

RESOLUTION #19-18:

A RESOLUTION AMENDING THE POLICY ON ADMINISTRATION OF THE POSITION CLASSIFICATION AND PAY PLAN FOR THE VILLAGE OF PINEHURST.

WHEREAS, the Village Council of Pinehurst, North Carolina, adopted the Policy on Administration of the Position Classification and Pay Plan on November 17, 2009; and

WHEREAS, the Village Council of Pinehurst, North Carolina, amended the Policy on Administration of the Position Classification and Pay Plan on July 1, 2019; and

WHEREAS, changes in the organization infrastructure and guiding policies and procedures must be made as personnel needs of the Village change;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 10th day of September, 2019 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective September 10, 2019; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the Position Classification and Pay Plan for the Village of Pinehurst is hereby amended to include the Engineering Technician position and eliminate the Infrastructure Superintendent; said Pay Plan attached hereto as part of Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 10th day of September, 2019.



Attest:

Beth Dunn

Beth Dunn, Village Clerk

VILLAGE OF PINEHURST

VILLAGE COUNCIL

By: *Nancy Roy Fiorillo*
Nancy Roy Fiorillo, Mayor

Approved as to Form:

Michael J. Newman

Michael J. Newman, Village Attorney

Village of Pinehurst
Position Classification and Pay Plan
FY 2019-2020

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	9		24,557	30,697	36,836
	10	Maintenance Worker	25,785	32,231	38,677
	11	Maintenance Worker, CDL	27,074	33,843	40,611
	12		28,428	35,535	42,642
	13	Grounds Specialist Solid Waste Equipment Operator Track Specialist Welcome Center Coordinator	29,849	37,312	44,774
	14	Assistant Grounds Crew Leader Assistant Infrastructure Crew Leader Customer Service Representative Grounds Specialist II Telecommunications Specialist I Track Crew Leader	31,342	39,177	47,012
	15	Administrative Assistant Events Assistant Human Resources Assistant Telecommunications Specialist II	32,909	41,136	49,363
	16	Administrative Specialist Assistant Solid Waste Superintendent Buildings and Grounds Crew Leader Firefighter Fleet Service Technician I Grounds Maintenance Crew Leader Maintenance Technician	34,554	43,193	51,831
	17	Financial Services Technician Fleet Service Technician II Street Maintenance Crew Leader	36,282	45,352	54,423
	18	Administrative Coordinator Fair Barn Coordinator Fire and Life Safety Educator IT Technician Planning and Zoning Specialist Police Officer Senior Firefighter	38,096	47,620	57,144
E	19	Master Firefighter Senior Police Officer Track Superintendent	40,001	50,001	60,001
	20	Athletic Coordinator Code Compliance Specialist Master Police Officer Police Investigator Program Coordinator Special Events Coordinator	42,001	52,501	63,001

E=Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)

5%=Spread between grades

50%=Spread within the grade

2.4%=Grade adjustment from previous year

Village of Pinehurst
Position Classification and Pay Plan
FY 2019-2020

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	21	Engineering Technician	44,101	55,126	66,151
E E E E	22	Building Inspector-Level I Buildings and Grounds Superintendent Communications Specialist Fire Captain Human Resources Generalist Planner Police Sergeant	46,306	57,882	69,459
E	23	Building Inspector- Level II Information Technology Systems Specialist Solid Waste Superintendent	48,621	60,777	72,932
E E	24	Battalion Chief Building Inspector-Level III Detective Lieutenant Infrastructure Superintendent Police Lieutenant Senior Planner Village Clerk	51,052	63,815	76,578
E E E E E E	25	Assistant Financial Services Director Assistant Public Services Director GIS Analyst IT Business Analyst Network Administrator Principal Planner	53,605	67,006	80,407
E E	26	Building Code Official Deputy Fire Chief Police Captain	56,285	70,357	84,428
E	27	Fleet Maintenance Director	59,099	73,874	88,649
E	28	Deputy Police Chief	62,054	77,568	93,081
	29		65,157	81,447	97,736
E	30	Organizational Performance Director	68,415	85,518	102,622
E E E E	31	Fire Chief Human Resources Director Parks and Recreation Director Planning and Inspections Director	71,836	89,794	107,753
E E E E	32	Chief Information Officer Public Services and Engineering Director Financial Services Director Police Chief	75,427	94,284	113,141
	33		79,199	98,998	118,798
E E	34	Assistant Village Manager for Administration Assistant Village Manager for Operations	83,159	103,948	124,738


E=Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)

5%=Spread between grades

50%=Spread within the grade

2.4%=Grade adjustment from previous year

ATTACHMENT A

	VILLAGE OF PINEHURST STANDARD POLICY	
SUBJECT:	Policy on Administration of the Position Classification and Pay Plan	Effective Date: 11/17/2009
Department:	Human Resources	Policy No.: HR-416
Prepared by:	Human Resources	Revised: 79 /10/2019
Approved by:	Jeffrey Sanborn and Village Council	# of Pages: 5

PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:

The Position Classification and Pay Plan (attached as Exhibit A) is aimed at providing a complete inventory of all authorized positions in the Village service and an accurate description and specification for each class of employment. The Plan standardizes job titles, each of which is indicative of a range of duties and responsibilities.

The Plan also includes the basic salary ranges for each regular full-time and part-time position approved by Council. These ranges are market-based pay grades consisting of minimum, mid-point and maximum pay rates.

GENERAL PROVISIONS OF THE PLAN:

Administration and Maintenance

The Village Manager, assisted by the Human Resources Director, is responsible for the administration and maintenance of the Plan. The Human Resources Director should periodically review portions of the Plan and recommend appropriate changes to the Village Manager. All employees covered by the Plan should be paid at a rate listed within the salary range established for the respective position.

The Plan is intended to provide equitable compensation for all employees, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the impacts of inflation, the financial conditions of the Village, and other factors. The Human Resources Director will be responsible for making comparative studies of all factors affecting the level of salary ranges and for recommending changes to the Village Manager. The Human Resources Director will also conduct a competitive and comparative salary study for each position at least every three years. Any changes increasing or decreasing the assigned salary grade for a position, must be approved by Village Council. Any changes modifying the salary ranges in the Plan must also be approved by Village Council.

Starting Salaries

As a general rule, applicants who are in positions approved in the Plan shall be employed within the salary range for that particular position classification.

Merit Pay

Merit increases will be based on employee performance from July 1st through June 30th and will be effective October 1st for all eligible employees. Merit increases will range from zero to three percent, with three percent being reserved for truly extraordinary performance. Employees will receive a performance review, with no salary adjustment, after six months in a new position and then annually thereafter immediately following the end of the fiscal year. Employees hired between July and December are eligible for a performance-based, prorated merit increase the following October. Employees hired between January 1st and June 30th will be eligible for a prorated merit increase, based on the budgeted merit percentage, in the year hired. Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related reasons and other factors. All performance reviews are based on an employee's demonstration of the Village's core values and the behavioral and technical competencies listed in their position description as well as the completion of goals. Employees in supervisory roles are also evaluated on leadership attributes. Guidelines for determining performance levels and performance pay increases or other performance-related movement within the pay grade may be established in procedures approved by the Village Manager. The merit increase range is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

Lump Sum Payment

Employees who are at the maximum of the salary range for their position classification may be eligible for a lump sum payment at performance evaluation time. Lump sum payments are awarded based on the employee's performance and will also be between zero and three percent. Lump sum payments do not become part of base pay. The lump sum payment range will be the same as the merit increase range and is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

Cost of Living Adjustments (COLA)

Each year, the position classification and pay plan grades may be adjusted by the annual average consumer price index percentage change for the prior calendar year. Adjustments to pay grades will be effective July 1st.

Employees, including the Village Manager, may also receive a cost of living adjustment (COLA) based on the annual average consumer price index percentage for the prior calendar year. Employees hired by December 31st will be eligible for the cost of living adjustment. The COLA will be effective the following July 1st.

Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions – When an employee is promoted, the employee's salary may be increased. The purpose of the promotion pay increase is to recognize and compensate the employee for taking

on increased responsibility. The amount of the pay increase depends on performance, degree of increased responsibility, time since the last salary adjustment, budget and other factors.

Demotions – When an employee is demoted, the salary normally should be set at the rate in the lower pay range, which provides a minimal decrease in pay if action is not the result of corrective action. If the current salary is within the new range, the employee’s salary may be retained at the previous rate. If the demotion is the result of corrective action, the salary may be decreased.

Transfers – The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary grade should not be changed by the reassignment. However, employees transferred to a position in a lower salary grade may receive a decrease in pay.

Reclassifications – An employee whose position is reclassified to a position having a higher salary grade may receive a pay increase if the employee’s current pay rate is less than the midpoint of the new salary grade.

Transition to a New Salary Grade

If the position is reclassified to a higher salary grade and employees in that position earn salaries below the midpoint of the higher salary grade, employees in that position may receive a 5% increase for each grade up to 10% or the midpoint of the new salary grade whichever is lower. There may be exceptions if the changes in the job responsibilities are significant enough to warrant a greater increase or the employee’s salary remains below the minimum of the new grade after the 10% adjustment. These increases may be offset by cost of living adjustments, if any, which will be applied first.

Employees whose salaries are above the midpoint of the new grade would not receive a salary increase if the grade change was based only on prevailing labor market rates. If the position reclassification is due to an increase and change in responsibilities, the Village Manager may grant a salary increase and document the reasons for this increase.

The Village Manager may delay implementation of a pay increase for any employee who has recently documented corrective actions and who is not currently meeting all job requirements until such time the employee is fully meeting all job requirements. Otherwise, all employees will be treated consistently in the implementation.

Regardless of the position in the new salary grade, employees who have been hired or promoted to a position within the past year are not automatically eligible for salary increases due to changes in position reclassifications.

If the position is reclassified to a lower salary grade, the employee’s salary should remain the same. If the employee’s salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee’s salary.

Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of that pay period or at such specific date as may be established pursuant to procedures approved by the Village Manager. Salary adjustments recommended as a result of the annual salary study are effective July 1st once approved by council.

Payroll Deduction

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made up on the request of the employee on determination by the Village Manager as to capability of payroll equipment and appropriateness of the deduction.

Composition of the Plan

The Plan should consist of:

- a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the range of pay under similar working conditions;
- b) class titles descriptive of the work of the class; and
- c) the appropriate pay grade associated with the position.

Use of the Plan

Class specifications should be descriptive of the type and scope of work performed. The Plan is to be used:

- a) as a guide in recruiting and examining applicants for employment;
- b) in determining lines of promotion and developing employee training programs; and
- c) in determining salary to be paid for various types of work;

Authorization of the Plan

The Plan shall be approved by the Village Council and should be maintained on file with the Human Resources Director. Copies will be available to all Village employees for review. New positions shall be established upon recommendation of the Village Manager and approval of the Village Council, after which the Human Resources Director is responsible for either allocating the new position into the appropriate existing class, or revising the Plan to establish a new class to which the position may be allocated. The Village Manager may approve changes to existing positions that do not require a change in pay grade or a change in title.

Request for Reclassification

Department Heads may request that a position be reclassified into a different class or pay grade. Upon receipt of such request, the Human Resources Director may study the request, determine the merit of reclassification and if merited, recommend a reclassification and a new pay grade to the Village Manager. Modified positions also may be evaluated for proper position classification. To assist the Village on this review process, Department Heads are expected to:

- a) be familiar with the Position Classification and Pay Plan;

- b) make sure they are informed about the job duties performed by each employee under their supervision;
- c) advise the Human Resources Director of any permanent changes in job duties;
- d) make recommendations for changes in position classifications. These recommendations should be based on significant changes in the duties associated with a position and/or in the structure of a department that will continue to exist on a long-term basis.

The Village Manager is responsible for approving any classification study and/or reclassification. The Village may contact outside consultants and other sources to assist in any reclassification decision.

Department Heads are responsible for reviewing positions annually as part of the budget process. Such review shall be to determine the most accurate classifications and the most equitable, effective, and efficient use of human resources.

Approved by:

Jeffrey Sanborn, Village Manager 89/1310/2019
Date

#19-1518
Village Council, Resolution 89/1310/2019
Date