

RESOLUTION 12-124

**A RESOLUTION TO APPROVE A PAY SCALE PLAN FOR THE
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 program for all employees; and

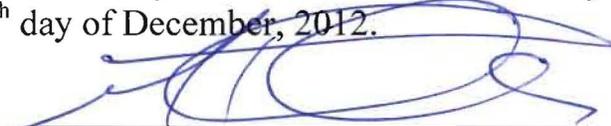
WHEREAS, the adopted Employee Handbook requires that a Compensation Plan be approved; and

WHEREAS, a pay scale plan is a recognized and necessary component of an effective compensation plan; and

WHEREAS, this first phase will be implemented retroactively to January 1, 2013; and

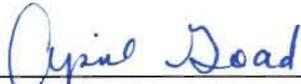
NOW, THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that the attached Employee Compensation Plan be approved with phased implementation subject to future BOMA approved budget amendments and is attached hereto and made a part of this resolution.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 17th day of December, 2012.



Michael Dinwiddie, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Timothy P. Underwood, City Attorney

City of Spring Hill, Tennessee Payscale Plan

I. Temporary, Non-exempt Employees (less than 90 days)

Grade 1	Hourly minimum	Hourly midpoint	Hourly maximum
Custodian	\$10.50	\$13.13	\$15.75
Paid Intern/Student Assistant			

II. Seasonal, Non-exempt Employees (less than 1213 hours)

Grade 2	Hourly minimum	Hourly midpoint	Hourly maximum
Summer Groundskeeper	\$10.50	\$13.13	\$15.75

III. Part-time, non-exempt employees

Grade 3	Hourly minimum	Hourly midpoint	Hourly maximum
PT Public Safety Dispatcher	\$12.50	\$15.63	\$18.75
PT Library Tech			

IV. Full-time, non-exempt employees (2080 hours)

Grade 4	Hourly minimum	Hourly midpoint	Hourly maximum
Custodian	\$10.50	\$13.13	\$15.75
Library Shelving			

Grade 5	Hourly minimum	Hourly midpoint	Hourly maximum
Receptionist	\$11.50	15.63	\$18.75

Grade 6	Hourly minimum	Hourly midpoint	Hourly maximum
Equipment Operator I	\$12.50	\$15.63	\$18.75
Streets and Grounds Maintenance			
Water Distribution Worker			
Administrative Assistant			
Police Records Clerk			

Grade 7	Hourly minimum	Hourly midpoint	Hourly maximum
Water Treatment Plant Operator I	\$12.75	\$15.63	\$18.75
Sewer Collection Worker			
Police Evidence Clerk			
Library Technician I			
Public Safety Dispatcher I			

Grade 8	Hourly minimum	Hourly midpoint	Hourly maximum
Wastewater Treatment Plant Operator I	\$13.80	\$17.25	\$20.70
Recreation Program Coordinator			
Water Treatment Plant Operator II			
Library Technician II			
Cashier			
Cross- Connection Coordinator			

Grade 9	Hourly minimum	Hourly midpoint	Hourly maximum
Utility Clerk I	\$14.00	\$17.50	\$21.00
Accounts Receivable Clerk I			
Accounts Payable Clerk I			
Wastewater Treatment Plant Operator II			
Court Clerk			
Codes Enforcement Officer I			
Public Safety Dispatcher II			
Executive Assistant			
Recreation Program Manager			
Parks Manager			
Office Manager			

Grade 10	Hourly minimum	Hourly midpoint	Hourly maximum
Utility Clerk II	\$14.50	\$18.13	\$21.75
Accounts Receivable Clerk II			
Accounts Payable Clerk II			
Librarian I			
Utility Inspector I			
Payroll Clerk			

Grade 11	Hourly minimum	Hourly midpoint	Hourly maximum
Police Officer I	\$15.45	\$19.31	\$23.18

Grade 12	Hourly minimum	Hourly midpoint	Hourly maximum
Collection Crew Chief	\$16.33	\$20.41	\$24.50
MS4 Crew Chief			
Distribution Crew Chief			
Street Maintenance Crew Chief			
Dispatch Supervisor			

Grade 13	Hourly minimum	Hourly midpoint	Hourly maximum
IT Specialist I	\$17.07	\$21.34	\$25.61
Building Inspectors			
Accreditation Manager			
Police Sergeant			
Police Detectives			

Grade 14	Hourly minimum	Hourly midpoint	Hourly maximum
MS4/Stormwater Coordinator	\$18.00	\$22.50	\$27.00
IT Specialist II			
GIS Specialist			

Grade 15	Hourly minimum	Hourly midpoint	Hourly maximum
Police Lieutenant *	\$19.25	\$25.00	\$40.00
GIS/IT Director**			

*Police Lieutenants are EXEMPT employees.

**GIS/IT Director currently cannot be exempted due to federal regulations. However, this grade has been afforded the 60% spread of all other Department Heads.

V. Full time, non-exempt fire suppression and administrative shift employees (2938 hours)

Grade 16	Hourly Min.	Annual Min.	Hourly Max.	Annual Max.
Fire Fighter [®]	\$11.00	\$32,318.00	\$16.50	\$48,477.00

Grade 17	Hourly Min.	Annual Min.	Hourly Max.	Annual Max.
Fire Driver/Pump Operator	\$12.59	\$36,989.42	\$18.89	\$55,498.82

Grade 18	Hourly Min.	Annual Min.	Hourly Max.	Annual Max.
Lieutenant	\$13.44	\$39,486.72	\$20.16	\$59,230.08

Grade 19*	Hourly Min.	Annual Min.	Hourly Max.	Annual Max.
Maintenance Officer	\$15.12	\$44,422.56	\$22.68	\$66,633.84
Training Officer				
Fire Marshal				
Fire Inspector				

[®]Part-Time fire fighters will be paid the same \$11.00/hour starting rate as their full time counterparts.

*Should any of these positions transition to a regular 40 hour a day/5 day a week schedule upon the recommendation of the Fire chief, and the approval of the City Administrator, the starting ANNUAL MINIMUM will remain the same, and the hourly rate will be adjusted accordingly. However, the midpoint and maximum will be subject to a 60% horizontal spread, rather than the 50% spread found above.

Grade 20	Hourly Min.	Annual Min.	Hourly Max.	Annual Max.
Captain/ Shift Commander	\$15.12	\$44,422.56	\$22.68	\$66,633.84

VI. Exempt Department Heads, Assistant Department Heads/Directors, Assistant Directors

Grade 21	Annual minimum	Annual midpoint	Annual maximum
Assistant Superintendent, Water Treatment Plant	\$36,984.00	\$48,079.20	\$59,174.40
Assistant Superintendent, Wastewater Treatment Plant			

Grade 22	Annual minimum	Annual midpoint	Annual maximum
Parks and Recreation Director	\$48,187.00	\$62,643.10	\$77,099.20
Emergency Communications Director			

Grade 23	Annual minimum	Annual midpoint	Annual maximum
Assistant Police Chief	\$50,946.00	\$66,229.80	\$81,513.60
Deputy Fire Chief			

Grade 24	Annual minimum	Annual midpoint	Annual maximum
Human Resources Director	\$52,900.00	\$68,770.00	\$84,640.00
Library Director			
Building and Codes Director			
City Recorder			

Grade 25	Annual Minimum	Annual midpoint	Annual maximum
Public Works Director	\$54,212.00	\$70,475.60	\$86,739.20
Water Treatment Plant Superintendent			
Wastewater Treatment Plant Superintendent			

Grade 26	Annual Minimum	Annual midpoint	Annual maximum
<i>Utility Director/Assistant City Administrator</i>	<i>\$60,428.00</i>	<i>\$78,556.40</i>	<i>\$96,684.80</i>
<i>Finance Director/Assistant City Administrator</i>			
<i>Fire Chief</i>			
<i>Police Chief</i>			

VII. City Judge (not subject to yearly employee increases)

City Judge	\$18,000 per year
City Judge Pro Tem	\$13,500 per year

VIII. Elected Officials

	Monthly stipend	Annual total
Mayor	\$925.00	\$11,100
Vice Mayor	\$475.00	\$5700.00
Aldermen	\$450.00	\$5400.00