



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Monday, December 17, 2018

4:00 PM

Municipal Center

SPECIAL CALLED MEETING

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. New Business

ORDINANCES TO BE INTRODUCED

ORD-18:090 AN ORDINANCE AUTHORIZING 2% RAISE FOR ALDERMEN

Sponsors: Finance

ORD-18:091 AN ORDINANCE AUTHORIZING 2% RAISE FOR THE CITY ATTORNEY

Sponsors: Finance

ORD-18:092 AN ORDINANCE AUTHORIZING 2% RAISE FOR THE CITY CLERK

Sponsors: Finance

ORD-18:093 AN ORDINANCE AUTHORIZING 2% RAISE FOR THE MAYOR

Sponsors: Finance

RESOLUTIONS TO BE INTRODUCED

RES-18:200 A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY AND ADMINISTRATION POLICY BY INCLUDING UPDATED JOB TITLES AND GRADES

Sponsors: Human Resources and Finance

Attachments: [Job Titles and Grades - Revised January 2019](#)

[Pay Grades and Steps - Revised January 2019](#)

[Salary Administration Plan - Revised January 2019](#)

4. Adjournment



Legislation Details (With Text)

File #: ORD-18:090 **Version:** 1 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 12/14/2018 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE AUTHORIZING 2% RAISE FOR ALDERMEN
Sponsors: Finance
Indexes:
Code sections:
Attachments:

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

AN ORDINANCE AUTHORIZING 2% RAISE FOR ALDERMEN

WHEREAS, it is the desire of the City Council to give a cost of living pay raise to Aldermen in the amount of 2%; and

WHEREAS, monies needed for said increase are included in the 2019 budget.

BE IT ORDAINED by the City Council for the City of Jonesboro, Arkansas that:

SECTION ONE: The City of Jonesboro authorizes a pay raise in the amount of 2% for Aldermen



Legislation Details (With Text)

File #: ORD-18:091 **Version:** 1 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 12/14/2018 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE AUTHORIZING 2% RAISE FOR THE CITY ATTORNEY
Sponsors: Finance
Indexes:
Code sections:
Attachments:

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

AN ORDINANCE AUTHORIZING 2% RAISE FOR THE CITY ATTORNEY

WHEREAS, it is the desire of the City Council to give a cost of living pay raise to the City Attorney in the amount of 2%; and

WHEREAS, monies needed for said increase are included in the 2019 budget.

BE IT ORDAINED by the City Council for the City of Jonesboro, Arkansas that:

SECTION ONE: The City of Jonesboro authorizes a pay raise in the amount of 2% for the City Attorney.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-18:092 **Version:** 1 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 12/14/2018 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE AUTHORIZING 2% RAISE FOR THE CITY CLERK
Sponsors: Finance
Indexes:
Code sections:
Attachments:

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

AN ORDINANCE AUTHORIZING 2% RAISE FOR THE CITY CLERK

WHEREAS, it is the desire of the City Council to give a cost of living pay raise to the City Clerk in the amount of 2%; and

WHEREAS, monies needed for said increase are included in the 2019 budget.

BE IT ORDAINED by the City Council for the City of Jonesboro, Arkansas that:

SECTION ONE: The City of Jonesboro authorizes a pay raise in the amount of 2% for the City Clerk.



Legislation Details (With Text)

File #: ORD-18:093 **Version:** 1 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 12/14/2018 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE AUTHORIZING 2% RAISE FOR THE MAYOR
Sponsors: Finance
Indexes:
Code sections:
Attachments:

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

AN ORDINANCE AUTHORIZING 2% RAISE FOR THE MAYOR

WHEREAS, it is the desire of the City Council to give a cost of living pay raise to the Mayor in the amount of 2%; and

WHEREAS, monies needed for said increase are included in the 2019 budget.

BE IT ORDAINED by the City Council for the City of Jonesboro, Arkansas that:

SECTION ONE: The City of Jonesboro authorizes a pay raise in the amount of 2% for the Mayor.



Legislation Details (With Text)

| | | | | | |
|-----------------------|--|----------------------|---|--|--|
| File #: | RES-18:200 | Version: | 1 | Name: | |
| Type: | Resolution | Status: | | To Be Introduced | |
| File created: | 12/14/2018 | In control: | | Finance & Administration Council Committee | |
| On agenda: | | Final action: | | | |
| Title: | A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY AND ADMINISTRATION POLICY BY INCLUDING UPDATED JOB TITLES AND GRADES | | | | |
| Sponsors: | Human Resources, Finance | | | | |
| Indexes: | Policy - creation/amendment | | | | |
| Code sections: | | | | | |
| Attachments: | Job Titles and Grades - Revised January 2019 Pay Grades and Steps - Revised January 2019 Salary Administration Plan - Revised January 2019 | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY AND ADMINISTRATION POLICY BY INCLUDING UPDATED JOB TITLES AND GRADES

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

WHEREAS, a need has been identified to modify the City of Jonesboro's current Salary Administration Plan to include job titles and grades for the 2019 Budget.

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 are hereby adopted.

| Approved Full-Time JobTitles Non-Uniform | Department | Pay Grade | Safety Sensitive | Min Salary | Mid Salary | Max Salary |
|---|------------------|--------------|---------------------|------------|------------|------------|
| Chief of Staff | Mayor's Office | 133 | Yes | \$97,942 | \$119,978 | \$146,373 |
| Chief Engineer | Engineering | 132 | Yes | \$93,813 | \$114,921 | \$140,720 |
| Chief Financial Officer | Finance | 131 | Yes | \$90,368 | \$110,701 | \$135,552 |
| Chief Operations Officer | Officer | 126 | Yes | \$73,139 | \$89,595 | \$109,709 |
| Director of Planning | Planning | 125 | Yes | \$69,694 | \$85,375 | \$104,550 |
| 911 Director | E911 | 124 | Yes | \$66,248 | \$81,154 | \$99,372 |
| Director of Human Resources | HR | 124 | Yes | \$66,248 | \$81,154 | \$99,372 |
| Director of Parks & Rec | Parks | 124 | Yes | \$66,248 | \$81,154 | \$99,372 |
| Director of Transit | JETS | 124 | Yes | \$66,248 | \$81,154 | \$99,372 |
| Civil Engineer | Engineering | 124 | Yes | \$66,248 | \$81,154 | \$99,372 |
| Traffic Operations Engineer | Engineering | 124 | Yes | \$66,248 | \$81,154 | \$99,372 |
| Director of Information Systems | Info Systems | 124 | Yes | \$66,248 | \$81,154 | \$99,372 |
| Director of Community Development | Grants | 124 | Yes | \$66,248 | \$81,154 | \$99,372 |
| Chief Bldg Official | Inspections | 122 | Yes | \$59,357 | \$72,712 | \$89,035 |
| Street Superintendent | Street | 122 | Yes | \$59,357 | \$72,712 | \$89,035 |
| Sanitation Superintendent | Sanitation | 122 | Yes | \$59,357 | \$72,712 | \$89,035 |
| Director of Facilities Maintenance | Maintenance | 122 | Yes | \$59,357 | \$72,712 | \$89,035 |
| Director of Communications | Communications | 122 | Yes | \$59,357 | \$72,712 | \$89,035 |
| Redevelopment Director | Engineering | 122 | Yes | \$59,357 | \$72,712 | \$89,035 |
| Assistant City Attorney | Attorney | 122 | Yes | \$59,357 | \$72,712 | \$89,035 |
| Director of Finance | Finance | 122 | Yes | \$59,357 | \$72,712 | \$89,035 |
| Director of Code Enforcement | Code Enforcement | 122 | Yes | \$59,357 | \$72,712 | \$89,035 |
| Asst Director of Parks & Rec | Parks | 121 | Yes | \$55,911 | \$69,491 | \$83,866 |
| Network Administrator | Info Systems | 119 | Yes | \$49,020 | \$60,049 | \$73,529 |
| Purchasing Manager | Finance | 119 | Yes | \$49,020 | \$60,049 | \$73,529 |
| Community Services Manager | Grants | 119 | Yes | \$49,020 | \$60,049 | \$73,529 |
| Grants Writer | Grants | 118 | Yes | \$45,574 | \$55,828 | \$68,360 |
| Parks Maintenance Superintendent | Parks | 118 | Yes | \$45,574 | \$55,828 | \$68,360 |
| Street Drainage Supervisor | Street | 118 | Yes | \$45,574 | \$55,828 | \$68,360 |
| GIS Coordinator | Engineering | 118 | Yes | \$45,574 | \$55,828 | \$68,360 |
| Parks Maintenance Supervisor/Sexton | Parks | 118 | Yes | \$45,574 | \$55,828 | \$68,360 |
| Sanitation Supervisor | Sanitation | 118 | Yes | \$45,574 | \$55,828 | \$68,360 |
| Grants & Finance Specialist | Grants | 118 | Yes | \$45,574 | \$55,828 | \$68,360 |
| Transit Field Supervisor | JETS | 117 | Yes | \$42,989 | \$52,662 | \$64,484 |
| Stormwater Program Manager | Engineering | 117 | Yes | \$42,989 | \$52,662 | \$64,484 |
| Collector | Finance | 117 | Yes | \$42,989 | \$52,662 | \$64,484 |
| Transportation Option Supervisor | JETS | 117 | Yes | \$42,989 | \$52,662 | \$64,484 |
| Deputy City Clerk | City Clerk | 116 | Yes | \$41,267 | \$50,552 | \$61,900 |
| Senior Planner | Planning | 116 | Yes | \$41,267 | \$50,552 | \$61,900 |
| Finance Manager | Finance | 116 | Yes | \$41,267 | \$50,552 | \$61,900 |
| Transportation Option Coordinator | JETS | 116 | Yes | \$41,267 | \$50,552 | \$61,900 |
| Street Maintenance Supervisor | Street | 116 | Yes | \$41,267 | \$50,552 | \$61,900 |
| City Surveyor | Engineering | 116 | Yes | \$41,267 | \$50,552 | \$61,900 |
| Traffic Signal Tech II | Engineering | 116 | Yes | \$41,267 | \$50,552 | \$61,900 |
| Network Technician | Info Systems | 115 | Yes | \$39,543 | \$48,440 | \$59,315 |
| Sr Code Enforcement Off | Code Enforcement | 114 | Yes | \$37,821 | \$46,331 | \$56,731 |
| Digital Media Specialist | Communications | 114 | Yes | \$37,821 | \$46,331 | \$56,731 |
| Planner II | Planning | 114 | Yes | \$37,821 | \$46,331 | \$56,731 |
| Sr Construction Inspector | Inspections | 114 | Yes | \$37,821 | \$46,331 | \$56,731 |
| Sr Computer Technician | Info Systems | 114 | Yes | \$37,821 | \$46,331 | \$56,731 |
| Fleet Supervisor | Sanitation | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |

City of Jonesboro Salary Plan

Effective
1/1/2019

| | | | | | | |
|---------------------------------------|------------------|-----|-----|----------|----------|----------|
| Shop Supervisor | PD | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Records Clerk Supervisor - PD | PD | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Crime Analyst - PD | PD | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Facilities Maintenance Coordinator | Maintenance | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Grants Project Coordinator | Grants | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| HR Generalist (Safety Tech) | HR | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Office Manager - Mayor's | Mayor's Office | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Office Manager - Finance | Finance | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Office Manager - Parks | Parks | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Office Manager - City Clerk | City Clerk | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Office Manager - Street | Street | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Office Manager - Attorney's Office | Attorney | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Senior Court Services Officer | PD | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Rehab Project Coord | Grants | 113 | Yes | \$36,098 | \$44,220 | \$54,147 |
| Youth Sports Coordinator | Parks | 112 | Yes | \$34,375 | \$42,109 | \$51,563 |
| 911 Shift Leader | E911 | 112 | Yes | \$34,375 | \$42,109 | \$51,563 |
| Softball Coordinator | Parks | 112 | Yes | \$34,375 | \$42,109 | \$51,563 |
| Computer Technician II | Info Systems | 112 | Yes | \$34,375 | \$42,109 | \$51,563 |
| Electronics Technician | PD | 112 | Yes | \$34,375 | \$42,109 | \$51,563 |
| Street Crew Leader | Street | 112 | Yes | \$34,375 | \$42,109 | \$51,563 |
| Crew Leader Parks | Parks | 112 | Yes | \$34,375 | \$42,109 | \$51,563 |
| Fleet Technician II | Street | 112 | Yes | \$34,375 | \$42,109 | \$51,563 |
| Public Information Specialist | PD | 112 | Yes | \$34,375 | \$42,109 | \$51,563 |
| HVAC Technician | Maintenance | 112 | Yes | \$34,375 | \$42,109 | \$51,563 |
| HR Representative | HR | 111 | Yes | \$32,834 | \$40,222 | \$49,250 |
| Contract Coordinator | Engineering | 111 | Yes | \$32,834 | \$40,222 | \$49,250 |
| Sr Animal Control Officer | Animal Control | 111 | Yes | \$32,834 | \$40,222 | \$49,250 |
| Construction Inspector | Inspections | 111 | Yes | \$32,834 | \$40,222 | \$49,250 |
| Inspector | Inspections | 111 | Yes | \$32,834 | \$40,222 | \$49,250 |
| Transit Route Supervisor | JETS | 111 | Yes | \$32,834 | \$40,222 | \$49,250 |
| Cartographer | Planning | 111 | Yes | \$32,834 | \$40,222 | \$49,250 |
| Planning Technician | Planning | 111 | Yes | \$32,834 | \$40,222 | \$49,250 |
| Budget Specialist | Finance | 110 | Yes | \$31,343 | \$38,395 | \$47,013 |
| Accounting Technician | Finance | 110 | Yes | \$31,343 | \$38,395 | \$47,013 |
| Payroll Clerk | Finance | 110 | Yes | \$31,343 | \$38,395 | \$47,013 |
| Computer Technician I | Info Systems | 110 | Yes | \$31,343 | \$38,395 | \$47,013 |
| Court Services Officer | PD | 110 | Yes | \$31,343 | \$38,395 | \$47,013 |
| Mechanic - Transit | JETS | 110 | Yes | \$31,343 | \$38,395 | \$47,013 |
| Signal Technician | Engineering | 110 | Yes | \$31,343 | \$38,395 | \$47,013 |
| Fleet Technician I | Street | 110 | Yes | \$31,343 | \$38,395 | \$47,013 |
| Paralegal | Attorney | 110 | Yes | \$31,343 | \$38,395 | \$47,013 |
| Assistant Youth Sports Coordinator | Parks | 110 | Yes | \$31,343 | \$38,395 | \$47,013 |
| Transit Route Coordinator | JETS | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Accounts Payable Specialist | Finance | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Legal Assistant - Secretary | Attorney | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Maintenance Technician | Maintenance | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Paratransit Coordinator | JETS | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| 911 Dispatcher | E911 | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Code Enforcement | Code Enforcement | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Equipment Operator II - Sanitation | Sanitation | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Sex Offender Register Specialist | PD | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Administrative Assistant to the Mayor | Mayor | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Administrative Assisant - PD | PD | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Administrative Secretary - City Clerk | City Clerk | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Administrative Secretary - Streets | Streets | 109 | No | \$29,852 | \$36,569 | \$44,779 |

| | | | | | | |
|--|----------------|-----|-----|----------|----------|----------|
| Administrative Secretary - FD | Fire | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Administrative Secretary - Engineering | Engineering | 109 | No | \$29,852 | \$36,569 | \$44,779 |
| Administrative Secretary - Maintenance | Maintenance | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Animal Control Officer | Animal Control | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Property Technician | PD | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Planner I | Planning | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Social Media Specialist | Communications | 109 | Yes | \$29,852 | \$36,569 | \$44,779 |
| Welder | Street | 108 | Yes | \$28,362 | \$34,743 | \$42,542 |
| Transit Driver | JETS | 108 | Yes | \$28,362 | \$34,743 | \$42,542 |
| Call Taker | E911 | 108 | Yes | \$28,362 | \$34,743 | \$42,542 |
| Cemetery Assistant | Parks | 108 | Yes | \$28,362 | \$34,743 | \$42,542 |
| Equipment Operator II-ST | Street | 108 | Yes | \$28,362 | \$34,743 | \$42,542 |
| CID Secretary | PD | 108 | Yes | \$28,362 | \$34,743 | \$42,542 |
| Receptionist/Clerk | Info Systems | 108 | No | \$28,362 | \$34,743 | \$42,542 |
| Mechanics Helper | JETS | 107 | Yes | \$25,796 | \$31,600 | \$40,307 |
| Incinerator Operator | Sanitation | 107 | Yes | \$25,796 | \$31,600 | \$40,307 |
| Administrative Secretary - Inspections | Inspections | 107 | No | \$25,796 | \$31,600 | \$40,307 |
| Administrative Secretary - Planning | Planning | 107 | No | \$25,796 | \$31,600 | \$40,307 |
| Administrative Secretary - HR | HR | 107 | Yes | \$25,796 | \$31,600 | \$40,307 |
| Equipment Operator I - Sanitation | Sanitation | 107 | Yes | \$25,796 | \$31,600 | \$40,307 |
| Equipment Operator I - Street | Street | 107 | Yes | \$25,796 | \$31,600 | \$40,307 |
| Sanitation Worker | Sanitation | 106 | Yes | \$24,634 | \$30,177 | \$36,954 |
| Custodian | Maintenance | 106 | Yes | \$24,634 | \$30,177 | \$36,954 |
| Fleet Service Worker | Sanitation | 106 | Yes | \$24,634 | \$30,177 | \$36,954 |
| Records Clerk - PD | PD | 106 | Yes | \$24,634 | \$30,177 | \$36,954 |
| Kennel Master | Animal Control | 106 | Yes | \$24,634 | \$30,177 | \$36,954 |
| Park Maintenance Worker | Parks | 106 | Yes | \$24,634 | \$30,177 | \$36,954 |
| Street Maintenance Worker | Street | 106 | Yes | \$24,634 | \$30,177 | \$36,954 |
| Building Maintenance Worker | Maintenance | 106 | Yes | \$24,634 | \$30,177 | \$36,954 |

| Uniform Job Titles | Department | Grade | Safety | Min | Mid | Max |
|--|------------|-------|--------|----------|-----------|-----------|
| Police Officer | PD | U1 | Yes | \$34,500 | \$42,434 | \$51,600 |
| Police Sergeant | PD | U2 | Yes | \$52,000 | see chart | \$60,000 |
| Police Lieutenant | PD | U3 | Yes | \$61,000 | see chart | \$70,000 |
| Police Captain | PD | U4 | Yes | \$71,000 | see chart | \$81,000 |
| Police Assistant Chief | PD | U5 | Yes | \$82,000 | see chart | \$92,000 |
| Police Chief | PD | U6 | Yes | \$96,000 | see chart | \$108,000 |
| Fire Fighter | Fire | U1 | Yes | \$34,500 | \$42,434 | \$51,600 |
| Fire Fighter - Driver/Operator | Fire | U2 | Yes | \$52,000 | see chart | \$60,000 |
| Fire Captain | Fire | U3 | Yes | \$61,000 | see chart | \$70,000 |
| Ballalion Chief | Fire | U4 | Yes | \$71,000 | see chart | \$81,000 |
| Fire Marshall - Division Chief | Fire | U4 | Yes | \$71,000 | see chart | \$81,000 |
| Fire Training Officer - Division Chief | Fire | U4 | Yes | \$71,000 | see chart | \$81,000 |
| Assistant Fire Chief | Fire | U5 | Yes | \$82,000 | see chart | \$92,000 |
| Fire Chief | Fire | U6 | Yes | \$96,000 | see chart | \$108,000 |



City of Jonesboro

Non-Uniformed Employee Pay Grades and Steps Effective January 1, 2019

| | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | 24,634 | 25,796 | 28,362 | 29,852 | 31,343 | 32,834 | 34,375 | 36,098 | 37,821 | 39,543 | 41,267 | 42,989 | 45,574 |
| 2 | 25,250 | 26,441 | 29,071 | 30,598 | 32,127 | 33,655 | 35,234 | 37,000 | 38,767 | 40,532 | 42,299 | 44,064 | 46,713 |
| 3 | 25,866 | 27,086 | 29,780 | 31,345 | 32,910 | 34,476 | 36,094 | 37,903 | 39,712 | 41,520 | 43,330 | 45,138 | 47,853 |
| 4 | 26,482 | 27,731 | 30,489 | 32,091 | 33,694 | 35,297 | 36,953 | 38,805 | 40,658 | 42,509 | 44,362 | 46,213 | 48,992 |
| 5 | 27,098 | 28,376 | 31,198 | 32,837 | 34,477 | 36,117 | 37,813 | 39,708 | 41,603 | 43,497 | 45,394 | 47,288 | 50,131 |
| 6 | 27,713 | 29,021 | 31,907 | 33,584 | 35,261 | 36,938 | 38,672 | 40,610 | 42,549 | 44,486 | 46,425 | 48,363 | 51,271 |
| 7 | 28,329 | 29,665 | 32,616 | 34,330 | 36,044 | 37,759 | 39,531 | 41,513 | 43,494 | 45,475 | 47,457 | 49,437 | 52,410 |
| 8 | 28,945 | 30,310 | 33,325 | 35,076 | 36,828 | 38,580 | 40,391 | 42,415 | 44,440 | 46,463 | 48,489 | 50,512 | 53,549 |
| 9 | 29,561 | 30,955 | 34,034 | 35,822 | 37,612 | 39,401 | 41,250 | 43,318 | 45,385 | 47,452 | 49,520 | 51,587 | 54,689 |
| 10 | 30,177 | 31,600 | 34,743 | 36,569 | 38,395 | 40,222 | 42,109 | 44,220 | 46,331 | 48,440 | 50,552 | 52,662 | 55,828 |
| 11 | 30,794 | 32,245 | 35,452 | 37,315 | 39,179 | 41,042 | 42,969 | 45,122 | 47,276 | 49,430 | 51,583 | 53,737 | 56,967 |
| 12 | 31,410 | 32,890 | 36,161 | 38,061 | 39,963 | 41,863 | 43,828 | 46,024 | 48,222 | 50,419 | 52,615 | 54,812 | 58,106 |
| 13 | 32,026 | 33,535 | 36,870 | 38,808 | 40,746 | 42,684 | 44,688 | 46,927 | 49,167 | 51,407 | 53,646 | 55,886 | 59,246 |
| 14 | 32,642 | 34,180 | 37,579 | 39,554 | 41,530 | 43,505 | 45,547 | 47,829 | 50,113 | 52,396 | 54,678 | 56,961 | 60,385 |
| 15 | 33,258 | 34,825 | 38,288 | 40,300 | 42,313 | 44,325 | 46,407 | 48,732 | 51,058 | 53,384 | 55,710 | 58,036 | 61,524 |
| 16 | 33,873 | 35,470 | 38,997 | 41,047 | 43,097 | 45,146 | 47,266 | 49,634 | 52,004 | 54,373 | 56,741 | 59,111 | 62,664 |
| 17 | 34,489 | 36,114 | 39,706 | 41,793 | 43,880 | 45,967 | 48,125 | 50,537 | 52,949 | 55,362 | 57,773 | 60,185 | 63,803 |
| 18 | 35,105 | 36,759 | 40,415 | 42,539 | 44,664 | 46,788 | 48,985 | 51,439 | 53,895 | 56,350 | 58,805 | 61,260 | 64,942 |
| 19 | 35,721 | 37,404 | 41,124 | 43,285 | 45,448 | 47,609 | 49,844 | 52,342 | 54,840 | 57,339 | 59,836 | 62,335 | 66,082 |
| 20 | 36,337 | 38,049 | 41,833 | 44,032 | 46,231 | 48,430 | 50,703 | 53,244 | 55,786 | 58,327 | 60,868 | 63,410 | 67,221 |
| 21 | 36,954 | 40,307 | 42,542 | 44,779 | 47,013 | 49,250 | 51,563 | 54,147 | 56,731 | 59,315 | 61,900 | 64,484 | 68,360 |



City of Jonesboro

Non-Uniformed Employee Pay Grades and Steps Effective January 1, 2019

| | 119 | 120 | 121 | 122 | 123 | 124 | 125 | 126 | 127 | 131 | 132 | 133 |
|----|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|
| 1 | 49,020 | 52,465 | 55,911 | 59,357 | 62,802 | 66,248 | 69,694 | 73,139 | 76,585 | 90,368 | 93,813 | 97,942 |
| 2 | 50,245 | 53,777 | 57,309 | 60,841 | 64,372 | 67,904 | 71,436 | 74,967 | 78,500 | 92,627 | 96,158 | 100,391 |
| 3 | 51,471 | 55,088 | 58,707 | 62,325 | 65,942 | 69,560 | 73,179 | 76,796 | 80,414 | 94,886 | 98,504 | 102,839 |
| 4 | 52,696 | 56,400 | 60,104 | 63,809 | 67,512 | 71,217 | 74,921 | 78,624 | 82,329 | 97,146 | 100,849 | 105,288 |
| 5 | 53,922 | 57,711 | 61,502 | 65,293 | 69,082 | 72,873 | 76,663 | 80,453 | 84,244 | 99,405 | 103,194 | 107,736 |
| 6 | 55,147 | 59,023 | 62,900 | 66,777 | 70,652 | 74,529 | 78,406 | 82,281 | 86,158 | 101,664 | 105,540 | 110,185 |
| 7 | 56,373 | 60,335 | 64,298 | 68,261 | 72,222 | 76,185 | 80,148 | 84,110 | 88,073 | 103,923 | 107,885 | 112,633 |
| 8 | 57,598 | 61,646 | 65,695 | 69,744 | 73,792 | 77,841 | 81,890 | 85,938 | 89,987 | 106,182 | 110,230 | 115,082 |
| 9 | 58,824 | 62,958 | 67,093 | 71,228 | 75,362 | 79,498 | 83,633 | 87,767 | 91,902 | 108,442 | 112,576 | 117,530 |
| 10 | 60,049 | 64,270 | 68,491 | 72,712 | 76,933 | 81,154 | 85,375 | 89,595 | 93,817 | 110,701 | 114,921 | 119,979 |
| 11 | 61,274 | 65,581 | 69,888 | 74,196 | 78,503 | 82,810 | 87,117 | 91,424 | 95,732 | 112,960 | 117,267 | 122,427 |
| 12 | 62,499 | 66,893 | 71,286 | 75,680 | 80,073 | 84,466 | 88,859 | 93,252 | 97,647 | 115,219 | 119,612 | 124,876 |
| 13 | 63,725 | 68,204 | 72,684 | 77,164 | 81,643 | 86,122 | 90,602 | 95,081 | 99,561 | 117,478 | 121,958 | 127,324 |
| 14 | 64,950 | 69,516 | 74,081 | 78,648 | 83,213 | 87,779 | 92,344 | 96,909 | 101,476 | 119,738 | 124,303 | 129,773 |
| 15 | 66,176 | 70,827 | 75,479 | 80,132 | 84,783 | 89,435 | 94,086 | 98,738 | 103,391 | 121,997 | 126,648 | 132,221 |
| 16 | 67,401 | 72,139 | 76,877 | 81,616 | 86,353 | 91,091 | 95,829 | 100,566 | 105,305 | 124,256 | 128,994 | 134,670 |
| 17 | 68,627 | 73,451 | 78,275 | 83,100 | 87,923 | 92,747 | 97,571 | 102,395 | 107,220 | 126,515 | 131,339 | 137,118 |
| 18 | 69,852 | 74,762 | 79,672 | 84,583 | 89,493 | 94,403 | 99,313 | 104,223 | 109,134 | 128,774 | 133,684 | 139,567 |
| 19 | 71,078 | 76,074 | 81,070 | 86,067 | 91,063 | 96,060 | 101,056 | 106,052 | 111,049 | 131,034 | 136,030 | 142,015 |
| 20 | 72,303 | 77,386 | 82,468 | 87,551 | 92,634 | 97,716 | 102,798 | 107,880 | 112,964 | 133,293 | 138,375 | 144,464 |
| 21 | 73,529 | 78,698 | 83,866 | 89,035 | 94,203 | 99,372 | 104,550 | 109,709 | 114,878 | 135,552 | 140,720 | 146,912 |



City of Jonesboro

Uniformed Employee Pay Grades and Steps Effective October 1, 2016

| | U1 | U2 | U3 | U4 | U5 | U6 |
|----|-------|-------|-------|-------|-------|--------|
| 1 | 34500 | 52000 | 61000 | 71000 | 82000 | 96000 |
| 2 | 36200 | 53000 | 63000 | 73000 | 84500 | 99000 |
| 3 | 37050 | 53500 | 64000 | 74000 | 85750 | 100500 |
| 4 | 37900 | 54000 | 65000 | 75000 | 87000 | 102000 |
| 5 | 38750 | 54500 | 66250 | 78000 | 89500 | 105000 |
| 6 | 39600 | 55000 | 67500 | 81000 | 92000 | 108000 |
| 7 | 40450 | 56250 | 68750 | | | |
| 8 | 41300 | 57500 | 70000 | | | |
| 9 | 41867 | 58333 | | | | |
| 10 | 42434 | 59166 | | | | |
| 11 | 43000 | 60000 | | | | |
| 12 | 43860 | | | | | |
| 13 | 44720 | | | | | |
| 14 | 45580 | | | | | |
| 15 | 46440 | | | | | |
| 16 | 47300 | | | | | |
| 17 | 48160 | | | | | |
| 18 | 49020 | | | | | |
| 19 | 49880 | | | | | |
| 20 | 50740 | | | | | |
| 21 | 51600 | | | | | |



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 11/21/2017
Revised 01/01/2019

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.