



**CITY OF KINGSPORT  
PERSONNEL  
POLICIES**

Section No: 30	Effective Date: <del>May 19, 2009</del> July 18, 2023
Subject: Pay Plan	Resolution Number: <i>Replaces Resolution: 2009-239</i>

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**Administration**

Under the direction of the City Manager, or designee, the Human Resources Director, or designee, is responsible for the administration of the city's pay plan. The plan shall be reviewed ~~as needed~~ annually to determine any changes desirable for the city to compete in the labor market. The pay plan is approved by the board of mayor and aldermen in the city's annual budget ordinance. Basic elements of the plan include:

- Establishment of pay grades with a minimum and a maximum salary range; and
- Classification of jobs to specific pay grades.

**Job Descriptions / Job Titles**

A job description shall be developed and maintained for each position reflecting the essential functions, duties, responsibilities, knowledge, skills, abilities, and education necessary to perform the job at a satisfactory minimum level. Job descriptions shall be prepared by the respective department head, or designee, in conjunction with the Human Resources Office.

**Reclassification**

Whenever a department head, or designee, determines that a significant change is

made in the duties and responsibilities of a job, the department head, or designee, shall submit written documentation to the Human Resources Director, or designee, for review and analysis of the job to determine if reclassification is warranted. The Human Resources Director, or designee, shall analyze the changes and submit a recommendation to the department head, or designee, and the City Manager, or designee, for approval and inclusion of the change in the next fiscal year budget.

### Merit Increases

Department heads may submit a merit increase, equal to a step increase, for an individual. Such merit increase may be requested for; but not limited to, new or additional certifications or degrees obtained, permanently taking on additional work, or exemplary work which created cost savings for the city. Request for merit increases should be submitted to the HR Office semi-annually in December and June. The Human Resources Director, or designee, shall review the request and make a recommendation to the department head, or designee, and the City Manager, or designee. If approved, the increase would go into effect in the first payroll the following month.

### Other Provisions

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. This policy supersedes all policies that conflict with the terms of this policy. Furthermore, this statement constitutes ONLY the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.