



CITY OF GROVEPORT

COMPENSATION PLAN

Effective May 9, 2012

Amended January 23, 2017

Amended September 1, 2023 DATE APPROVED COUNCIL



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INTRODUCTION

The City of Groveport, in an effort to provide fair and equitable compensation for employees, hereby establishes a compensation system.

This plan was developed in part by:

1. analyzing the current compensation plan;
2. revising and updating job descriptions to match actual duties;
3. evaluating each different position through point factor analysis;
4. analyzing the current wage rates of similar municipalities;
5. constructing a City-wide classification plan; and
6. developing a job-related performance evaluation tool.

The compensation philosophy and goals of City Council and Administration were also taken into account.

TERMINOLOGY

A “classification plan” means a system of classifications which may include pay range assignment for each classification.

A “classification” means a group of positions sufficiently similar in respect to duties, responsibilities, authority, and qualifications so that the same descriptive title may be used for each, the same pay range assigned, and the same examinations conducted.

A “class series” is identified by the first four digits of a classification number and tends to show a natural progression in responsibility, authority, and qualifications that an individual may proceed through during one’s career.

PLAN STRUCTURE

Each City classification has been assigned to a pay grade based on point factoring and through an analysis of the goals of Administration (a total of 10 pay grades). The pay grades were developed using the current wage scale as well as the market value of the position as determined by an external salary survey. Within each pay grade, a minimum rate, mid-point rate, and a maximum rate have been identified. The advantage of this type of structure is that it allows the City greater flexibility in the granting of pay increases – unlike a step system.

Other increases, including increases for when an employee completes his/her probationary period may be warranted as determined by City Council and outlined in this manual.

The new compensation plan is designed to provide pay equity (both internal and external) for the City.

PERFORMANCE EVALUATIONS

Before implementing the performance evaluation process, supervisors shall be trained. Performance evaluations must be maintained as jobs change.

Satisfactory performance of an employee's responsibilities shall be established by a job-related performance evaluation tool. Other facets of the performance evaluation tool may be used for correcting inappropriate behavior as well as a developmental tool.

GENERAL INCREASES

A general increase is an automatic, across the board increase to all employees. It will generally be awarded in a percentage, but it does not shift the current pay scale/grades. The amount and frequency of general pay increases will be determined by City Council and by no means does this manual obligate City Council to authorize such increase.

The City Administrator shall have the authority to adjust an employee's pay rate to the federal or state minimum wage once it is determined the employee is not compensated consistent with either federal or state guidelines. Market adjustments to employees pay rates may be warranted by the City Administrator in order to provide equitable pay amongst classes of City employees or matching pay rates from other external sources to retain employees.

Employees who are at rates of pay that exceed the ending rate for their pay grade shall receive no general increase to their "base wage rate" until their rates of pay no longer exceed the top rate for the pay grade. Instead, those employees may receive the general increase in the form of a lump-sum payment as described below.

MERIT INCREASES

Merit increases shall be awarded to employees based upon the rating system as identified through a job-related evaluation tool. City Council has the right to restrict or reinstate merit increases as it deems necessary. Employees who are at rates of pay that exceed the top rate for their pay grade may also receive merit increases in the form of a lump-sum payment as described below.

LUMP-SUM PAYMENTS

Employees who are at rates of pay that exceed the top rate for their pay grade shall receive no increase in the “base wage rate” until their rates of pay no longer exceed the top rate. In other words, they will receive no general increases or merit increases to their current base wage rate of pay until City Council adjusts the pay grades higher as a result of a “cost of living adjustment” or periodic wage surveys. However, an employee who is at the top rate of pay or a rate of pay that exceeds the top rate for his/her pay grade may receive an increase in a lump-sum amount that is not intended to increase his/her base wage rate. This may include a lump-sum in the equivalent to a general increase or in the form of a merit increase.

COST OF LIVING ADJUSTMENTS

Every year, the City Administrator shall consider whether the pay schedule remains competitive within comparable jurisdictions and determine if there is a need for a “cost of living adjustment.” This may be determined by analyzing one or more of the following databases: SERB Wage Survey, CPI – U, CPI – W, Social Security Increases, and Bureau of Labor Statistics regional survey.

If an increase is warranted, each year the City Administrator shall instruct the Personnel Director to update the entire pay schedule (both minimum and maximum in accordance with the results from the SERB Wage Survey, CPI-U, CPT-W, Social Security Increases, and Bureau of Labor Statistics regional survey. This is to avoid the range (difference between the minimum and maximum) from becoming too large. Every three years, the City shall also conduct a wage survey of benchmark positions for comparable jurisdictions.

The cost of living adjustments are designed to allow the City to continue to recruit and retain quality employees as it desires. Nothing in this compensation plan forces City Council to issue a wage increase and any wage increase based on a cost of living adjustment shall require approval by City Council.

LONGEVITY

Employees shall continue to receive longevity payments in accordance with any ordinance or the Code of Personnel Practices and Procedures.

IMPLEMENTATION

Each position has been assigned pay grades.¹ Based on the implementation of a revised pay scale, the City Administrator may consider changes to an employee’s pay representative to the results of the compensation plan evaluation. Employees will continue to progress through their pay grade by merit and general increases if authorized as outlined in this manual.

¹See attached pay scale.

MOVEMENT BETWEEN PAY GRADES

New Hire: New employees shall normally be hired in at the minimum rate of pay for their classification. However, exceptions may be made for new employees who possess outstanding qualifications and experience, but careful consideration should be given for any rate of pay that is offered over the midpoint. No employee should be paid at a rate which exceeds the maximum rate for their position. and City Council approval is needed for any employee hired above midpoint.

Promotions: A promotion is the act of placing an employee in a position which requires greater skills, knowledge, and abilities to perform more complex and responsible work and which is assigned to a higher pay grade. Any employee promoted to a higher classification shall advance in the new pay grade which provides for a wage increase over the employee's current rate. Wage increases for promotions will be a minimum of 5% based on qualifications and experience and determined by the City Administrator.

Demotion: A demotion is a transfer of an employee to a position which has a lower level of responsibility, classification, and compensation. Demotions generally result from an employee's failure to perform the duties of their position at an acceptable level, as a result of discipline, or result from an accommodation of a qualified employee with a disability.

Regardless of the reason, the employee shall always be assigned to the appropriate pay grade assigned to the new classification. (It should be noted), the employee may have civil service appeal rights. As a result of the demotion, the employee may be reduced in pay at the discretion of the City Administrator.

Transfer: A transfer is defined as the movement of an employee from one position to another where there is no change in classification or change in pay grade. Employees who are transferred shall receive no pay adjustment as a direct result of such transfer unless otherwise approved by the City Administrator.

Reclassification: Whenever the duties being performed by an employee change significantly over a period of time, the position shall be examined to determine if a reclassification is justified.

Whenever an employee's position is reclassified, the employee shall be assigned to the pay grade designated for the employee's new classification. If the pay grade designated for the employee's new classification is the same pay grade the employee is currently assigned to, the employee remains at the employee's current rate of pay. If the pay grade designated for the employee's new classification is a higher pay grade, the employee shall advance to the step in the new pay grade which provides for a wage increase over the employee's current rate. If the employee's position is reclassified to a lower pay grade, the employee shall move to the step in the pay grade as close as possible to the employee's current rate of pay without penalizing the employee.

Lateral Movement: A lateral movement is when employees are assigned to a position which is in a different classification than their former position, but the classifications are assigned to the same pay

grade. An employee's rate of pay will not be affected by such change unless otherwise approved by Council.

Temporary Assignments: A temporary assignment is defined as the assignment of an individual employee to a classification different from the employee's current classification, which has substantially different duties than the employee would normally perform. The City Administrator, or in the absence of the City Administrator the Mayor, may establish a temporary assignment of pay commensurate with the responsibilities of the position.

PLAN MAINTENANCE

Maintenance of the compensation system is an important task which cannot be neglected. Failure to properly maintain the plan may eventually result in recruitment problems, pay inequities between classes, lowered employee morale, higher employee turnover, and other related organizational problems.

There are numerous factors and influences which may contribute to the erosion of a compensation plan's validity. Common factors and influences generating change include:

1. additions of new functions or responsibilities to a classification;
2. abolishment or elimination of a classification's functions or responsibilities;
3. reorganization of an organizational function, resulting in the consolidation of work activities;
4. job reclassification;
4. gradual change of a position by addition, deletion, or modification of duties and responsibilities; or
5. new or revised licensure or certification requirements dictated by law.

In addition to the above factors, ever-changing market conditions may dictate that the compensation plan be upgraded in order for the City of Groveport to remain in a competitive posture with comparable jurisdictions. This process shall be executed in accordance with the *Cost of Living Adjustments* section.

Since it has been pointed out that the compensation plan needs to be updated on a periodic basis to remain internally equitable and externally competitive, the following general procedures should be followed in order to achieve these results:

On each occasion when a position is classified or reclassified, it will be necessary to review that position's pay grade assignment in order to ensure that equity between classifications is maintained. If the position is assigned to a currently existing classification, it will only be necessary to reassign the position's pay grade to the level paid for that classification. If, on the other hand, the position is

classified or reclassified to a new classification, (i.e., a classification which does not currently exist) it will be necessary to review the new classification in order to determine the proper pay grade assignment. Point factoring analysis using the same or similar factors should be conducted.

In addition to the continual maintenance process, it is recommended that from time to time that the City conduct a wage survey of benchmark positions on a periodic basis or some other form of research to ascertain the external market rate. These results will help to determine appropriate wage adjustments within the existing scale. Although annual increases may be appropriate (based on internal and external factors), the scale itself is designed to remain the same for three (3) to five (5) years. While shifting the scale every year is an option, in general it will defeat the principle of placing a minimum and maximum value on each classification, since shifting the scale without evaluating the market may unintentionally lead to employees near the maximum of the shifted scale being paid substantially greater than the market.

DRAFT

City of Groveport
Proposed Pay Scale

Revised 9/1/2023

Effective:

1/1/2024

Grade	Minimum	Midpoint	Maximum	Titles
1	\$14.00	\$17.50	\$21.00	
	\$29,120.00	\$36,400.00	\$43,680.00	
				<i>PT Police Receptionist</i>
				<i>Golf Cart Attendant</i>
				<i>Activities Assistant</i>
				<i>College Intern</i>
				<i>Golf Pro Shop Attendant</i>
				<i>Front Desk Attendant</i>
				<i>Fitness Attendant</i>
				<i>Seasonal Grounds Maint. Worker</i>
				<i>Receptionist</i>
				<i>Senior Transportation Driver</i>
				<i>Facility Supervisor</i>
				<i>PT Receptionist</i>
2	\$16.30	\$21.87	\$27.44	
	\$33,904.00	\$45,489.60	\$57,075.20	
				<i>Seasonal Golf Maint Worker</i>
				<i>Recreation Clerk</i>
				<i>Lifeguard</i>
				<i>Group Swim Instructor</i>
3	\$18.97	\$24.71	\$30.45	
	\$39,457.60	\$51,396.80	\$63,336.00	
				<i>Administrative Assistant</i>
				<i>Program Coordinator</i>
				<i>Private/Semi-Priv Swim Instructor</i>
				<i>PT Human Resources Clerk</i>
				<i>Head Lifeguard</i>
				<i>Aquatics Supervisor</i>

4	\$22.07	\$29.10	\$36.12	
	\$45,905.60	\$60,528.00	\$75,129.60	
				<i>Grounds Maintenance Worker (Golf)</i>
				<i>Maintenance Worker (Parks)</i>
				<i>Maintenance Worker (Facilities)</i>
				<i>Maintenance Worker (Infrastructure)</i>
				<i>Equipment Technician (Golf)</i>
				<i>Accounting/Water Billing Clerk</i>
				<i>Community Affairs Executive Assistant</i>
				<i>Fitness Coordinator</i>
5	\$25.70	\$33.63	\$41.55	
	\$53,456.00	\$69,950.40	\$86,424.00	
				<i>Engineering Coordinator</i>
				<i>Property Maint Inspector/Code Comp Offr</i>
				<i>Asst Golf Course Superintendent</i>
				<i>Assistant Golf Professional</i>
				<i>Utility Maintenance Worker</i>
				<i>Building Clerk</i>
				<i>Clerk of Council</i>
				<i>Clerk of Courts</i>
6	\$29.92	\$38.90	\$47.87	
	\$62,233.60	\$80,912.00	\$99,569.60	
				<i>Senior Accountant</i>
				<i>Golf Course Superintendent</i>
				<i>Recreation Manager</i>
				<i>Senior Services Manager</i>
				<i>Customer Service Manager</i>
				<i>Public Relations Coord/Executive Asst</i>
				<i>Human Resources Generalist</i>
				<i>Aquatics Manager</i>
				<i>Building Inspector</i>
7	\$34.82	\$45.03	\$55.23	
	\$72,425.60	\$93,662.40	\$114,878.40	
				<i>Director of Community Affairs</i>

				Director of Transportation & Senior Services
				Superintendent/Parks and Facilities
				Superintendent/Infrastructure
8	\$40.53	\$52.16	\$63.79	
	\$84,302.40	\$108,492.80	\$132,683.20	
				Director of Golf
				Director of Recreation
				Chief Building Official
				Director of Information Technology
				Director of Economic Development
				Police Captain
9	\$47.18	\$60.47	\$73.76	
	\$98,134.40	\$125,777.60	\$153,420.80	
				Police Chief
				Director of Finance/Assistant City Administrator
				Director of Public Service
				Director of Personnel
				Engineer
10	\$54.65	\$68.31	\$81.97	
	\$113,672.00	\$142,084.80	\$170,497.60	
				Administrator
				Director of Law