



AGENDA ITEM SUMMARY

Item # 11b

MEETING DATE: June 6, 2026

ITEM TITLE: Adoption of revised Pay and Classification Plan

ITEM SUMMARY:

The last Classification and Pay Study was performed in February of 2020. This year, staff worked with The MAPS Group who is the preferred vendor for the North Carolina League of Municipalities, for an internal and external review of current salaries. The study looked at salary ranges for positions and recommends changes to the current scale. Individual salaries are not compared. Funding of \$82,163 is recommended to bring up salaries of those positions below the average. The results of the study indicate that we have stayed competitive in most positions except at the Department and Deputy Department Head level. The study compared our salaries and benefits against those of the following locations.

Carolina Beach	Chesapeake, VA
Duck	Edenton
Emerald Isle	Kill Devil Hills
Kitty Hawk	Manteo
Nags Head	Topsail Beach
Currituck County	Dare County

Previously the Town established a separate pay structure for fire fighters and captains, as well as police recruits, officers, corporal, and sergeants. By doing so, the Town put itself in a competitive position against those the study compared. All these positions will remain at the same grade. The scale will advance by 3% TO mirror the recommended COLA amount.

Excluding fire fighters and police officers the Town has 11 separate classifications of positions each with a grade assigned. There are seventeen total positions within the classifications as some classifications have more than one position assigned to it. Compared to the average pay ranges of the agencies surveyed, we are currently above

the average for starting salaries in nine positions and below the average in eight positions. The scale will advance by approximately 3.7%, which includes a slight market adjustment and 3% COLA.

Requested Action: A motion to approve the Pay Classification Plan as presented.

Attachment: PowerPoint provided by The MAPS Group
Comparison of old and new pay and classification plan