

SALARY SURVEY WORKSHOP

A Workshop was held on November 13, 2023 at 5:00 p.m. in the Council Chambers of City Hall and via GoToMeeting +1 (646) 749-3122 - Access Code: 453-229-837.

Council President Lance Smith called the meeting to order at 5:00 p.m. Roll call was taken. Present were members Charles Proctor, Kenneth Burgess, Steven F. Spina, Ph.D., Lance Smith, Mayor Melonie Bahr Monson, and Jodi Wilkeson. City Manager William Poe was present. City Attorney Matthew Maggard did not attend.

Staff present: Police Chief Derek Brewer, Public Information Officer Kevin Weiss, Public Works Director Shane LeBlanc, Airport Manager Nathan Coleman, Finance Director Ted Beason, Utility Director John Bostic, HR Director Sandra Amerson, Senior Planner Rodney Corriveau and City Clerk Lori Hillman.

1. WORKSHOP ITEM

1.1 Evergreen Solutions Classification and Compensation Study

Senior Consultant Kelli Bracci with Evergreen Solutions narrated a PowerPoint presentation of the Compensation Study Results. She stated the City currently has a strong system with easy to understand paygrades with 37.5% of employees currently paid within 5% of what they should be based on tenure, 28.2% of employees paid within 5% to 10% over where they should be based on tenure and 30% of employees paid more than 10% above where they should be based on tenure. She said this data suggests the City is promoting employees and giving raises at a good hefty rate to show appreciation for employees.

Evergreen began their assessment of current conditions and pulled like information from a list of 18 peer cities comparing job descriptions and duties. If a peer had less than five-like positions, they were not counted as a good market survey match. The average response rate was ten matches per position. She referred to the City's current solid paygrade set-up and said Evergreen mimicked the set-up and changed the paygrade numbers to alleviate confusion. The paygrades began with a salary of \$31,200, \$15.00/hour, with a steady range spread of 40% with a steady midpoint progression of 5% (each paygrade increased a minimum of 5%). After the paygrades were decided, each position was reviewed and slotted based on market, responsibility level, decision-making level, autonomy, and complexity that makes each job unique. Individual employees were placed within their positions.

Ms. Bracci addressed the hybrid parity model and explained each employee was given partial credit for their tenure with the City and credit for time in their current classification. An example was given of an employee who held a previously position of HR Specialist for ten (10) years and current position of HR Generalist for five (5) years. This employee would receive five (5) years credit for HR Generalist and ten (10) years partial credit for HR Specialist. This employee would move a third of the way up through the pay range based on time with the City and time in current classification. On average, employees will receive an 11.4% raise but that does not mean everybody. At a minimum, everyone will receive a 7% raise. Employees who worked for the City previously, left, and returned will only receive credit for their current time (last hire date). She said the study adjusted for cost of living and reminded Council that the City was 5% on average below the Market Survey on pay scales. The 5% increase the City approved moves the entire pay scale up to where it needs to be at market rate with an additional proposed 2%. Since the City is implementing the raises now, inflation is built into the market.

Ms. Bracci stated the police chief and lieutenants are included in the general pay plan and referred to a slide specific to police officers and sergeants. She said officers received a \$7,053.41 raise effective 10/29/2023 and will be moved to their appropriate step on their anniversary date. If their step is less than \$7,053.41, they will stay at their current step. If the step brings them up to a higher rate, they will receive additional funds on their anniversary date.

City Manager William Poe said anniversary date raises was part of negotiations two years ago relating to the Step Plan that is based on years of services. He said if Council agrees to move forward the Salary Survey each employee will receive a letter from Evergreen stating their new salary effective Sunday, November 12, 2023.

Council were in consensus to accept the Salary Survey as presented.

2. CITIZEN COMMENTS

N/A

Meeting adjourned: 6:10 p.m.
Submitted by Lori L. Hillman