

RESOLUTION 21-15

**A RESOLUTION ADOPTING AN UPDATED COMPENSATION PLAN
PAY SCALE 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 19-209 and subsequently executed with Burris, Thompson & Associates to prepare a Classification & Compensation Study Update; and

WHEREAS, the results of the Classification & Compensation Study Update have been reviewed by City staff and presented to the Board of Mayor and Aldermen.

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 attached hereto and made part of this resolution be approved with implementation effective January 24, 2021, 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 19th day of January, 2021.



Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



**City of Spring Hill
Board of Mayor and Aldermen**

Date: January 7, 2021
Memo to: Board of Mayor & Aldermen
From: Victor Lay, City Administrator
Re: Updated Compensation Plan Pay Scale

**RESOLUTION NO. 21-15 - A RESOLUTION ADOPTING AN UPDATED
COMPENSATION PLAN PAY SCALE FOR EMPLOYEES OF THE CITY OF
SPRING HILL**

BACKGROUND INFORMATION: In accordance with the City of Spring Hill Employee Handbook, it is required that a compensation plan be approved and adopted. The City periodically requests updates to its compensation plan in order to maintain pace with the job market by selecting a firm to compare multiple job classifications and categories with benchmarks from other cities, counties and public utilities.

On November 18, 2019, the Board of Mayor and Aldermen awarded a contract to Burris, Thompson & Associates (BTA) to prepare a Classification & Compensation Study Update. Steve Thompson with BTA reported to the BOMA June 1, 2020 that BTA used information from both the Economic Research Institute and a biannual salary survey of comparable cities, counties and public utilities. The data obtained was used to create pay ranges based upon job functions/titles. Each grade was assigned a minimum, midpoint and maximum. Recommendation was made to implement a 15-step plan as compared to the previously-used 20-step plan.

The data provided by BTA was entered into a master employee spreadsheet that contains data for each employee related to time in grade as well as any other compensable data, such as education. The spreadsheet placed each employee at the appropriate step within the applicable pay range based upon their time in grade and other criteria. The results were communicated to Department Heads via email so that accurate data would be included in the pay scale model.

At the January 4th work session, the City Administrator presented several options for funding the updated compensation plan. The consensus at the work session was to fund the plan in its entirety to keep Spring Hill on pace with medians of surrounding governments and to assist with both recruitment and retention. The budget amendment included within this agenda allocates funding to each department as needed to implement the new pay scale effective January 24th, which is the first day of the next pay period.

ATTACHMENTS: Resolution 21-15-A Resolution Adopting an Updated Compensation Plan Pay Scale for Employees of the City of Spring Hill, BTA Compensation Plan Proposal

RECOMMENDATION: Approve Resolution 21-15.