

ARTICLE 1 – THE HUMAN RESOURCES CLASSIFICATION AND COMPENSATION PLAN

Section 1.1 GENERAL PRINCIPLES

In order to recruit and retain a high performing workforce, it is the fundamental policy of the City of Chesapeake that a fair and uniform classification and compensation plan is established for its employees.

The City of Chesapeake is committed to establishing pay ranges based upon comparable benchmark job classifications in the six (6) other Hampton Roads municipalities, while retaining internal equity.

The specific objectives of the City's Human Resources Classification and Compensation Plan include the following:

- Establish a competitive pay structure that will attract and retain qualified employees;
- Maintain the pay structure in proper relation to competitive pay practices in the public sector labor markets in which the City competes;
- Establish and maintain pay ranges that assure internal equity of compensation based on a systematic evaluation of the job classifications within each range; and
- Provide a uniform basis for pay adjustments.

Section 1.2 AUTHORITY

The City Manager shall recommend and the City Council shall adopt a classification and compensation plan by ordinance, with or without modifications. When adopted by the City Council, the classification and compensation plan shall remain in effect until amended by the City Council.

The City Manager has been empowered by the City Council through appropriate ordinances for overall administration of the City's Human Resources Classification and Compensation Plan. The City Manager may adopt administrative regulations which supplement the policies expressed herein and establish procedures for their administration. Under the direction of the City Manager, the Director of Human Resources is responsible for the daily administration of the Human Resources Classification and Compensation Plan.

Section 1.3 DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources shall have responsibility for the management and administration of this plan, subject to specific directions relating to his or her duties and responsibilities contained in the City Code and the general supervision of the City Manager.

With regard to this plan, the Director of Human Resources is responsible for the following:

- a. To periodically prepare and recommend to the City Manager a classification and compensation plan;
- b. To recommend adjustments to the classification and compensation plan to the City Manager for consideration in the preparation of his or her recommended budget or any other time deemed necessary for the effective administration of the plan;
- c. To develop and maintain a listing of all job classifications contained in the classified service of the City, as well as descriptions for each job classification; and
- d. To certify all compensation changes.