



Board of Aldermen Request for Action

MEETING DATE: 5/7/2024

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1350, Approval of the Employee Compensation Plan Amendment

REQUESTED BOARD ACTION:

Approval of Resolution 1350, adopting amendments to 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 regrade the Utilities Operations Manager and Water Treatment Plant Manager Positions.

As the Public Works Department anticipates the retirement of the Utilities Superintendent, staff evaluated the structure of the Utilities Division of the Public Works Department. Per recommendation of the Public Works Director, job duties of the Utilities Superintendent have been distributed to the Utilities Operations Manager and Water Treatment Plant Manager for their assigned crews. As proposed, they will now report to the Public Works Director and have an increased job capacity. The increased responsibility and management has prompted an adjustment to the pay grade for these positions, moving them from Pay Grade 50 to 55.

Additionally, this updated pay grade schedule removes the Police Officer and Detective positions from the compensation plan, as these positions are represented in the Non-Supervisory Sworn Police Officer Bargaining Unit. The agreement approved on March 19 sets the compensation plan for the bargaining unit.

PREVIOUS ACTION:

The Plan is revised annually for adjustments and changes.

POLICY OBJECTIVE:

Employee recruitment and retention.

FINANCIAL CONSIDERATIONS:

The CWWS Fund has anticipated salary savings to cover the pay grade adjustment.

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 | |

Job Description- [Utilities Operation Manager](#)
[Water Treatment Plant Manager](#)

RESOLUTION 1350

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; and

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:

- Regrade from Pay Grade 50 to Pay Grade 55 for the Utilities Operations Manager and Water Treatment Plant Manager Positions.
- Removal of Police Officer and Detective Positions to reflect the Non-Sworn Police Officers Bargaining Unit Agreement.

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 May 8, 2024, 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 7th day of May 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk