

**RESOLUTION 23-164**

**A RESOLUTION ADOPTING AN UPDATED COMPENSATION PLAN FOR EMPLOYEES  
OF THE CITY OF SPRING HILL**

**WHEREAS**, the City of Spring Hill adopted an Employee Handbook on April 19, 2011, with the adoption of Ordinance 11-02; and

**WHEREAS**, the City of Spring Hill wishes to provide a fair and equitable compensation and classification program for all employees; and

**WHEREAS**, the adopted Employee Handbook requires that a Compensation and Classification Plan be approved and updated; and

**WHEREAS**, in response to a Request for Proposals, a professional services agreement was authorized by Resolution 23-101 and subsequently executed with Burris, Thompson & Associates to prepare a Classification & Compensation Study Update; and

**WHEREAS**, the results of the Classification and Compensation Study Update have been reviewed by City staff and adopted by the Board of Mayor and Aldermen; and

**WHEREAS**, the Police Pay Grade Plan has been revised to correct several pay grades involving Police Detectives and Sergeants; and

**WHEREAS**, the city is required to recommend specific positions required to function and operate the city; and

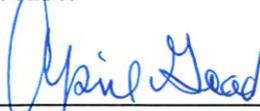
**WHEREAS**, the attached changes to the compliment are recommended.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that the revised Police Pay Authorization and Pay Grade Plan and position compliment attached hereto and made part of this resolution be approved with implementation effective July 1, 2023, subject to annual appropriation of funds.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 21<sup>st</sup> day of August 2023.

  
Jim Hagaman, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

Patrick Carter, City Attorney

A handwritten signature in blue ink, appearing to read "Patrick Carter", is written over a horizontal line. The signature is stylized and cursive. A large, loopy blue scribble is present to the left of the signature, partially overlapping the line and the text.



## MEMORANDUM

TO: Board of Mayor and Aldermen  
CC:  
FROM: Richard L. Stokes, HR Director, City of Spring Hill  
RE: Pay Authorization and Grade Changes  
DATE: 8/15/2023

### **PURPOSE:**

The purpose of this resolution is to modify the City of Spring Hill pay authorization and grade changes.

### **BACKGROUND:**

On June 20, 2023, the Board of Mayor and Aldermen of the City of Spring Hill adopted Resolution 23-102, A Resolution to adopt a schedule of authorized positions for Fiscal Year 2023 – 2024; Providing for repeal of conflicting schedules; and providing for an effective date.

After adoption, the staff began the process of making the necessary adjustments to employee salaries. It was during that time that we noticed several issues with the plan.

One issue involved the incorrect setting of the salary for Police Recruits and subsequent police grades. The starting rate for Police Recruits was set up as grade P101. Recruits are generally considered to be in grade P100. This resulted in the salary range for all officers to be off by a grade.

Additionally, several positions were misclassified during the process. As a result, we have reclassified several positions in the department. All Sergeants were reclassified from P104 to P105. Police Detectives were reclassified from P102 to P103. We also reclassified all Senior Detectives and Senior Training Officers from P103 to P104. Training Officers were reclassified from P102 to P103.

Several positions were omitted from the study that needed to be added. They include:

- Health and Safety Officer – Human Resources



### **CITY OF SPRING HILL**

199 Town Center Parkway • Spring Hill, Tennessee 37174

931-486-2252

[www.springhilltn.org](http://www.springhilltn.org)



Several modifications have been made to several positions including:

- Project Manager in Planning has been modified to a Project Assistant for CIP
- Special Project Coordinator for Administration has been modified to an Administrative Assistant 2 – Fire Department

**FINANCIAL IMPACT:**

None

**STAFF RECOMMENDATION:**

It is recommended that the resolution is adopted.



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Sum of FTE				Type		
Fund	Department Division	Position	1	2	Grand Total	
110	41200 Judicial	Municipal Court Judge		0.1	0.1	
110	41310 Administration	City Administrator	1		1	
110	41310 Administration	Assistant City Administrator	2		2	
110	41310 Administration	Specialist	1		1	
110	41310 Administration	Executive Assistant		1	1	
110	41320 Communication	Specialist	2		2	
110	41320 Communication	Director 2	1		1	
110	41500 Finance	Director 3	1		1	
110	14500 Finance	Assistant Finance Director	1		1	
110	41500 Finance	City Recorder	1		1	
110	41500 Finance	Account Clerk 2		3	3	
110	41500 Finance	Bookkeeper		1	1	
110	41500 Finance	Account Clerk 1		1	1	
110	41500 Finance	Administrative Asst. 1		1	1	
110	41500 Finance	Receptionist		1	1	
110	41641 IT	Specialist	1		1	
110	41641 IT	Data Analyst		1	1	
110	41642 GIS	Director 2	1		1	
110	41642 GIS	Specialist	1		1	
110	41650 Human Resources	Director	1		1	
110	41650 Human Resources	Manager	1		1	
110	41650 Human Resources	Specialist		1	1	
110	41650 Human Resources	Technician 2		1	1	
110	41800 Facilities	Superintendent	1		1	
110	41800 Facilities	Janitorial		2	2	
110	41800 Facilities	Maintenance Worker 2		1	1	
110	42100 Police	Technician 2		1	1	
110	42100 Police	Administrative Assistant 2		2	2	
110	42100 Police	Technician 1		1	1	
110	42100 Police	Account Clerk 1		1	1	
110	42100 Police	Account Clerk 2		1	1	
110	42100 Police	Chief	1		1	
110	42100 Police	Deputy Chief	2		2	
110	42100 Police	Captain	1		1	
110	42100 Police	Lieutenant	7		7	
110	42100 Police	Police Sgt 2		1	1	
110	42100 Police	Police Sgt		12	12	
110	42100 Police	Police Officer 3		6	6	
110	42100 Police	Police Detective		7	7	
110	42100 Police	Police Officer 2		4	4	
110	42100 Police	MH Counselor		0.4	0.4	
110	42100 Police	Police Officer		32	32	
110	42200 Fire	Chief	1		1	
110	42200 Fire	Assistant Chief	1		1	

110	42200 Fire	Battalion Chief		3	3
110	42200 Fire	Fire Marshall	1		1
110	42200 Fire	Asst Fire Marshal		1	1
110	42200 Fire	Fire Inspector		1	1
110	42200 Fire	Fire Captain	1	13	14
110	42200 Fire	Fire Engineer		16	16
110	42200 Fire	Firefighter		26	26
110	42200 Fire	Deputy Chief	1		1
110	42200 Fire	Administrative Assistant 2		1	1
110	42500 EMA	Director 1	1		1
110	43100 Pub Works Admin	Director 2	1		1
110	43100 Pub Works Admin	Administrative Assistant 1		1	1
110	43100 Pub Works Admin	Assistant PW Supt	1		1
110	43100 Pub Works Admin	Engineer	1		1
110	43110 Streets	Superintendent	1		1
110	43110 Streets	Crew Chief		4	4
110	43110 Streets	Inspector		1	1
110	43110 Streets	Operator 2		2	2
110	43110 Streets	Operator 1		1	1
110	43110 Streets	Administrative Assistant 1		1	1
110	43110 Streets	Maintenance Worker 2		8	8
110	43110 Streets	Maintenance Worker 1		1.45	1.45
110	43120 Traffic	Crew Chief		1	1
110	43120 Traffic	Technician 2		2	2
110	43170 Fleet	Superintendent	1		1
110	43170 Fleet	Supervisor		1	1
110	43170 Fleet	Mechanic		1	1
110	43170 Fleet	Mechanic 2		1	1
110	44400 Parks & Recreation	Supervisor		1	1
110	44400 Parks & Recreation	Director	1		1
110	44400 Parks & Recreation	Recreation Assistant		2.55	2.55
110	44700 Park Maintenance	Supervisor	1		1
110	44700 Park Maintenance	Maintenance Worker 2		2	2
110	44700 Park Maintenance	PT Groundskeepers		4	4
110	44800 Library	Assistant Director	1		1
110	44800 Library	Library Tech 2		5.375	5.375
110	44800 Library	Library Tech 1		4.35	4.35
110	44800 Library	Director	1		1
110	46100 Planning	Director	1		1
110	46100 Planning	City Planner	1		1
110	46100 Planning	Project Assistant		1	1
110	46100 Planning	Associate Planner	2		2
110	46100 Planning	Technician 1		1	1
110	46100 Planning	Administrative Assistant 1		1	1
110	46200 Codes	Chief Building Official	1		1
110	46200 Codes	Building Inspector		2	2
110	46200 Codes	Inspector		1	1

110	46200 Codes	Codes Enforcement Officer		2	2
110	46200 Codes	Administrative Assistant 1		2	2
110	46300 Engineering	Inspector		5	5
110	46300 Engineering	Associate Engineer	1		1
110	46300 Engineering	Civil Engineer	1		1
210	43200 Sanitation	Crew Chief		1	1
210	43200 Sanitation	Operator 2		3	3
210	43200 Sanitation	Maintenance Worker 2		1	1
210	43200 Sanitation	Maintenance Worker 1		1	1
410	52010 Utility Administration	Director	1		1
410	52010 Utility Administration	Specialist	1		1
410	52010 Utility Administration	Administrative Assistant 1		1	1
410	52050 GF Support	Supervisor	1		1
410	52050 GF Support	Account Clerk 1		2.625	2.625
410	52050 GF Support	PT Finance Associate		0.6	0.6
410	52100 WTP	Superintendent	1		1
410	52100 WTP	Assistant Superintendent	1		1
410	52100 WTP	Maintenance Mechanic		1	1
410	52100 WTP	Operator 1		4	4
410	52100 WTP	Supervisor		1	1
410	52100 WTP	Technician 2		1	1
410	52100 WTP	Operator 3		1	1
410	52100 WTP	Operator 2		1	1
410	52120 Distribution	Superintendent	1		1
410	52120 Distribution	Supervisor		1	1
410	52120 Distribution	Technician 2		1	1
410	52120 Distribution	Maintenance Worker 3		1	1
410	52120 Distribution	Technician 1		1	1
410	52120 Distribution	Field Technician 1		1	1
410	52120 Distribution	Maintenance Worker 1		3	3
410	52120 Distribution	Maintenance Worker 2		2	2
410	52210 WWTP	Superintendent	1		1
410	52210 WWTP	Supervisor		1	1
410	52210 WWTP	Operator 3		1	1
410	52210 WWTP	Mechanic 1		1	1
410	52210 WWTP	Operator 2		1	1
410	52210 WWTP	Operator 1		1	1
410	52210 WWTP	Maintenance Worker 2		1	1
410	52210 WWTP	Technician 1		1	1
410	52220 Sewer Collection	Superintendent	1		1
410	52220 Sewer Collection	Assistant Superintendent	1		1
410	52220 Sewer Collection	Crew Chief		1	1
410	52220 Sewer Collection	Maintenance Worker 3		1	1
410	52220 Sewer Collection	Maintenance Worker 1		3	3
410	52220 Sewer Collection	Operator 1		1	1
410	52220 Sewer Collection	Maintenance Worker 2		2	2
416	43150 StormWater	Superintendent	1		1

416	43150 StormWater	Crew Chief	1	1
416	43150 StormWater	Operator 3	1	1
416	43150 StormWater	Maintenance Worker 3	1	1
416	43150 StormWater	Maintenance Worker 1	1	1
416	43150 StormWater	Inspector	1	1
<b>Grand Total</b>			<b>59</b>	<b>252.45</b>
				<b>311.45</b>



## Modified Police Pay Scale

Police Chief	P401	\$138,040	\$162,888	\$187,321
Deputy Police Chief	P301	\$122,703	\$144,789	\$166,507
Police Lieutenant	P201	\$96,950	\$114,401	\$131,561
Police Legal Advisor	P201	\$96,950	\$114,401	\$131,561
Police Shift Sergeant*	P105	\$79,405	\$85,728	\$92,052
Police Sergeant*	P105	\$79,405	\$85,728	\$92,052
Investigative Police Sgt.*	P105	\$79,405	\$85,728	\$92,052
Training Officer Sgt.*	P105	\$79,405	\$85,728	\$92,052
Sr. Police Detective**	P104	\$77,220	\$91,120	\$104,788
Master Police Officer	P103	\$68,640	\$80,996	\$93,145
Training Officer	P103	\$68,640	\$80,996	\$93,145
Police Detective***	P103	\$68,640	\$80,996	\$93,145
Emergency Services Liaison****	P103	\$68,640	\$80,996	\$93,145
Police Officer II	P102	\$61,014	\$71,996	\$82,796
Police Officer I	P101	\$54,234	\$63,997	\$73,596
Police Recruit	Start	\$51,840		
Evidence Manager	G	\$47,520	\$56,431	\$67,717
Administrative Asst (Office Manager)	F	\$42,429	\$50,384	\$60,461
Evidence Technician	F	\$42,429	\$50,384	\$60,461
Police Records Clerk	E	\$37,883	\$44,986	\$53,983

\* moved all Sgt.'s from grade P1004 to grade P1005

\*\* moved all Sr. Det from grade P1003 to grade P1004

\*\*\* moved all Pol Det from P1002 to grade P1003

\*\*\*\*moved ESL from P1004 to P1003