

Finance Committee Work Group

Meeting May 7, 2019

Approved May 15, 2019

Present: Shawn Gillen, City Manager; Janice Elliott, HR Director; John Branigin, City Council Member; and Monty Parks, City Council Member

Meeting Notes:

This committee was formed by the Finance Committee to identify any issues with the current classification and compensation plan which stemmed from a Public Safety Committee focusing on competitive salary rates for public safety employees. Looking at these salaries prompted another concern that those employees with longevity seemed to have salaries closer to the minimum than the midpoint range. The Finance Committee Work Group was tasked with exploring and identifying any issues that need attention of the overall plan and to report back to the Finance Committee with their findings and make recommendations to correct.

The committee first wanted to understand our current structure in place.

There was discussion with the current Class and Compensation Plan adopted in 2015 and prepared by Evergreen Solutions.

During the discussion it was discovered that there was no mechanism in place for salary progression:

- COLA, time based, and performance based merit pay – annual performance review
- New Hires with prior related experience or education
- Promotions with moving the salary into the new pay grade
- Transfers to ensure salary equity within the new pay grade
- Adjustment of the Class and Compensation Plan by COLA

There was discussion about employees at the Midpoint range should be proficient in their job duties. Unfortunately in reviewing current salaries and time served in their position many are not at the Midpoint Range and possibly should be. There should be guidelines set up for salary progression.

At the next meeting, the group would like to review the ordinances that reference the Classification Plan, Pay and Recruitment and Selection of employees.

At the next meeting, Janice is to provide the work group with a copy of the personnel ordinances and any policies related to employee's compensation.

Next Meeting Scheduled for: Wednesday, May 15, 2018 at 1:30 pm in the TEMA Room in the Old School