

Resolution 2017-04

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING A WAGE AND SALARY POLICY GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY

WHEREAS, the City Council for the Town of Ashland City has previously adopted Resolution 2006-09 establishing a Wage and Salary Policy designed to provide a means to select, develop and maintain an effective municipal work force; and

WHEREAS, this resolution authorizes the Mayor to adopt the updates to rules and regulations set forth in the Wage and Salary Policy as changes have been made;

NOW, THEREFORE, be it resolved by the City Council of the Town of Ashland City that the Employee Manual, attached hereto, is hereby approved and adopted and shall become effective immediately following passage of this resolution.

Adopted this 14th day of March, 2017.



Richard Johnson, Mayor



Kellie Reed, City Recorder

**Town of Ashland City
Wage and Salary Policy**

I. Purpose

To provide guidelines for the administration of employee salaries, including starting pay rates, pay increases, promotional increases, and other salary adjustments.

II. Policy Objectives

This policy is intended to promote the following:

- A. Ensure competitive pay practices to allow the Town of Ashland City to effectively compete in the market for the talent needed to meet and exceed its performance standards.
- B. Ensure fair and unbiased treatment of employees relative to pay administration.
- C. Ensure that Town of Ashland City salary expense is consistent with taxpayers' expectations for reasonable labor costs.

III. Job Descriptions

A written job description is to be developed and maintained for each position recognized by the Town of Ashland City. Job descriptions are to follow the prescribed format (see Exhibit I). Once a year job descriptions are to be reviewed by incumbents and supervisors to ensure they are up to date. Supervisors are responsible for accurate up-to-date job documentation. When necessary updates are made supervisors should notify City Recorder to add to council agenda for job description approval by council.

IV. Pay Table

A. Number of Pay Grades

Pay is to be administered within ten classifications, or pay grades.

B. Pay Ranges

Each pay grade falls within a pay range.

C. Adjustment of Pay Table

The pay table is subject to review on an annual basis and will be adjusted if necessary to ensure that the Town's pay practices remain competitive with changes in labor market conditions. As appropriate, this review will consist of:

- Gathering comparative salary data for benchmark jobs from published sources or direct contacts with competing employers,
- Comparing market salary data obtained for each benchmark job with the corresponding pay range, and
- If necessary, adjusting the pay ranges approximate market value for jobs in each pay range, or, if appropriate, amending the pay range.

D. Assignment of Positions

Each position is to be assigned to the pay grade for which best matches the competitive market value for the job. Deviations may be made if strategic business considerations dictate that certain positions (not employees) should be valued differently than their market value.

V. Rates of Pay

A. Starting Rates

New hires possessing the minimum level of skills, knowledge, and abilities required by a job are normally hired at the lowest pay range. Candidates with more relevant experience, more education, or higher skill level than normally required may be hired at mid-level to higher level pay range pending approval from City Mayor. The current pay rates, qualifications, and skill levels of existing job incumbents should be carefully considered before a new employee is hired at higher rate of pay than the lowest pay within the pay range.

B. Rates Above the Pay Range

Each pay range is intended to serve as a guideline for management for the highest pay rate the Town of Ashland City will normally pay an employee for a particular job.

C. Rates Below the Minimum

It is possible that employees' pay rates, probably for recent hires, will occasionally fall below the pay range upon adjustment of the pay table (see IV C above). Normally, the pay rates of such employees will be immediately adjusted to the new pay range at the time the new pay table becomes effective.

VI. Pay Adjustments

A. Pay Increases

1. Eligibility

All non-probationary full-time and part-time employees in good standing whose current pay rate is within pay range are eligible for a pay increase in July each year, subject to appropriation by City Council as part of the annual budget process. Employees who have been placed on disciplinary status or who have not received a good standing annual evaluation will not receive a pay increase. For recently hired employees still on probationary status, eligibility for pay increase is to be delayed until the end of their probationary period.

Note: Jobs requiring employees earn certification per state regulations- An employee who has **not** earned certification in a job that **requires** it. The employee will be ineligible for any pay increase until after the time frame in which certification is earned as stated in the job description. In such cases an employee's pay rate would be adjusted to the appropriate pay rate once the employee receives certification.

2. Pay Increase Amount

The base pay rate of employees eligible to receive a pay increase will be increase as determined and at the desecration of the department head and mayor based on evaluation and merit. All pay increases will then be presented to the council for approval and justification during the annual budget appropriation process.

3. Pay Increases-Employees on Leave of Absence

Scheduled pay increases will be postponed for employees on approved non-job related medical or personal leave of absence until they return to work. Pay increases will be postponed beyond the date of return to work in cases where such absence exceeds four months (will normally be postponed one additional month for every month of leave beyond four). Pay increases will not be delayed for worker's compensation related medical leave of absence.

4. Pay Increases-Employees on Light Duty

Employees in light duty positions are eligible for a pay increase.

B. Pay Table Adjustment Increases

As indicated in IV C above, the pay table may be adjusted periodically to keep pace with the labor market. This adjustment will be effective July 1 (the beginning of the fiscal year) after receiving City Council approval voted on by resolution.

C. Longevity Payments

1. Eligibility

Full-time employees after three years of service will begin receiving a longevity payment, subject to appropriation by City Council as part of the annual budget process. Payments will be \$100 per year of service for employees who have been employed for three to eight years, \$125 per year of service for employees who have been employed for nine to fourteen years, \$150 per year of service for employees who have been employed for fifteen to twenty years, and \$175 per year of service for employees who have been employed for twenty-one and above.

Part-time employees after three years of service will begin receiving a longevity payment, subject to appropriation by City Council as part of the annual budget process. Payments will be \$50 per year of service for employees who have been employed for three to eight years, \$62.50 per year of service for employees who have been employed for nine to fourteen years, \$75 per year of service for employees who have been employed for fifteen to twenty years, and \$87.50 per year of service for employees who have been employed for twenty-one and above.

2. Payment Date

The longevity payment is to be paid in the month of November.

3. Withholdings

Longevity payments will be subject to standard tax withholding.

D. Promotional Increases

1. Definition of Promotion

Placement of an individual in a job which is in a pay grade that is higher than the individual's current pay grade will be considered a promotion. (Temporary job reassignments of less than six months will not normally be considered a promotion.)

2. Increase Amount

Upon promotion the individual's salary is to be adjusted to reflect the increased demands and responsibility of the new position. Normally, the employee's pay rate will be increased to represent at least a 5% increase over his/her current pay rate as determined appropriate by the mayor and department head.

E. Temporary Reassignment

Adjustments to pay rates of employees assigned temporarily (for less than six months) to perform work of higher level jobs will be made at the discretion of management.

F. Lateral Job Reassignments

Reassignment from one job to another in the same pay grade will be considered a lateral move. No immediate adjustment to pay will be made.

G. Demotions or Reassignment to a Lower Pay Grade

Demotions occur when an employee is returned or transferred to a position in a lower pay grade. Additionally, employees may voluntarily ask to move to a job in a lower pay grade, perhaps through the job posting/bidding process. If an employee was promoted and subsequently returns to the original (lower) job, his/her pay rate would be adjusted to the rate it would equal if the promotion had not occurred. Whether or not a reduction in pay should occur in other situations depends on consideration of the following:

1. Was the demotion related to employee's performance or to a reduction in force or organizational change?
2. How will the employee's pay rate compare with pay rates of other incumbents in a lower graded job or similar jobs?
3. How long has the employee been in the higher level job?
4. What has been the Town of Ashland City's past practice in similar situations?

It is often sound practice to reduce the employee's pay rate to be consistent with rates of pay of other incumbents in the new job who possess similar skills and tenure.

H. Re-Classification of Position

A review of market salary data for the purpose of adjusting the pay table or at any other time may suggest that a job should be re-classified to a higher or lower pay grade.

Normally, consistent data obtained for two periods over a span of eighteen to twenty-four months are required to confirm such a trend and justify re-classification. This may occur as the job responsibilities evolve over time. Section "G" above would apply to re-classification of a job to a lower pay grade. For an employee whose position was re-classified to a higher pay grade, the employee's pay would be adjusted in the pay range closest to but no less than his/her current pay rate. Significant changes in job responsibilities within a short time period will normally be treated as a promotion.

EXHIBIT 1
The Town of Ashland City Job Description Format

JOB DESCRIPTION

Town of Ashland City
(Department)
(Location)

CLASSIFICATION TITLE:	(Job Title)
DEPARTMENT:	(Department)
REVISION DATE:	(Last date of Council Approval)
REPORTS TO:	(Department Head's Title)
EMPLOYMENT STATUS:	(Full-time or Part-time)
FLSA STATUS:	(Exempt or Non-exempt)
PAY RANGE:	(Pay Grade)

JOB SUMMARY

(A brief one or two sentence description of the purpose of the job)

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Brief statements, in descending order of importance based on frequency and impact, of the essential job functions. Essential function are those:)

- (For which the position exists to perform ex: data entry operator job exists to operate computer keyboard to input data)
- (For which there are a limited number of other employees available to perform the function)
- (Highly specialized in nature requiring incumbents to be hired specifically because of the skill or ability to perform them)

QUALIFICATIONS

(Brief description of the following job requirements)

- (Education)
- (Experience)
- (Certificates, Licenses, Registrations which include time allowed to become certified)
- (Special Requirements)

REQUIRED KNOWLEDGE AND ABILITIES

(Brief description of required knowledge, skills, and abilities)

EQUIPMENT OPERATED

- (Computer, printer, various office machines (phone, calculator, copier, etc.))
- (software)
- (Microsoft Office Suites)
- (Cell phone)

WORKING CONDITIONS

- (Working conditions are in an office environment)
- (Working environment is office setting with some lifting of office supplies weighing up to 20lbs)
- (Located in a busy office, faced with constant interruptions)

USUAL PHYSICAL DEMANDS

(Brief description of requirements for lifting, walking, sitting, seeing, hearing, reaching, feeling, and talking

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Manager's Signature

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

____/____/____
Date

EXHIBIT II
Town of Ashland City
Pay Table

<u>Pay Grade</u>	<u>Job Title</u>	<u>Pay Range</u>	
		<u>Starting Salary</u>	<u>Highest Salary</u>
10	Public Utilites/Public Works Director	\$ 58,254.00	\$ 76,485.00
9	City Recorder Police Chief Parks Director Court Clerk	Fire Chief Public Works Director Water Superintendent	\$ 50,112.00 \$ 72,029.00
8	Building Official Deputy Fire Chief	Assistant Police Chief Court Clerk	\$ 45,393.00 \$ 59,614.00
7	Police Captain Assistant Fire Chief	Building Inspector Senior Center Director	\$ 40,186.00 \$ 57,800.00
6	Fire Captains Human Resources Manager	Fire Marshal	\$ 38,804.00 \$ 49,701.00
5	Police Detective Firefighter II. Police Sergeant	Chief Water Plant Operator Building & Codes Officer Lead Maintenance Worker	\$ 37,421.00 \$ 49,495.00
4	Mayor's Administrative Assistant	Police Corporal	\$ 35,742.00 \$ 47,696.00
3	Police Officer Firefighter I. Wasterwater Plant Chief Operator Water Plant Operator II.	Lead Accounting Clerk Mechanic	\$ 34,063.00 \$ 43,872.00
2	Maintenance Worker Parks Maintenance Supervisor Water Plant Operator I. Wasterwater Plant Operator Deputy Court Clerk	Accounting Clerk Police Clerk Administrative Assistant Lead Deputy Court Clerk Athletic Supervisor	\$ 31,065.00 \$ 41,428.00
1	Senior Activity Coordinator		\$ 14,143.00 \$ 36,895.00