



CITY COMMISSION AGENDA REQUEST



(76)

DATE January 13, 1992

SUBJECT Policy for Class and Pay Study for Non-Union Positions, Excluding Executive and Senior Management Positions

AMOUNT NA

SOURCE NA

- Bid/Contract/Lease
- Change Order
- Budget Transfer/Supple. Approp.
- Status Report
- Policy/Discussion
- Other (Specify): _____

OMB _____

REQUEST ACTION ON: January 22, 1992

HISTORY

On August 28, 1991, the City Commission approved a schedule for the formalization of items which had been identified as policies, but for which no policy has been formalized.

FACTS AND ISSUES

This agenda request includes a policy which mandates that a classification and pay study for non-union positions, excluding executive and senior management positions, be conducted at least every six years. This policy was originally adopted by the City Commission in response to a recommendation by the Waters Consulting Group in their Pay and Classification Study Report to City Manager/City Commission, dated March 1990. This policy was approved by the City Commission on March 14, 1990. The policy has now been incorporated into a formal policy format for inclusion in the Administrative Policies and Procedures Manual, Personnel Policy and Procedures.

OPTIONS

1. Approve the formalization of the policy for a Classification and Pay Study for Non-Union Positions, Excluding Executive and Senior Management Positions.

Consequence

Approval of this option allows us to comply with the City Commission directive to each department to formalize all existing policies not already included in the Administrative Policies and Procedures Manual.

(Options continued on next page)

RECOMMENDATION

It is recommended that the City Commission approve Option 1 thereby enabling the formalization of the policy for a Classification and Pay Study for Non-Union Positions, Excluding Executive and Senior Management Positions and confirming its inclusion in the City's Administrative Policies and Procedures Manual, Personnel Policy and Procedures.



 Department Head



 City Manager

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OPTIONS (continued)

Fiscal Impact

None

2. Do not approve the formalization of the policy for a Classification and Pay Study for Non-Union Positions, Excluding Executive and Senior Management Positions.

Consequence

In that this policy has already been approved by the City Commission, we would continue to utilize it. However, not placing this policy in the Administrative Policies and Procedures Manual would prevent us from complying with the City Commission directive to each department to formalize all existing policies not already included in the manual.

Fiscal Impact

None

ATTACHMENT

Draft of policy.

ATTACHMENT

**POLICY FOR CLASSIFICATION AND PAY STUDY FOR NON-UNION POSITIONS,
EXCLUDING EXECUTIVE AND SENIOR MANAGEMENT POSITIONS**

XXX.XX **AUTHORITY**

Policy for conducting a periodic extensive review of the City's classification system was approved by City Commission on March 14, 1990.

XXX.XX **SCOPE AND APPLICABILITY**

This policy provides for a periodic review of non-union positions, excluding executive and senior management positions within the City's classification system.

XXX.XX **POLICY STATEMENT**

It is the policy of the City of Tallahassee to conduct a periodic extensive review of the classification system for all non-union positions, excluding senior and executive management positions, at least every six years in order to maintain a classification and pay system that is both appropriate and competitive.

XXX.XX **PROCEDURE**

The Employee Relations Department will ensure a comprehensive review of the City's Classification and Pay Plan for non-union positions, excluding executive and senior management positions is conducted at least every six years.

XXX.XX **ADMINISTRATION**

Employee Relations Department

XXX.XX **SUNSET REVIEW**

Sunset Review Date: To be conducted with the review of the Personnel Policy and Procedures Manual. This date will automatically be extended for the same time period of five years unless terminated by the Commission.

XXX.XX **EFFECTIVE DATE**

Established: March 14, 1990
Revised: January 22, 1992