date.

- Twelve paid holidays (96 benefit hours) per year (pro-rated based on date of hire).
- \$40,000 life insurance policy paid by the City. Optional supplemental coverage available.
- Long term disability insurance policy for employee with Employer to pay 40% and employee to pay 60% of premium through payroll deduction.
- Required participation in a Health Care Savings Account through the Minnesota State Retirement Systems; currently employees contribute 1% of their wage through payroll deduction. This is used for post-employment health care expenses.
- Pension plan with Public Employees Retirement Association (PERA); contribution is based on a percentage of your wage. Currently, the contribution from the City of Austin is 7.5% and your contribution is 6.5%.
- Optional short-term disability, vision, dental, accident, critical illness and accident plans, the cost of each depends on enrollment selection (no city contribution).
- Optional deferred compensation program administered by Nationwide Retirement Solutions (no city contribution).