

ADJOURNED MEETING CITY COUNCIL
November 10, 2014

The City Council of the City of Albemarle met in an adjourned session on Monday, November 10, 2014, at 6:00 p.m. at City Hall in Council Chambers. Mayor G.R Michael presided and the following Councilmembers were present, to wit: Bill Aldridge, Troy E. Alexander, Benton Dry, Martha Sue Hall, Martha E. Hughes, Dexter Townsend and Chris Whitley. Absent, none.

The City Council held a meeting to discuss Pay Plan Study.

Mayor Michael turned the meeting over to Human Resources Director Robert Whitley to introduce Rebecca Veazey, President of The Maps Group who will present the pay study plan.

Ms. Veazey came forward and stated that her firm does an array of human resources services as Class and Pay studies, Personnel Policies, Council and Staff retreats, Management and Supervisor training, team building and Performance Evaluations.

The document is presented in accordance with the City's contract with the Maps Group to conduct a classification and pay study. Included in the pay study was preparation of job description questionnaires by all employees, on-the job interviews with employees, supervisors, and managers concerning job responsibilities. Also, a new updated Personnel Policy has been prepared.

Ms. Veazey stated that the presentation includes the methodology of the process of the class and pay studies and the Position Classification and Personnel Policy for the City.

Councilmember Whitley came into the meeting at this time.

Ms. Veazey first covered why we need a pay plan and why do we need to update it. She explained the Classification side and the Pay side of each of the following:

1. Recruit and retain employees
2. Internal equity
3. Equal pay for equal work
4. Maximize cost effectiveness

5. Defensible System

Councilmember Hughes came into the meeting at this time.

Next, she explained why to conduct periodic studies?

- 1 Job change
- 2 Market changes - different rate for different jobs
- 3 Study updates - classification market

Ms. Veazey covered the steps in the Class/Pay Study

- 1 Identify need
- 2 Employee orientation
- 3 Questionnaires
- 4 Interviews
- 5 Analysis
- 6 Salary Survey
- 7 Complete Analysis and Write Report
- 8 Report Draft Review
- 9 Final Analysis Report
- 10 Present to Board

She covered items that are not Classification Factors:

- 1 Volume of work
- 2 Length of Service
- 3 Employee Qualifications
- 4 Employee work performance

Councilmember Aldridge came into the meeting at this time

She covered items that are Classification Factors:

- 1 Mental Difficulty, complexity, and variety of work
- 2 Public Contact
- 3 Education and Experience required
- 4 Work environment and hazards
- 5 Physical efforts
- 6 Supervision given
- 7 Supervision received

Next, Ms. Veazey covered compensation system components

- 1 Class & Range revisions
- 2 Annual market adjustment
- 3 Range movement (Performance Pay)
- 4 Longevity Pay

Ms. Veazey covered each of the following:

- I. Classifications
- II. COLA Adjustments – annual market adjustment
- III. Range Movement/Merit/Performance Pay – Purpose where you reward high performance
- IV. Longevity Pay – reward and recognized employees length of service

Ms. Veazey explained the vertical job classifications and the horizontal components dealing with the employee pay per education, merit, etc. per class. She answered any questions that Council had.

Ms. Veazey passed out the Pay Study to Mayor and Council and covered sections in the book:

- 1 Report summary of each department/each position and classifications recommended
- 2 Pay Plan recommendations and implementation with a new list of job classes,
- 3 Policy Recommendations with new City application form, and the Class specifications guidelines for administration.

Under the Benefits Survey Summary of 12 other Cities compared to Albemarle, she recommended City Council investigating the cost of offering dental at a % or free to employees, 401k offering a % paid by City, holidays from 10 to 12 including Veterans Day as one of the added holidays and to always have 3 days at Christmas no matter what day it falls on, and to change sick leave accrual from 10 to 12 days.

Ms. Veazey thanked City Council and answered any final questions they had.

Mayor Michael thanked Ms. Veazey for her report and stated Council will now study this pay plan over the next month or two to make our decisions.

Upon a motion by Councilmember Dry, seconded by Councilmember Hall and unanimously carried, the City Council approved Councilmember Hughes as acting Clerk for a closed session pursuant to NCGS 143-318.11(a) 6 to discuss personnel matters.

Upon a motion by Councilmember Hall, seconded by Councilmember Townsend and unanimously carried, the City Council adjourned to a closed session pursuant to NCGS 143-318.11(a) 6 to discuss personnel matters.

Upon a motion by Councilmember Dry, seconded by Councilmember Whitley and unanimously carried, the City Council reconvened to open session. Mayor Michael announced a closed session was held pursuant to NCGS 143-318.11(a) 6 to discuss personnel matters and there is nothing to report at this time.

Council had a brief discussion concerning the Stanly Regional Medical Center's meeting rooms..

Upon a motion by Councilmember Townsend, seconded by Councilmember Alexander and unanimously carried, the meeting was adjourned until Wednesday, November 12 at 6 pm at City Hall for a pre-budget work session.

.