

**RESOLUTION #18-34:**

**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 August 14, 2018; 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 11<sup>th</sup> day of December, 2018 as follows:

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

**THIS RESOLUTION** passed and adopted this 11th day of December, 2018.

(Municipal Seal)



VILLAGE OF PINEHURST

VILLAGE COUNCIL

By: Nancy Roy Fiorillo  
Nancy Roy Fiorillo, Mayor


Attest:

Beth Dunn  
Beth Dunn, Village Clerk

Approved as to Form:

Michael J. Newman  
Michael J. Newman, Village Attorney

## ATTACHMENT A

	<b>VILLAGE OF PINEHURST</b>	
	<b>STANDARD POLICY</b>	
<b>SUBJECT:</b>	<b>Policy on Administration of the Position Classification and Pay Plan</b>	Effective Date: 11/17/2009
Department:	Human Resources	Policy No.: HR-416
Prepared by:	Human Resources	Revised: <del>7/1/2018</del> <u>1/1/2019</u>
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 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 and December 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 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.

### 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.

### 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 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 June 30<sup>th</sup> December 31<sup>st</sup> will be eligible for the cost of living adjustment. The COLA will be effective the following July 1<sup>st</sup>.

### 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 1<sup>st</sup> 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:

_____	8/12/1411/2018
Jeffrey Sanborn, Village Manager	Date

#18-1834	8/12/1411/2018
Village Council, Resolution	Date

Village of Pinehurst  
Position Classification and Pay Plan  
FY 2018-2019

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	9		23,981	29,977	35,972
	10	Maintenance Worker	25,180	31,475	37,770
	11	Maintenance Worker, CDL	26,439	33,049	39,659
	12		27,761	34,702	41,642
	13	Customer Service Representative Grounds Specialist Human Resources Assistant Solid Waste Equipment Operator Track Specialist Welcome Center Coordinator	29,149	36,437	43,724
	14	Grounds Specialist II Telecommunications Specialist I	30,607	38,258	45,910
	15	Administrative Assistant Events Assistant Telecommunications Specialist II	32,137	40,171	48,205
	16	Firefighter Fleet Service Technician I Grounds Maintenance Crew Leader Maintenance Technician	33,744	42,180	50,616
E	17	Fair Barn Coordinator Financial Services Technician Fleet Service Technician II Street Maintenance Crew Leader	35,431	44,288	53,146
	18	Administrative Coordinator Fire and Life Safety Educator IT Technician Planning and Zoning Specialist Police Officer Senior Firefighter	37,202	46,503	55,804
E E E E	19	Athletic Coordinator Master Firefighter Program Coordinator Senior Police Officer Special Events Coordinator Track Superintendent	39,063	48,828	58,594
	20	Code Compliance Specialist Master Police Officer Police Investigator	41,016	51,269	61,523
	21	Communications Specialist	43,066	53,833	64,600
E E E	22	Buildings and Grounds Superintendent Fire Captain Human Resources Generalist Planner Police Sergeant	45,220	56,525	67,830

Village of Pinehurst  
Position Classification and Pay Plan  
FY 2018-2019

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E	23	Information Technology Systems Specialist Solid Waste Superintendent	47,481	59,351	71,221
E E	24	Battalion Chief Building Inspector Detective Lieutenant Infrastructure Superintendent Police Lieutenant Senior Planner Village Clerk	49,855	62,318	74,782
E E E E E	25	Assistant Financial Services Director Assistant Public Services Director IT Business Analyst Network Administrator Principal Planner	52,348	65,434	78,521
E E	26	Building Code Official Deputy Fire Chief Police Captain	54,965	68,706	82,447
E	27	Fleet Maintenance Director	57,713	72,142	86,570
E	28	Deputy Police Chief	60,599	75,748	90,898
	29		63,629	79,536	95,443
E E E E	30	Human Resources Director Parks and Recreation Director Performance Management Director Public Services Director	66,810	83,513	100,215
E E	31	Fire Chief Planning and Inspections Director	70,151	87,688	105,226
E E E	32	Chief Information Officer Financial Services Director Police Chief	73,658	92,073	110,487
	33		77,341	96,677	116,012
E E	34	Assistant Village Manager for Administration Assistant Village Manager for Operations	81,208	101,510	121,812

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

**5%** = Spread between grades

**50%** = Spread within the grade

**2.1%** = Grade adjustment from previous year