

COLUMBUS

GEORGIA



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Classification and Compensation Plan

Pay Plan Summary

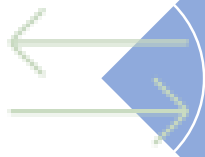
Classification and Compensation Plan Overview

- 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

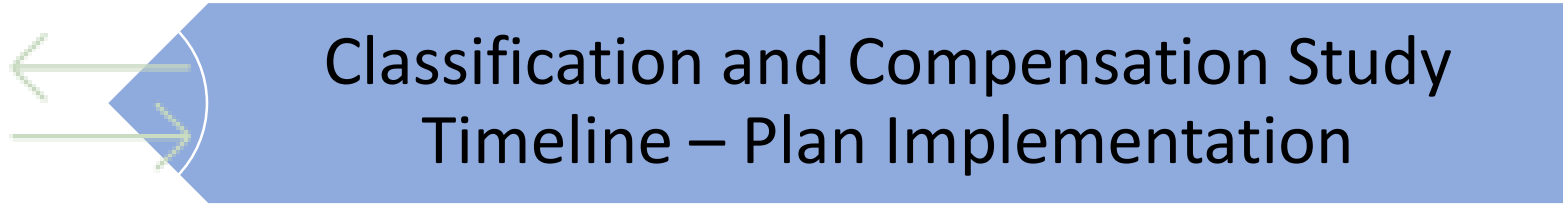
Key Goals and Objectives

- 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 Teams Virtual Meeting	High-level briefing on Class & Comp Study
July 26, 2022	Council Meeting - Presentation by Evergreen Solutions	Presentation on Class & Comp Study Full Report and Recommendations
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
August 23, 2022	Council Meeting	1st Reading Class & Comp Report, Pay Plan Ordinance
August 30, 2022	Council Meeting	2nd Reading Council vote Adopt and Implement Class & Comp Pay Plan Ordinance



**Classification and Compensation Study
Timeline – Plan Implementation**

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

Pay Plan Ordinance Summary

- **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

- **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**

Implementation Cost Adjustment

- A 25% cap to individual increases has been implemented to ensure financial viability
- 25% cap impacts 343 General Government employees
- 25% cap impacts 123 Public Safety employees

What this means:

- Employees receiving greater than 25% adjustment are capped at 25%. Example:
 - Employee current pay \$38,500
 - New recommended pay \$52,000 30% increase or \$13,500
 - Adjusted recommended pay \$49,500 25% increase or \$11,000