

	Pay Plan	
	Section No: 3.01	
	Category: Compensation & Classification Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	Supersedes: former Section 30, Resolution 2024-013- 7/18/2023	
	Next Review Date: September 1, 2028	
Responsible Office: Human Resources		
Policy Applies to:	☒ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☐ Full-Time employees only ☐ Other: _____

Relevant Definitions

Policy

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 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. **Reclassification will be reviewed and considered on a quarterly basis.**

Merit Increases

Department heads may submit a merit increase, equal to **one** 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 **pay period** the following month **in which merit is approved**.

Consequences of Policy Violation

N/A

Related Information or Procedures:

N/A

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. 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.

Contacts

The following office can address questions regarding this Policy: Human Resources Department, phone: (423) 229-9401, HROffice@kingsporttn.gov

