

**RESOLUTION 15-R-11** to approve adoption and implementation of a Classification and Compensation Plan.

**WHEREAS**, the City of Murfreesboro engaged Management Advisory Group, International, Inc. ("MAG") to conduct a comprehensive analysis of City jobs and salaries; and,

**WHEREAS**, the MAG Classification & Compensation Study Draft Report dated March 19, 2015 and a Classification & Compensation Study Final Report, dated May 11, 2015, ("MAG Study") have now been received by the City; and,

**WHEREAS**, the MAG Study is intended to provide for internal and external salary equity through a comprehensive job analysis and classification process and the utilization of relevant market data; and,

**WHEREAS**, the MAG Study includes job title changes, reclassification of individuals, changes in salary ranges, and other changes which are interrelated; and,

**WHEREAS**, these changes should be considered collectively rather than individually; and,

**WHEREAS**, the compensation structure in the report differs from the City's existing compensation structure and will require new policies or modifications of existing policies; and,

**WHEREAS**, the City wishes to implement the classification and compensation systems as recommended by MAG prior to the development of all required policy changes in order to expeditiously achieve salary equity.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MURFREESBORO, TENNESSEE, AS FOLLOWS:**

**SECTION 1.** No employee shall receive a reduction in their current salary as part of the adoption and implementation of the MAG Study.

**SECTION 2.** The adoption and implementation of the MAG Study involves the placement of some employees in new job titles; no such title change shall be deemed a promotion or a demotion under otherwise applicable City policies for promotions and demotions. Nor shall any such title change be deemed to change the essential functions or the required knowledge, skills and abilities as described in the existing job description for any such retitled position.

**SECTION 3.** The adoption and implementation of the MAG Study involves establishing compensation levels ("pay grades") for various positions and establishing the actual compensation for all employees except sports officials and seasonal employees; no change in employee compensation shall be deemed to be subject to otherwise applicable City policies on compensation, including but not limited to those in Employee Handbook Section 5003 (e) through (i).

**SECTION 4.** Employee Handbook, Section 5003 (f) and (g), dealing with salary increases upon promotion, are hereby repealed and deleted effective June 28, 2015.

SECTION 5. For all promotions made after June 28, 2015 but excluding adjustments made pursuant to Section 11, when an existing employee is promoted to a position in a classification with a higher pay grade, the employee shall receive an increase of 5% for the first pay grade increase and 2.5% for each additional pay grade increase up to a maximum of 15% or the minimum of the new pay grade, whichever is greater.

SECTION 6. City policies, as contained in the Employee Handbook or other policy documents, and City practices, as established by City custom, are deemed suspended and of no applicable force and effect to the extent they conflict with the Proposed Pay Plan as described in Sections 4.0 through Section 8.0 of the MAG Study, or with changes as described in this Resolution, or with changes authorized by this Resolution.

SECTION 7. Sections 4.0 through 8.0 of the MAG Study dated May 11, 2015 are hereby adopted.

SECTION 8. The Human Resources Department shall implement the adjustments to individual compensation contained in Section 8.0 of the MAG Study on or about June 28, 2015 for all Unified and Public Safety Employees. Because of the limitations of the City's existing payroll software:

- a. The change in rate of compensation for Water and Sewer Department employees shall commence with the start of their work week on June 25, 2015; and
- b. The new rate of compensation shall be used in calculating the overtime pay rate for any Police Department employee on a tour of duty schedule which includes June 22, 2015, and any for Fire & Rescue Department employee on a tour of duty schedule which includes tour beginning dates of June 25, 26 or 27, 2015, for the entirety of such tour.

SECTION 9. In order to determine the hourly rate of pay for non-exempt employees, the annual salary as determined by MAG will be divided by the number of annual hours scheduled to be worked by the employee (1950, 2080 or 2808). If the employee is a part-time employee, the annual salary as determined by MAG will be divided by 1950 annual hours

SECTION 10. The City Manager is hereby authorized to change compensation of individual employees from that specified in the MAG Study if necessary to modify salary adjustments toward pay range maximums based on the verification and validation of time in position data, i.e. data entry error correction.

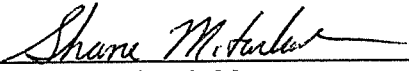
SECTION 11. The City Manager is hereby authorized to change the title, classification, grade or compensation of individual employees from that specified in the MAG Study as necessary to implement results of the Administrative Review Form ("ARF") process previously adopted by Council and to make any increase in compensation retroactive to June 28, 2015. The City Manager shall provide the City Council a summary report on the results of the ARF review process upon its completion.

SECTION 12. It is the intent of the City Council that this adoption of a Classification and Compensation Plan for the City be and remain part of the City's ongoing effort to

attract, retain and motivate the municipal workforce. For this reason, the Council is hereby directing that staff plan for a salary market analysis to be performed at least every three (3) years and for such market data to be used to appropriately modify this Plan.


SECTION 13. This Resolution shall be effective immediately upon its passage and adoption, the public welfare and the welfare of the City requiring it.

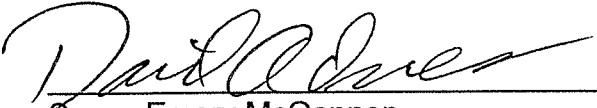
Passed: May 14, 2015

  
Shane McFarland, Mayor

ATTEST:

APPROVED AS TO FORM:

  
Melissa B. Wright  
City Recorder

  
Susan Emery McGannon  
City Attorney  
*acting*