

CITY OF COLLEGE STATION PAY PLAN POLICY

PURPOSE

The purpose of the classification and compensation system is to support the recruitment, motivation, career development and retention of professional, excellent employees because the City of College Station values its most important asset, the employees, who provide efficient, effective, responsive and creative public services that result in the highest quality of customer focused services to its citizenry.

The classification and compensation system supports the employees of the City by helping them to be responsive to their customers while being fiscally responsible, which assists in preserving and advancing the quality of life resulting in exceptional civic pride.

STRATEGY 1

To provide for a simplified classification system that defines the general scope and complexity of the work required.

GOAL 1

To establish a classification structure that reflects roles and responsibilities.

GOAL 2

The classification plan will meet the current needs of operating departments while providing managers with maximum flexibility to manage and organize the work in a changing environment.

GOAL 3

The classification system will be responsive to organizational and environmental change through the creation of new classes and redefinition of job responsibilities as defined by the City and its departments.

GOAL 4

The Reclassification Process will be administered by the Human Resources Department in an efficient, cost effective, responsive, fair and equitable manner to meet the needs of both the City and its employees.

STRATEGY 2

To provide a compensation system that will reflect economic conditions of the various occupational labor markets in which the City must compete. The system will incorporate a skill-based, competency-based, and/or performance-based tool depending on the appropriateness for the occupational grouping.

GOAL 1

Compensation levels will reflect the multiple labor markets covering City classes.

GOAL 2

Pay grade midpoints (job rate) will approximate the 60th percentile of actual salaries paid to positions in the relevant labor market(s) as reported in salary survey results. Pay range minimums and maximums will be established from survey results. On average, the goal will be to pay employees at the 60th percentile for performance that meets standards.

GOAL 3

Classifications which are not used in development of the salary structure (e.g., specialized jobs without peers in the marketplace), will be placed in the salary structure based upon their internal relationship with benchmark classes within the occupational group as determined through a standardized job evaluation process.

GOAL 4

Salary advancement up to the job rate will be based on performance that meets standards and achievement of additional skills/competency sets for the job class as appropriate.

GOAL 5

Employees will be informed regarding their compensation and benefits.

GOAL 6

The compensation system will be responsive to organizational and market changes by consistent, cost effective, fair and equitable review of the pay structure and placement of individuals within that structure.

STRATEGY 3

Departments will encourage an atmosphere of creativity, innovation, continuous improvement, and operational efficiency improvements.

GOAL 1

Gainsharing will be continued to reward financial savings. When these savings are identified, a portion of the savings will be passed on to employees as a one-time payment after the close of the fiscal year. The balance of the savings will be used to fund necessary City business.

STRATEGY 4

To provide a performance appraisal system (PAS) that will be used to review performance, communicate performance expectations and support the employee in helping the organization achieve a superior level of performance.

GOAL 1

The performance appraisal system will be used constructively to promote achievement of organizational goals.

GOAL 2

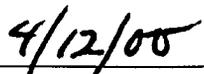
The performance appraisal system will provide constructive feedback to encourage the development of skills, enhance individual performance, and assist in professional and personal development.

Note: The strategies and goals set forth in this plan are subject to budgetary limitations. Nothing contained herein is to be construed as a binding contract.

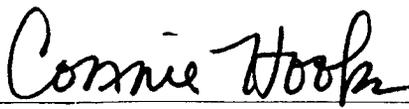
Approved:


Lynn McIlhane, Mayor

Date:



Attest:


Connie Hooks, City Secretary