
COMPENSATION 2025 POLICY CHANGES & PLANS



COMPENSATION PLAN 3.5.2025



TOWN OF PINEVILLE'S EMPLOYEE HANDBOOK

PROMOTION EFFECTS ON SALARY RATE

Promotions: Employees shall receive a pay increase to recognize and compensate the employee for their knowledge, skills and ability and their increased responsibility and duties. With the exception of Sworn Officers and Firefighters, when there is opportunity for promotion, the pay increase is a minimum of 5% or the minimum of that pay grade, whichever is greater. The increase should be between five(5) and 10% for most promotions, based on a 5% increase per pay grade increase, and consistent with internal equity. All increases must be approved by Human Resources and Town Manager.

Promoted employees will complete a promotion introductory period of 6 months, but no pay increase is due at this time. They will be included in the next annual review date. For Sworn Officers, the employee's new anniversary date will be one year from the date of promotion. For Sworn Officers and Firefighters, the incumbent will move to the step in the new grade that aligns with the promotion. From Police Officer to Corporal is one step lower on the new grade. For Officer to Sergeant two steps lower on the new grade. Other moves follow a similar pattern dependent on how many grades they are moving up. If the increase is less than the minimum salary for the new position, the incumbent will move to Step 1 of the new grade. In no event, however, shall the new salary exceed the maximum rate of the new salary range.

Police Officer to Detective and Detective to Police Officer considered Lateral move. Move to same Step on new Grade.

Demotions: Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. An employee being demoted, must show promise of performing satisfactorily in another position. When an employee is demoted to a position for which they are qualified for other than for disciplinary or performance-based reasons, the employee will be placed at a pay-rate within the new pay grade based on knowledge, skills and ability as related to the new position and equitable to others within the same classification. If the current salary is within the new range, the employee's salary may be retained at the previous rate if appropriate. If the demotion is the result of discipline or the demotion is from a position with supervisory or leadership responsibilities, the salary shall be decreased at minimum 5% or to the midpoint of the new range and no merit increase will be granted for twelve months. In no event, however, shall the new salary exceed the maximum rate of the new salary range.

Revised pay plan plans have been finalized and the policies and procedures surrounding compensation have been evaluated and revised to match the new pay structures.

The policy changes which were shared with you at the Work Session have been incorporated into the Employee Handbook policies on p. 13.

The major change was that the 6-month introductory period pay increases are no longer needed. That section was deleted. The next section on promotion was revised and updated.

PAY POLICY REVIEW

Policies for Compensation 2025

	CURRENT	NEW
Pay premiums		
Premiums for certs	Police sworn: One step for Intermediate Law Enforcement Certificate, two steps for Advanced (or only one additional step if already received credit for Intermediate)	\$1250/yr Intermediate \$2500/yr Advanced Law *if credit already given only \$1250 will be added <i>granted every year at a</i>
Premiums for educ	General: none Police sworn: Two steps for Associates Degree, two more or 4 total for bachelors degree	General: none Police sworn: 5% for A 10% for Bachelors* *if credit already given 5% for a total of 10%
Premiums for language	5% for general employees, 2 steps for Police Officers	5% premium for one la premium for Police Of
Promotion Practices		
	<i>includes 6 month introductory period</i>	
General	5% to 10% unless moving greater than 2 grades considered on an individual basis	5% to 10% unless mov grades considered on and consistent with in shoud genreally be at grade movement.
	Incumbent is promoted to a higher grade, they receive the equivalent of a 7.5% <i>increase and placed into the corresponding</i>	Move to the new grad Officer to Corporal, 1 to Sergeant. Other mo

In your packet is a workbook of Incentive Pay, Hiring and Promotion practices outlining the old vs. the new recommended polices.

Some only apply to the Police Sworn officers who receive additional premium pay for certifications and degree on top of their base pay (their Step).

INCENTIVE PREMIUMS

	CURRENT	NEW	Grandfather in?	Handbook Policy
Pay premiums				
Premiums for certs	Police sworn: One step for Intermediate Law Enforcement Certificate, two steps for Advanced (or only one additional step if already received credit for Intermediate)	\$1250/yr Intermediate Law Certificate \$2500/yr Advanced Law Certificate* *if credit already given for Intermediate, only \$1250 will be added for total \$2500 granted every year at annual review	Yes 14 people	Add: flat amount awarded once per year at annual evaluation
Premiums for educ	General: none Police sworn: Two steps for Associates Degree, two more or 4 total for bachelors degree	General: none Police sworn: 5% for Associates 10% for Bachelors* *if credit already given for Associates, only 5% for a total of 10%	N/A	in each paycheck Add: Sworn officers will receive a premium for Associates or Bachelors degrees completed added to their Grade/Step pay rate.
Premiums for language	5% for general employees, 2 steps for Police Officers	5% premium for one language only, 5% premium for Police Officers	N/A	in each paycheck

PROMOTION PRACTICES

	CURRENT	NEW	Grandfather ?	Handbook Policy
Promotion Practices	includes 6 month introductory period			
General	5% to 10% unless moving greater than 2 grades considered on an individual basis	5% to 10% unless moving more than 2 grades considered on an individual basis, and consistent with internal equity ** should generally be at 5% increase for each grade movement.	N/A	NEW EMPLOYEE INTRODUCTORY PAY INCREASES p12 Delete NA. Add: Promotion evaluation at 6 mons w/out pay increase. Annual eval is next Aug..
Police	Incumbent is promoted to a higher grade, they receive the equivalent of a 7.5% increase and placed into the corresponding step of the new grade. If the 7.5% increase is less than the minimum salary for the new position, the incumbent will move to Step 1 of the new grade. At the completion of the introductory period in the new position, he/she is eligible for another one step increase (for a total max increase of 10% at the conclusion of the introductory process). *Police Officer to Detective and Detective to Police Officer considered Lateral Move and will move to the corresponding step to keep the same pay.	Move to the new grade one step lower for Officer to Corporal, 2 steps lower for Officer to Sergeant. Other moves follow similar pattern dependent on how many grades they are moving up. If the increase is less than the minimum salary for the new position, the incumbent will move to Step 1 of the new grade. *Police Officer to Detective and Detective to Police Officer considered Lateral move. Move to same Step on new Grade. **A six-month introductory period will apply to promotions. A performance evaluation will be conducted at six months in the new position, but no pay increase is granted.	N/A	EFFECTS ON SALARY RATE p 12 Promotion Evaluation conducted at 6 months without pay increase. Annual eval date is one year from last annual review date with eligibility to move one step with acceptable performance review score.

PROMOTION PRACTICES

	CURRENT	NEW	Grandfather ?	Handbook Policy
Promotion Practices	includes 6 month introductory period			
Fire	At the completion of the introductory period in the new position, he/she is eligible for another one step increase (for a total max increase of 10% at the conclusion of the introductory process).	**A six-month introductory period will apply to promotions. A performance evaluation will be conducted at six months in the new position, but no pay increase is granted.	N/A	Annual evaluation will be conducted at 12 months with eligible for a one-step increase with acceptable evaluation score.

HIRING PRACTICES

	CURRENT	NEW	Grandfather in?	Handbook Policy
Hiring Guidelines				
General	Approx 2.5% per year of prior directly relevant experience up to the mid-point	Approx 2.5% per year of prior directly relevant experience up to the mid-point. Above mid-point will need justification and prior approval by Town Manager	N/A	New: Add to hiring practices. Initial 6 month evaluation without a pay increase.
Police	Step 1 No experience &/or no Degree Step 3 Two (2) years of experience &/or Associate Degree Step 5 Four (4) years of experience &/or Bachelor's Degree Five(5)+ years of experience evaluated on a case-by-case basis	Step 1 No sworn experience &/or no Degree Step 3 Two (2) years of experience Step 5 Four (4) years of experience Five(5)+ years of experience evaluated on a case-by-case basis. Possesses an education degree and/or Law Enforcement Certificate=additional premium pay.	N/A	Anniversary date for evals is 12 months from sworn in date. No eval at 6 months. All officers have an FTO period. Completing FTO will replace 6 month eval.
	none	Probationary Officer: (new) Less than one year sworn exper. completing initial Field Training usually for 4 to 6 months. During this time they are accompanied by and are receiving field training from experienced trainers in order to become an independent Police Officer.	N/A	Pay rate is 5% below Step 1 Police Officer. At completion of FTO will promote to Police Officer Step 1. Anniversary date for evals is 12 months from sworn in date. No eval at 6 months.

HIRING PRACTICES

	CURRENT	NEW	Grandfather in?	Handbook Policy
Hiring Guidelines				
Fire	Start at Step 1, Upon successful completion of a six (6) month introductory period, incumbents will be eligible to receive a one (1) step increase	Start at Step 1, Upon successful completion of a twelve (12) month introductory period, incumbents will be eligible to receive a one (1) step increase with acceptable performance review score. Consideration for above Step 1 may be given for many years of experience in a tight hiring market with approval of Town Manager.	N/A	At bottom of published Fire pay plan

PAY POLICY TRANSITION TO NEW PLANS

The policy revisions need to be approved.

New policies will take effect on March 5th along with the new pay plans.

PAY PLANS



Town of Pineville Classification & Pay Plan

Effective March 5, 2025

Grade	Project Title	FLSA Status	Min	Mid	Max	Grade	Project Title	FLSA Status	Min	Mid	Max
14	Customer Service Representative	NE	\$43,285	\$49,778	\$56,271	20	Assistant Telecommunications Supervisor	NE	\$55,589	\$66,707	\$77,825
14	Maintenance Technician	NE	\$43,285	\$49,778	\$56,271	20	Community Outreach Specialist	NE	\$55,589	\$66,707	\$77,825
14	Park Maintenance Technician I	NE	\$43,285	\$49,778	\$56,271	20	Parks Maintenance Supervisor	NE	\$55,589	\$66,707	\$77,825
14	Storm Water Technician	NE	\$43,285	\$49,778	\$56,271	20	Public Works Supervisor	NE	\$55,589	\$66,707	\$77,825
14	911 Telecommunicator	NE	\$43,285	\$49,778	\$56,271	20	Senior Systems Technician/Assistant Supervisor	NE	\$55,589	\$66,707	\$77,825
14	Admin Assistant/Receptionist	NE	\$43,285	\$49,778	\$56,271						
						21	Building Maintenance Supervisor	NE	\$58,368	\$70,042	\$81,715
15	Administrative Assistant	NE	\$45,450	\$52,267	\$59,085	21	Crime Analyst	NE	\$58,368	\$70,042	\$81,715
15	Equipment Operator	NE	\$45,450	\$52,267	\$59,085	21	Records & Accreditation Manager	NE	\$58,368	\$70,042	\$81,715
15	Senior Customer Service Representative	NE	\$45,450	\$52,267	\$59,085						
15	Senior Storm Water Technician	NE	\$45,450	\$52,267	\$59,085	22	Community Relations & Communications Specialist	NE	\$61,287	\$73,544	\$85,802
15	Parks Maintenance Technician II	NE	\$45,450	\$52,267	\$59,085	22	Accountant	Exempt	\$61,287	\$73,544	\$85,802
15	911 Telecommunicator II	NE	\$45,450	\$52,267	\$59,085						
						23	Central Office Database Technician	NE	\$64,351	\$77,221	\$90,091
16	Accounting Technician II	NE	\$47,722	\$54,880	\$62,039	23	Network Database Technician	NE	\$64,351	\$77,221	\$90,091
16	Administrative Technician	NE	\$47,722	\$54,880	\$62,039	23	Systems Technician Supervisor	NE	\$64,351	\$77,221	\$90,091
16	Billing & Collections Coordinator	NE	\$47,722	\$54,880	\$62,039						
16	Property & Evidence Technician	NE	\$47,722	\$54,880	\$62,039	24	Telecommunications Supervisor 911	Exempt	\$67,568	\$81,082	\$94,595
16	Senior Parks Maintenance Technician	NE	\$47,722	\$54,880	\$62,039						
16	Building Maintenance Technician	NE	\$47,722	\$54,880	\$62,039	25	Town Clerk	Exempt	\$70,947	\$85,136	\$99,326
16	911 Telecommunicator III	NE	\$47,722	\$54,880	\$62,039						
						30	Human Resource Director	Exempt	\$94,593	\$118,241	\$141,890
17	Human Resource Assistant	NE	\$50,108	\$57,624	\$65,140	30	Parks & Recreation Director	Exempt	\$94,593	\$118,241	\$141,890
17	Fleet Manager	NE	\$50,108	\$57,624	\$65,140	30	Public Works Director	Exempt	\$94,593	\$118,241	\$141,890
17	Code Enforcement Officer	NE	\$50,108	\$57,624	\$65,140						
17	911 Senior Telecommunicator	NE	\$50,108	\$57,624	\$65,140	31	Finance Director	Exempt	\$102,160	\$127,700	\$153,240
						31	Planning Director	Exempt	\$102,160	\$127,700	\$153,240
18	Athletic Coordinator	NE	\$50,421	\$60,505	\$70,589	31	Telephone/Utility Director	Exempt	\$102,160	\$127,700	\$153,240
18	Programs/Events Coordinator	NE	\$50,421	\$60,505	\$70,589						
18	Special Events Coordinator	NE	\$50,421	\$60,505	\$70,589	33	Assistant Town Manager	Exempt	\$119,949	\$148,949	\$178,739
18	Systems Technician	NE	\$50,421	\$60,505	\$70,589						
						36	Town Manager	Exempt	\$150,106	\$187,633	\$225,159

POLICE PAY PLAN

Town of Pineville Police Classification & Step Pay Plan

Effective March 5, 2025

Grade	Position		1	2	3	4	5	6	7	8	9	10	11
	BLET	\$18.00											
	Probationary	\$55,556.55											
	40	\$26.71											
	42	\$25.44											
PO1	Police Officer		\$58,334.38	\$59,792.74	\$61,287.56	\$62,819.75	\$64,390.24	\$66,000.00	\$67,650.00	\$69,341.25	\$71,074.78	\$72,851.65	\$74,672.94
	42	\$26.71	\$27.38	\$28.06	\$28.76	\$29.48	\$30.22	\$30.98	\$31.75	\$32.54	\$33.36	\$34.19	
PO2	Detective		\$60,667.76	\$62,184.45	\$63,739.06	\$65,332.54	\$66,965.85	\$68,640.00	\$70,356.00	\$72,114.90	\$73,917.77	\$75,765.72	\$77,659.86
	40	\$29.17	\$29.90	\$30.64	\$31.41	\$32.20	\$33.00	\$33.83	\$34.67	\$35.54	\$36.43	\$37.34	
PO3	Corporal		\$64,914.50	\$66,537.36	\$68,200.80	\$69,905.82	\$71,653.46	\$73,444.80	\$75,280.92	\$77,162.94	\$79,092.02	\$81,069.32	\$83,096.05
	40	\$31.21	\$31.99	\$32.79	\$33.61	\$34.45	\$35.31	\$36.19	\$37.10	\$38.03	\$38.98	\$39.95	
	42	\$29.72	\$30.47	\$31.23	\$32.01	\$32.81	\$33.63	\$34.47	\$35.33	\$36.21	\$37.12	\$38.05	
PO4	Sergeant		\$72,704.24	\$74,521.85	\$76,384.89	\$78,294.52	\$80,251.88	\$82,258.18	\$84,314.63	\$86,422.50	\$88,583.06	\$90,797.64	\$93,067.58
	40	\$34.95	\$35.83	\$36.72	\$37.64	\$38.58	\$39.55	\$40.54	\$41.55	\$42.59	\$43.65	\$44.74	
	42	\$33.29	\$34.12	\$34.97	\$35.85	\$36.75	\$37.66	\$38.61	\$39.57	\$40.56	\$41.57	\$42.61	
PO5	Lieutenant		\$82,155.79	\$84,209.69	\$86,314.93	\$88,472.80	\$90,684.62	\$92,951.74	\$95,275.53	\$97,657.42	\$100,098.86	\$102,601.33	\$105,166.36
PO6	Police Captain		\$94,068.38	\$96,420.09	\$98,830.59	\$101,301.36	\$103,833.89	\$106,429.74	\$109,090.48	\$111,817.75	\$114,613.19	\$117,478.52	\$120,415.48
PO7	Police Chief		\$122,103.62	\$125,766.72	\$129,539.73	\$133,425.92	\$137,428.69	\$141,551.56	\$145,798.10	\$150,172.05	\$154,677.21	\$159,317.52	\$164,097.05
<i>New Hire Guidelines</i>			<i>Promotion Guidelines</i>					** Police Officer to Detective and Detective to Police Officer is considered a lateral move. Will move to same step on new grade.					
Step 1	No sworn experience		Move to the step in the new grade that aligns with the promotion. From Police Officer to Corporal is one step lower on the new grade. For Officer to Sergeant two steps lower on the new grade. Other moves follow a similar pattern dependent on how many grades they are moving up. If the increase is less than the minimum salary for the new position, the incumbent will move to Step 1 of the new grade.										
Step 3	Two (2) years of experience												
Step 5	Four (4) years of experience												
*	Premium pay for Associates or Bachelors degree, and Intermediate or Advanced Law certificate, will be added to step pay rate												

FIRE PAY PLAN

Town of Pineville Fire Classification & Pay Plan
Effective 3/5/2025

Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Firefighter Driver	20	\$58,317.17	\$59,775.10	\$61,269.48	\$62,801.21	\$64,371.25	\$65,980.53	\$67,630.04	\$69,320.79	\$71,053.81	\$72,830.16	\$74,650.91	\$76,517.18	\$78,430.11	\$80,390.86	\$82,400.64
HOURLY (For HR Only)		\$ 19.64	\$ 20.13	\$ 20.63	\$ 21.15	\$ 21.67	\$ 22.22	\$ 22.77	\$ 23.34	\$ 23.92	\$ 24.52	\$ 25.13	\$ 25.76	\$ 26.41	\$ 27.07	\$ 27.74
Introductory Period																
Upon successful completion of a twelve (12) month introductory period, incumbents will be eligible to receive a one (1) step increase																
