

# COLUMBUS

GEORGIA



**We do amazing.**

## Classification and Compensation Plan

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Pay Plan Summary

# Classification and Compensation Plan Overview

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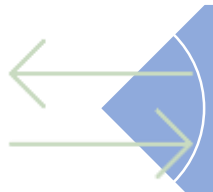
- The current UGA Pay Plan was implemented 16 years ago
- Individual positions have been reviewed and reclassified over the years
- The Pay Scale has been adjusted when the budget allowed and approved by Council
- Other pay adjustments for Public Safety include Pay Reform, Recruitment and Retention adjustments, enhanced sign-on bonuses

# Classification and Compensation Plan

## Key Goals and Objectives

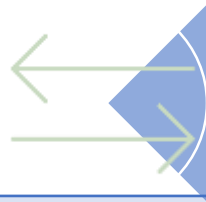
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- Address changes in City operations and staffing over past 16 years
- Address Pay Compression
- Consider \$15 an hour minimum wage for full time employees
- Ensure internal equity and external competitiveness
- Align salaries with the position - or assigned duties
- Address specialty pay and differential pay for specific positions



# Classification and Compensation Study Timeline – Plan Adoption

Date	Session	Agenda
January 11, 2022	Council Meeting	Approved purchasing contract for Pay Plan
February 22-28, 2022	Employees - Department Heads – Council	Orientation and Focus Group Sessions
March 2022	Employees and Department Heads	Job Assessment Tool (JAT) Surveys completed
May/June 2022	Pay Plan Updates Small Group Meetings with Council	High level briefing on Class & Comp Study
July 14, 2022	Evergreen Solutions Update Department Heads Teams Virtual Meeting	High-level briefing on Class & Comp Study
July 14, 2022	Evergreen Solutions Update Employees, Virtual Meeting	High-level briefing on Class & Comp Study
July 26, 2022	Council Meeting - Presentation by Evergreen Solutions	Presentation Class & Comp Study/Full Report & Recomm.
July 27-28-29, 2022	Evergreen Solutions Scheduled Meetings with each Department Head Briefing Session – Receive Comments and Feedback	Share recommendations for each employee position Department Heads to review and share information with their employees
August 3-4, 2022	Evergreen Solutions Follow up scheduled Meetings with Department Heads as requested	Review comments, feedback, questions
August 2, 2022	Evergreen Solutions Update to Chamber of Commerce Private Sector Business Community	Presentation on Class & Comp Study Full Report and Recommendations
August 9, 2022	Council Meeting	
August 22, 2022	Departments received Final Recommendations from Evergreen	Spreadsheets for each department distributed
<b>August 23, 2022</b>	<b>Council Meeting</b>	<b>1<sup>st</sup> Reading Continued</b> Class & Comp Report, Pay Plan Ordinance
<b>August 30, 2022</b>	<b>Council Meeting</b>	<b>1<sup>st</sup> Reading</b> Class & Comp Report, Pay Plan Ordinance
<b>September 13, 2022</b>	<b>Council Meeting</b>	<b>2<sup>nd</sup> Reading</b> , Council vote Adopt and Implement Pay Plan



## Classification and Compensation Study Timeline – Plan Implementation

<b>October – December 2022</b>	<b>Human Resources – Finance – Information Technology Departments</b>
	Evergreen Solutions – Recommendations and guidelines for administration and maintenance of Plan
	Training on tools for Staff on the new system
	Training on tools for Staff to conduct audits/adjustments (JobForce Manager)
	Develop and update existing class descriptions/specifications, ensure ADA, FLSA, EEO, etc. compliance. Revise job descriptions based on JAT process
	New listing of the allocation of job classes to salary range assignments
	Update all employee records
	Develop new pay charts
<b>4<sup>th</sup> Quarter - TBD</b>	Employees receive first paycheck in new class and comp plan

# Pay Plan Ordinance Summary

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- **Adoption of a new Classification and Compensation Plan and Repeal of Conflicting Ordinances**
- **Amendments to Ordinance No. 22-107, the Operating Budget for the Fiscal Year ending June 30, 2023**
- **All fulltime classified CCG employees shall receive an annual increase of at least one-step in grade as approved by Council during the budget review process beginning FY24**
- **A Sign on Bonus of \$5,000 for Public Safety Departments spread over two-year period – Replaces current \$2,000 sign on bonus. Includes Police, Sheriff, Fire/EMS, and MCP**
- **Repeal \$6,000 Retention Bonus for Public Safety. Sunsets with implementation of Classification and Compensation Plan**
- **Repeal Pay Reform for all Public Safety Departments**
- **Public Safety sworn personnel receive a one-step increase on their milestone anniversary, 3, 5, 7, 10, 15, 20, 25, 30 years of service. (Extend milestone years to 35 years of service.)**
- **Promotion process for Public Safety and General Government to be similar to current promotion process**
- **Demotion process added**
- **Career Ladders continue in the new ordinance**
- **Education Incentives for current Public Safety employees remain in place. Education Incentives for new hire PS employees effective with the new pay plan – Associates Degree \$1250; Bachelors Degree \$2500; no incentive for Masters Degree**

# Pay Plan Ordinance

## What's not in the Ordinance

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- **Differential Pay and Specialty Pay**
  - **Departments may develop proposals for Differential Pay and Specialty Pay**
  - **Submit proposal during the budget review process**
- **Add: OLOST Supplement to bring Sheriff Employees pay to match CPD Employees pay**

# Request for Correction Process

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- **Correction Process may include:**
  - Employee Date of Hire is incorrect
  - Employee last Class Date is incorrect
  - Employee's job title or position title is incorrect
- **Correction Process may not include:**
  - Employee's Pay Grade
  - Employee's Pay Rate
  - Comparison of one position versus another position
- **How to submit a Request for Correction**
  - Utilize Chain of Command
    - Employee submits request to Department Head
    - Department Head submits request to Evergreen Solutions and Human Resources Dept.
    - Evergreen Solutions and Human Resources submits request to City Manager
    - Written response provided at each stage of Request for Correction



# Average Pay Adjustments

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Current Pay Grades	Average Increase	PS	GG
G6 - G13	19.6%	20.2%	18.9%
G14 - G21	12.2%	10.1%	14.3%
G22 - G29	8.7%	8.6%	8.7%