

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: January 10, 2023

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

Requested Motion

Motion to approve updates to the Town's Position Classification Plan and corresponding pay policies and Budget Ordinance Amendment 13.

Approval Recommended?

Yes

Item Details

Town's Position Classification Plan was presented and approved at the Joint Personnel and Finance Committee Meeting on September 27, 2022. There were four primary goals for the Town-wide compensation and classification study over the past year:

- 1 - address increased cost of living
- 2 - ensure our pay plan is competitive in the job market (compared to other employers)
- 3 - provide for a merit increase
- 4 - address internal salary compression

Since implementation in September, the Town has completed a final review of all classifications and salaries to ensure that all positions were appropriately classified and identify any remaining salary compression that may be present or unintentionally created with the implementation of the new pay plan. We have been able to address all four goals, and with approval, finalize the FY23 study.

Attached are the updated Personnel Policies, reflecting updated language from the position study/pay plan implementation, as well as a few administrative updates. Any language removed will have a strikethrough, and any added language will be in red font.

With Council's approval of this consent item, the Town's Authorized Positions list will be updated with titles and grades from the position study, as well as the addition of FTE hours for previous LSE positions that are now considered part-time, non-benefited positions, and 3 LSE positions going to part-time, benefited, and presented for approval at the following Council Meeting.

LSE Positions being re-titled to Part-time, Non-Benefited Positions:

- Finance Department - Mail Courier
- Inspections Department - Office Assistant
- Police Department - School Crossing Guards. Reserve Officers

LSE Positions transitioning to Part-time, Benefited Positions:

- Finance Department - 20 hour/week Utility Billing Clerk; 30 hour/week Accounting Specialist
- Parks, Recreation, and Cultural Resources - 30 hour/week Facility Attendant

Budget Amendment 13 appropriates fund balance from the 3 primary operating funds to cover the following personnel expenses:

Additional funds for pay plan implementation	\$486,000
Conversion of 3 LSE position to Part Time Benefited	\$100,000
Executive level recruitment expenses	\$95,000
Retirement payouts	\$145,000

Attachments

- Budget Ordinance Amendment 13
- Revised Personnel Policies

