



Agenda Item Summary Sheet

Item No: **E-1**
Meeting Date: **June 16, 2021**

Item Title: Approval of Pay Plan Recommendations - effective July 1, 2021

Item Summary:

The Board has been working with Becky Veazey of the MAPS Group to develop a pay and classification study for the town. The Board discussed the goals of the study with Ms. Veazey in several work sessions. Based on input from the Board, pay ranges were adjusted 3% from the original study recommendations to advance the town's competitiveness in the market. Additionally, the Board has authorized a 2.6% cost of living adjustment for FY 22. Staff is requesting the Board approve the attached pay scale and pay grade classifications which reflect the aforementioned adjustments. It should be noted that some job titles have changed as recommended based on a revised description of job function. The study recommended three options to address compression and place employees in the appropriate point in the salary range. Based on prior feedback, Option III has been incorporated into the revised budget. A description of the options is attached.

Per the study, the revised budget increases the town's 401(K) contribution from two to three percent and no longer requires a match. A modification to the personnel policy is included later in the agenda to allow for this. The budget has also been revised to reflect an increase in life insurance from \$30K to 1x an employee's salary. A sheet is attached which shows benefit recommendations. Ms. Veazey also recommended a modification to the on-call time; staff needs more time to evaluate the cost of this. We anticipate bringing this back at a later date.

Finally, the MAPS Group has provided a draft Personnel Policy which is currently under review. This will take several months. In the meantime, several amendments to the Personnel Policy have been recommended and are included later in the agenda. These allow for the implementation of the pay portion of study recommendations until the larger personnel policy update can be completed.

Attached please find the following items for your consideration on June 16th:

- a. Implementation of Pay Plan Option III
- b. Pay Scale (with 2.6% COLA)
- c. Pay Grade Classifications
- d. Life insurance (1X salary)

Number of Attachments: 4

Specific Action Requested:

Request Board approval of attached Pay Plan items which reflect comments from Becky Veazey of The Maps Group, Board members, and staff.

Submitted By: Administrative Services

Date: June 10, 2021

Finance Officer Comment:

I will be available to discuss.

Signature: Amy Miller

Date: June 10, 2021



Town Attorney Comment:

N/A

Signature: John Leidy

Date: June 10, 2021

Town Manager Comment and/or Recommendation:

I concur with staff's request and will participate in the discussion.

Signature: Andy Garman

Date: June 10, 2021