



## Board of Aldermen Request for Action

**MEETING DATE:** 10/17/2023

**DEPARTMENT:** Administration

**AGENDA ITEM:** Resolution 1278, Approval of the Employee Compensation Plan Amendment

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**REQUESTED BOARD ACTION:**

Approval of Resolution 1278, amending the Employee Compensation Plan.

**SUMMARY:**

The Employee Compensation Plan sets the pay scale and includes job descriptions for all city positions.

Included in the packet is an updated pay grade schedule to be implemented in the first full pay period of the 2023 fiscal year. Based on Board direction, the approval of the amended pay grade schedule will include a 3% increase to the minimum and maximum salaries for each range. This results in an increase in each employee's salary of 3% to ensure each employee stays in the same place within their respective range.

This compensation plan is effective November 1, 2023 and will remain in effect until such time a subsequent compensation plan supersedes it. It is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraints of the City and the labor market in which we compete to attract and retain qualified personnel at all levels of the organization.

**PREVIOUS ACTION:**

The Plan is revised annually for adjustments and changes. The Plan was last revised in 2022. A comprehensive review of the compensation and benefits plans of the City was completed in 2021.

**POLICY OBJECTIVE:**

Click or tap here to enter text.

**FINANCIAL CONSIDERATIONS:**

Click or tap here to enter text.

**ATTACHMENTS:**

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance                                    | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution                        | <input type="checkbox"/> Plans    |
| <input type="checkbox"/> Staff Report                                 | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Employee Compensation Plan |                                   |

## **RESOLUTION 1278**

### **A RESOLUTION ADOPTING AMENDMENTS TO THE EMPLOYEE COMPENSATION PLAN.**

**WHEREAS**, the City of Smithville has adopted and set forth the compensation in the City of Smithville for regular employees hereby known as the Employee Compensation Plan;

**WHEREAS**, City staff, in open and public discussions with the Board of Aldermen, has made recommendations to the Board regarding the modifications for the following items of the existing Employee Compensation Plan:

- 3% increase in range adjustments for all pay ranges (with associated changes to employee compensation)

**WHEREAS**, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing Employee Compensation Plan which should be followed by the City in the administration of the City's personnel program; and

**WHEREAS**, the Board of Aldermen of the City of Smithville wish to restate that the plan as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:**

**THAT** the existing policies and procedures as amended are the policies and procedures which should be followed effective November 1, 2023 by the City in the administration of the City's personnel program.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 17<sup>th</sup> day of October 2023.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

# 2023 Smithville Employee Salary Schedule

Pay Grade	Recommended Title	Department
5		
10		
	Maintenance Worker I - Parks Maintenance Worker I - Public Works Administrative Assistant I - Public Works	Parks and Recreation PW PW
15		
	Permit Technician Finance Specialist I Administrative Assistant II- Utilities O&M Technician/ Plant Operator I	Development Finance PW PW
20		
	Police Administrative Assistant/Prosecutor Assistant Maintenance Worker II - Parks Maintenance Worker II- Public Works O&M Technician/ Plant Operator II Recreation Coordinator	Police Parks and Recreation PW PW Parks and Recreation
25		
	Police Recruit	Police
30		
	Code Inspector I Finance Specialist II	Development Finance
35		
	Police Officer Building Inspector I Code Inspector II O&M Technician/ Plant Operator III Crew Leader -Public Works Crew Leader -Parks Engineering Technician I	Police Development Development PW PW Parks and Recreation PW
40		
	Building Inspector II Finance Analyst Detective Water Treatment Plant Shift Supervisor	Development Finance Police PW
45		
	Building Inspector III Recreation Manager Engineering Technician II	Development Parks and Recreation PW
50		
	Police Sergeant Water Treatment Plant Manager Utilities Operations Manager Assistant to the Public Works Director	Police PW PW PW
55		
	Streets Superintendent	PW
60		
	Police Captain Utilities Superintendent	Police PW
65		
	Assistant City Administrator Development Director Finance Director Parks and Recreation Director Police Chief Public Works Director	Administration Development Finance Parks and Recreation Police PW

November 1, 2023

Salary Range

Adjustment

1.03

SALARY RANGE			
	Minimum	Market	Maximum
\$	15.76	\$ 18.12	\$ 22.06
\$	32,778.72	\$ 37,695.53	\$ 45,890.21
\$	17.60	\$ 20.23	\$ 24.64
\$	36,602.90	\$ 42,087.88	\$ 51,244.07
\$	19.01	\$ 21.85	\$ 26.61
\$	39,531.14	\$ 45,453.16	\$ 55,352.33
\$	19.95	\$ 22.95	\$ 27.94
\$	41,497.86	\$ 47,725.82	\$ 58,105.74
\$	20.95	\$ 24.09	\$ 29.33
\$	43,573.85	\$ 50,107.74	\$ 61,012.12
\$	22.21	\$ 25.54	\$ 31.10
\$	46,196.14	\$ 53,123.38	\$ 64,683.34
\$	23.54	\$ 27.07	\$ 32.96
\$	48,971.41	\$ 56,313.84	\$ 68,551.23
\$	24.95	\$ 28.69	\$ 34.93
\$	51,899.64	\$ 59,679.12	\$ 72,659.50
\$	27.45	\$ 31.57	\$ 38.43
\$	57,100.53	\$ 65,666.70	\$ 79,936.37
\$	29.10	\$ 33.47	\$ 40.74
\$	60,531.37	\$ 69,622.00	\$ 84,743.92
\$	32.01	\$ 36.81	\$ 44.82
\$	66,584.51	\$ 76,571.09	\$ 93,222.68
\$	36.81	\$ 42.34	\$ 51.54
\$	76,571.09	\$ 88,065.49	\$ 107,208.27
\$	42.34		\$ 63.51
\$	88,065.49		\$ 132,098.24