

ORDINANCE NO. 2016-004

AN ORDINANCE TO ESTABLISH A COMPREHENSIVE PAY PLAN FOR THE CITY OF EAGLEVILLE.

**Whereas**, Article VI, Section 6-1(a) of the Eagleville City Charter specifies that compensation shall be fixed in accordance with a comprehensive pay plan adopted by the city council;

**Whereas**, the city council desires to establish equitable compensation parameters for city employees;

**Whereas**, the city hired consultant, Paul C. Boyer, to perform a compensation analysis and recommend an initial pay plan for the City of Eagleville;

**Whereas**, the final report, including analysis and recommended pay plan was acknowledged by City Council on March 24, 2016; and

**Whereas**, this ordinance further complements the Personnel Policy of the City of Eagleville;

**NOW THEREFORE, BE IT ORDAINED** by the City of Eagleville Tennessee City Council that the following Comprehensive Pay Plan is hereby adopted:

**PAY PLAN**

The City hereby adopts the recommendations in the Position Classification & Pay Plan Final Report dated March 11, 2016 (on file with the City Recorder and in the minutes of the March 24, 2016 City Council meeting) with the exceptions noted in the report. Specific exceptions are those relating to the pay arrangements with the Fire Chief, Park Superintendent, and Building Inspector as existed at the time of initial adoption.

**POLICY**

All positions within the city government are assigned a grade in accordance with the job description and duties thereof, also known as the position classification. Each grade is assigned a minimum and a maximum range of compensation on an hourly or annual basis.

New positions – whether intended to be filled immediately or not – will have position classifications established and approved by the City Manager. Research and comparison with other municipal pay plans or other equitable comparison will be used to establish a recommended grade within the pay plan active at that time. The final approval of the assigned grade will require the City Council's adoption by *Resolution* to incorporate the position into the pay plan.

**MAINTENANCE OF PLAN**

Each year, ideally prior to the budget development process, the City Manager will present the pay plan to the City Council along with any data supporting adjustments to minimum and/or maximum pay ranges and with any suggestions for including potential new positions to the grading scale. The City Council will adopt by *Resolution* any changes to the pay plan.

**ADMINISTRATION**

The City Manager will use the pay plan in the budget development process and throughout the year as the parameters for staff planning, hiring, and consideration of raises warranted by personnel evaluations.

The City Manager may also hire individuals that do not meet the minimum qualifications of the position classification, when the terms of their hire include a plan for that individual to take steps to achieve the necessary qualifications within a stated timeframe. In such circumstances, it acceptable that the City Manager assign a salary less than the normal starting rate, to be adjusted appropriately once qualifications are met.

The City Manager may also hire, either permanently or temporarily, a person to serve in more than one position. In such circumstances, due consideration will be given to the expected time required of each position in establishing an equitable pay rate.

**INITIAL PAY PLAN**

The initial Pay Plan shall be as follows, which may be subsequently changed and maintained in any way by *Resolution* of the City Council:

| City of Eagleville, Tennessee      |             |             |                |                        |
|------------------------------------|-------------|-------------|----------------|------------------------|
| Position Classification & Pay Plan |             |             |                |                        |
| July 1, 2016                       |             |             |                |                        |
| Proposed                           | Proposed    |             |                |                        |
| Pay Grade                          | Minimum     | Maximum     | Department     | Job Title              |
|                                    |             |             |                |                        |
| Minimum Wage                       | \$7.25      | \$9.79      |                | Park Aide              |
|                                    |             |             |                |                        |
| 10                                 | \$23,816.00 | \$32,136.00 | ADMINISTRATION | Maintenance Specialist |
|                                    | \$11.45     | \$15.46     |                |                        |
|                                    |             |             |                |                        |
| 11                                 | \$25,001.60 | \$33,758.40 | PARKS          | Parks Superintendent   |
|                                    | \$12.02     | \$16.23     | ADMINISTRATION | Executive Assistant    |
|                                    |             |             |                |                        |
| 12                                 | \$26,249.60 | \$35,443.20 | ADMINISTRATION | Building Inspector*    |
|                                    | \$12.62     | \$17.04     | POLICE         | Police Officer         |
|                                    |             |             | FIRE           | Firefighter            |
|                                    |             |             |                |                        |
| 13                                 | \$27,560.00 | \$37,211.20 |                | None                   |
|                                    | \$13.25     | \$17.89     |                |                        |

|    |             |             |                |               |
|----|-------------|-------------|----------------|---------------|
|    |             |             |                |               |
| 14 | \$28,932.80 | \$39,062.40 |                | None          |
|    | \$13.91     | \$18.78     |                |               |
|    |             |             |                |               |
| 15 | \$30,388.80 | \$41,017.60 |                | None          |
|    | \$14.61     | \$19.72     |                |               |
|    |             |             |                |               |
| 16 | \$31,907.20 | \$43,076.80 |                | None          |
|    | \$15.34     | \$20.71     |                |               |
|    |             |             |                |               |
| 17 | \$33,508.80 | \$45,240.00 |                | None          |
|    | 16.11       | 21.75       |                |               |
|    |             |             |                |               |
| 18 | \$35,193.60 | \$47,507.20 | ADMINISTRATION | City Recorder |
|    | \$16.92     | \$22.84     |                |               |
|    |             |             |                |               |
| 19 | \$36,961.60 | \$49,878.40 | POLICE         | Police Chief  |
|    | \$17.77     | \$23.98     | FIRE           | Fire Chief    |
|    |             |             |                |               |
| 20 | \$38,812.80 | \$52,395.20 |                | None          |
|    | \$18.66     | \$25.19     |                |               |
|    |             |             |                |               |
| 21 | \$40,747.20 | \$55,016.00 |                | None          |
|    | \$19.59     | \$26.45     |                |               |
|    |             |             |                |               |
| 22 | \$42,785.60 | \$57,761.60 |                | None          |
|    | \$20.57     | \$27.77     |                |               |
|    |             |             |                |               |
| 23 | \$44,928.00 | \$60,652.80 |                | None          |
|    | \$21.60     | \$29.16     |                |               |
|    |             |             |                |               |
| 24 | \$47,174.40 | \$63,689.60 |                | None          |
|    | \$22.68     | \$30.62     |                |               |
|    |             |             |                |               |
| 25 | \$49,524.80 | \$66,851.20 |                | None          |
|    | \$23.81     | \$32.14     |                |               |
|    |             |             |                |               |
| 26 | \$52,000.00 | \$70,200.00 | ADMINISTRATION | City Manager  |
|    | \$25.00     | \$33.75     |                |               |
|    |             |             |                |               |

\*Building Inspector currently paid \$50 per inspection; \$100 - \$200 per plan review.

**BE IT ENACTED** that this ordinance shall take effect 15-days from and after its final passage, the public welfare requiring it.

Approved:

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Travis Brown, Mayor

ATTEST:

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City Recorder, Kathey Burleson

Passed First Reading: March 24, 2016

Passed Second Reading: April 28, 2016

Passed Third Reading: May 26, 2016

APPROVED AS TO FORM:

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City Attorney, Leon Sharber