

Susan Hale

To: Linda Yates; Patsy Adkins
Subject: RE: Current and Proposed Pay Plan with Pay Grades

From: Linda Yates
Sent: Tuesday, October 17, 2017 12:46 PM
To: Patsy Adkins <padkins@cityofnorthport.com>
Subject: FW: Current and Proposed Pay Plan with Pay Grades

From: Peter Lear
Sent: Monday, October 16, 2017 7:49 PM
To: Commissioners <Commissioners@cityofnorthport.com>
Subject: FW: Current and Proposed Pay Plan with Pay Grades

Commissioners,

Below are some questions related to the compensation study that is being presented tomorrow. Also, below is the average cost of health benefits per month and a survey is attached of benefits of surrounding communities. Finally, I have attached a historical pay increase comparison for general and union employees for your reference since the last pay study was done.

You will see the average Employee cost per month for 2017 is below:

Single Coverage		Employee + Child(ren)		Employee + Spouse		Family	
ER Cost per Month	EE Cost per Month	ER Cost per Month	EE Cost per Month	ER Cost per Month	EE Cost per Month	ER Cost per Month	EE Cost per Month

\$ 638.52	\$ 47.17	\$ 1,034.35	\$ 224.95	\$ 1,116.77	\$ 264.20	\$ 1,396.14	\$ 352.50
-----------	----------	-------------	-----------	-------------	-----------	-------------	-----------

North Port:

\$ 525.43	\$ 2.32	\$ 739.37	\$ 254.67	\$ 785.58	\$ 309.16	\$ 1,052.99	\$ 624.60
\$ 525.38	\$ -	\$ 739.28	\$ 250.31	\$ 785.48	\$ 304.36	\$ 1,052.85	\$ 617.24
\$ 509.91	\$ -	\$ 827.93	\$ 132.51	\$ 896.61	\$ 161.13	\$ 1,294.13	\$ 326.76

Peter D. Lear, CPA, CGMA
City Manager
City of North Port
4970 City Hall Boulevard
North Port, FL 34286
Phone: (941) 429-7077
Fax: (941) 429-7079
PLear@cityofnorthport.com

Here are some other questions regarding the compensation study.

Whether or not a plan is adopted why would the grade # for each range change? **Pay grade numbers themselves are selected by the City for purposes of numbering the ranges. The City will determine what type of numbering to be used for the plan once approved.**

Why weren't all 207 positions included in survey? **Benchmarking positions is a common HR best practice as it represents a broad cross section of positions within the range, departments, and levels of work in an organizations. A cross section of positions was assessed with the external market as described in the report. All positions were reviewed and analyzed based on the market study results (external equity comparison) and/or internal analysis of the existing positions. On page 1-3 of the draft report, benchmarking is discussed.**

For the 100 positions not surveyed how were the new wage min/max derived? **All positions were reviewed and analyzed based on the benchmarking results and the internal analysis of data gathered through the Job Assessment Tools, (JAT), employee focus groups, interviews with supervisors and discussions with City team. Jobs were slotted in the pay system based on the overall data analysis.**

Why are three grades missing from the Exhibit 5D (attachment 2)? **The three grades missing were those assigned to Charter positions. While they were included in the pay study, their pay is determined by Commission and we did not assign them to a pay grade.**

Pg 3-5 – Using the charts 3E and 3F for each grade how many employees < mid are with the city or new to their position for less than 1 year and how many 1-4 years and how many for 5 or more years? **Please see attached report.**

Pg 3-7 – Using charts 3G and 3H, for each grade and each Quartile how many employees are with the city or new to their position for less than 1 year and how many 1-4 years and how many for 5 or more years? **Please see attached report.**

Out of the 531 employees factored in the charts 3E,F,G and H, how many have been employed in their current position for 10 or more years? **Please see attached report.**

Pg 4-7 – It says the private sector data from ERI for September 2017 was analyzed, was that subsequent to the consultant proposing the Pay Plans which were dated 9/5 for the 9/11 meeting or was that analysis done prior to drafting the proposed plans? **We confirmed with the consultant that the date was July of 2017 not the September 2017 as stated in report. The consultant can address this tomorrow if needed.**

Pg 5-2 Exhibit 5A – are the 2 positions labeled “new title” adding new positions? **No. They are existing positions. If not what are the current titles? Community Outreach Coordinator and Customer Service Coordinator. The two positions with “new title” are specific to two employees, one for Public Works and one for General Services. Any other employees with the same title will not have a title change.**

Do any of the new class titles involve changes in personnel or under the current grade system moving from one grade to another? **With these two positions, title changes were looked at independently of the compensation. The recommendations were based on comparable positions in the market in other organizations. However, some of the positions with title changes may move due to results of the study.**

Please send a copy of the complete detailed Implementation costs based on Proposed Pay Plans, also include the associated benefits cost. **The proposed costs provided by the consultant were based on salary only. There will be some fluctuation to salary due to normal turnover as it occurs before any approved changes are implemented. Once approved, Human Resources will work with Finance staff to create a report with actual costs per employees. For an approximation of what the total cost will be, 15.57 % would be applied to compute a total cost. This percentage represents increases of Social Security at 6.20%, Medicare 1.45% and 7.92% (15.57%).**

E-mail messages sent or received by City of North Port officials and employees in connection with official City business are public records subject to disclosure under the Florida Public Records Act.