



City of Jonesboro

Salary **Plan Adopted** January 1, 2009

And Administration Policy Effective

January 1, 2010
Revised 12/17/13
Revised 11/3/15
Revised 2/16/16
Revised 1/1/2018

The City of Jonesboro believes that it is in the best interest of both the community we serve and our employees to fairly compensate our work force for the value of the work provided. An independent firm was engaged by the City of Jonesboro to evaluate salaries of employees and provide a compensation program with the following objectives:

- To provide salary ranges that are fair and internally equitable;
- To provide salary ranges that are externally competitive with relevant labor markets

This revision of the **Salary** Plan supersedes all other versions. These policies **are for full-time employees of the City of Jonesboro and** will be reviewed on an ongoing basis and necessary changes addressed through approval of the Mayor and City Council.

The City of Jonesboro has established a variety of pay and employee benefit programs designed to assist our eligible employees and eligible dependents in meeting their financial and work/life balance needs. **Note that nothing contained in this salary plan and the benefit section described in the employee handbook creates a promise of employment or future benefits, or a binding contract between the City of Jonesboro and its employees for pay and benefits or for any other purpose.** All employees shall remain subject to discharge or disciplines to the same extent as if the salary and benefit plans were not in effect. The City of Jonesboro reserves the right, in its sole and absolute discretion, to amend, modify, or terminate, with or without prior notice, in whole or in part, any or all of the provisions of the **Salary** and benefit plans.

Further, the City of Jonesboro **reserves the exclusive right** to administer, apply and **interpret** the plans described and to decide all matters arising in connection with the operation or administration of these plans.

Pay **Grades and** Steps are attached in Exhibit A. All non-uniform employees will reach mid-point after 10 years of service and reach maximum after 20 years of service. Uniform employees reach mid-point and maximum years of service at various levels dependent upon their rank. “The path for employees to reach mid-point and maximum is attached in Exhibit A”.

With the institution of the **step** plan, the Human Resources Director may **periodically** evaluate employee pay grades to ensure that all employees are in the proper pay **grades and steps**. Departments Heads may request for a position to be regraded if there are significant duty changes. If the review results in an upgrade in Job Class the employee will be eligible for an increase equal to no less than the minimum of the new **pay grade**. If the review results in a downgrade in the Job Class the employee will be placed **in the appropriate step** within the new pay grade. Such requests may not be submitted more than once in a twelve month period. If changes are recommended, the Department Head **and the Human Resources Director will consult with the Mayor**. Final changes must be approved by the Mayor. **Note: If the employee being regraded is an employee of an Elected Official, City Clerk or City Attorney, and the Mayor and Elected Official disagree on the grade then the decision will be made by City Council.**

Pay Compression: The issue of pay compression will be reviewed periodically as necessary. The Human Resources Director with help of an outside contracted compensation consultant will periodically evaluate employee's pay for compression.

Longevity Pay Plan: **Longevity is defined as years of service or steps within the grade. Longevity will be paid annually to employees when they reach 21 years or steps on the following scale: Years 21-25 - \$1,000; Years 26-30 - \$1,500; and Years 31 or more \$2,000.**

NEW HIRES

No employee will be hired below the minimum of the **pay grade** for that **position**. **Directors** will have the discretion to request a new hire salary up to **step 5**, based upon the employee's qualifications and years of experience with approval of their Department Head, the Human Resources **Director**, and the Mayor. Any salary recommendation in excess of step 5 will require the approval of the Mayor and City Council prior to the salary offer.

Directors should **consult with the Human Resources Director** to ensure that internal equity exists in the salary structure before a salary is offered to an applicant.

PROMOTIONS

A promotion is a process by which a regular full-time employee moves to a job title that has a higher grade. When moving to a position with a new job description and higher **grade**, the promotional increase will be the greatest of five percent (5%) of base pay or the minimum of the new position **grade**. The non-uniform employee will be placed on the step closest to their new salary if that new salary is above the minimum. Uniform employees moving between ranks for a promotion, with a new job description, will receive the greatest of \$5,000 of base pay or the minimum of the new position **grade**. In no instance shall a promotional increase result in a salary that exceeds the maximum of the **grade** of the new position.

DEMOTIONS

Due to organizational re-adjustments or demotions caused by **personnel** matters or inadequate performance, employee may be transferred to a position having a lesser salary range. This type of transfer may necessitate a decrease in salary due to lesser duties and accountabilities but shall not reduce the salary below the minimum of the salary range of the new position.

LATERAL TRANSFERS

A lateral transfer is **defined as when an employee transfers to a different department or different job title** which has the same grade and **step**. Lateral transfers do not result in salary adjustments.

SALARY INCREASES

Annually the Mayor and City Council will consider increasing the salaries within all pay grades.

Market Adjustments or Cost of Living Adjustments, if any, will change the salary ranges for each pay grade.

No employee will earn below the minimum **step of the pay grade. See Exhibit B for a list of approved job titles and pay grades.**

Employees are eligible for a one-step pay increase on an annual basis. The step increase will occur on an employee's anniversary date from when they started in their current position. **Employees who have a disciplinary Final Warning on file for performance with Human Resources are not eligible for a step increase until they are considered in good standing. Good standing shall be defined as an employee that is considered performing in their position at an acceptable level.**

For employee retention purposes the Mayor will have the discretion to increase an employee's salary up to step 5. Any salary recommendation in excess of step 5 will require the approval of the Mayor and City Council.

Part-time Employee

Pay for part-time employees are determined during the annual budget planning process. Pay will be at least the Federal and State minimum wage or more depending on the needs of the position of each department. A Department Head, with the Mayor's approval, can change a vacant full-time position to part-time as long as the change remains budget neutral or results in a cost savings.