

HUMAN RESOURCES MANAGEMENT SYSTEM AND COMPENSATION PLAN

A Human Resources Management System and Compensation Plan is maintained by the Department of Human Resources. The City of Chesapeake is committed to providing a fair and uniform Human Resources Management System and Compensation Plan for its employees. It is the policy of the City that:

- Employment is based on merit and fitness, without regard to sex, race, religion, national origin, disability, age or political affiliation;
- Equitable incentives and conditions of employment are established and maintained; and that
- City employees are paid in relation to the value of the work they perform as determined by the reasonable discretion of the City. Performance is a major factor in determining salary adjustments and increases.

The position Classification Plan is the official system used to group positions into appropriate classes. For position classification purposes, a **position** is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.

A **class** is a group of positions that: (1) have similar duties and responsibilities; (2) require like qualifications; and (3) the same salary range can equitably compensate.

The **Compensation Plan** consists of two salary schedules, a schematic list of classes assigned to salary grades, and a group of policies that govern the administration of the plan.

The **General Employees and Public Safety Employees Salary Schedules** contains a series of salary grades each grade having a minimum rate, market rate, and maximum rate. For purposes of this section, "salary" may mean a salary expressed in annual terms or an hourly rate.

The **Schematic List of Classes** determines the salary grade for each class of positions and differentiates the salary ranges for other classes. This is based upon the relative difficulty, responsibility, and characteristic duties of positions in the class, the minimum qualifications required; the prevailing rate paid for similar employment outside the City service; and any other factors that may properly be considered to have a bearing upon the suitability of the grade.

Generally, as a new employee, you are paid the minimum rate of pay for your respective class. Your performance and salary is reviewed annually, prior to July 1, for the purpose of determining whether your performance indicates you have earned a salary increase within the grade for your class of position.

Your salary will be reviewed annually by your immediate supervisor and appointing authority for the purpose of making recommendations for the following fiscal year. Your personnel records, performance, and length of service are all considered in making the salary

recommendations with major emphasis placed on the objective evaluation of services rendered.

Classification Studies

Requests for a classification study must be submitted by the department to the Director of Human Resources. Studies may also be initiated by the Department of Human Resources. These studies involve job content questionnaires, interviews, market comparisons, etc and based on the results of work done by an HR practitioner, a recommendation for a modification of the class description, creation of a new position and/or an increase in grade or a determination that the existing classification is accurate may be determined. The standard measure for a change in classification is that the job responsibilities, scope and range have changed 50%. An increase in grade as the result of a classification study can result in a promotion.

Classification study recommendations that require council action to amend the pay plan are effective upon adoption.

Reallocations

Reallocations are changes in complement (full time/part time budgeted positions) requested by a department due to operational/staffing needs. Reallocations will result in the deletion of a position(s) and the addition of a position(s). Changes to the actual number of total budgeted positions are processed based on the budget cycle. Reallocations do not require council action since there is no amendment to the pay plan required. The only exception is when a reallocation is combined with a classification study. All requests must be submitted to the Director of Human Resources for review. The City Manager is the approval authority.

Reclassifications

A reclassification is a change to the class title or pay grade of a position established by ordinance. When an employee's position is reclassified, his or her salary shall be adjusted to the same rate of pay within the new grade that equals his or her salary before reclassification. A reclassification does not result in a promotion or demotion.

Pay Plan Implementation

Studies of job classes or positions to ensure overall competitiveness for the City can be conducted through the bi-annual salary survey, salary and labor market surveys, annual review of markets, periodic class series studies, etc.

A copy of the Human Resources Management System and Compensation Plan is available the Human Resources link located at <http://citynet>.