

FY12 Compensation Policy



Richard Hodges, Mayor

CITY OF MILLINGTON COMPENSATION POLICY

SECTION I: GENERAL PAY POLICY

The purpose of these guidelines, which are established by Ordinance adopted by the Board of Mayor and Aldermen, is to establish procedures for determining rates of pay for new hires, promotions, demotions, reclassifications, job proficiency, and other situations in the Personnel System as approved by the Board of Mayor and Aldermen.

Each full-time and part-time employee shall be placed in a job classification with assigned pay range(s). Salaries of individual employees will be set within those ranges as approved by the Mayor within budget resources. No employee shall be compensated at less than the minimum for their job classification and shall not be given any salary adjustment that causes their compensation to exceed the maximum for their job classification. Any approved changes should be promptly communicated to the employee impacted by the change.

The City compensates employees for all time and will not ask employees to work without compensation. Employees covered by the Fair Labor Standards Act (FLSA) may generally receive a "salary" to allow them to plan for the same minimum pay each pay period but will be properly compensated in cash or compensatory time for all hours in each pay-period. References in this Policy to Salary are to annualized base pay for each employee based on their job classification and are not to be interpreted to be contrary to any provisions of the FLSA.

SECTION II: PROVISIONS OF THE PAY PLAN

A. Hire Rate:

1. Fire and Police – Each new employee hired into a position covered by a Special Salary Schedule shall only be hired at the entry level rate for that position.
2. All Other Employees - A new employee to a position shall normally be hired into a position at the minimum of the salary range in which the job is assigned. Salary should be based on the bona fide qualifications of the applicant. The Mayor may approve a hire rate above the minimum when an applicant possesses qualifications, experience, or education above the minimum acceptable qualifications for the position. Department heads desiring to appoint an applicant at a salary above the minimum must submit written documentation through Personnel to the Mayor for approval. Exceptions will be

made only in exceptional cases.

B. Change of Status:

1. Promotion:

a) Fire and Police – Employees who are covered by a Special Salary Schedule and who are promoted shall always receive the amount on that Schedule for the position to which they are promoted regardless of the percentage change from present pay.

b) All Other Employees – Employees who promote to a higher pay grade and who have completed the original new job orientation period will receive a 5% increase or will be placed at the minimum salary range of the new grade, whichever is higher. Promotions must comply with Section III, C., of the City of Millington Personnel Policies.

2. Temporary Promotion: Whenever an employee assumes full responsibility and duties of a higher salary grade as a result of illness, vacancy, pregnancy, etc., for more than 20 working days, he/she will be temporarily promoted, and will be compensated in accordance with B.1. Promotion above, retroactive to the first working day of the temporary promotion period. Provided however, that the employee temporarily promoted will not receive higher pay than the employee whose position he/she fills.

The temporary promotion must be justified in writing by the Department Head with an estimation of how long the situation giving rise to the temporary promotion is expected to last. Department Heads will make every effort to avoid making temporary promotions. Before compensation is granted, documentation must be submitted through Personnel to the Mayor for approval. Temporary promotions as the result of a vacancy will not be permitted for more than 90 days. At the end of all temporary promotions, Personnel will initiate a Personnel Action Form and the employee returned to his/her position.

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3. Reclassifications: When an employee's classification changes as a result of a job audit being performed by Personnel and approved by the Mayor, the following will apply:

A. Employees whose positions are reclassified to a higher pay grade shall be given a 5% salary increase or placed at the entry salary of the new pay grade, whichever is higher.

B. An employee whose position is reclassified and whose salary is already above the minimum salary of the reclassified position grade will not automatically receive a pay adjustment. The Department Head may recommend to the Mayor a proposed salary increase for the

reclassified position in this situation.

C. Employees who are covered by a Special Salary Schedule shall only be placed at the proper rate for the new classification regardless of A. and B. above.

4. Involuntary Demotion: An involuntary demotion is a decision of management and normally requires a reduction in both pay and salary grade. An employee may be involuntarily demoted as a result of disciplinary action or for other reasons, including budget limitations. A reduction in pay and salary grade shall be imposed such that the compensation of the employee being demoted does not exceed the maximum compensation rate for the lower position. Such pay reductions must be reviewed by the Director of Personnel and approved by the Mayor.

Employees who are covered by a Special Salary Schedule and receive an involuntary demotion shall experience a salary reduction and shall be placed at the proper rate for the new classification regardless of any other provisions of this policy.

5. Effective Date of Salary Changes: The effective dates of all salary changes (increases or decreases) should coincide with the beginning of a payroll period unless there are compelling reasons to do otherwise or as provided in any Special Salary Schedule.

C. General Adjustments:

A general adjustment occurs when the Board of Mayor and Alderman approve a general pay adjustment for all eligible City employees.

1. General Adjustment for FY12: The general adjustment for FY12 is 1% for Department Heads and their first tier management subordinate(s) and 2% for all other eligible employees.
2. General Eligibility: All full time and part-time employees are eligible unless excluded by other provisions of this policy.

3. Excluded from Eligibility: Employees are not eligible for the general adjustment if one or more of the following conditions apply:
 - a. Elected officials – salary established prior to their election
 - b. Employees of Fire and Police – covered by rules of Special Salary Schedule
 - c. Employees who have ceased active work but are still on the payroll in order to cover final payments to them
4. Effective Date of General Adjustments: The general adjustment is intended for time worked in the new fiscal year and is therefore effective on the first pay period

covering 14 days worked in July.

5. Special Rules for Employees Covered by Special Salary Schedules: Any employee covered by a Special Salary Schedule shall not be eligible for any general increase to the extent that the new pay rate with the general increase exceeds the approved rate for that employee on the Special Salary Schedule.
6. Department Heads and First Tier Management Subordinates: This covers the following job classifications in their respective departments:
 - Arts and Recreation Director (1)
 - City Clerk (1)
 - City Engineer (1)
 - Finance Director (1)
 - Fire Chief (1)
 - Assistant Fire Chief (1)
 - Personnel Director (1)
 - Police Chief (1)
 - Police Inspector (3)
 - Public Works Director (1)
 - Manager A (2)
 - Manager B (2)
 - USA Stadium Complex Director (1)

(Number in parenthesis is the number of positions covered for that classification.)

D. Responsibility:

The Director of Personnel, under the direction of the Mayor, shall review and monitor all compensation policies in order to ensure compliance with all legal and regulatory requirements, and, insofar as feasible, ensure the City's ability to attract and keep quality employees through competitive wages. The Board of Mayor and Aldermen shall annually approve the General Pay Policy and related Position Control Budget by Ordinance as a part of the budget-making process.

~~Department Heads should implement these policies by communicating them to~~ employees, placing high priority on training, development and performance appraisal of employees, and through even-handed administration of all approved procedures. Department Heads may communicate with the Director of Personnel concerning any problems relating to administration of the compensation plan. Department Heads also shall provide the Director of Personnel any reports or other documents needed for administrative action or record keeping. It is the responsibility of each Department Head to maintain an up-to-date copy of this salary policy and related information for employee access, if requested.

The Personnel Director shall maintain copies of these policies along with records of the current compensation plan and pay ranges, individual salary data, etc.

SECTION III: COMPENSATION PHILOSOPHY AND POLICIES FOR IMPLEMENTATION

A. Compensation Philosophy: The City utilizes a market-based pay plan which is in accordance with local market compensation practices. The pay schedule may be adjusted annually according to availability of funds, local market salary surveys, and cost-of-living indicators. Pay-for-performance increases may be given based on an employee's performance rating. Increases such as performance and promotion are solely based on an employee's past and present job performance.

Employees will be informed of amount and effective dates of salary increases only after these are reviewed by Personnel and approved by the Mayor.

B. Policies:

1. Part-time and seasonal employees will be entitled to pay in accordance with the established Salary Guidelines for Part-time Employees. Part time and seasonal employees shall be paid for all hours worked and may not accrue any compensatory time. Such employees shall not be allowed to work any hours that will result in expenditures for compensation and fringe benefits in excess of the approved budget.
2. Overtime shall only be worked if it is essential to the public interest or to preserve public health and safety. Overtime work on any job shall be allocated as evenly as possible among all employees within the classification qualified to do the work. Overtime must be approved in advance by the Department Head except in emergency conditions.

Employees, who are not exempt from the Fair Labor Standards Act (FLSA) and who are required to work overtime, shall be compensated in accordance with the provisions of the FLSA as follows:

- a) Compensation for overtime shall either be
 - payment for overtime hours at one and one-half times the straight time pay rate, or
 - compensatory time recorded at the rate of one and one-half hours for each overtime hour.
- b) The option to provide compensatory time in lieu of monetary payment for overtime worked may be requested by the employee but must be approved by the Department Head. In accordance with CFR § 553.2 et seq. employees must be paid for overtime unless they agree to receive compensatory time.
- c) In the event that an employee receives pay for compensatory time (such as termination or retirement) it shall be paid at the employee's straight time pay rate in effect at that time.

- d) Compensatory time shall not be allowed to accumulate beyond 96 hours for those employees working a regular forty (40) hour work-week or beyond 144 hours for uniformed Fire personnel or 240 hours for sworn Police personnel.
 - e) Employees, whose work week routinely consists of forty (40) hours within a given seven (7) day period beginning on Saturday and who are determined to be non-exempt from the overtime regulations in accordance with Title 29, Part 541 of the Code of Federal Regulations (better known as FLSA), will be compensated for hours actually worked on the job in excess of forty (40) hours as overtime.
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- d) Personnel in the Fire Department, who work special shifts involving continuous 24 hour days, are covered by special FLSA provisions related to overtime calculations. For hours worked in excess of 204 actual hours in a twenty-seven (27) day work cycle, these employees are to be compensated as overtime in accordance with Title 29, Part 541, Section 7(k), of the Code of Federal Regulations (better known as FLSA).
 - e) Sworn personnel in the Police Department are covered by special FLSA provisions related to overtime calculations and are compensated as overtime for hours worked in excess of 86 actual hours in a fourteen (14) day work cycle.
3. Exempt employees, as identified by the classification plan, are generally considered to be compensated on a "whole job" basis in accordance with Title 29, Part 541 of the Code of Federal Regulations (better known as FLSA) and overtime compensation is not considered due. The Mayor may authorize a special payment to an exempt employee who is required to work an excessive number of hours, when compared to normal business conditions, in the event a natural disaster, civic disturbance or other emergency. Exempt employees fall into one of three categories: Executive, Professional, and Administrative. Exempt personnel are not required to complete weekly time sheets, and are not charged for vacation or sick leave if absences are less than one working day. Approval for the absence must be granted by the Mayor for Department Heads, and by Department Heads for all other personnel. No leave exceeding six (6) hours will be approved under this provision at any one time. Exempt employees are required to work a minimum of two hours (six hours for Fire Department shift personnel) to receive this time off. This time may not be used in conjunction with sick and vacation leave on the same day. Exempt personnel absent for one or more working days must submit leave sheets to their Department Head or to the Mayor, as appropriate, for approval.

SECTION IV: PAY PLAN

Attached are four schedules integral to the budgeting and compensation of personnel.

1. List of Pay Grades with annual compensation ranges and the Job Classifications assigned to each grade.
2. Table of Compensation Ranges reflecting annual, bi-weekly and hourly rates for each pay grade.
3. Special Salary Schedule for Fire Department
4. Special Salary Schedule for Police Department

City of Millington

List of Job Classifications and Pay Grades

Grade	Annual			Position Title
	Minimum	Midpoint	Maximum	
2	7.25	Hourly only	15.00	A&R Staff (part-time) Field Supervisor (part-time) Laborer (part-time) Maint Worker (part-time) Other part-time employees Scorekeeper (part-time) Umpire (part-time)
3	17,680.00	21,580.00	25,480.00	Custodian
4	18,746.00	23,623.00	28,500.00	Clerical Clerical Specialist (part-time) Clerk Crew Worker Facility Custodian Maintenance Worker
5	20,878.00	25,493.00	30,108.00	School Crossing Attendant (part-time) Speed Van Operators (part-time)
6	21,970.00	26,793.00	31,616.00	Assistant Court Clerk Baliff (part-time) Office Assistant, Senior
7	23,036.00	28,268.00	33,500.00	Administrative Secretary Administrative Secretary (part-time) Building Maintenance Worker Custodial Supervisor D Personnel Assistant Utility Worker
8	24,102.00	29,406.00	34,710.00	Acct Technician B Permit Technician
9	25,168.00	30,719.00	36,270.00	Executive Secretary/Assistant

City of Millington

List of Job Classifications and Pay Grades

Grade	Annual			Position Title
	Minimum	Midpoint	Maximum	
10	26,208.00	32,006.00	37,804.00	Baseball Operations Director Court Clerk Crew Leader Dispatcher (part-time) Dispatcher/Jailer Equipment Operator Operations Manager D (part-time) Sports Programs Coordinator
11	28,366.00	34,683.00	41,000.00	Acct Technician A Codes Enforcement Officer GIS Technician Heavy Equipment Operator Maintenance Mechanic Manager C Office Supervisor C Plumbing Inspector Supervisor C Treatment Plant Operator Vehicle/Equipment Mechanic Water Plant Operator
12	31,564.00	38,532.00	45,500.00	Shop Supervisor B Treatment Plant Operator - Lead
13	32,656.00	40,328.00	48,000.00	Chief Building Inspector Chief Maintenance Mechanic Fire Inspector Water System Supervisor A
14	36,894.00	45,058.00	53,222.00	Chief Water Plant Operator City Marketing/Program Manager B Manager B
15	39,052.00	47,671.00	56,290.00	Fire Marshall

City of Millington

List of Job Classifications and Pay Grades

Grade	Annual			Position Title
	Minimum	Midpoint	Maximum	
16	40,118.00	50,059.00	60,000.00	Manager A
17	41,672.00	55,910.00	70,148.00	
18	42,804.00	58,010.00	73,216.00	
19	43,054.00	60,449.00	77,844.00	
20	45,450.00	63,694.00	81,938.00	
				Arts & Recreation Director
				Assistant Fire Chief
				City Clerk
				City Engineer
				Finance Director
				Fire Chief
				Personnel Director
				Police Chief
				Public Works Director
				USA Stadium Complex Director

Special Salary Schedules

E1	82,085.00	N/A	N/A	Mayor - Elected
E2	3,600.00	N/A	N/A	Alderman - Elected
E3	36,000.00	N/A	N/A	Judge - Elected
F0	29,070.00	N/A	N/A	Firefighter (part-time)
F1-5	29,070.00	N/A	34,680.00	Firefighter
F6-8	36,720.00	N/A	40,800.00	Fire Lieutenant
F9-10	42,840.00	N/A	45,900.00	Fire Battalion Commander
P1-4	29,070.00	N/A	35,700.00	Police Officer
P5-6	37,740.00	N/A	39,780.00	Police Sergeant
P7-8	41,820.00	N/A	45,900.00	Police Lieutenant
P9-10	48,246.00	N/A	49,980.00	Police Inspector

City of Millington Salary Structure by Grade

Grade	Annual			Bi-weekly			Hourly	
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Maximum
2	Hourly only	7.25	15.00					
3	17,680.00	21,580.00	25,480.00	680.00	830.00	980.00	8.50	12.25
4	18,746.00	23,623.00	28,500.00	721.00	909.00	1,096.00	9.01	13.70
5	20,878.00	25,493.00	30,108.00	803.00	981.00	1,158.00	10.04	14.48
6	21,970.00	26,793.00	31,616.00	845.00	1,031.00	1,216.00	10.56	15.20
7	23,036.00	28,268.00	33,500.00	886.00	1,087.00	1,288.00	11.08	16.11
8	24,102.00	29,406.00	34,710.00	927.00	1,131.00	1,335.00	11.59	16.69
9	25,168.00	30,719.00	36,270.00	968.00	1,182.00	1,395.00	12.10	17.44
10	26,208.00	32,006.00	37,804.00	1,008.00	1,231.00	1,454.00	12.60	18.18
11	28,366.00	34,683.00	41,000.00	1,091.00	1,334.00	1,577.00	13.64	19.71
12	31,564.00	38,532.00	45,500.00	1,214.00	1,482.00	1,750.00	15.18	21.88
13	32,656.00	40,328.00	48,000.00	1,256.00	1,551.00	1,846.00	15.70	23.08
14	36,894.00	45,058.00	53,222.00	1,419.00	1,733.00	2,047.00	17.74	25.59
15	39,052.00	47,671.00	56,290.00	1,502.00	1,834.00	2,165.00	18.78	27.06
16	40,118.00	50,059.00	60,000.00	1,543.00	1,925.00	2,308.00	19.29	28.85
17	41,672.00	55,910.00	70,148.00	1,603.00	2,150.00	2,698.00	20.03	33.73
18	42,804.00	58,010.00	73,216.00	1,646.00	2,231.00	2,816.00	20.58	35.20
19	43,054.00	60,449.00	77,844.00	1,656.00	2,325.00	2,994.00	20.70	37.43
20	45,450.00	63,694.00	81,938.00	1,748.00	2,450.00	3,151.00	21.85	39.39

City of Millington Salary Structure by Grade

Grade	Annual			Bi-weekly			Hourly	
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Maximum
Special Salary Schedules								
E1	82,085.00		82,085.00	3,157.00		3,157.00	N/A	N/A
E2	3,600.00		3,600.00	138.00		138.00	N/A	N/A
E3	36,000.00		36,000.00	1,385.00		1,385.00	N/A	N/A
F0	N/A	N/A	N/A	N/A	N/A	N/A	10.24	N/A
F1	29,070.00	N/A	N/A	1,118.00	N/A	N/A	10.55	N/A
F2	31,620.00	N/A	N/A	1,216.00	N/A	N/A	11.47	N/A
F3	32,640.00	N/A	N/A	1,255.00	N/A	N/A	11.84	N/A
F4	33,660.00	N/A	N/A	1,295.00	N/A	N/A	12.21	N/A
F5	34,680.00	N/A	N/A	1,334.00	N/A	N/A	12.58	N/A
F6	36,720.00	N/A	N/A	1,412.00	N/A	N/A	13.32	N/A
F7	39,780.00	N/A	N/A	1,530.00	N/A	N/A	14.43	N/A
F8	40,800.00	N/A	N/A	1,569.00	N/A	N/A	14.80	N/A
F9	42,840.00	N/A	N/A	1,648.00	N/A	N/A	15.54	N/A
F10	45,900.00	N/A	N/A	1,765.00	N/A	N/A	16.65	N/A
P1	29,070.00	N/A	N/A	1,118.00	N/A	N/A	13.98	N/A
P2	32,640.00	N/A	N/A	1,255.00	N/A	N/A	15.69	N/A
P3	33,660.00	N/A	N/A	1,295.00	N/A	N/A	16.18	N/A
P4	35,700.00	N/A	N/A	1,373.00	N/A	N/A	17.16	N/A
P5	37,740.00	N/A	N/A	1,452.00	N/A	N/A	18.14	N/A
P6	39,780.00	N/A	N/A	1,530.00	N/A	N/A	19.13	N/A
P7	41,820.00	N/A	N/A	1,608.00	N/A	N/A	20.11	N/A
P8	45,900.00	N/A	N/A	1,765.00	N/A	N/A	22.07	N/A
P9	48,246.00	N/A	N/A	1,856.00	N/A	N/A	23.20	N/A
P10	49,980.00	N/A	N/A	1,922.00	N/A	N/A	24.03	N/A

**City of Millington
Fire Department Special Salary Schedule
Annual Rate Excluding Overtime**

	Base Rate	Adjusted Rate		Holiday Pay Hourly Rate
		Annual	Hourly	
Fireman				
F0 Part-time Firefighter Entry Level Hire	N/A	N/A	N/A	10.24
F1 Firefighter I - Education + 1 or more years with City as of July 1	28,500	29,070	10.55	13.98
F2 Firefighter II - Education + 3 or more years with City as of July 1	31,000	31,620	11.48	15.20
F3 Firefighter III - Education + 5 or more years with City as of July 1	32,000	32,640	11.85	15.69
F4 Firefighter IV - Education + 7 or more years with City as of July 1	33,000	33,660	12.22	16.18
F5	34,000	34,680	12.59	16.67
Lieutenant				
F6 Promotion from Firefighter or new hire to City	36,000	36,720	13.33	17.65
F7 5 or more years in job class with City as of July 1	39,000	39,780	14.44	19.13
F8 10 or more years in job class with City as of July 1	40,000	40,800	14.81	19.62
Battalion Commander				
F9 Promotion from Lieutenant or new hire to City	42,000	42,840	15.55	20.60
F10 3 or more years in job class with City as of July 1	45,000	45,900	16.66	22.07

Increases are based on a combination of education standards, as established by the Fire Chief, in addition to time in the job class. Both requirements must be met before the annual pay adjustment can occur.

Pay increases for a Promotion (to Lieutenant, or to Battalion Commander) will occur at the beginning of the next payperiod when the promotion occurs.

All pay increases for time in rank are given as of July 1 each year. No adjustments will be made for back pay or for attainment of years of service during the year.

Base Rate is expressed in terms of FY2010 pay rates. Adjusted Rate reflects general increase given by the City. A similar adjustment will occur for future general increases if given by the City. Hourly Rate is for all straight overtime hours and will be used to calculate time and a half as necessary. Holiday Hourly Rate is calculated to be consistent with how all City employees are compensated for Holidays.

Any employee currently receiving pay above the rate for their job title and years of service will be red-lined. Red-lined employees will not receive any pay adjustment or general increase until their pay is in line with all other employees for their job title and years of service.

Any employee regularly serving as a driver shall receive a \$40 per payperiod supplement.

**City of Millington
Police Department Special Salary Schedule
Annual Rate Excluding Overtime**

		Adjusted Rate	
		Annual	Hourly
Police Officer			
P1	Entry Level Hire	28,500	13.98
P2	Street Ready - Single Officer in Car	32,000	15.69
P3	3 or more years with City as of July 1	33,000	16.18
P4	5 or more years with City as of July 1	35,000	17.16
Sergeant			
P5	Promotion from Police Officer or new hire to City	37,000	18.14
P6	3 or more years with City in job class as of July 1	39,000	19.13
Lieutenant			
P7	Promotion from Sergeant or new hire to City	41,000	20.11
P8	3 or more years with City in job class as of July 1	45,000	22.07
Inspector			
P9	Promotion from Sergeant or new hire to City	47,300	22.97
P10	3 or more years with City in job class as of July 1	49,000	23.79

Pay increases for a Promotion (to Sergeant, to Lieutenant, or to Inspector) will occur at the beginning of the next payperiod when the promotion occurs.

All pay increases for time in rank are given as of July 1 each year. No adjustments will be made for back pay or for attainment of years of service during the year.

Pay increase for street ready new hire will occur as of the first day of a payperiod next starting following certification by Chief of Police.

Base Rate is expressed in terms of FY2010 pay rates. Adjusted Rate reflects general increase given by the City. A similar adjustment will occur for future general increases if given by the City.

Any employee currently receiving pay above the rate for their job title and years of service will be red-lined. Red-lined employees will not receive any pay adjustment or general increase until their pay is in line with all other employees for their job title and years of service.

One employee may receive a 5% supplement for serving as the information technology coordinator for the Department.