



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Agenda Finance & Administration Council Committee

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Tuesday, October 18, 2016

5:10 PM

Municipal Center

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### Special Called Meeting

#### 1. Call To Order

#### 2. Roll Call by City Clerk Donna Jackson

#### 3. New Business

#### *Resolutions To Be Introduced*

#### RES-16:143

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS  
TO AMEND THE CITY'S SALARY AND ADMINISTRATION POLICY

Attachments: [Salary Administration Plan October 2016](#)

#### 4. Adjournment



## Legislation Details (With Text)

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**File #:** RES-16:143    **Version:** 1    **Name:**  
**Type:** Resolution    **Status:** To Be Introduced  
**File created:** 10/17/2016    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**  
**Title:** RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY'S SALARY AND ADMINISTRATION POLICY  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Salary Administration Plan October 2016](#)

Date	Ver.	Action By	Action	Result
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RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY'S SALARY AND ADMINISTRATION POLICY

WHEREAS, Resolution Number 09:201 adopted the City Salary & Administration Plan; and

WHEREAS, a need has been identified to modify the City of Jonesboro's current Salary Administration Plan to insure an optimum performance and effectiveness level for all employees.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1: The attached revised Salary Schedule and revised Administration Policy is hereby adopted.



# **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 10/18/16**

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

**With the institution of this pay plan, the Human Resource Director may evaluate employee pay grades to ensure that all employees are in the proper pay range. Department Heads may request for a position to be regarded if there are significant duty changes as outlined below in status change procedure section. If changes are recommended, the Department Head and Mayor will be consulted prior to final determination. Final changes must be approved by the Mayor.**

**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 employees’ pay for pay compression.**

**Longevity Pay Plan: With implementation of the new pay range steps plan, the City’s Longevity Pay Plan has been changed. In the event the longevity amount for 2016 is more than an employee’s raise, the employee will not lose compensation. Beginning with the 2017 year, longevity will be given to employees when they reach 21 years on the following scale: 21-25 - \$1,000; 26-30 - \$1,500 and 31+ - \$2,000.**

**Incentive Pay Plans: 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 Director and Mayor. Once an employee is placed on the plan, movement will begin on anniversary date until maximum. Any salary recommendation in excess of this will require the approval of the Mayor and City Council.**

**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 a non-uniform employee moves 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. 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 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 and step schedule. Market Adjustments or Cost of Living Adjustments, if any, may 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. 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.**

**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 the Human Resources Director 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. If the review results in a downgrade in the Job Class the employee will be placed appropriately within the new pay grade. Such requests may not be submitted more than once in a twelve month period.**

**EXHIBIT A**

**POLICE PAY CHART**

<b>POSITION</b>	<b>YEAR 0</b>	<b>YEAR 1</b>	<b>YEAR 3</b>	<b>YEAR 5</b>	<b>YEAR 7</b>	<b>YEAR 10</b>	<b>YEAR 15</b>	<b>YEAR 20</b>
<b>Police Officer</b>	<b>34,500</b>	<b>36,200</b>	<b>37,900</b>	<b>39,600</b>	<b>41,300</b>	<b>43,000</b>	<b>47,300</b>	<b>51,600</b>
<b>Police Sergeant</b>	<b>52,000</b>	<b>53,000</b>	<b>54,000</b>	<b>55,000</b>	<b>57,500</b>	<b>60,000</b>		
<b>Police Lieutenant</b>	<b>61,000</b>	<b>63,000</b>	<b>65,000</b>	<b>67,500</b>	<b>70,000</b>			
<b>Police Captain</b>	<b>71,000</b>	<b>73,000</b>	<b>75,000</b>	<b>81,000</b>				
<b>Asst. Police Chief</b>	<b>82,000</b>	<b>84,500</b>	<b>87,000</b>	<b>92,000</b>				
<b>Police Chief</b>	<b>96,000</b>	<b>99,000</b>	<b>102,000</b>	<b>108,000</b>				

**FIRE PAY CHART**

<b>POSITION</b>	<b>YEAR 0</b>	<b>YEAR 1</b>	<b>YEAR 3</b>	<b>YEAR 5</b>	<b>YEAR 7</b>	<b>YEAR 10</b>	<b>YEAR 15</b>	<b>YEAR 20</b>
<b>Firefighter</b>	<b>34,500</b>	<b>36,200</b>	<b>37,900</b>	<b>39,600</b>	<b>41,300</b>	<b>43,000</b>	<b>47,300</b>	<b>51,600</b>
<b>Driver/Engineer</b>	<b>52,000</b>	<b>53,000</b>	<b>54,000</b>	<b>55,000</b>	<b>57,500</b>	<b>60,000</b>		
<b>Fire Captain</b>	<b>61,000</b>	<b>63,000</b>	<b>65,000</b>	<b>67,500</b>	<b>70,000</b>			
<b>Batallion/Division Chief</b>	<b>71,000</b>	<b>73,000</b>	<b>75,000</b>	<b>81,000</b>				
<b>Asst. Fire Chief</b>	<b>82,000</b>	<b>84,500</b>	<b>87,000</b>	<b>92,000</b>				
<b>Fire Chief</b>	<b>96,000</b>	<b>99,000</b>	<b>102,000</b>	<b>108,000</b>				



<b>GRADE</b>	<b>106</b>	<b>107</b>	<b>108</b>	<b>109</b>	<b>110</b>
<b>0</b>	24,634	25,796	28,362	29,852	31,343
<b>1</b>	25,250	26,441	29,071	30,598	32,127
<b>2</b>	25,866	27,086	29,780	31,345	32,910
<b>3</b>	26,482	27,731	30,489	32,091	33,694
<b>4</b>	27,098	28,376	31,198	32,837	34,477
<b>5</b>	27,713	29,021	31,907	33,584	35,261
<b>6</b>	28,329	29,665	32,616	34,330	36,044
<b>7</b>	28,945	30,310	33,325	35,076	36,828
<b>8</b>	29,561	30,955	34,034	35,822	37,612
<b>9</b>	30,177	31,600	34,743	36,569	38,395
<b>10</b>	30,794	32,245	35,452	37,315	39,179
<b>11</b>	31,410	32,890	36,161	38,061	39,963
<b>12</b>	32,026	33,535	36,870	38,808	40,746
<b>13</b>	32,642	34,180	37,579	39,554	41,530
<b>14</b>	33,258	34,825	38,288	40,300	42,313
<b>15</b>	33,873	35,470	38,997	41,047	43,097
<b>16</b>	34,489	36,114	39,706	41,793	43,880
<b>17</b>	35,105	36,759	40,415	42,539	44,664
<b>18</b>	35,721	37,404	41,124	43,285	45,448
<b>19</b>	36,337	38,049	41,833	44,032	46,231
<b>20</b>	36,954	40,307	42,542	44,779	47,013

<b>GRADE</b>	<b>111</b>	<b>112</b>	<b>113</b>	<b>114</b>	<b>115</b>
<b>0</b>	32,834	34,375	36,098	37,821	39,543
<b>1</b>	33,655	35,234	37,000	38,767	40,532
<b>2</b>	34,476	36,094	37,903	39,712	41,520
<b>3</b>	35,297	36,953	38,805	40,658	42,509
<b>4</b>	36,117	37,813	39,708	41,603	43,497
<b>5</b>	36,938	38,672	40,610	42,549	44,486
<b>6</b>	37,759	39,531	41,513	43,494	45,475
<b>7</b>	38,580	40,391	42,415	44,440	46,463
<b>8</b>	39,401	41,250	43,318	45,385	47,452
<b>9</b>	40,222	42,109	44,220	46,331	48,440
<b>10</b>	41,042	42,969	45,122	47,276	49,430
<b>11</b>	41,863	43,828	46,024	48,222	50,419
<b>12</b>	42,684	44,688	46,927	49,167	51,407
<b>13</b>	43,505	45,547	47,829	50,113	52,396
<b>14</b>	44,325	46,407	48,732	51,058	53,384
<b>15</b>	45,146	47,266	49,634	52,004	54,373
<b>16</b>	45,967	48,125	50,537	52,949	55,362
<b>17</b>	46,788	48,985	51,439	53,895	56,350
<b>18</b>	47,609	49,844	52,342	54,840	57,339
<b>19</b>	48,430	50,703	53,244	55,786	58,327
<b>20</b>	49,250	51,563	54,147	56,731	59,315

<b>GRADE</b>	<b>116</b>	<b>117</b>	<b>118</b>	<b>119</b>	<b>120</b>
<b>0</b>	41,267	42,989	45,574	49,020	52,465
<b>1</b>	42,299	44,064	46,713	50,245	53,777
<b>2</b>	43,330	45,138	47,853	51,471	55,088
<b>3</b>	44,362	46,213	48,992	52,696	56,400
<b>4</b>	45,394	47,288	50,131	53,922	57,711
<b>5</b>	46,425	48,363	51,271	55,147	59,023
<b>6</b>	47,457	49,437	52,410	56,373	60,335
<b>7</b>	48,489	50,512	53,549	57,598	61,646
<b>8</b>	49,520	51,587	54,689	58,824	62,958
<b>9</b>	50,552	52,662	55,828	60,049	64,270
<b>10</b>	51,583	53,737	56,967	61,274	65,581
<b>11</b>	52,615	54,812	58,106	62,499	66,893
<b>12</b>	53,646	55,886	59,246	63,725	68,204
<b>13</b>	54,678	56,961	60,385	64,950	69,516
<b>14</b>	55,710	58,036	61,524	66,176	70,827
<b>15</b>	56,741	59,111	62,664	67,401	72,139
<b>16</b>	57,773	60,185	63,803	68,627	73,451
<b>17</b>	58,805	61,260	64,942	69,852	74,762
<b>18</b>	59,836	62,335	66,082	71,078	76,074
<b>19</b>	60,868	63,410	67,221	72,303	77,386
<b>20</b>	61,900	64,484	68,360	73,529	78,698

<b>GRADE</b>	<b>121</b>	<b>122</b>	<b>123</b>	<b>124</b>	<b>125</b>
<b>0</b>	55,911	59,357	62,802	66,248	69,694
<b>1</b>	57,309	60,841	64,372	67,904	71,436
<b>2</b>	58,707	62,325	65,942	69,560	73,179
<b>3</b>	60,104	63,809	67,512	71,217	74,921
<b>4</b>	61,502	65,293	69,082	72,873	76,663
<b>5</b>	62,900	66,777	70,652	74,529	78,406
<b>6</b>	64,298	68,261	72,222	76,185	80,148
<b>7</b>	65,695	69,744	73,792	77,841	81,890
<b>8</b>	67,093	71,228	75,362	79,498	83,633
<b>9</b>	68,491	72,712	76,933	81,154	85,375
<b>10</b>	69,888	74,196	78,503	82,810	87,117
<b>11</b>	71,286	75,680	80,073	84,466	88,859
<b>12</b>	72,684	77,164	81,643	86,122	90,602
<b>13</b>	74,081	78,648	83,213	87,779	92,344
<b>14</b>	75,479	80,132	84,783	89,435	94,086
<b>15</b>	76,877	81,616	86,353	91,091	95,829
<b>16</b>	78,275	83,100	87,923	92,747	97,571
<b>17</b>	79,672	84,583	89,493	94,403	99,313
<b>18</b>	81,070	86,067	91,063	96,060	101,056
<b>19</b>	82,468	87,551	92,634	97,716	102,798
<b>20</b>	83,866	89,035	94,203	99,372	104,550

<b>GRADE</b>	<b>126</b>	<b>127</b>	<b>131</b>	<b>132</b>
<b>0</b>	73,139	76,585	90,368	93,813
<b>1</b>	74,967	78,500	92,627	96,158
<b>2</b>	76,796	80,414	94,886	98,504
<b>3</b>	78,624	82,329	97,146	100,849
<b>4</b>	80,453	84,244	99,405	103,194
<b>5</b>	82,281	86,158	101,664	105,540
<b>6</b>	84,110	88,073	103,923	107,885
<b>7</b>	85,938	89,987	106,182	110,230
<b>8</b>	87,767	91,902	108,442	112,576
<b>9</b>	89,595	93,817	110,701	114,921
<b>10</b>	91,424	95,732	112,960	117,267
<b>11</b>	93,252	97,647	115,219	119,612
<b>12</b>	95,081	99,561	117,478	121,958
<b>13</b>	96,909	101,476	119,738	124,303
<b>14</b>	98,738	103,391	121,997	126,648
<b>15</b>	100,566	105,305	124,256	128,994
<b>16</b>	102,395	107,220	126,515	131,339
<b>17</b>	104,223	109,134	128,774	133,684
<b>18</b>	106,052	111,049	131,034	136,030
<b>19</b>	107,880	112,964	133,293	138,375
<b>20</b>	109,709	114,878	135,552	140,720