

Employee Classification and Compensation Plan

June 14, 2017

Intent

This document articulates the Town of Amherst's compensation plan as per the provisions of the Town of Amherst Personnel Policy.

Philosophy

The Town's compensation philosophy involves:

- Providing fair and equitable rates of pay to employees,
- Developing a system of pay grades that state the minimum and maximum rates that the Town will pay individuals within a position class and identify the midpoint of the range as the "market" rate,
- Establishing rates of pay that allow the Town to compete successfully for new employees within its market area,
- Establishing a market position that is fiscally responsible with public resources,
- Ensuring that pay rates for employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions,
- Developing pay administration policies and procedures that ensure their consistent application between operating units, and
- Ensuring that the compensation program is understandable.

Framework

The Town's compensation plan consists of a classification system for all jobs and a pay grade that sets a pay range for each classified position as established by the SAFE job evaluation system. Each position class is assigned to one (1) of six (6) skill levels according to the characteristic of the work done and then evaluated based upon nine (9) job factors.

<u>Skill Level Groupings of Work Characteristic</u>	<u>Job Factors</u>
I: Manual	1. Training and Ability
II: Administrative Support, Human Support, Semiskilled	2. Experience Required
III: Skilled Administrative Support, Skilled Human Support, Skilled Trades, Technical	3. Level of Work
IV: Administrative, Advanced Human Support, Protective Services, Skilled Technical	4. Human Relations Skills
V: Advanced Protective Services, Advanced Technical, Professional	5. Physical Demands
VI: Executive	6. Working Conditions/Hazards
	7. Independence of Actions
	8. Impact on End Results
	9. Supervision Exercised

The rate of pay for each employee is set by the Town Manager within the assigned pay grade according to this plan, upon recommendation from the subordinate supervisor (if any) and subject to approval by the Town Council. In this context, total employee compensation includes pay, the Town's contributions to various employee benefit programs (mobile phone allowance, clothing, training and education, etc.) and leave with pay (vacation, sick, etc.).

The Town Council considers updating the compensation plan annually concurrently with the Town budget process to adjust for changing conditions including increased cost of living.

This plan is intended to apply to employees who have been working for the Town of Amherst on a full-time basis for at least 6 months. The Town Manager is authorized by the Personnel Policy to approve promotions and/or merit raises for a specific employee during the fiscal year within budget limitations as justified and upon recommendation of the subordinate supervisor.

Pay Plan and Assignment of Positions to Grades

Grade	Minimum		Market		Maximum		Position Class
10	\$13.67	/hr	\$16.66	/hr	\$20.31	/hr	
	\$28,434	/yr	\$34,661	/yr	\$42,251	/yr	
11	\$14.49	/hr	\$17.66	/hr	\$21.53	/hr	
	\$30,140	/yr	\$36,740	/yr	\$44,786	/yr	
12	\$15.36	/hr	\$18.72	/hr	\$22.82	/hr	Utility Maintenance Technician - 3, Construction Inspector-1
	\$31,948	/yr	\$38,945	/yr	\$47,474	/yr	WTP Operator Apprentice -1; WWTP Operator Apprentice
13	\$16.28	/hr	\$19.85	/hr	\$24.19	/hr	Fiscal Assistant - 1; WWTP Operator - 1; WTP Operator; Senior Utility
	\$33,865	/yr	\$41,282	/yr	\$50,322	/yr	Maintenance Technician
14	\$17.26	/hr	\$21.04	/hr	\$25.64	/hr	Senior Fiscal Assistant; Master Utility Maintenance Technician; Senior
	\$35,897	/yr	\$43,758	/yr	\$53,341	/yr	WTP Operator; Senior WWTP Operator
15	\$18.29	/hr	\$22.30	/hr	\$27.18	/hr	Master Fiscal Assistant; Police Officer - 3
	\$38,051	/yr	\$46,384	/yr	\$56,542	/yr	Lead WWTP Operator; Lead WTP Operator-1
16	\$19.39	/hr	\$23.64	/hr	\$28.81	/hr	Senior Police Officer
	\$40,334	/yr	\$49,167	/yr	\$59,934	/yr	
17	\$20.55	/hr	\$25.06	/hr	\$30.54	/hr	Master Police Office
	\$42,754	/yr	\$52,117	/yr	\$63,530	/yr	Utility Maintenance Foreman - 1
18	\$21.79	/hr	\$26.56	/hr	\$32.38	/hr	
	\$45,319	/yr	\$55,244	/yr	\$67,342	/yr	
19	\$23.10	/hr	\$28.15	/hr	\$34.32	/hr	Office Manager (E) - 1
	\$48,039	/yr	\$58,559	/yr	\$71,383	/yr	Detective Sergeant - 1
20	\$24.48	/hr	\$29.84	/hr	\$36.38	/hr	Police Lieutenant - 1
	\$50,921	/yr	\$62,072	/yr	\$75,666	/yr	
21	\$25.95	/hr	\$31.63	/hr	\$38.56	/hr	
	\$53,976	/yr	\$65,797	/yr	\$80,206	/yr	
22	\$27.51	/hr	\$33.53	/hr	\$40.87	/hr	Director of Utility Plants (E) - 1
	\$57,215	/yr	\$69,744	/yr	\$85,018	/yr	
23	\$29.16	/hr	\$35.54	/hr	\$43.33	/hr	
	\$60,648	/yr	\$73,929	/yr	\$90,119	/yr	
24	\$30.91	/hr	\$37.68	/hr	\$45.93	/hr	
	\$64,286	/yr	\$78,365	/yr	\$95,526	/yr	
25	\$32.76	/hr	\$39.94	/hr	\$48.68	/hr	Chief of Police (E) - 1
	\$68,144	/yr	\$83,067	/yr	\$101,258	/yr	
26	\$34.73	/hr	\$42.33	/hr	\$51.60	/hr	
	\$72,232	/yr	\$88,051	/yr	\$107,333	/yr	
27	\$36.81	/hr	\$44.87	/hr	\$54.70	/hr	
	\$76,566	/yr	\$93,334	/yr	\$113,773	/yr	
28	\$39.02	/hr	\$47.56	/hr	\$57.98	/hr	Deputy Town Manager (E) - 1
	\$81,160	/yr	\$98,934	/yr	\$120,600	/yr	
29	\$41.36	/hr	\$50.42	/hr	\$61.46	/hr	
	\$86,030	/yr	\$104,870	/yr	\$127,836	/yr	
30	\$43.84	/hr	\$53.44	/hr	\$65.15	/hr	
	\$91,191	/yr	\$111,162	/yr	\$135,506	/yr	

(E) = Exempt from overtime per the Fair Labor Standards Act
 # = Number of positions included in the proposed budget

Grades were established at market midpoint during the Fall 2015 pay study and have been increased according to the Consumer Price Index. Position classes were established and assigned to grades during that study. Each grade increases 6%. There are twenty 2% steps within each grade. This pay plan incorporates a 2% increase to the FY17 pay plan.

Programmed Career Development

To encourage and enable professional development for certain entry level employees, a progression plan has been established for groups of certain position classes.

The following groups of position classes are considered career track and upward mobility is subject to an employee qualifying per established standards.

Level	Apprentice	Journeyman	Master
Administration	Fiscal Assistant	Senior Fiscal Assistant	Master Fiscal Assistant
Public Safety	Police Officer	Senior Police Officer	Master Police Officer
Public Utilities-Field	Utility Maintenance Technician	Senior Utility Maintenance Technician	Master Utility Maintenance Technician
Public Utilities-WTP	WTP Operator Apprentice	WTP Operator	Master WTP Operator
Public Utilities-WWTP	WWTP Operator Apprentice	WWTP Operator	Master WWTP Operator

Exempt positions and all other full-time positions classes are considered "billitted" in that there should be only one individual employed by the Town in that position. For those positions, career development is subjective and is directed by the needs of the Town and evolving priorities as determined by management.

Part-Time Employees

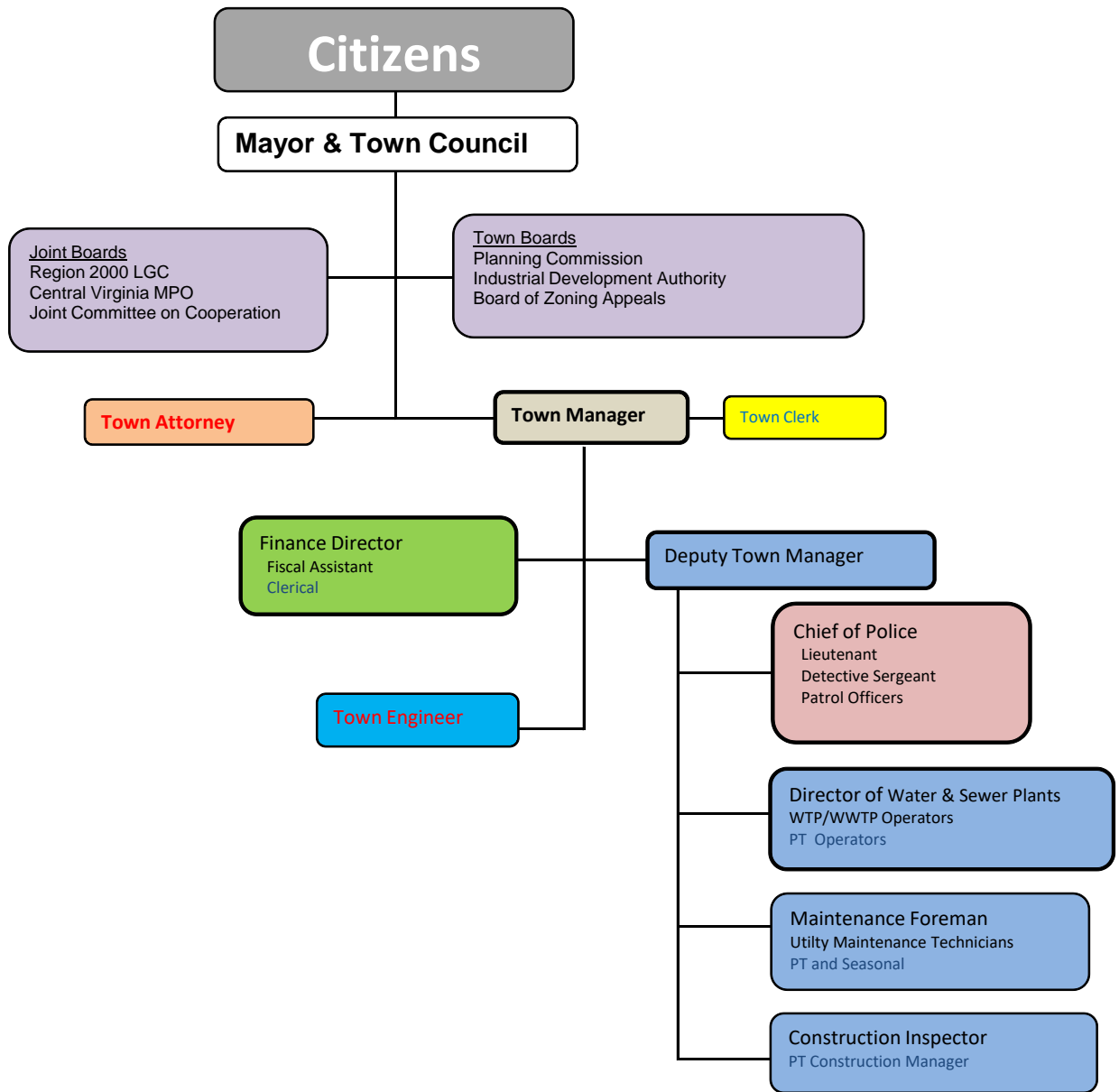
Classification and compensation for part-time employees shall conform to the provisions of this plan to the extent practical. However, it is understood that variables such as the following make it impractical to have a detailed career development plan or in-grade progression plan for each:

- Increased flexibility that part-time employees provide the Town,
- Lower cost of benefits provided,
- The 28 hour/week limit,
- Inconsistent capabilities of the Town to provide assurances of long-term job security for the various part-time positions, and
- Changing needs of the Town vs. resources that may be available.

Timing

The performance of employees will be formally reviewed and documented and adjustments made (1) at the end of the initial hire or other probationary period and (2) at least annually for all full-time and part-time employees on the anniversary of hire date or most recent promotion.

Town of Amherst Organization Chart



Part-time employee
Contractor

Advancement Within Grade

Advancement within a pay grade (i.e. "step increase" will be based upon:

- Satisfactory or better rating on evaluations. This is subject to no incident(s) within the prior 12 months resulting in a written reprimand or higher level of disciplinary action.
- Meeting all goals established in the employee's prior evaluation.
- Years of full-time employment with the Town of Amherst limited per the chart and its adjustments described below. All mandatory military leave is considered continuous, full time employment.
- Meeting all minimum requirements and progression standards for the position class (i.e. employee must meet all items contained in the position description).

Progression Within Grades

All full-time employees shall be high school graduates or possess a GED certificate or equivalent at the time of hire. All full-time Town employees are required to possess and maintain a valid driver's license as a condition of employment. Initial employment or assignment may be contingent on meeting minimum qualifications prior to the expiration of a probationary period.

Full years since full-time hire	Step	Point on Range	Pct of Midpoint
0	1	Minimum	82%
1	3		85%
2	5		89%
3	7		92%
5	9		96%
7	11	Midpoint	100%
9	13		104%
11	15		108%
13	17		113%
15	19		117%
17	20	Maximum	120%

The rate of pay for new employees shall be at the lower end of the pay grade for the position unless there is clear justification for higher pay for that position.

At the time of hire, relief to the above limitation may be given via credit for prior relevant experience at the rate of 2 years relevant experience elsewhere substituting for 1 year of Town full-time employment. At the time of hire, or upon attainment, relief to the above limitation may be given via credit for up to 3 years for an associates degree and up to 5 years for a bachelors degree based on the relevancy of the degrees to the position.

Training and Certifications

It is the employee's responsibility to attain the training or certification required for advancement. This may be done during work hours as approved by the supervisor but within the limits of training funds available. In all cases, the employee will provide printed copies of training certificates to the supervisor. If no training certificate is available, the supervisor shall provide full and sufficient printed documentation that the employee has acquired the appropriate skills and/or training.

**Pay Progression Standards for Non-Exempt
Administrative Positions**

The following minimum requirements shall apply to the progression of an employee within this group of position classes.

	Fiscal Assistant	Senior Fiscal Assistant	Master Fiscal Assistant
Full-time Town employment required for progression		2 years	4 years

Word Proficiency	Required Continuing Education
Excel Proficiency	Required Continuing Education

Certified ability to perform all utility billing operations		Required	Required
Ability to perform a full payroll processing cycle, from time cards, issuance of checks, accounting entries and quarterly/annual reports			Required
Additional trainings/certification		1 category	2 categories

Qualifications and training as assigned by the Office Manager which may include the following:

- Town Hall IT administration
- Town Hall telephone system administration
- Web site maintenance administration
- Facebook page administration
- VRS benefit plan administration
- Health insurance benefit plan administration
- Workers compensation insurance administration
- General liability (fire, vehicle, etc.) insurance administration
- AFLAC and 457b benefit plans administration

**Pay Progression Standards for Non-Exempt
Public Safety Positions**

The following minimum requirements shall apply to the progression of an employee within this group of position classes:

	Police Officer	Senior Police Officer	Master Police Officer	Detective Sergeant	Police Lieutenant
Full-time Town employment required for progression		2 years	4 years	Billet	Billet
DCJS police officer certification	Required				
Cultural diversity training	Required Continuing Education				
Weapons training	Required Continuing Education				
Blood Borne Pathogens training	Required Continuing Education				

CPR/AED/First Aid		Required	Required	Required	Required
Radar Operator		Required	Required	Required	Required
Taser Operator		Required	Required	Required	Required
Less Lethal Operator		Required	Required	Required	Required
DFS Breath Alcohol Operator		Required	Required	Required	Required
Additional training/certifications		1 category	2 categories	2 categories	2 categories

Qualifications and training as assigned by the Chief of Police which may include the following:

- Basic Investigations Course
- Drug Interdiction Course
- Field Training Officer (FTO) Course
- Crisis/Hostage Negotiations Course
- Crisis Intervention Team (CIT) Course
- De-escalation Course
- De-escalation Instructor
- Driving Instructor
- Firearms Instructor
- Defensive Tactics Instructor
- Baton Instructor
- SFST Instructor
- CPR/AED/First Aid Instructor
- Foreign Language Instructor
- Advanced training

**Pay Progression Standards for Non-Exempt
Public Utilities Plant Positions**

Apprentices and inspectors who attain a Class III license shall be eligible for an immediate adjustment to step 4. Any plant operator that attains a Class I water, Class I wastewater or a second Class II water or wastewater license shall be eligible for an immediate 3-step increase

The following minimum requirements shall apply to the progression of an employee within this group of position classes:

	Inspector	WTP/WTP Operator Apprentice	WTP/WWTP Operator	Master WTP/WWTP Operator	Lead WTP/WWTP Operator
Full-time Town employment required for progression			Per license	Per license	Billet

Blood Borne Pathogens training	Required Continuing Education				
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Class II license (WTP or WWTP)			Required	Required	Required
DOT flagman certification	Required		Required	Required	Required
Work Zone Safety certification	Required		Required	Required	Required
Confined space training	Required		Required	Required	Required
Lockout Tag Out training	Required		Required	Required	Required
Additional training/certifications			2 categories	2 categories	3 categories

Qualifications and training as assigned by the Deputy Town Manager which may include the following:

- CPR/First Aid card
- Virginia Short School Water I, II or III
- Virginia Short School Wastewater I, II or III
- Water and Wastewater Management Certification
- OSHA 10-Hour or 30-hour Construction Certification
- Skid Steer Loader Safety
- Rough Terrain Forklift Operator Training
- Rotary Cutter Safety Training
- Power-Takeoff Safety Training
- Water Jet/Cleanout Safety Training
- Fleet - Shop Safety Program Training
- Aerial Lift & Ladder Safety Certifications
- Lift & Driver Safety Training - Certifications
- National Safety Council - Certifications
- Association of Equipment Manufacturers Safety Courses
- ATV Safety Certificate
- Proficiency in Word
- Proficiency in Excel
- Proficiency in CMMS software.

**Pay Progression Standards for Non-Exempt
Public Utilities Field Positions**

The following minimum requirements shall apply to the progression of an employee within this group of position classes:

	Inspector	Senior Utility Maintenance Technician	Master Utility Maintenance Technician	Construction Foreman
Full-time Town employment required for progression		2 years	4 years	Billet

Blood Borne Pathogens training	Required Continuing Education			
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DOT flagman certification		Required	Required	Required
Virginia Pesticide Applicator license		Required	Required	Required
Class A Commercial Drivers License		Required	Required	Required
Backhoe operation proficiency			Required	Required
Work Zone Safety certification			Required	Required
Complete confined space training			Required	Required
Complete Lockout Tag Out training			Required	Required
Proficiency in CMMS software				Required
Class B Commercial Drivers License			Required	
Additional training/certifications		1 category	2 categories	2 categories

Qualifications and training as assigned by the Deputy Town Manager which may include the following:

- CPR/First Aid card
- Virginia Short School Water I, II or III
- Virginia Short School Wastewater I, II or III
- Water and Wastewater Management Certification
- OSHA 10-Hour or 30-hour Construction Certification
- Skid Steer Loader Safety
- Rough Terrain Forklift Operator Training
- Rotary Cutter Safety Training
- Power-Takeoff Safety Training
- Water Jet/Cleanout Safety Training
- Fleet - Shop Safety Program Training
- Aerial Lift & Ladder Safety Certifications
- Lift & Driver Safety Training - Certifications
- National Safety Council - Certifications
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