



City of Jonesboro

Salary Schedule Effective January 1, 2009

And Administration Policy Effective

January 1, 2010

Revised 12/17/13

Revised 11/3/15

Revised 2/16/16

Proposed Revision to Finance 9/19/16

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 salary structure supersedes all previous compensation policies for full-time employees of the City of Jonesboro. These policies 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 the pay and benefit section described in this 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 pay 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 pay and benefit plans listed below.

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

Base, **Salary Range and Pay Step** adjustments, as available, will be established annually and may carry different allocations from year to year. **An employee will reach midpoint after 10 years of service and reach maximum after 20 years of service.**

With the institution of this pay plan, Human Resources may evaluate employee pay grades to ensure that all employees are in the proper pay range. If changes are recommended, the Department Head and Mayor will be consulted.

Pay Compression: The Human Resources Manager, members of the City's Compensation Committee with help of an outside contracted compensation consultant, if needed will periodically evaluate employees' pay for pay compression. **All identified employees, except department heads, that have served in their current position over 2 years and less than 9 years will receive a \$75 increase per year in their base pay up to a maximum of \$600.** The issue of pay compression will be reviewed on a yearly basis.

Longevity Pay Plan: ~~The City will implement a longevity pay plan for all City employees based on years of employment. The longevity pay plan will consist of \$75 for every year of service to the City beginning with year 2 and cap at year 30. Should the City's budget become strained to not be able to provide this annual benefit, the Mayor has the authority to suspend the longevity pay plan for any upcoming year that the City can't afford to pay this benefit.~~ With implementation of the new pay range steps plan, the City's Longevity Pay Plan has been suspended. One last payment will be made in December 2016 for the 2016 year.

Incentive Pay Plans: ~~The Mayor and City Council may approve incentive pay plans associated with employees' obtaining additional education, certificates and licenses to improve their knowledge, skills and capabilities associated with their respective position. Incentive pay plans will be defined and outlined in separate City ordinances which will be reviewed and considered for approval by the Mayor and City Council.~~ Incentive pay plans will be suspended upon adoption of this pay plan.

NEW HIRES

No employee will be hired below the minimum of the salary range for the classification. Department Supervisors will have the discretion to request a new hire salary **grade step placement** up to halfway between minimum and mid-point of the salary range of the grade, based upon the employee's qualifications with approval of the Human Resources Manager and Mayor. Any salary recommendation in excess of this will require the approval of the Mayor and City Council prior to the salary offer.

Department Supervisors should 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 and salary range. **When moving to a position with a new job description and higher salary range, the promotional increase will be the greatest of five percent (5%) of base pay or the minimum of the new position salary range.** **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 salary range.** In no instance shall a promotional increase result in a salary that exceeds the maximum of the salary range of the new position. This policy supersedes the Fire Department's re-alignment pay policy ordinance.

DEMOTIONS

Due to organizational re-adjustments or demotions caused by personal 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.

If the demotion occurs within one year of a promotion, the employee will be returned to his previous salary with addition of any cost of living adjustments made in the interim when returned to the position from which they were promoted or to job of similar duties

LATERAL TRANSFERS

A lateral transfer is defined as the movement of a regular full-time employee to a classification which has the same grade and salary range. 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 **range steps schedule**. 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 salary range.

Employees are eligible for a one-step grade pay range increase on an annual basis provided that the employee's immediate supervisor and department head agree that the employee's previous twelve months of performance meets expectations for the job. The step increase will occur on an employee's anniversary date from when they started in their current position. If a change in position occurs within the same pay grade, credit will be given for experience in the previous position.

~~Additional pay step increases for exceptional job performance and/or increased job related training or certifications may be given at any time throughout the year, at the Mayor's discretion. (See attached Appendix A). Additional increases, if available, are eligible only to increase salary up to the maximum of the position range.~~ If an employee's pay is equal to or exceeds their pay grade maximum for the position, the City may recognize the employee's continued work contribution by paying a one-time bonus instead of making a pay adjustment to the employee's base pay.

STATUS CHANGE PROCEDURE

If a supervisor has reason to believe a position needs to be reclassified due to change in duties, increased educational or experience requirements, etc. a request may be submitted to Human

Resources along with a job description with the additional or changes duties. 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 salary range. Such requests may not be submitted more than once in a twelve month period.