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Classification and Compensation Plan

Pay Plan Summary Update

Request for Correction Process

- **Correction Process may include:**

- Employee Date of Hire
- Employee last Class Date
- Employee's job title or position title
- Employee's Pay Grade
- Employee's Pay Rate
- Comparison of one position versus another position
- Other

- **How to submit a Request for Correction**

- Each employee received a letter from Evergreen Solutions – Employee Appeals Invitation Letter. Sent out on September 6, 2022
 - Includes current job title, class date, and salary
 - Includes new recommended job title, class date, and salary
 - Employee may appeal any information on their form
 - Requested deadline to submit an appeal is Sept. 16, 2022. Deadline extended as needed.

COLUMBUS CONSOLIDATED GOVERNMENT

Employee Appeals Invitation Letter

Evergreen Solutions, LLC

Dear City of Columbus Employee,

Thank you for your participation thus far in the Classification and Compensation study for the City of Columbus. Thanks to the help and participation of employees, supervisors, managers, department heads, and City leadership the study has progressed to the final stage in the process. This letter is to inform you that the City has reached the point of sharing preliminary recommendations with employees.

While the information related below does represent the recommendation for your position at this point in the study process, the City wants to ensure that all employees have a voice in the process. This is your chance to be heard and share any additional relevant information that needs to be considered before finalizing the recommendations listed below. Please review the information included and proceed to the online form linked at the bottom of this letter if you would like to submit an employee appeal.

The requested deadline to complete an employee appeal is **September 16th at midnight.**

To complete your appeal, please use your Web browser to visit the following Web address:

[Link to Employee Appeals](#)

Your employee information is provided below, along with your Unique ID (password to log in):

Employee Name: Hollis, Robert

Employee Hire Date: 1/30/2014

Employee Classification Date: 4/23/2015

Original Classification Title: Electrician II

Original Pay Grade: G14

Recommended Classification Title: Electrician II

Recommended Pay Grade 118

Original Base Pay Amount: \$43,456.18

Recommended Base Pay Amount: \$45,656.78

Classification and Compensation Study Timeline – Adoption & Implementation

Date	Session/Event	Agenda
January 2022	Council Meeting	Contract Approved for Compensation and Pay Plan Consultant
February - August	Numerous Meetings with Employees, Department Heads, Council, Chamber-Private Sector Business Community	Briefings on Classification and Compensation Study
August 23, 2022	Council Meeting	1st Reading Continued Class & Comp Report, Pay Plan Ordinance
August 30, 2022	Council Meeting	1st Reading Class & Comp Report, Pay Plan Ordinance
September 13, 2022	Council Meeting	2nd Reading , Council vote Adopt and Implement Pay Plan
	Human Resources/Finance/Information Technology	
October – December 2022	Implement new pay plan in HRM/Payroll System: Training on new pay plan, audits, adjustments, update all employee records, develop new job descriptions, test ADA, FLSA, EEOC compliance, develop new pay charts, develop position allocation lists, test the system, etc.	
End of 4th Quarter	Employees receive first paycheck in new Pay Plan	