



Classification and Compensation Policies and Procedures

Employee Guide

Human Resources Department

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Compensation Purpose and Philosophy

The City of Murfreesboro believes that its employees are critical in achieving the City's mission, goals, and objectives. To be successful, the City must employ and retain qualified and productive people.

In order to be a high performing organization, the City will attract and retain employees who are customer focused and team players. The City will attract and retain employees who demonstrate initiative while also accepting responsibility and accountability for their work performance.

To support, encourage and reward employees, the City will use a classification and compensation system and operate that system in an open, fair and equitable fashion. The City will operate the classification and compensation system with emphasis on recognizing and rewarding employees for their success and continuing professional development. The City will offer appropriate developmental and advancement opportunities to retain the most qualified and productive employees.

According to the Murfreesboro City Charter, The City Manager is the hiring authority for the City of Murfreesboro and thus is responsible for setting employee Compensation.

City of Murfreesboro Classification and Compensation Plan

Overview

In August of 2013, the Murfreesboro City Council held a special meeting to develop a framework to begin a classification and compensation study. Fox Lawson and Associates, a consulting firm specializing in classification and compensation consulting for the Public Sector, developed a focus and framework document that included eighteen (18) elements, including conducting a job analysis, gathering salary and compensation data from similar or competitor organizations, developing a revised Classification plan and developing a revised Compensation and Pay plan.

The Management Advisory Group (MAG) was contracted by City Council to conduct the study following a Request for Competitive Selection Process (RFCSP) used to identify the consultant. MAG completed the study and its findings and recommendations are based on salary survey results, current organizational structure, a quantitative point-factor analysis, and internal and external equity considerations. Extra steps taken during this process included Department head meetings, employee listening sessions, and an Administrative review process.

City Administration and Human Resources provided City Council with information concerning detailed benchmarked positions and criteria for Peer and Competitor organizations contacted for market surveys. All full time and year round part time employee job classifications were studied. Temporary and Seasonal employee job classifications were not studied.

Open range pay plans were recommended and adopted for two of the three recommended pay plans; Public Safety and Unified plans. The third plan, School Traffic Patrol, is a day-rate plan which was also adopted. A 4% across the board increase was proposed and no employees were proposed to receive a pay decrease as a result of the study upon implementation.

MAG proposed compensation adjustments for eligible employees based upon establishing a target salary for each employee by first calculating the cost to raise the incumbent to the minimum of the new range (where and if appropriate). A formula was then applied that calculated a target salary for the employee based on the total days of service in the employee's current job classification, provided that an employee met a one year service requirement in their current job classification at the time of implementation.

City Council approved the MAG classification and compensation study on May 14, 2015, with an implementation date of June 28, 2015, in accordance with Resolution 15-R-11. City Council has further directed Staff to provide employee communication regarding the Classification and Compensation plan.

Establishing Compensation/Starting Salary

New Employees

Internal equity is an important consideration in filling a vacant position. Before a starting salary offer is made, the City Manager may direct the Department Head and Human Resources Director to consider the current salaries and length of service in the same job classification of current incumbents in the department for which the new employee is being considered. It is the policy of the City to make every effort to avoid an inverted salary relationship that may result if newly hired employees are paid a starting salary that exceeds salaries of existing employees in the same job classification with comparable qualifications and experience. This policy may lead the City Manager to set a salary upon hire that is less than the salary amount using an experience credit calculation.

The starting salary for new full-time employees is the minimum of the salary range to which the job classification is assigned unless the employee is in one of the three categories described below.

Experience Credit

The City Manager may direct that the starting salary for a new full-time probationary employee may be adjusted upwards above the minimum of the salary range if the employee has relevant job experience that exceeds the minimum job experience required by the job description. The adjustment will be based on providing one (1) year of credit for every two (2) full years of completed, full-time experience beyond the minimum years of experience, up to a maximum of ten (10) years of credit for twenty (20) years of experience.

Hard to Fill Positions

The City Manager may direct that the starting salary for new full-time probationary employees may be adjusted upwards above the minimum of the salary range if the open position is determined to be a “hard to fill” position. The Human Resources Director shall recommend to the City Manager any such request for a position that is determined as being “hard to fill”. This determination will include, but is not necessarily limited to, consideration of the length of the recruitment from date of posting, the quantity and or quality of applicants, the difficulty to recruit, employee turnover, and market conditions.

The determination of the specific starting salary for a “hard to fill” position should include a proposed amount by a Department Head to the Human Resources Director who shall, in turn, recommend the established amount to the City Manager. The starting salary for a “hard to fill” position must be between the minimum of the salary range and the market amount for the salary range unless the City Manager approves a starting salary above the market amount.

Department Head/Assistant Department Head Positions

The City Manager may direct that the starting salary for a new full-time probationary employee may be adjusted upwards above the minimum of the salary range if the employee is hired as a Department Head or Assistant Department Head. The starting salary may be between the minimum and maximum of the salary range and shall be determined by the City Manager after receiving information from the Human Resources Director as to relevant experience and internal equity consideration.

Policy Example: *If a new employee's starting salary were to create an internal equity issue (inversion) with other employees in the department, then a plan to remedy such an issue shall be approved before offering the starting salary to the new employee. A new employee's starting salary above the adjustment amount for experience credit must be approved by the HR Director. A new employee's starting salary above Market needs to be carefully considered for hard to fill or department head or assistant department head classifications and approved only by the City Manager.*

New employee Starting Salary Example- Assumption is not a hard to fill placement								
Job Classification	Grade	Minimum requirements						
Accountant	115	2 years of related experience Annual work hours-1950						
FY 16 Salary range		<table border="1"> <thead> <tr> <th>Min</th> <th>Mkt</th> <th>Max</th> </tr> </thead> <tbody> <tr> <td>\$42,006</td> <td>\$50,407</td> <td>\$61,496</td> </tr> </tbody> </table>	Min	Mkt	Max	\$42,006	\$50,407	\$61,496
Min	Mkt	Max						
\$42,006	\$50,407	\$61,496						
Per-year rate based on 30-year scale for employees in this grade		\$649.67						
Years of related experience								
Completed years:	7							
Minimum in job description:	<u>2</u>							
Difference:	5							
Step 1. Calculate Experience Adjustment to Minimum:								
Total verified years beyond minimum (2) years of experience/2		2.5 (Capped at 10 years)						
Experience credit (2.5) x Per-year rate based on 30-year scale (\$636) =		\$1,624.17						
Step 2. Calculate Adjusted Starting Salary for Offer:								
Salary range minimum (\$42,006) + Experience credit adjustment (\$1624.173) =		\$43,630.17						
Recommended Offer								
<i>If the proposed starting salary is above the recommended offer, justification should be documented for approval as detailed below</i>								
Step 3. Required Approval								
		From To						
1. Department Head/HR Director	Grade minimum-recommended offer	\$42,006 \$43,630						
2. HR Director	Recommended offer amount to Market-(Hard to fill)	\$43,630 \$50,407						
3. City Manager	Recommended offer amount to Maximum (Hard to fill)	\$50,407 \$61,496						
4. Calculate hourly rate of pay for offer if 37.5 hour work week (Payroll department)= \$43630/1950=		\$22.37						
5. Calculate annual rate of pay if 40 hour work week for offer (Payroll department)=\$22.37 x 2080=\$46,529.60								

Adjustments to Compensation

I. ADJUSTMENT DURING ANNUAL BUDGETING PROCESS

The Murfreesboro City Council determines employee salaries during the adoption of the City's budget on an annual basis. However, this determination is not a guarantee of an adjustment and the City Manager and Murfreesboro City Council retain the right to adjust employee salaries at their discretion and only on a prospective basis.

II. PROMOTION

The City of Murfreesboro recognizes the importance of employee career growth. A promotion is a recognizable/measurable increase in job responsibilities resulting in a classification change to a higher pay grade. Effective June 28th, 2015, when an existing full-time employee is promoted as a result of a job change or job progression, to a vacant position in a classification with a higher pay grade, the salary placement within the new pay grade shall be determined as follows: apply 5% on the salary of the previous grade for promotions of one pay grade, and an additional 2.5% for each additional pay grade up to a maximum of 15% or the minimum of the new pay grade, whichever is greater. This placement applies to employees being promoted in their same department or to other departments in the City.

If a new employee's initial placement upon hiring is in a job classification which does not require experience only because the employee lacks certification, license or similar qualification(s) and the employee obtains the qualification(s) within 12 months of employment and the employee is then promoted to a job classification for which the employee exceeds the experience required, then and only then may the department head request that the employee's starting salary in the new position reflect an experience credit as described in the previous section regarding "Establishing Compensation."

The Department Head may recommend a placement amount for promotion for a "hard to fill" position to the Human Resources Director between the minimum of the salary range and the market rate for approval by the City Manager. The City Manager may approve a placement amount to the maximum of the salary range.

Policy Example: Promotion of a Laborer to Equipment Operator (Not-hard to fill)

Employee promotion placement Salary Example- Laborer to Equipment Operator									
Job Classification	Grade								
Laborer	103								
Step 1. Compare Pay Grades:									
Current Grade (Laborer) =	103								
New Grade (Equipment Operator) =	107								
<i>Grade difference=</i>	4								
Step 2. Calculate Salary									
Current salary=	\$25,821								
<i>(5% for one pay grade, 2.5% for each additional pay grade to maximum of 15%)=</i>	\$ 29,048.63								
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Min</th> <th style="text-align: center;">Mkt</th> <th style="text-align: center;">Max</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Pay Range: 107 Equipment Operator</td> <td style="text-align: center; padding: 2px;">\$ 28,431.00</td> <td style="text-align: center; padding: 2px;">\$ 34,117.00</td> <td style="text-align: center; padding: 2px;">\$ 41,624.00</td> </tr> </tbody> </table>		Min	Mkt	Max	Pay Range: 107 Equipment Operator	\$ 28,431.00	\$ 34,117.00	\$ 41,624.00	
	Min	Mkt	Max						
Pay Range: 107 Equipment Operator	\$ 28,431.00	\$ 34,117.00	\$ 41,624.00						
<i>If the proposed starting salary is above the recommended offer, justification should be documented for approval as detailed below</i>									
Step 3. Level of Approval Required									
1. Department Head/HR Director	Recommended placement \$ 29,049.00 \$ 29,049.00								
2. HR Director	Recommended placement amount to Market (Hard to fill) \$ 29,049.00 \$ 34,117.00								
3. City Manager	Recommended placement amount to Maximum (Hard to fill) \$ 34,117.00 \$ 41,624.00								
4. Calculate hourly rate for promotion (Payroll dept.)= \$29,048/1950									
	\$ 14.90								

Public Safety Plan examples (promotion)

Employee promotion placement Salary Example-Police Officer to Sergeant											
Job Classification	Grade										
Police Officer	207										
Step 1. Compare Pay Grades:											
	Current Grade (Police Officer)		207								
	New Grade (Sergeant)=		211								
	Grade difference=		<u>4</u>								
Step 2. Calculate Salary											
	Current salary=		\$42,093								
	(5% for one pay grade, 2.5% for each additional pay grade to maximum of 15%)=		\$ 47,354								
<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>Min</th> <th>Mkt</th> <th>Max</th> </tr> </thead> <tbody> <tr> <td>Pay Range: 211 Police Sergeant</td> <td>\$ 46,382</td> <td>\$ 55,659</td> <td>\$ 66,234</td> </tr> </tbody> </table>					Min	Mkt	Max	Pay Range: 211 Police Sergeant	\$ 46,382	\$ 55,659	\$ 66,234
	Min	Mkt	Max								
Pay Range: 211 Police Sergeant	\$ 46,382	\$ 55,659	\$ 66,234								
<i>If the proposed starting salary is above the recommended offer, justification should be documented for approval as detailed below</i>											
Step 3. Level of Approval Required		From	To								
1. Department Head/HR Director	Recommended placement	\$47,354	\$47,354								
2. HR Director	Recommended placement amount to Market (Hard to fill)	\$47,354	\$55,659								
3. City Manager	Recommended placement amount to Maximum (Hard to fill)	\$55,659	\$66,234								
4. Calculate hourly rate of pay for offer (Payroll dept.)-\$47,354/1950		\$	24.28								

Employee promotion placement Salary Example-Firefighter to Driver											
Job Classification	Grade										
Firefighter	207										
Step 1. Compare Pay Grades:											
	Current Grade (Firefighter)		207								
	New Grade (Driver)=		209								
	Grade difference=		<u>2</u>								
Step 2. Calculate Salary											
	Current salary=		\$42,019 (\$41,195/2808=\$14.67/hr.)								
	(5% for one pay grade, 2.5% for each additional pay grade to maximum of 15%)=		\$ 45,170								
<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>Min</th> <th>Mkt</th> <th>Max</th> </tr> </thead> <tbody> <tr> <td>Pay Range:209 Fire Driver</td> <td>\$ 42,070</td> <td>\$ 50,484</td> <td>\$ 60,076</td> </tr> </tbody> </table>					Min	Mkt	Max	Pay Range:209 Fire Driver	\$ 42,070	\$ 50,484	\$ 60,076
	Min	Mkt	Max								
Pay Range:209 Fire Driver	\$ 42,070	\$ 50,484	\$ 60,076								
<i>If the proposed starting salary is above the recommended offer, justification should be documented for approval as detailed below</i>											
Step 3. Level of Approval Required		From	To								
1. Department Head/HR Director	Recommended placement	\$45,170	\$45,170								
2. HR Director	Recommended placement amount to Market (Hard to fill)	\$45,170	\$50,484								
3. City Manager	Recommended placement amount to Maximum(Hard to fill)	\$50,484	\$60,076								
4. Calculate hourly rate of pay for offer (Payroll dept.)-\$45,170/2808=		\$	16.09								

III. Demotion

The salary of an employee who is moved from one classification to a different job classification in a lower pay grade is the subject of a demotion and shall be subject to a downward salary adjustment as described below.

Disciplinary reasons

If the employee has been demoted for disciplinary reasons, the salary shall be reduced based on the number of pay grades with a reduction of 5% for the first pay grade change and 2.5% for each additional pay grade change to a maximum reduction of 15%, provided that the new salary shall not be less than the minimum of the new pay grade.

Voluntary request

If the employee has been demoted as a result of the employee's voluntary request or as the result of an accommodation of a disability, the salary shall be reduced 5% for the first pay grade and 2.5% for each additional pay grade to a maximum reduction of 15% or to the maximum of the new pay grade, whichever is the higher salary.

If the employee has been demoted for another reason for the good of the City, the Human Resources Director may recommend and the City Manager shall set a salary within the minimum and maximum amounts of the new pay grade.

IV. Lateral Transfer

A lateral transfer occurs when an employee is transferred to another classification in the same Pay grade. Since there is no change in pay grade there shall be no adjustment in base salary. A lateral transfer is not considered a reclassification or promotion. *Policy Example: Transfer from Laborer to Custodian (Pay grade transfer from 103 to 103).*

Pay Grade	Classification	Min	Max	Step 1	Step 2	Step 3
102	C004 CASHIER	\$19,558	\$26,208	\$31,974	\$10.03	\$13.44
103	C018 CUSTODIAN	\$22,932	\$27,518	\$33,572	\$11.76	\$14.11
	L003 LABORER					
104	A004 ADMINISTRATIVE SUPPORT SPECIALIST I	\$24,079	\$28,894	\$35,251	\$12.35	\$14.82
105	G010 GROUNDSKEEPER/MAINTENANCE WORKER	\$25,283	\$30,339	\$37,014	\$12.97	\$15.56

V. Interim Pay (Formerly known as Out of Class Pay)

Interim Pay occurs when the City recognizes a critical job assignment need that must be met and cannot be met through the normal recruitment process. This may happen when an unexpected vacancy occurs, when a mission critical job cannot be filled in a timely fashion, or in the event of a prolonged employee absence.

Interim pay is expected to last more than thirty days but less than six months. If the position assigned is lower in pay grade (or substantially equivalent pay range), this assignment would not result in a lower salary for the assigned employee even if the salary exceeded the maximum of the new pay range.

If the position assigned is higher in pay grade (or substantially equivalent pay range) and extends beyond thirty days but less than six months, there shall be a 5% pay adjustment for the first pay grade change, 2.5% adjustment for the next pay grade and 2.5% for each additional pay grade, not to exceed the maximum of the assigned range. Interim pay is not included in an employee's eligible earnings for Pension or Retirement purposes.

Employees receiving interim pay shall sign an agreement acknowledging the understanding that they are receiving "interim pay" and also acknowledging understanding when the interim assignment ends, the "interim pay" will also end.

Employment Categories

I. Full-Time Employees

All Full-time employees are employees who are regularly scheduled to work 37.5 hours per week or more or 130 hours or more per month and who are eligible for the classification and compensation plan.

II. Part-Time Employees

Part-time employees eligible for the classification and compensation plan include employees scheduled to work less than 30 hours per week or less than 130 hours per month.

The starting salary for a new part-time employee is the minimum of the salary range. Part-time employees are not eligible for experience credit (see Establishing compensation/starting salary).

III. Seasonal Employees

A Seasonal employee is generally an employee of the Old Fort Golf or Parks and Recreation department and is scheduled to work 30 or more hours per week for a season of less than six (6) months and who is not hired as a full-time or part-time employee.

If a seasonal employee is classified in a position with a substantially equivalent full-time job classification, that employee shall be paid at the minimum of the pay grade for that respective and substantially equivalent full-time job classification of the seasonal job. However, seasonal employees do not participate in the classification and compensation plan for any other purpose.

A Department head may recommend a higher salary than the minimum of the pay range (for a seasonal employee with a substantially equivalent full-time job classification) to the Human Resources Director. The Human Resources Director will review the request including relative experience and internal equity considerations and provide the recommendation from the minimum of the pay range to the market rate of the pay range to the City Manager for approval. A seasonal employee may not be employed as a part-time employee following the conclusion of seasonal employment except with the prior approval of the Human Resources Director.

IV. Tipped Employees

A tipped employee is generally a part-time or seasonal employee of the Old Fort Golf Department. A tipped employee shall be paid at the least minimum wage and must report tips in accordance with Internal Revenue Service (IRS) guidelines and regulations. Employees must receive authorization to accept tips from their department head in advance. A tipped employee does not participate in the classification and compensation plan.

V. Employees in Multiple Categories/Classifications

A full-time employee may not be simultaneously employed as a part-time employee unless such employment has the prior approval of the HR Director and the City Attorney. A part-time employee may be employed in more than one classification but may not also be simultaneously employed in another job classification in the same or a different department unless the number of hours to be worked in both job classifications total less than 30 hours per week every week and be less than 130 hours per month every month.

VI. Officials, Referees, Instructors

An Official, Referee, or Instructor is generally an employee of the Murfreesboro Parks and Recreation department. Such an employee is typically compensated “per game” or “per unit”. In no such case shall the “per game” or “per unit” amount be paid below the applicable Federal minimum wage for the amount of hours worked by the Official, Referee, or Instructor. Officials, Referees, Instructors do not participate in the classification and compensation plan.

VII. School Traffic Patrol Employees- Day Rate Plan

School Traffic Patrol employees are typically employed during the school year. School Traffic Patrol employees participate in the Day Rate Pay plan. The Day Rate Pay plan provides for a daily rate of pay for each eligible employee who performs work as a School Traffic Patrol/Crossing Guard. The Day Rate shall be not less than the applicable Federal minimum wage for the amount of hours worked by the School Traffic Patrol employee. School Traffic Patrol employees in the Day Rate Pay plan participate in the classification and compensation plan.

VIII. Interns

Interns are typically not employees of the City of Murfreesboro. Department Heads must complete a Standard Internship Agreement document that must be returned and approved by the City Manager and City Attorney prior to the commencement of the internship. Standard Internship Agreement forms are available from the Legal department. The Human Resources Director, with the assistance of the Legal Department, shall determine whether the internship sufficiently meets requirements to not be compensated. Even though some internships are compensated, Paid interns do not participate in the classification and compensation plan.

IX. Independent Contractors

Independent Contractors are not City employees and do not participate in the City of Murfreesboro classification and compensation plan. All Contractors must be approved by the City Manager and City Attorney or City Legal Staff prior to commencing employment for City business purposes.

Maintenance of the Classification and Compensation Plan

I. New Classifications and Reclassification of existing position

Each position is classified based on its job analysis and resulting placement. When a new position is created or when the duties and/or responsibilities of a position (filled or vacant) change significantly, the following steps shall be followed, which typically occurs during the annual budget process:

New Classifications- Steps

- The Department Head will receive approval from the City Manager to request a new position classification and complete a Job Analysis Questionnaire (JAQ) and forward the completed JAQ to Human Resources.
- Human Resources shall classify the proposed position by job title and pay grade.
- If City Council approves funding of the proposed position, it shall be created and Human Resources shall establish a Job Description.

Reclassification of existing position

A reclassification shall be considered when the duties and responsibilities of an existing position (filled or vacant) change significantly. A reclassification is not a promotion, which refers to placement of an employee into a vacant position with a higher salary grade (see promotions under the adjustments to salary/pay rate section).

Reclassification-Steps

- Supervisor requests reclassification by completing a JAQ that is completed by the employee and sent to Human Resources.
- Employee may also request a reclassification if the immediate supervisor and Department Head concur with the employee's request.
- Reclassification requests must be accompanied by a JAQ and sent to Human Resources
- Human Resources shall determine if the position is to be reclassified and establish the new classification and pay grade. If the reclassification results in a lower pay grade, there shall be no change in the employee's salary.

When a position has been reclassified to a higher pay grade, the employee(s) salary shall increase at least 5% in the new pay grade but not less than the minimum salary of the new pay grade.

If the reclassification results in an upgrade of one pay grade, the employee(s) salary shall increase at least 5%. If the reclassification results in an upgrade of two or more pay grades, the employee(s) salary shall increase by an additional 2.5% for each additional pay grade increase up to a maximum of 10%, or the minimum of the new pay grade, whichever is greater.

II. Structure Adjustments

Since market salary levels change on a continuous basis, the plan provides for consideration of the following structure adjustment components:

- Economic Cost Index (ECI)

The City intends to review the Economic Cost Index (ECI) for State and Local governments on a periodic basis in order to maintain the competitiveness of the Classification and Compensation system. This review may result in a recommendation by the Human Resources Director to the City Manager to increase the salary ranges established within the system in conjunction with data which is published semi-annually by the United States Department of Labor Bureau of Labor and Statistics (BLS) (see image of this report below).

Economic News Release

Table 11. WAGES AND SALARIES (NOT SEASONALLY ADJUSTED): Employment Cost Index for wages and salaries, for State and local government workers, by occupational group and industry

Table 11. Employment Cost Index for wages and salaries, for State and local government workers, by occupational group and industry (Not seasonally adjusted)

Occupational group and industry	Indexes (Dec. 2005 = 100)			Percent changes for-						
	Mar. 2015	Dec. 2015	Mar. 2016	3-months ended-			12-months ended-			
				Mar. 2015	Dec. 2015	Mar. 2016	Mar. 2015	Dec. 2015	Mar. 2016	
State and local government workers										
All workers.....	119.9	121.6	122.0	0.4	0.3	0.3	1.8	1.8	1.8	
Occupational group										
Management, professional, and related.....	119.4	121.1	121.4	.4	.4	.2	1.7	1.9	1.7	
Professional and related.....	119.3	121.0	121.2	.3	.4	.2	1.6	1.8	1.6	
Sales and office.....	119.8	121.5	122.0	.4	.3	.4	2.0	1.9	1.8	
Office and administrative support.....	120.2	121.9	122.4	.4	.3	.4	2.1	1.8	1.8	
Service occupations.....	121.9	123.6	124.3	.4	.4	.6	2.1	1.8	2.0	
Industry										

- Market Salary Analysis

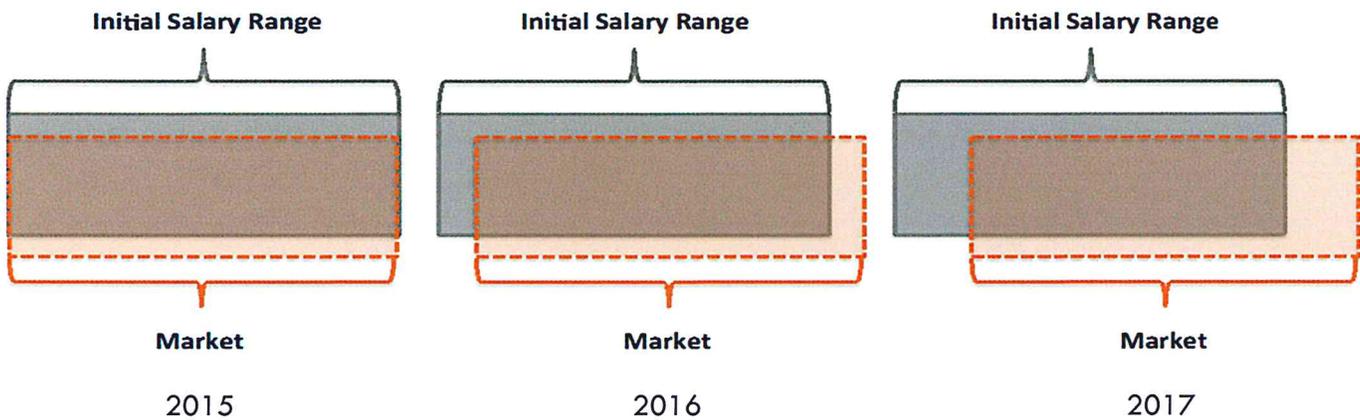
According to Resolution 15-R-11, The Murfreesboro City Council recommends that a full market salary analysis be conducted at least every three (3) years. City Council further recommends that information from such market salary analysis be used to modify the City of Murfreesboro Classification and Compensation Plan, where appropriate.

The market salary analysis is an in depth review of market conditions and the City’s competitiveness in attracting and retaining employees and is conducted by a Classification and Compensation Consulting firm, under the direction of the Human Resources Director. Such an analysis includes the following steps:

- Identification of benchmark job classifications within the City of Murfreesboro
- Identification of Regional, Peer and competitor employers with the City of Murfreesboro

- Matching of Job descriptions of Leadership and benchmark job classifications and identification of market rates for such verified classifications
- Analysis and recommendation by Consultant of Market analysis results to review competitiveness of current salary ranges and individual job classification competitiveness, where appropriate

These two components are intended to address the fluctuations in market rates and overall competitiveness of the Classification and Compensation Plan since ranges can become out of date when ongoing market conditions are ignored, as illustrated in the example below.



Attachment

City of Murfreesboro Pay Plan Structures

The Murfreesboro City Council adopted the Proposed Pay Plan Structures recommended by the Management Advisory group (MAG) as part of the City's Classification and Compensation implementation. Employees are placed by Job Classification, into one of three plans including a Public Safety Plan, Unified Plan (Open Range) and a Day-Rate Pay Plan.

Each of the Pay Plans is provided in this attachment including Classification grade, Classification Title, Annual and Hourly Grade minimum, Market, and Maximum rate.

Salaries are presented in annual rates of pay which are based upon a 37.5 hour (1950 annual hour) work week (for non-exempt employees). The ranges were established on this particular work week since the majority of City employees are currently scheduled to work a 37.5 hour work week and the annual work hours were not normalized when compared to the external market data, whereby a majority of employers reported 2080 annual hours. The Public Safety Plan annual rates are based upon scheduled hours for each respective job classification.

Salary ranges are subject to change based upon authorization by the Murfreesboro City Council.

City of Murfreesboro
Unified Pay Plan

Grade	ClassTitle	Unified Plan		
		Grade Min	Grade Mkt	Grade Max
101	Annual	\$18,999.54	\$ 25,459.20	\$ 31,060.20
	P003 ADULT DAY SERVICES ACTIVITY ASST			
	P007 AIRPORT OPERATIONS WORKER			
	P008 BUS/VAN DRIVER			
	P013 COURIER			
	F001 FACILITY ATTENDANT			
	F017 FITNESS/WELLNESS COORDINATOR			
	P030 GOLF ASSISTANT			
	P018 INFORMATION DESK CLERK			
	L012 LIFEGUARD			
	P062 PROGRAM SPECIALIST			
	P039 RECREATION SERVICES ASSISTANT			
	S029 SCOREKEEPER			
	S028 SITE SUPERVISOR			
103	Annual	\$ 23,390.64	\$ 28,068.36	\$34,243.44
	C004 CASHIER			
	C018 CUSTODIAN			
	H003 FACILITY ATTENDANT LEAD			
	G014 GOLF CART SPECIALIST			
	G009 GROUNDSKEEPER			
	L003 LABORER			
	P001 PARKING ENFORCEMENT AIDE			
	T004 THEATRE SPECIALIST			
	M003 W/WW LABORER			
104	Annual	\$ 24,560.58	\$ 29,471.88	\$35,956.02
	A004 ADMINISTRATIVE SUPPORT SPECIALIST I			
	A036 AIRPORT OPERATIONS ASSISTANT			
	P009 CAREGIVER INFORMATION COORDINATOR			
	F020 FOOD SERVICE MANAGER			
	G010 GROUNDSKEEPER/MAINTENANCE WORKER			
105	Annual	\$ 25,788.66	\$ 30,945.78	\$37,754.28
	G016 GREENSKEEPER			
	L005 LANDSCAPER			
	M009 METER READER			
	O006 OUTDOOR PROGRAM COORDINATOR			
	R003 REFUSE/CUSTODIAL CREW SUPER.			
	P034 VIDEO JOURNALIST			
106	Annual	\$ 27,077.94	\$ 32,493.12	\$39,641.28
	C020 CUSTOMER SERVICE CLERK			
	I003 IRRIGATION TECHNICIAN			
	M005 MAINTENANCE CREW LEADER			
	P059 RECREATION PROGRAM SPECIALIST			
	T012 TREE GROUNDSMAN			
	M004 W/WW MAINTENANCE WORKER			

City of Murfreesboro
Unified Pay Plan

Grade	ClassTitle	Grade Min	Grade Mkt	Grade Max
107	Annual	\$ 28,431.48	\$ 34,117.98	\$41,624.16
	C021			CUSTOMER SERVICE FIELD REP.
	D020			DRIVER - SOLID WASTE
	E007			EQUIPMENT OPERATOR
	G015			GREENSKEEPING SPECIALIST
	L007			LEAD LANDSCAPER/GREENSKEEPER
	L008			LEAD LANDSCAPER/GROUNDSKEEPER
	P057			PREVENTATIVE MAINTENANCE MECHANIC
	T008			TRANSIT OPERATOR
	T011			TREE CLIMBER
	L006			GROUNDSKEEPER - LEAD
108	Annual	\$ 29,853.36	\$ 35,823.42	\$43,704.96
	P004			ADULT DAY SERVICES PROGRAM COORDINATOR
	C024			CUSTOMER SERVICE CLERK, LEAD
	P016			GIS MAPPING SPECIALIST
	P043			PLANT OPERATOR (WATER & WASTEWATER)
	P047			POLICE EVIDENCE TECHNICIAN
	S012			SHOP MANAGER
	S014			SIGN TECHNICIAN
109	Annual	\$ 31,345.62	\$ 37,614.54	\$45,889.80
	A003			ACCOUNTING CLERK
	A007			ADMINISTRATIVE SUPPORT SPECIALIST II
	C002			CROSS CONNECTION TECHNICIAN
	F019			FOG PROGRAM COORDINATOR
	G006			GOLF FACILITY SUPERVISOR
	H006			HELPDESK SUPPORT SPECIALIST
	P056			PRETREATMENT TECHNICIAN
	W003			WATER QUALITY TECHNICIAN
110	Annual	\$ 32,913.36	\$ 39,495.42	\$48,184.80
	D001			ADMINISTRATIVE AIDE I
	R004			CCTV TECHNICIAN
	C017			CULTURAL ARTS PROGRAM SPECIALIST
	D019			DISPATCHER - POLICE
	H005			HEAVY EQUIPMENT OPERATOR
	L002			LABORATORY TECHNICIAN
	M014			MAINTENANCE FOREMAN
	M010			METER SERVICE CREW LEADER
	P077			PERMITS TECHNICIAN
	P076			PLANT OPERATOR, SENIOR (WATER & WASTEWATER)
	C003			SOCIAL SERVICE SPECIALIST
	U001			UTILITY LOCATOR
111	Annual	\$ 34,558.62	\$ 41,470.14	\$50,594.04
	A005			ADMINISTRATIVE AIDE II
	A029			ASSISTANT PROGRAM COORDINATOR
	A034			ASSISTANT RECREATION FACILITY COORDINATOR
	C023			COURT CLERK
	C014			CREW LEADER
	E006			EQUIPMENT MECHANIC
	H007			HUMAN RESOURCES ASSISTANT

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Grade	ClassTitle	Grade Min	Grade Mkt	Grade Max
M015	MAINTENANCE TECHNICIAN-BUILDING			
P067	PUBLIC WORKS CREW LEADER			
T003	THEATRE MANAGER			
112	Annual	\$ 36,286.50	\$ 43,543.80	\$53,123.64
S006	ACCOUNTING SPECIALIST			
S007	BIOSOLIDS OPERATOR			
B004	BUILDING/CODES INSPECTOR (TRAINEE)			
C015	CRIME DATA ANALYST			
H004	HEAVY EQUIPMENT MECHANIC			
I002	INVENTORY AND PURCHASING COORDINATOR			
S008	LABORATORY ANALYST			
L010	LEGAL ASSISTANT			
T001	NETWORK SPECIALIST			
P021	NURSE			
P037	PAYROLL ASSISTANT			
T014	TURF CARE SUPERVISOR			
M007	W/WW MAINTENANCE TECHNICIAN			
113	Annual	\$ 38,101.08	\$ 45,721.50	\$55,779.72
C001	CROSS CONNECTION SUPERVISOR			
C011	MULTI-MEDIA PRODUCER			
P068	PUBLIC WORKS PROJECTS INSPECTOR			
T010	TRANSPORTATION OPERATIONS SUPERVISOR			
M001	W/WW CREW LEADER			
R005	W/WW PROJECT INSPECTOR			
114	Annual	\$ 40,006.44	\$ 48,007.32	\$58,568.40
B002	BIOSOLIDS OPERATIONS FOREMAN			
B003	BUILDING/CODES INSPECTOR			
C012	COMMUNICATIONS SHIFT SUPERVISOR			
E002	ELECTRICAL INSPECTOR			
G002	GIS MAPPING TECHNICIAN			
I001	INSTRUMENTATION & CONTROLS TECHNICIAN			
L004	LANDSCAPE SITE PLAN INSPECTOR			
L009	LEAD MECHANIC			
M008	MASTER PLANT OPERATOR			
M012	METER SERVICE MANAGER			
S015	NETWORK ADMINISTRATOR			
P060	PROGRAM COORDINATOR			
P078	PURCHASING ANALYST			
M002	W/WW FOREMAN			
115	Annual	\$ 42,006.66	\$ 50,407.38	\$ 61,496.82
A001	ACCOUNTANT			
B001	BENEFITS ADMINISTRATOR			
L011	CLAIMS SPECIALIST			
A009	RECREATION FACILITY COORDINATOR			
R007	ROW SAFETY INSPECTOR			
T015	TAX/LICENSING SUPERVISOR			
T007	TRAFFIC SIGNAL TECHNICIAN			
A022	ASSISTANT DIRECTOR - SOLID WASTE			

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Grade	ClassTitle	Grade Min	Grade Mkt	Grade Max
116	Annual	\$ 44,106.84	\$ 52,927.80	\$64,572.12
	D007 DEVELOPMENT COORDINATOR			
	G007 GRANT COORDINATOR			
	L001 LABORATORY SUPERVISOR			
	L014 LINE CONSTRUCTION COORDINATOR			
	P044 PLANT SHIFT SUPERVISOR (WATER & WASTEWATER)			
	S020 PUBLIC WORKS PROJECT INSPECTOR - SR			
	A031 SUPERINTENDENT - ATHLETIC PROGRAMS			
	M006 W/WW MAINTENANCE SUPERVISOR			
117	Annual	\$ 46,312.00	\$ 55,574.70	\$67,800.42
	E004 ENGINEER IN TRAINING			
	F005 FACILITY SUPERVISOR			
	H010 HUMAN RESOURCES ANALYST			
	P041 PLANNER			
	P055 PRETREATMENT COORDINATOR			
	S001 SAFETY COORDINATOR W/WW			
	S013 SIGN ADMINISTRATOR			
	W002 WATER QUALITY SPECIALIST			
118	Annual	\$ 48,627.48	\$ 58,353.18	\$71,190.90
	A035 ASSISTANT DIRECTOR, URBAN ENVIRONMENTAL			
	C005 CHIEF CITY COURT CLERK			
	F007 FINANCE/PERSONNEL SUPERVISOR			
	H001 HEAD GOLF PROFESSIONAL			
	H009 HEAD TENNIS PROFESSIONAL			
	F004 SUPERINTENDANT - RECREATION			
	F004 SUPERINTENDENT - FACILITY			
	T009 TRANSPORTATION OPERATIONS MANAGER			
119	Annual	\$ 51,059.16	\$ 61,270.38	\$74,749.68
	A027 ASSISTANT PLANT MANAGER			
	A026 ASSISTANT WATER OPERATIONS MANAGER			
	P040 PLAN EXAMINER			
120	Annual	\$ 53,612.22	\$ 64,334.46	\$78,487.98
	C022 CUSTOMER SERVICE MANAGER			
	S002 SAFETY OFFICER			
	P058 PRINCIPAL PLANNER			
	P064 PROJECT COORDINATOR			
	S027 SYSTEMS ANALYST			
121	Annual	\$ 56,292.78	\$ 67,550.52	\$82,411.92
	A008 AIRPORT MANAGER			
	G003 GIS COORDINATOR			
	P066 PUBLIC INFORMATION OFFICER			
	S024 STREETS SUPERINTENDENT			
	T013 TURF CARE MANAGER			

City of Murfreesboro
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Grade	ClassTitle	Grade Min	Grade Mkt	Grade Max
122	Annual	\$ 59,106.96	\$ 70,928.76	\$86,532.72
	D003 ASSISTANT DIRECTOR - BUILDING			
	E003 ENGINEER			
	P038 HR AND PAYROLL SUPERVISOR			
	P065 PROJECT ENGINEER			
	S022 STORM WATER MANAGER			
123	Annual	\$ 62,061.90	\$ 74,475.30	\$90,859.56
	A002 ACCOUNTANT/FIXED ASSET MANAGER			
	C010 DIRECTOR - COMMUNICATIONS			
	F018 DIRECTOR - FLEET SERVICES			
	D017 DIRECTOR - URBAN ENVIRONMENTAL			
	M011 MIS COORDINATOR			
	P042 PLANT MANAGER (WATER & WASTEWATER)			
	P045 POLICE CAPTAIN			
	S010 SHIFT COMMANDER			
	O005 WATER OPERATIONS MANAGER			
124	Annual	\$ 65,165.76	\$ 78,198.30	\$95,402.64
	A033 ASSISTANT DIRECTOR - TRAFFIC			
	A018 ASSISTANT DIRECTOR - TRANSPORTATION			
	ASSISTANT DIRECTOR - PLANNING			
	A023 ASSISTANT FIRE CHIEF			
	E001 COORDINATOR - EFFECTIVE UTILITY MANAGEMENT			
	P049 POLICE MAJOR			
125	Annual	\$ 68,423.64	\$ 82,107.96	\$100,172.16
	A021 ASSISTANT DIRECTOR - RECREATION			
	A028 ASSISTANT POLICE CHIEF			
	D013 DIRECTOR - BUILDING			
	D014 DIRECTOR - COMMUNITY DEVELOPMENT			
	D018 DIRECTOR - GOLF			
	D012 DIRECTOR - SENIOR CITIZENS CENTER			
	D016 DIRECTOR - SOLID WASTE			
126	Annual	\$ 71,844.72	\$ 86,213.46	\$105,181.38
	A025 ASSISTANT DIRECTOR - HUMAN RESOURCES			
	D004 DEPUTY FIRE CHIEF			
	R006 RISK MANAGER			
127	Annual	\$ 75,437.16	\$ 90,525.00	\$110,440.50
	P069 DIRECTOR - PURCHASING			
	ASSISTANT CITY ENGINEER			
	A017 ASSISTANT DIRECTOR - FINANCE			
	D0009 DIRECTOR - TRANSPORTATION			
	A020 FINANCIAL OFFICER - WATER DEPARTMENT			
	A019 OPERATIONS OFFICER - WATER DEPARTMENT			
128	Annual	\$ 79,209.12	\$ 95,050.74	\$115,961.76
	D005 DEPUTY POLICE CHIEF			

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City of Murfreesboro
Unified Pay Plan

Grade	ClassTitle	Grade Min	Grade Mkt	Grade Max
129	Annual	\$ 83,169.78	\$ 99,802.92	\$121,760.46
	A015 ASSISTANT CITY ATTORNEY			
	D011 DIRECTOR - PLANNING			
	D015 DIRECTOR - RECREATION			
	F011 FIRE CHIEF			
130	Annual	\$ 87,328.32	\$ 104,793.78	\$127,847.82
	C008 CITY JUDGE			
	H008 DIRECTOR - HUMAN RESOURCES			
	D010 DIRECTOR - INFORMATION TECHNOLOGY			
131	Annual	\$ 91,693.92	\$ 110,033.52	\$134,240.16
	C007 CITY ENGINEER			
	D008 DIRECTOR - WATER/WASTEWATER			
132	Annual	\$ 96,278.82	\$ 115,534.38	\$140,952.78
	F006 DIRECTOR - FINANCE			
	P046 POLICE CHIEF			
135	Annual	\$ 111,455.40	\$ 133,746.48	\$163,170.42
	A016 ASSISTANT CITY MANAGER			
136	Annual	\$ 117,027.66	\$ 140,433.60	\$171,328.38
	C006 CITY ATTORNEY			
139	Annual	\$ 135,474.36	\$ 162,569.64	\$ 198,333.90
	C009 CITY MANAGER			

City of Murfreesboro
Public Safety Pay Plan

Grade	Code	ClassTitle	Grade Min	Grad Mkt	Grade Max
205	F036	Fire Trainee	\$34,611.66	\$ 41,533.38	\$ 49,425.12
		Hourly	\$12.33	\$14.79	\$17.60
	P053	POLICE TRAINEE Hourly	\$ 17.74	\$ 21.30	\$ 25.34
207	F025	Firefighter	\$38,159.00	\$ 45,790.00	\$ 54,491.00
		Hourly	\$ 13.59	\$ 16.31	\$ 19.41
	P075	Police Officer Hourly	\$ 19.57	\$ 23.48	\$ 27.94
209	F012	FIRE DRIVER	\$42,070.00	\$ 50,484.00	\$ 60,076.00
		Hourly	\$ 14.98	\$ 17.98	\$ 21.39
211	P052	POLICE SERGEANT	\$46,382.00	\$ 55,659.00	\$ 66,234.00
		Hourly	\$ 23.79	\$ 28.54	\$ 33.97
212	A024 F008	ASSISTANT FIRE MARSHALL	\$48,701.00	\$ 58,441.00	\$ 69,546.00
			\$ 24.97	\$ 29.97	\$ 35.66
		FIRE CAPTAIN	\$ 17.34	\$ 20.81	\$ 24.77
213	F014	FIRE TRAINING COORDINATOR	\$51,136.00	\$ 61,364.00	\$ 73,023.00
		Hourly	\$ 26.22	\$ 31.47	\$ 37.45
	P048	POLICE LIEUTENANT Hourly	\$ 26.22	\$ 31.47	\$ 37.45
217	F022	FIRE MARSHAL	\$62,157.00	\$ 74,588.00	\$ 88,760.00

Effective 6/26/2016

City of Murfreesboro
Day Rate Pay Plan

Grade	Code	ClassTitle	Grade	Mir	Grad	Mkt	Grade	Max
501	P025	SCHOOL TRAFFIC PATROL						
			\$	38.86	\$	40.80	\$	42.84