

## **TOWN COUNCIL MEETING**

**Date: May 6, 2025**

### **Agenda Item Title: Adoption of Formal Employee Pay Plan**

#### **Recommendation:**

Staff recommends that the Town Council adopt the attached formal Employee Pay Plan, and authorize the Mayor to take all necessary administrative actions to implement the Pay Plan.

#### **Background:**

The Town of Century has historically operated without a formally adopted Employee Pay Plan. During the Town Council meeting on March 18, 2025, the Council directed staff to prepare a comprehensive Pay Plan that would establish clear salary ranges, structured step increases, and defined pay grades for all full-time Town employees.

The attached Employee Pay Plan provides a systematic framework for employee compensation, promoting fairness, transparency, and competitiveness in the Town's workforce.

#### **Key Features:**

- Establishes pay grades with minimum, midpoint, and maximum hourly wages
- Provides a structured seven-step system within each pay grade
- Defines FLSA (Fair Labor Standards Act) exempt and non-exempt positions
- Applies to all current and future full-time employees

#### **Fiscal Impact:**

Implementation of the Employee Pay Plan will impact the Town's operating budget for FY 2025-2026. Budget adjustments will be incorporated accordingly to fund salary adjustments.

#### **Attachment:**

- Resolution No. 2025-005
- Employee Pay Plan

#### **Action Requested:**

Adopt Resolution No. 2025-005 formally adopting the Employee Pay Plan and further authorize the Mayor to implement the plan effective October 1, 2025.