

RESOLUTION #16-21:

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

THAT 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 14, 2015; 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 26th day of July 2016 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective July 1, 2016; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the pay ranges in the Position Classification and Pay Plan for the Village of Pinehurst are hereby amended by 1 percent; 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 26th day of July, 2016.



VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: Nancy Roy Fiorillo
Nancy Roy Fiorillo, Mayor

Attest:

Lauren M. Craig
Lauren M. Craig, Village Clerk

Approved as to Form:

Michael J. Newman
Michael J. Newman, Village Attorney



DISCUSS AND CONSIDER CHANGES TO THE POSITION CLASSIFICATION AND PAY PLAN.

ADDITIONAL AGENDA DETAILS:

FROM:

Angie Kantor

CC:

Jeff Sanborn

DATE OF MEMO:

7/20/2016

MEMO DETAILS:

One goal of the Human Resources Department is to ensure Village employees are paid competitively and fairly according to their job responsibilities, performance and service. In order to achieve this goal, we evaluate at least 33% of Village positions each year. We use market data from the NCLM Salary Survey and comparable towns not in the survey and compare the selected positions to our peer group.

This year we selected 27 positions (37%) to evaluate and we matched those positions to the same or similar positions for our peer group. To determine if the pay is competitive and fair, we consider any differences that may exist such as job responsibilities or tenure. Based on the information collected and reviewed, we are recommending the following changes be made:

- Increase the pay ranges by 1 % based on the Consumer Price Index (CPI) through June 2016, pay scale movement from comparable towns, and financial resources available to the Village. With this movement, salaries for approximately 17 employees will need to be adjusted. The adjustments are being made to groups of employees in the same classifications in order to bring employees' pay rates within the range and to prevent compression.
- Move Customer Service Representative from pay grade 12 to pay grade 13. This is more appropriate for the position and more in line with our peers.
- Reclassify one Customer Service Representative to an Administrative Assistant in pay grade 15. This change was approved in the FY 2016-2017 Strategic Operating Plan based on the Administration restructuring recommendation.
- Rename Telecommunications Specialist to Telecommunications Specialist I in pay grade 14 and add Telecommunications Specialist II to pay grade 15. The level II position was approved in the FY 2016-2017 Strategic Operating Plan based on the Police restructuring recommendation.
- Add a Welcome Center Coordinator position to pay grade 15. This part-time position was approved in the FY 2016-2017 Strategic Operating Plan.
- Reclassify the Administrative Assistant in the Police Department to Administrative Coordinator and add to pay grade 16. This change was approved in the FY 2016-2017 Strategic Operating Plan based on the Police restructuring recommendation.
- Rename Fleet Service Technician to Fleet Service Technician I in pay grade 16 and add Fleet Service Technician II to pay grade 17. This change provides opportunities for advancement only and is **not** an addition to headcount.
- Move Financial Services Technician from pay grade 16 to pay grade 17. This is more appropriate for the position and more in line with our peers.
- Move Information Technology Technician (IT Technician) from pay grade 15 to pay grade 18.

Responsibilities for this position have increased and are more technically complex since the previous evaluation. The new pay grade is more in line with our peers.

- Move Master Firefighter from pay grade 18 to pay grade 19. This is consistent with similarly situated positions and more in line with our peers.
- Add Police Investigator to pay grade 20. This position was approved in the FY 2016-2017 Strategic Operating Plan based on the Police restructuring recommendation.
- Reclassify the Administrative Coordinator in Administration to Communications Specialist and add to pay grade 21. This position was approved in the FY 2016-2017 Strategic Operating Plan based on the Administration restructuring recommendation.
- Rename Captain to Fire Captain in pay grade 22. This change is needed to delineate between Fire Captain and Police Captain positions.
- Move Village Clerk from pay grade 23 to pay grade 24. Responsibilities for this position have increased, specifically, supervision of the Customer Service Representative and Administrative Assistant for Administration has been added.
- Add Police Captain to pay grade 25. This position was approved in the FY 2016-2017 Strategic Operating Plan based on the Police restructuring recommendation.
- Move Fire Chief from pay grade 30 to pay grade 31. This is more appropriate for the position and more in line with our peers.
- Move Financial Services Director from pay grade 30 to pay grade 32. This is more appropriate for the position and more in line with our peers.

I have attached the Resolution that will amend the Policy on the Administration of the Position Classification and Pay Plan based on the recommendations above. I have also attached the policy which contains the FY 2016-2017 Position Classification and Pay Plan table for approval. Let me know if you have any questions. Thank you for your consideration.

ATTACHMENTS:

Description

- ☐ Resolution #16-21 Position Classification and Pay Plan
- ☐ Attachment A: Policy on the Administration of the Position Classification and Pay Plan
- ☐ Position Classification and Pay Plan

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VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor


Attest:

Approved as to Form:

Lauren M. Craig, Village Clerk

Michael J. Newman, Village Attorney

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: 7/26/2016
Approved by:	Jeffrey Sanborn and The 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. From time to time 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. 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.

Introductory Period

Employees hired, promoted, or transferred into a new position shall receive a performance evaluation upon successful completion of the introductory period. New hires may be eligible for a salary adjustment at the end of the introductory period, but promoted or transferred employees will not be eligible for salary adjustment. Salary adjustments will be made in accordance with performance management guidelines.

Merit Pay

Employees will receive a performance review after the first six months in a new position and then on an annual basis thereafter. 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, customer service skills, and the behavioral and technical criteria listed in their position description. Employees will be evaluated based on how well they perform their job according to established criteria for technical and interpersonal skills. All considerations for merit increases are measured against a satisfactory or higher performance review. Guidelines for determining performance levels and performance pay increases or other performance-related movement within the range may be established in procedures approved by the Village Manager.

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 their regular performance evaluation time. Lump sum payments should be awarded based upon the performance of the employee as described in the performance evaluation and should be the same percentage of annual salary as employees within the salary range with the same performance level. Lump sum payments do not become part of base pay.

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 disciplinary 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 disciplinary 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 range 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 range may receive a pay increase if the employee’s current pay rate is less than the minimum of the new salary range.

If the position is reclassified to a lower pay range, 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.

Salary Effect of Salary Range Revisions

When a class of positions is assigned to a higher salary range, employees in that class may receive a pay increase if the employees’ current pay rates are less than the minimum of the new salary range. When a class of positions is assigned a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum established for the new class, the salary of that employee should be maintained at least at that level until such time as the employee’s salary range is increased above the employee’s current salary.

Transition to a New Salary Grade

The following principles are guidelines for the transition to a new salary grade:

- 1) No employee should receive a salary reduction as the result of the transition to a new salary grade.
- 2) All employees being paid at a rate lower than the minimum rate established for their respective classes may have their salaries increased.
- 3) All employees being paid at a rate above the maximum rate established for their respective classes should be at that maintained salary level until such time as the salary range is increased above the employee’s current 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.

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 upon request. 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.

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 shall 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 should 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

7/26/2016
Date

#16-21
Village Council, Resolution

7/26/2016
Date

VILLAGE OF PINEHURST
 POSITION CLASSIFICATION AND PAY PLAN
 FY 2016-2017

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	9		23,117	28,896	34,675
	10	Maintenance Worker	24,273	30,341	36,409
	11	Maintenance Worker, CDL	25,486	31,858	38,230
	12	Equipment Operator I	26,761	33,451	40,141
	13	Customer Service Representative Equipment Operator II Grounds Specialist Human Resources Assistant Solid Waste Equipment Operator Track Specialist	28,099	35,123	42,148
	14	Grounds Specialist II Telecommunications Specialist I	29,504	36,880	44,255
	15	Administrative Assistant Events Assistant Telecommunications Specialist II Welcome Center Coordinator	30,979	38,724	46,468
	16	Administrative Coordinator Firefighter Fleet Service Technician I Grounds Maintenance Crew Leader Maintenance Technician Planning Technician	32,528	40,660	48,792
E	17	Fair Barn Coordinator Financial Services Technician Fleet Service Technician II Street Maintenance Crew Leader	34,154	42,693	51,231
	18	Fire and Life Safety Educator IT Technician Police Officer Senior Firefighter	35,862	44,827	53,793
E E E E	19	Athletic Coordinator Code Enforcement Officer Master Firefighter Program Coordinator Senior Police Officer Special Events Coordinator Track Superintendent	37,655	47,069	56,482
	20	Master Police Officer Police Investigator	39,538	49,422	59,307
E	21	Communications Specialist Planner Sergeant	41,515	51,893	62,272

VILLAGE OF PINEHURST
POSITION CLASSIFICATION AND PAY PLAN
FY 2016-2017

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E	22	Buildings and Grounds Superintendent	43,590	54,488	65,385
E		Fire Captain			
E		Human Resources Generalist			
E	23	Information Technology Systems Specialist	45,770	57,212	68,655
E		Senior Planner			
E		Solid Waste Superintendent			
E	24	Battalion Chief	48,058	60,073	72,087
E		Building Inspector			
E		Detective			
E		Infrastructure Superintendent			
E		Lieutenant			
E		Village Clerk			
E	25	Assistant Financial Services Director	50,461	63,077	75,692
E		Assistant Public Services Director			
E		Building Code Official			
E		Police Captain			
E		IT Business Analyst			
E		Network Administrator			
E		Principal Planner			
E	26	Deputy Fire Chief	52,984	66,230	79,476
E	27	Deputy Police Chief	55,634	69,542	83,450
E		Fleet Maintenance Director			
	28		58,415	73,019	87,623
E	29	Parks and Recreation Director	61,336	76,670	92,004
E		Public Services Director			
E	30	Human Resources Director	64,403	80,503	96,604
E		Planning and Inspections Director			
E	31	Chief Information Officer	67,623	84,529	101,434
E		Fire Chief			
E		Police Chief			
E	32	Financial Services Director	71,004	88,755	106,506
	33		74,554	93,193	111,831
E	34	Assistant Village Manager for Administration	78,282	97,852	117,423
E		Assistant Village Manager for Operations			

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