



**VILLAGE OF PINEHURST**

**STANDARD POLICY**

SUBJECT:	<b>Position Classification and Pay Plan Policy</b>	Effective Date:	11/17/2009
Department:	Human Resources	Policy No.:	HR-416
Prepared by:	Human Resources	Revised:	7/1/2024
Approved by:	Village Council	# of Pages:	5

**PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:**

The Position Classification and Pay Plans (Attachments B and C) 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 regular part-time position approved by Council. These ranges are market-based pay grades consisting of minimum, mid-point and maximum pay rates. The Plan also includes basic salary ranges for seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week. These ranges have minimum 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 annually review portions of the Plan and recommend appropriate changes to the Village Manager. All employees covered by the Plan must 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 condition 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 or the title 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

Applicants who are in positions approved in the Plan shall be employed within the salary range for that position classification.

### Financial Incentives

The Village Manager has the authority to approve certain financial incentives in order to recruit qualified candidates for certain positions. Moving expenses may be reimbursed to newly hired employees who are relocating to the Pinehurst area. Reimbursement amounts will depend on the position and the relocation distance. An automobile allowance may also be offered for certain positions in lieu of an assigned Village vehicle.

### Merit Pay

Merit increases will be based on employee performance from July 1<sup>st</sup> through June 30<sup>th</sup> and will be effective October 1<sup>st</sup> 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 1<sup>st</sup> and December 31<sup>st</sup> are eligible for a performance-based, prorated merit increase the following October. Employees hired between January 1<sup>st</sup> and June 30<sup>th</sup> will be eligible for a pro-rated 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.

Seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week, but at least 520 hours in the fiscal year, are also eligible for a merit increase. These employees will be evaluated on their job knowledge, demonstration of the Village's core values and other factors. Merit increases will also be prorated based on hire date as listed above.

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 1<sup>st</sup>.

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 who work less than 20 hours per week will be eligible for COLA. Returning camp staff will be eligible for COLA at the start of camp unless an internal equity-based increase exceeds COLA amount. Recreation instructors are not eligible for COLA.

Beginning in FY24, employees hired during the fiscal year will receive a pro-rated cost-of-living adjustment, if approved, at the beginning of the next fiscal year based on their hire date. The COLA will be effective July 1<sup>st</sup> of the new fiscal year. COLA will be applied before any other pay adjustments.

#### Salary Effect of Promotions, Demotions, Transfers, Interim Assignments and Reclassifications

**Promotions** – When an employee is promoted, the employee's salary will be negotiated within the new grade. The amount of the pay increase depends on performance, degree of increased responsibility, time since the last salary adjustment, budget, and other factors. Promoted employees are still eligible for a performance-based merit increase the following October; however, the merit increase will be prorated from the promotion date.

**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 reassignment. However, employees transferred to a position in a lower salary grade may receive a decrease in pay.

**Interim Assignments** – If an employee accepts an interim assignment for a higher-level position that is temporarily vacant, the employee may receive a 5% increase for each grade up to 10% or minimum of the pay grade, whichever is higher. The interim assignment must be at least four consecutive weeks. Once the interim assignment ends, the employee's pay will revert to the pay established before the interim assignment.

Reclassifications – If a position is reclassified to a higher salary grade, employees in that position may receive a 5% increase for each grade up to 10%. 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 any adjustment.

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 because of the annual salary study are effective July 1<sup>st</sup> once approved by council. Salary adjustments based on any off-cycle pay and classification plan changes will be effective as directed by Village Council.

#### Payroll Deduction

Deductions shall be made from each employee’s salary, as required by law. Additional deductions may be made upon 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 level of 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 will 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 based on significant and permanent changes in the level of duties, responsibilities, and/or authorities. Upon receipt of such request, the Human Resources Director will 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 Council is responsible for approving any recommended reclassifications. The Village may contact outside consultants and other sources to assist in any reclassification decision.

Approved by   
\_\_\_\_\_  
Patrick Pizzella, Mayor

7/9/2024  
Date

24-26  
\_\_\_\_\_  
Village Council, Resolution

7/9/2024  
Date

Village of Pinehurst  
Position Classification and Pay Plan  
FY 2024-2025

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	12	Streets & Grounds Maintenance Worker I	34,480	43,100	51,720
	13	Parks Maintenance Specialist I Streets & Grounds Maintenance Worker II Track Specialist Welcome Center Coordinator	36,204	45,255	54,306
	14	Customer Service Representative Fleet Service Apprentice Parks Maintenance Specialist II Solid Waste Equipment Operator Track Crew Leader	38,015	47,519	57,023
	15	Administrative Assistant Firefighter Trainee Grounds Maintenance Crew Leader Library and Archives Associate Street Maintenance Crew Leader Telecommunications Specialist I	39,916	49,895	59,874
	16	Administrative Specialist Assistant Solid Waste Superintendent Events Assistant Firefighter (Non-EMT, Reserve) Fleet Service Technician I Facilities Maintenance Technician Recreation Assistant Telecommunications Specialist II	41,912	52,390	62,868
	17	Administrative and Data Coordinator Financial Services Technician Firefighter EMT (2nd Class, 1st Class) Fleet Service Technician II Human Resources Technician	44,008	55,010	66,012
E	18	Code Compliance Technician Grounds Maintenance Supervisor IT Technician Library Services and Archives Supervisor Parks Maintenance Supervisor Police Cadet Senior Fleet Service Technician	46,208	57,760	69,312
E	19	Administrative and Telecommunications Coordinator Fair Barn Coordinator Fire and Life Safety Educator Planning and Zoning Specialist Senior Firefighter (Fire Engineer) Street Maintenance Supervisor Track Superintendent	48,518	60,648	72,777
	20	Athletic Coordinator Fire Lieutenant Police Officer Recreation Programs Coordinator Special Events Coordinator	50,944	63,680	76,416
	21	Code Compliance Specialist Engineering Technician Senior Police Officer	53,491	66,864	80,237

E=Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)  
4.1%=Grade adjustment from previous year

5%=Spread between grades  
50%=Spread within the grade

Village of Pinehurst  
Position Classification and Pay Plan  
FY 2024-2025

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E E	22	Building Inspector-Level I Financial Services Supervisor Master Police Officer Planner Stormwater Technician	56,166	70,208	84,249
E E E E	23	Assistant Fire Marshal Building Inspector-Level II Communications Specialist Fire Captain (Senior Fire Captain) Fleet Maintenance Superintendent Human Resources Generalist Information Technology Systems Specialist Police Sergeant Solid Waste Superintendent	58,974	73,718	88,461
E E E	24	Building Inspector-Level III Detective Lieutenant Police Lieutenant Recreation Superintendent Senior Planner Transportation Planner Village Clerk	61,923	77,404	92,885
E E E E E E	25	Assistant Financial Services Director Assistant Public Services Director Battalion Chief Buildings and Grounds Superintendent GIS Analyst IT Business Analyst Principal Planner	65,019	81,274	97,529
E E E	26	Building Code Official IT Infrastructure Administrator Planning Supervisor Police Captain	68,270	85,338	102,405
E	27	Deputy Fire Chief	71,684	89,605	107,526
E	28	Library Services and Archives Director	75,268	94,085	112,902
E	29	Deputy Police Chief	79,031	98,789	118,547
E	30	Organizational Performance Director	82,983	103,729	124,475
E E	31	Human Resources Director Parks and Recreation Director	87,132	108,915	130,698
E E E E E	32	Chief Information Officer Fire Chief Public Services and Engineering Director Financial Services Director Planning and Inspections Director	91,489	114,362	137,234
E	33	Police Chief	96,063	120,079	144,095
	34		100,866	126,083	151,299
E E	35	Assistant Village Manager for Administration Assistant Village Manager for Operations	105,909	132,387	158,864

Police Investigator—Title could include grades 20-23. Contingent on the rank of officer assigned.

Position Classification and Pay Plan (Seasonal, On-Call, Reserve, and Other PT Positions)

FY 2024-2025

<b>GRADE</b>	<b>POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
11P	Facility Supervisor (Recreation)	\$12.00	\$18.00
12P	Camp Counselor	\$12.00	\$18.00
13P	Event Maintenance Staff Fair Barn Facility Crew	\$15.00	\$22.50
14P	Reserve Firefighter, Non-EMT	\$15.20	\$22.80
15P	Reserve Firefighter EMT	\$15.97	\$23.96
16P	Camp Supervisor	\$16.00	\$24.00
17P	Fair Barn Assistant	\$16.50	\$24.75
18P	Staffing Pool	\$18.25	\$27.38
19P	On-Call Telecommunications Specialist	\$19.19	\$28.79
20P	Fire Inspector Reserve Police Officer	\$23.33	\$35.00
30P	Recreation Program Instructors*	\$30.00	\$45.00

\*Grade 30P no annual COLA adjustment  
All Positions are Non-Exempt

50%=Spread within the grade