

**RESOLUTION 2012-012**

**A RESOLUTION AMENDING AND ADOPTING THE POSITION CLASSIFICATION PAY PLAN EFFECTIVE JANUARY 1, 2013**

**WHEREAS**, Section 105.270 of the Code of the City of Paola, Kansas provides for the preparation, revision, and amendment of personnel policies; and,

**WHEREAS**, the City Manager has submitted a proposed and revised Position Classification Pay Plan to the Governing Body.

**NOW THEREFORE BE IT RESOLVED** by the governing Body of the City of Paola, Kansas that said proposed Position Classification Pay Plan, attached hereto as Exhibit A, be hereby adopted as official policies of the City of Paola, Kansas effective on January 1, 2013.

**BE IT FURTHER RESOLVED** that this Position Classification Pay Plan is intended to and shall replace all other position classification pay plans of the City as of the effective date, and that copies of said pay plan shall be available in the office of the City Clerk.

**PASSED, APPROVED AND ADOPTED** this 13th day of November, 2012.

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Artie Stuteville, Mayor

(seal)

ATTEST:

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Daniel G. Droste, City Clerk

# **“EXHIBIT A”**

## **CITY OF PAOLA POSITION CLASSIFICATION PAY PLAN**

### **Position Classification Pay Plan**

The City of Paola City Council establishes a Position Classification Pay Plan (“Pay Plan”). Employees covered by the Pay Plan shall be classified by position (“Classified Employees”). Each Classified Employee position shall be assigned a Pay Grade as determined by the City Council. The City Council shall adopt and update the Pay Plan as necessary and within budgetary constraints.

### **Objective of Pay Plan**

The objective of the Pay Plan is to:

- To provide equal pay for equal work;
- To establish qualification standards for recruiting and testing;
- To provide appointing authorities with a means of analyzing work distribution;
- To assist department heads and management in determining budget requirements for each employee and department;
- To provide a means for developing standards of work performance and for evaluating performance;
- To establish a framework for employee advancement and promotion;
- To establish guidelines for determining training needs;
- To provide appropriate titles for all employee positions; and
- To distinguish between exempt and non-exempt employment classifications for purposes of compliance with the Federal Fair Labor Standards Act.

### **Unclassified Positions Distinguished**

The following positions are Unclassified Positions and are not governed by the Pay Plan: City Treasurer; City Attorney; City Judge; City Prosecutor; Janitors; Fire Department Employees; Interns; Janitors; Library employees; Part-Time Employees; Seasonal Employees; Temporary Employees.

Part-time, seasonal, and temporary employees are Unclassified Positions and are not governed by the Pay Plan. However, the City may establish the hourly wage for part-time and temporary employees consistent with the Wage Rate for a like or similar Classified Employee Position.

### **Position Descriptions**

Each Classified Employee position shall be supported by a written position description setting out the position title, a statement of distinguishing features of work required for the position, a list of examples of the work to be performed, a list of required knowledge, education, abilities and skills necessary for successful performance in the position, and a statement of desirable education, training and experience which normally provided the requirements to successfully

perform the work. No positions, except those budgeted in the annual city budget for and approved by the City Council, shall be employed by any City department. Positions may be created during budget year for grant-funded positions approved by the City Council.

### **Allocation of Positions to the Pay Grades**

The position descriptions are the means of determining the relative complexity and responsibilities required of the various positions. The City Manager shall assign positions to a Pay Grade relative to the requirements as set out in the position descriptions. Positions of similar complexity and responsibility and knowledge will be assigned to the same Pay Grade.

### **Determination of the Pay Grades**

Pay Grades shall be determined by (1) prevailing wages for similar positions in the City of Paola Market area; (2) pay rates for cities comparable to the City of Paola; (3) cost-of-living factors for the area; (4) relative difficulty, responsibilities and qualifications for the applicable positions; (5) the financial ability of the City; and (6) any other appropriate factors related to the area economy and the relative availability of qualified labor. Pay Grades range from Grade 1 to Grade 9.

### **Employee's Wage within the Wage Range**

Each Pay Grade is assigned a minimum and maximum hourly wage ("Wage Range"). Exempt employees shall be paid a guaranteed bi-weekly salary wage that is shown as an hourly wage on the Pay Grade (computed by multiplying the hourly wage by 80).

Exempt employees shall receive a salary wage regardless of the number of hours worked by the employee. Employee positions are paid within the Wage Range as established by that particular Pay Grade.

The City shall pay new or entry-level employees at the minimum Wage Range unless the City Manager and the Department Head of the employing department determines that a rate of pay above the minimum is necessary in order to recruit qualified or experienced personnel, or that a candidate for the position holds qualifications such as skill and experience which justify a pay rate above the entry rate. In such cases the entry pay rate may be increased not to exceed ten percent (10%) beyond the minimum entry rate for the position. Entry pay rates exceeding ten percent (10%) beyond the minimum entry pay rate for the position must be approved by the City Manager in limited situations based on the qualifications of a candidate for the position or in situations necessary to fill a special needs vacancy.

Part-time or temporary employees may be paid an hourly wage consistent with the Wage Range for a like or similar Classified Employee Position. When justified, pay deemed for part-time employees may be increased by a percentage in the Wage Range of the equivalent position provided the part-time or temporary employee has served efficiently and for a sufficient length of time as required by full-time Classified Employees based on a Performance Evaluation. The department employing the part-time or temporary employees shall illustrate the ability to absorb the cost of such increases within the department budget.

## **Merit Increases**

A merit or incentive pay increase is a positive recognition of increased effectiveness in performing the duties of a position as described in the job descriptions for that classification. As an employee's performance in a position continually improves as evidenced by greater production, improved judgment, and increased initiative, a merit or performance pay increase may be given in the form of an increase in an employee's wage within the Wage Range.

All merit increases shall be given at the discretion of the City subject to an annual appropriation by the City Council and the current financial condition of the City. Recommendations for merit increases shall accompany the completed performance evaluation and submitted to the City Manager along with a completed Personnel Status Form.

Merit or performance pay increases, if given, shall be based on each employee's annual performance evaluation and shall be determined by the total number of merit points scored on the Employee Performance Evaluation. At the recommendation of the Department Head, and with the approval of the City Manager, a merit or performance pay increase may exceed the assigned percentage salary increase.

When an employee's performance fails to meet the measures of competency required by the position description, lacks initiative, lacks in judgment, has poor attendance, or other reasons, the Department Head shall reflect this in the employee's merit score and a merit increase may not be granted. The appointing authority and his or her supervisor shall be responsible for informing the employee of employee's employment deficiencies and the expected improvements and establish a time or the next scheduled evaluation.

The following scores shall merit the following increases applicable for 2013:

<u>Merit Score</u>	<u>Wage Increase</u>
Less than 5.00	None
5.00 to 5.99	0.5%
6.00 to 6.99	1.0%
7.00 to 7.99	1.5%
8.00 to 8.99	2.0%
9.00 to 10.00	2.0%

Employees at the maximum of their pay range may be given a merit or performance reward. This reward will be flat dollar amount based upon merit evaluation score and will be paid directly into the employee's existing City sponsored 457 plan in a monthly contribution. In the event the employee does not have a City sponsored 457 plan, one will be opened for this contribution.

The following scores shall merit a contribution which will be accrued on a bi-weekly payroll basis not to exceed the maximum annual dollar amount:

<u>Merit Score</u>	<u>Maximum Annual Contribution Dollar Amount</u>
Less than 5.00	None
5.00 to 6.99	\$520.00
7.00 to 8.99	\$650.00
9.00 to 10.00	\$650.00

Merit increases shall become effective at the beginning of the first pay period following the employee's performance evaluation and approval of any pay increase by the City Manager. In the event an evaluation is not completed timely any merit due employee will be made retroactive to the pay period in which it was due.

**Promotions**

Promotions shall be based upon merit and performance and no promotion shall be made automatically solely on the basis of the passage of certain time period or based on the creation of a position in which to promote an employee.

All promotions must be recommended by the Department Head and approved by the City Manager, based on the annual budget as adopted by the City Council. An employee promoted to a Classified Position in a higher Pay Grade shall receive a three percent (3%) pay increase from their current wage unless such increase is less than the minimum Wage Range for that Pay Grade. In which case, the employee shall be paid the minimum Wage Range for that Pay Grade. The employee shall continue to receive an annual performance evaluation and be eligible for merit increases on an annual basis based on the date of the promotion.

**Demotion**

An employee demoted to a Classified Position in a lower Pay Grade shall receive a three percent (3%) reduction in pay from their current wage unless such reduced wage is more than the maximum Wage Range for that position Pay Grade. In which case, the employee shall be paid the maximum Wage Range for that Pay Grade.

**Maintaining the Pay Plan**

Department Heads and supervisors shall inform the City Manager of any significant changes in the duties, responsibilities or complexities of a position. Department Heads and supervisors who propose changes to a position's description or an increase of a position's Wage Range shall provide a detailed explanation of the reasons for the proposed change or increase along with recommendations for the change or increase. The City Manager shall determine the appropriateness of any changes to the Pay Plan. If a change in the Pay Plan is shown to be necessary, the City Manager shall take all proposed changes to the City Council for approval.

**City of Paola Pay Ranges  
Classified Positions  
2013**

**Grade 1:                    \$11.49 to \$17.44    \$23,899.20 to \$36,275.20**

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Street Maintenance Worker I  
Parks Maintenance Worker I  
Utility System Operator I

**Grade 2:                    \$13.34 to \$19.23    \$27,747.20 to \$39,998.40**

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Administrative Assistant  
Court Clerk  
Street Maintenance Worker II  
Parks Maintenance Worker II  
Utility System Operator II

**Grade 3:                    \$15.79 to \$22.23    \$32,843.20 to \$46,238.40**

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Utility Billing Clerk  
Dispatcher  
Cemetery Sexton  
Meter Reader  
Street Maintenance Worker III  
Parks Maintenance Worker III  
Utility System Operator III

**Grade 4:                    \$16.34 to \$23.34    \$33,987.20 to \$48,547.20**

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Head Dispatcher  
Police Officer  
School Resource Officer  
Street Foreman  
Parks Foreman  
Utility Foreman  
Senior Utility Operator

**Grade 5:                    \$16.74 to \$23.90    \$34,819.20 to \$49,712.00**

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Detective  
Senior Patrol Officer  
Patrol Sergeant  
Water Plant Lead Operator  
Waste Water Plant Lead Operator

