

Classification and Compensation System Manual

2. PAY PLAN

Positions are systematically arranged into classes. The arrangement of positions and resulting classification structure forms the basis for the pay plan.

The pay plan is comprised of positions. A position, or job, contains a specific set of duties and responsibilities. A class is a grouping of positions which are similar in nature of work, principal duties, responsibilities, relative level of work difficulty, minimum level of knowledge, and ability and skills required to perform the job. Positions allocated to the same class are sufficiently similar to permit them to be compensated at the same general level of pay. However, the positions do not have to be identical and can be in different departments or even in the same department dealing with different subject matter or performing different duties.

Classes are further delineated into pay grades. Pay grades are assigned a minimum and maximum salary amount. Each range has a 30% spread from minimum to maximum. All positions fall into one of the pay grades. **An employee in a particular pay grade will always be paid at least the minimum and not more than the maximum of the pay grade.**

The pay plan consists of three classes and nine pay grades as follows:

- Service and Support Staff
 - Grades 1 and 2
- Administrative and Technical Staff
 - Grades 3 through 6
- Management and Professional Staff
 - Grades 7 through 9

~~The pay ranges consist of the following~~ Employee pay is determined by:

- **Availability of funds**
 - Increases/adjustments shall be approved with the appropriate budget resolution

Minimums and maximums

- **Based on external biennial comparable market study to adjust ranges**
- **Internal review of job descriptions**
- Cost of living adjustments (COLA)
 - An annual adjustment
 - ~~Up to the~~ **Determined by** CPI (consumer price index). ~~nd the increase is applied to current rate of pay~~
 - Each employee is eligible
 - Employees at the maximum of their range ~~are not eligible for increases~~ **will receive a lump sum**
- **Discretionary Achievement or Retention Adjustments “DARA”**
 - Based on submitted satisfactory results from an employee’s mid-year and annual achievement discussion
 - ~~Employees who meet performance standards and/or have not been disciplined in the past 12 months are eligible.~~
 - ~~Employees who have failed to maintain licensure or certification for their position are not eligible.~~
 - **Written Supervisor justification submitted to the Director of Administration by June 1st**
 - **Total funds budgeted – (COLA + Benefits) = Available achievement increase funds / No. of employees eligible** ~~due to completion of achievement discussion evaluations determined by the Director of Administration~~ **and Mayor**
 - **DARAs will be in the form of a lump sum or percentage increase as determined by Common Council.**

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- Employees who are at the maximum of their range ~~are not eligible for achievement increases~~ will receive a lump sum