

2.1.1 COMPENSATION PLAN/ADJUSTMENTS

The City of Waynesboro compensates its classified employees according to a pay plan which City council adopts through the annual budget process. The pay plan consists of forty (40) grades identified numerically, 1-40.

Merit Increase Based on Performance Evaluation.

The performance of each employee shall be reviewed annually by his or her immediate supervisor and appointing authority for the purposes of making a recommendation for adjustment based on merit. The employee's performance shall be reviewed with respect to all aspects job and organizational responsibility including but not limited to job knowledge and skills, quality of work, productivity, dependability, initiative, attendance, relations with others, and safety.

Employees are eligible for a merit increase each year, provided City council approves funds for merit increases.

Compensation adjustments for individuals employed by the City on or before July 1, 1994, shall be effective annually on July 1, unless demoted or promoted.

Compensation adjustments for individuals hired subsequent to July 1, 1994, shall be effective on the anniversary date of appointment or promotion.

Administrative Review and Adjustment.

When the responsibilities, duties, work conditions, and or requirements of a position change, an appropriate increase or decrease in compensation shall be made. In all cases where salary changes are recommended, written explanation and justification of the recommendation shall be submitted to the Human Resources Director for review and recommendation to the City Manager, or his/her designee, who must approve all administrative salary adjustments.

Recommendations approved by the City Manager, or his/her designee, become effective on the date determined by the City Manager, or his/her designee.

EMPLOYEE PAY POLICIES

Pay Days. All employees and Constitutional officers are paid biweekly on every other Friday.

Direct Deposit. Direct deposit is required for newly hired personnel. Current employees may elect to participate at any time (there are no open enrollment periods) understanding they need to allow time to have the account set up and pre-noted before the account is actually deposited into. The required documentation is a completed authorization form with a voided check for funds disbursement into a checking account or a deposit ticket attached indicating deposit is to be disbursed into a savings account.

Employee funds will only be disbursed into one account which they are listed on, at one bank. Employees wishing for multiple disbursements may contact their bank for other options.

If the employee elects to participate, the funds will be transmitted on the Wednesday before payday no later than 4:00 p.m. This may allow funds to be available as early as midnight Wednesday, however, funds availability is solely the discretion of the employee's bank institution, and may not be available until Friday which is the actual date of payroll.

Employees must alert the Finance Department immediately of any banking changes in order to accommodate funds disbursement into the correct account. Employees must allow a two (2) week turn around for information to be posted to the system.

Direct Deposit statements will be disbursed on Friday after 2:00 p.m., as well as checks for employees who were allowed to opt out of direct deposit at the time of implementation.

Payroll Deduction. Employees may arrange through the Finance Office to have certain automatic deductions made from their pay. Deductions can be made for contributions to the United Way, YMCA membership fees, deposits and loan payments to the Waynesboro Employees Credit Union (WECU).

Deductions can also be made for the city's flexible spending account for medical expenses and for the city's deferred compensation plan.

EMPLOYEE PAY POLICIES (cont)

Liens and Garnishments. The city will comply with tax liens and garnishments in accordance with the state garnishment laws and the Federal Wage Garnishment Act. A garnishment or lien is the result of a legal procedure through which part of a salary is required to be withheld for the payment of a debt.

Federal and state laws prohibit the discharge of an employee because of his or her earnings have been subjected to garnishment for any one indebtedness. An employee who receives more than one garnishment; however, may be subject to disciplinary action including dismissal.

POSITION DESCRIPTION AND CLASSIFICATION

Each classification position with the city has a description which details the position's purpose, functions, work conditions, necessary knowledge, skills, abilities, and other qualifications, including required education, training, and certification(s). The city has the right and the responsibility to modify a job description if the duties, responsibilities, and/or requirements for the position change. This could be at the request of the department, or generated from the human resources department due to changes in technology, new equipment, combining positions, or to correct errors that exist in current job descriptions, etc.

Each position in the city employ has been evaluated and classified based on the following criteria:

- Characteristics of work
- Level of work
- Work environment
- Supervision received
- Supervision required
- Essential functions and typical tasks of the position
- Knowledge, skills, and abilities required to perform the work
- Required education and experience
- Any special requirements that must be met by the individual filling the position

The classification for the position determines the salary grade to which the position is assigned, and in this way determines the compensation for the position.

PERSONNEL SYSTEM, CITY CODE

The following is a direct excerpt from the Waynesboro City Code:

ARTICLE IX. OFFICERS AND EMPLOYEES GENERALLY*

***Charter references**--Election and term of city officers within jurisdiction of council, § 13; vacancies in officers provided for in Charter, § 56; official oaths and bonds, § 57; remedies upon default of bonded officer, § 72.

Cross references—City safety engineer, § 34-1 et seq.; personnel of fire department, § 34-51 et seq.

State law references—Appointment, compensation and bonds of city officers and employees, Code of Virginia, § 15.1-797; removal of officers, Code of Virginia, § 15.1-798; vacancies in office, Code of Virginia.

Sec. 2-301. Policy underlying personnel system.

The following is hereby the declared personnel policy of the city:

- (1) Employment in the city government shall be based on merit and fitness.
- (2) Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in the operation of the city government.
- (3) Positions having similar duties and responsibilities shall be classified and compensated on a uniform basis.
- (4) High morale shall be maintained by fair administration of this article.
- (5) Tenure of employees covered by this article shall be subject to good behavior, satisfactory performance, necessity, and the availability of funds.
(Code 1964, § 2-87)

Sec. 2-302. Categories of positions and offices.

All offices and positions of the city are divided into the following categories:

(1) *Exempt service.* The exempt service shall include the following:

- a. The council and members of boards and commissions.
- b. The city manager, city attorney, circuit court judge, the clerk of the circuit court, and deputy clerk of the circuit court.
- c. Volunteer personnel and personnel appointed to serve without pay.
- d. Consultants and counsel rendering temporary professional service.
- e. The city sheriff, the city treasurer, commissioner of the revenue, general district judge and juvenile and domestic relations judge, commonwealth's attorney, city assessor, and city attorney shall be exempt and unclassified, and this article shall not apply to them; except that these officials, and the city manager, and clerk and deputy clerk of the circuit court, shall be entitled to all sick leave, vacation, and other fringe benefit provisions of this article and any rules promulgated thereunder.

(2) *Classified service.* The classified service shall include all positions in the city service that are not specifically placed in the exempt service by this section.
(Code 1964, § 2-88)

Sec. 2-303. Applicability of the article.

The sections of this article subsequent to this section shall apply only to the classified service unless otherwise specifically provided.

Sec. 2-304. Administration of article.

The personnel program established by this article shall be administered by the city manager or a city employee designated to him. He shall administer all provisions of this article and the personnel rules for all those employees whose positions fall within his jurisdiction or as directed by the council.

(Code 1964, § 2-90)

Sec. 2-305. Promulgation of rules under article.

The city manager shall prepare such rules as may be necessary to carry out the provisions of this article. These rules shall be presented to and adopted by resolution of the council. They shall apply equally to all employees of the city government, if not contrary to state law or other legal provisions.

(Code 1964, § 2-91)

Sec. 2-306. Classification of Personnel.

(a) The city manager shall make an analysis of the duties of all positions in the classified service and shall adopt by executive order such classifications as appear necessary, desirable, and appropriate.

(b) Each position in the classified service shall be allocated to a class on the basis of the kind and level of its duties and responsibilities, to the end that all positions in the same class shall be sufficiently alike to permit use of a single descriptive title, the same training and experience requirements, the same desirable knowledge, abilities, and skills, and the same pay range. A classification may contain one position or more than one position.

© The class to which each position is initially allocated shall be the class in which the employee shall have permanent or probationary status conferred upon him.

(d) The initial classification plan shall be revised from time to time as changing conditions require. Such revisions may consist of the addition, abolition, consolidation, division, or amendment of existing classes.

(Code 1964, § 2-92)

Sec. 2-307. Appointments and promotions to be based on merit and fitness; contents of personnel rules.

Original and promotional appointments shall be based on merit and fitness. The personnel rules shall set out the procedures and requirements for application, appointment, promotion, layoff, termination, reemployment, and other fringe benefits and personnel matters.

(Code 1964, § 2-93)

Sec. 2-308. Classified service to be nonpolitical.

Employees in the classified service shall be selected without regard to political considerations, may not be required to contribute to or support any political group, and may not engage in political activity in any manner other than in their role and status as a private citizen. The personnel rules shall further define prohibitions in this general field.

(Code 1964, § 2-64)

Sec. 2-309. Nondiscrimination.

There shall be no discrimination against any person seeking employment or employed in the classified service because of any considerations of political or religious affiliation or belief, race, color, religion, sex, national origin, age, marital status, disability, or any other form of discrimination banned by state or federal law.

(Code 1964, § 2-94)

Sec. 2-310. Surety Bonds.**

(a) The council shall approve all surety bonds of city officials and employees.

(b) All official bonds shall be paid for by the city.

(c) Any person elected or appointed to any office who shall neglect to give such bond and security as may be required of him on or before the day on which his term begins shall thereby vacate his office.

(Code 1964, § 2-95)

** **Charter reference** –Official bonds, § 59.

State law reference—Failure to qualify vacates office, Code of Virginia § 15.1-40.

Sec. 2-311. Probationary period for personnel; granting full-time status after probationary period.

(a) Employees appointed to positions designated as full-time, by the council or the city manager, shall be subject to a period of probation. The probationary period shall be twelve months unless otherwise provided in the personnel rules.

(b) An employee shall be retained beyond the end of the probationary period and granted full-time status only if the appointing authority affirms that the service of the employee has been satisfactory and recommends that he or she be granted full-time status.

(Code 1964, § 2-96)

Sec. 2-312. Rules to be adopted relative to hours, leaves of absence, etc.

Rules shall be adopted prescribing hours of work and the conditions and length of time for which leaves of absence with and without pay may be granted.

(Code 1964, § 2-97)

Sec. 2-313. Pay plan for personnel.

(a) The city manager shall prepare a pay plan and rules of its administration. The rate or range for each class of personnel shall be such as to reflect fully and fairly the differences in duties and responsibilities and shall be related to compensation for comparable positions in other private and public employment in the area.

(b) The city manager shall submit the pay plan and rules to the council for its adoption. The pay plan shall be adopted by ordinance. The rules shall be adopted by resolution. All amendments to the pay plan shall apply uniformly to all positions within the same class. The pay plan may be amended by the council from time to time as circumstances require, either through adjustment of rates or by reassignment of classes of different pay ranges.

Sec. 2-213. Annual pay review.

Annually, before submission of the budget to the council, the city manager shall submit to the council the results of a pay survey he shall have made. The survey shall determine if it is advisable or necessary to revise the pay range for any class, group of classes or all classes of positions. The city manager shall make recommendations concerning revisions of the pay range assignments of classes.

(Code 1964, § 2-99)

Sec. 2-315. Suspension, dismissal, resignation, etc.

(a) The tenure of every classified employee shall be conditioned on good behavior and the satisfactory performance of duties. Any employee may be separated temporarily by layoff or suspension, or permanently separated by resignation or dismissal.

(b) A full-time employee may be dismissed or demoted whenever in the judgment of the appointing authority, the employee's work or conduct so warrants. Any such dismissal or demotion may be appealed to a hearing under rules established by the council. The decision of the city manager or other appointing authority in such matters shall, however, be final.

(c) An employee may resign in good standing by giving two (2) weeks written notice, and may be eligible for reinstatement in good standing in the same class, at the discretion of the city manager, if there is need for their services within two (2) years after the date of resignation.

(Code 1964, § 2-100)

Council for the City of Waynesboro, Virginia, held a Regular Business Meeting on Monday, April 14, 2008, at 7:00 P.M. in Council Chambers of the Charles T. Yancey Municipal Building, 503 West Main Street, Waynesboro, Virginia, with Mayor Reynolds presiding and calling the meeting to order:

PRESENT: Council Members: Timothy D. Williams, Mayor
Nancy M. Dowdy, Vice Mayor
Lorie M. Smith, Council person
Bruce Allen, Council person
Frank S. Lucente, Council person

Staff: Michael G. Hamp, City Manager
Donald J. Shaw II, Asst. City Manager
Todd G. Patrick, Esq., City Attorney
Julia Bortle, Clerk of Council
Doug Davis, Police Chief
Patricia Nicosia, Finance/ Budget Director
Gerry Choate, Director of Information Technology

Planning Commission: Jeanne McCutcheon

ABSENT: None

ADOPTION OF COMPENSATION PHILOSOPHY.

Mr. Hamp stated that at the March 24 Regular Business Meeting, several Council members requested this issue be postponed until they had a chance to review the Compensation Philosophy. Distributed to Council prior to this meeting is a copy of the Compensation Philosophy and a copy of the PowerPoint presentation presented to Council at the February 4 Work Session. The Compensation Philosophy is intended to communicate the components of a Compensation Plan and articulate principles and goals in communicating the Plan to employees and interested citizens who have an interest in understanding, evaluating and establishing all elements of the City Compensation Plan.

Mrs. Smith asked if the Philosophy will be included in the recently adopted Employee Handbook, and Mr. Hamp confirmed that it would be included.

Mr. Williams asked if the statement, “prevailing market environments and local markets” included other municipalities, as well as, the private sector jobs of equivalent training and experience. Mr. Hamp stated it is the City’s intention to include in the study equivalent positions in the local private sector where they exist. It is also recognized there are a number of positions in the organization with no equivalent private sector position for comparison, such as firefighters, police officers, and dispatchers. Mr. Walker stated that the study does not include or exclude either the private or public sectors, leaving that open for future Council discussion.

With no further questions or comments, Vice Mayor Dowdy moved, seconded by Mrs. Smith, to adopt the Compensation Philosophy as presented to Council. With no objections, Council resolved to adopt the Compensation Philosophy with affirmative votes from Council members Reynolds, Dowdy, Williams, Smith, and Lucente.

COMPENSATION PHILOSOPHY

Guiding Principles

The recruitment and retention of qualified and dedicated individuals to provide municipal services in an effective, efficient, and professional manner is a fundamental responsibility of the City government. Public service is a worthy occupation and the employees who dedicate themselves to the service of the citizens are to be valued.

The City's Compensation Plan should provide City employees fair market-based compensation that enables them to provide for themselves and their families, recognizes their inherent worth to the organization and community, acknowledges their skills, experience and performance, and reflects the labor market in which the City operates and from which it recruits.

No compensation plan can accommodate every individual circumstance. The City should compensate its employees through a program that reasonably provides choices and flexibility to assist employees in achieving their goals while respecting their individual responsibility and the prevailing market environment.

The principle of equal pay for equal work is endorsed. Discrimination in compensation for reasons other than job qualification, performance, or longevity is prohibited. Discrimination related to race, color, national origin, religion, gender, age, disability, or political affiliation is prohibited.

Compensation Plan Goals

1. **Compensation Should be Market-Based.**
Pay and benefits should be market competitive with comparable employers within the region. Differences in the cost-of-living among jurisdictions should be taken into account.
2. **Compensated Leave**
Levels and types of paid time off should be market competitive.

COMPENSATION PHILOSOPHY (cont.)

3. **Pay Should Reflect:**

Cost of Living: Market-based pay systems should be reflective of prevailing pay rates in the market and the cost-of-living in the City of Waynesboro.

Performance: Measurable performance indicators and objectively assessed non-measurable performance indicators should be a factor in determining adjustments to an employee's compensation.

Skills and Training: Certain skills and advanced training, beyond basic qualifications for a position, should be recognized and incorporated in the Compensation Plan.

Longevity and Experience: Length of service and relevant experience should be considered as an element in determining internal equity.

Pay Equity: Compensation for positions should be reflective of market relationships between job classifications.

4. **Benefit Programs Should Be Meaningful and of Good Quality.**

Benefits should be provided to employees at levels competitive with the local market. Employees should be provided choices among benefits that meet the diverse needs of the workforce. It is recognized that as new or enhanced benefits are provided, employees may be required to pay for the full cost or a portion of the cost of benefits selected, consistent with prevailing market practices.

5. **Opportunities for Advancement Should Be Provided**

Training and educational opportunities should be provided to enhance employee skills and promote better service delivery. To the extent practical, opportunities for advancement within the organization should be designed into its structure.