

Pay Plan Adjustments

In response to the Council request to look at the lowest salaried positions in the Town Pay Plan I've added changes to the Maintenance Worker and Administrative Assistant salary ranges for your consideration and also added the position of Equipment Operator III. In making changes to the salary ranges in a pay plan it's important to consider both the comparative data from other municipalities and the relative salaries within our own pay plan.

In considering our own pay plan we want to know that the salary ranges reflect the relative duties, responsibilities, knowledge, skills, and other qualifications required of the positions. In considering comparative data we want to consider the population of the other communities, the size of their organization (the number and type of personnel, the budget, and the services offered), are they a beach community with its greatly increased seasonal population or not, and what are the particular duties and qualifications of the position in the other communities.

In addressing the three lowest salaried positions in the Town Pay Plan, which are the Maintenance I and Maintenance II positions in public works and the Administrative Assistant position in building inspections and planning, I propose to move all of them up one pay grade which increases the minimums and maximums by 5% as shown below:

	Minimum	Maximum
Maintenance I	23,760	35,640
Maintenance II	24,948	37,422
Administrative Assistant	26,195	39,293

To do more of an increase would alter the balance between these positions and the rest on the Pay Plan, which from a personnel management view would necessitate increasing the other minimums and maximums. See Article III, Section 4 of the Personnel Policy, and the attached Current Pay Plan and Proposed Pay Plan. According to NCLM data, the average minimum for Maintenance I for our size town is 21,623 and the average Maximum is 32,553; for Maintenance II the average minimum is 23,594 and the maximum is 35,242. As you can see from our current pay plan, our minimums and maximums are above the average.

In addition to this, I propose adding the Equipment Operator at Grade 5 and increasing the salary ranges only for positions between Grade 7 and Grade 14 inclusive by 2%, thereby not increasing the ranges of any of the highest salaried positions. (One of the maintenance workers has been doing work qualified for, and should be classified as, Equipment Operator. This position also would provide some advancement opportunity in public works.).

Generally, when upgrading positions such as moving Maintenance I up one grade, thereby increasing the range by 5%, it would result in those people currently employed in that position receiving a 5% increase in pay even if they are already above the minimum of the new range. See Article III, Section 11 of our Pay Plan. Basically, we are recognizing that those positions should have been salaried higher, and those currently in the positions, therefore, should receive the benefit of that acknowledgement. Not doing this also can result in salary compression whereby a new hire comes on at a salary (the new minimum) very nearly the same as someone who has been here for a couple of years, and that is unfair and can create a morale problem.

If we do this for the five employees in the Maintenance and Administrative positions, it would cost an additional \$7,276 in the FY12 Budget. (plus \$1,788 for FICA, 401k, and retirement matches.).