



## MAPS GROUP – PAY STUDY PRESENTATION

### ***Options to Proceed:***

1. Approve the pay study plan recommendations for the \_\_\_% increase recommended in the MAPS Group salary study and instruct staff to prepare the necessary budget amendment reflecting the increase. The new rates effective October 1st
2. Table and take no action

*MAPS and Town Manager recommend 1/2% increase*

## SUMMARY

Ms. Cheryl Brown from the MAPS Group has spent the last several months interviewing staff and compiling job descriptions and pay information from surrounding jurisdictions (listed in Pay Plan Recommendations document). The methodology used for comparisons and calculations is outlined in their supporting documents. They evaluated the tasks that Boiling Springs employees perform and compared those to descriptions from other towns. Subsequently, she updated our job descriptions and then presented recommendations to bring those pay grades in line with comparable jurisdictions.

It's an important point to note that the recommendations presented are based on the tasks performed in the role and the pay is based on the same. *The new scale and any changes in pay to certain positions or departments are **not** based on the employee and their performance, they are based on the job and its functions.* The recommendations for employee salaries are adjusted to at least the hiring rate of the new range and at least to the minimum of the range if the employee has passed probation. In addition, employees are moved within the range based on a percentage per year of service in their current position.

MAPS has provided two recommendations. One is 1/2% per year of service and the other is 3/4% per year of service. Both MAPS and the Town Manager recommend 1/2% per year of service. The initial cost to implement these changes for one full year would be \$83,449. Making it effective on October 1<sup>st</sup> would impact the FY 22-23 budget by \$62,587. Boiling Springs has received our second tranche of ARPA funds which would cover this cost.

Ms. Brown and the MAPS Group continue to work on revisions to our Personnel Policy. Those updates will be presented in the coming months.

Additionally, and not within the scope of the MAPS Group, staff researched Council pay. The average annual cost for the Mayor, Mayor Pro Tem, and Councilmember positions for Towns our size was \$27,600. The current is \$8,400 annually. On a monthly basis, those rates were \$500 for the Mayor, \$400 for the Mayor Pro Tem and \$350 for Councilmembers. The current rates are \$200 for Mayor and \$100 for Council.



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## MATERIALS PROVIDED

- **MAPS Group**
  - **Position Summary Report**
  - **Pay Plan Recommendations**
  - **Grade/Salary Schedule**