

Compensation

POLICY STATEMENT

It is the policy of the City to pay salaries that are market equitable and reflect the duties and responsibilities of the position.

GUIDELINES

1. Compensation Plan

The Human Resources Director is responsible for the development and maintenance of the compensation plan.

The compensation plan is comprised of a series of pay ranges that identifies minimum and maximum pay rates for job classifications. Human Resources then assigns each job at the City to a pay range based on external market data, or internal equity when market data is unavailable.

External market data refers to the average rate paid for a comparable position in the appropriate recruiting market for that position.

Internal equity refers to the maintenance of proper relationships among and between jobs at the City, and takes into account knowledge required to perform the job, degree of difficulty and level of responsibility.

The Human Resources Director reviews the compensation plan annually and recommends changes to the City Manager.

2. Job Evaluation

Each job is evaluated by the Human Resources Department to determine the relative relationship of all regular City positions.

The process of job evaluation focuses on the general, shared characteristics of the job itself and not on any individual(s) occupying positions classified in the job. Factors considered in this process include, but are not limited to:

- Type of work, its difficulty, and responsibilities
- Levels of education, experience, skills, knowledge and abilities
- Similarity of pay.

The results of the evaluation are used to allocate positions into classifications for purposes of determining pay.

3. Classification Specifications

When a position is created, it is usually documented with a written position description and working title. This document is referred to as a classification specification.

The classification specification contains the unique set of duties, responsibilities, essential functions, required qualifications and reporting relationships that establish the position.

4. Classification Title

The classification title is the official title of the position. It is used in all official records and reports relating to the position.

A **working title** may be used if authorized by the Department Director and approved by the Human Resources Department. Recruitment advertising should use a working title along with the classification title.

5. Pay Rates

Employees are paid a pay rate within the pay range to which their positions are assigned.

Supervisors determine the appropriate in-grade pay rate for individual employees based upon a review of the employee's job-related knowledge, experience, and performance.

Generally, an employee's rate of pay is not less than the classification's entry pay rate, nor more than the top pay rate for the classification's salary range. However, in certain circumstances, the Human

Resources Director may approve retaining an employee's salary at his or her current rate, even if higher than the top rate for his or her new classification.

6. *Related Information*

- > Personnel Policy No. 2-6: Job Changes
- > Personnel Policy No. 3-1: Hours of Work
- > Personnel Policy No. 3-3: Salary Administration

Approved by: _____
City Manager HR Director

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