



**CITY OF CHARLOTTESVILLE**

*Proposed Final Draft*

**General (Unaffiliated) Employees'  
Pay Structure & Compensation Policy**

**PRESENTED BY: MARY ANN HARDIE, HR**



# Tonight's Presentation will Cover

- ▶ Review of the “final” proposed, updated Final Pay Structure & Compensation Policy approved by the City Manager's Office.
- ▶ Information about the process and the updated Pay Structure and Policy.



# Compensation Terms

- ▶ **Classification (Position)** – This is the process used to allocate a position's defined duties and responsibilities to a job standard and each classification is assigned a pay grade in the pay structure.
- ▶ **Pay Grade (or Band)** – The individual position classification assignment of the pay or salary range within the salary by corresponding number.
- ▶ **Pay (or Salary) Range** – is the span between the minimum and maximum base salary an organization will pay for a specific job or classification.
- ▶ **Pay (or Salary Range) Spread** – the percentage of difference between the pay minimum and the pay maximum of the pay range.



# Compensation Terms

- ▶ **Pay (or Salary) Compression** – A condition in which jobs requiring significantly different levels of responsibility or professional expertise have a pay differential that is too small to be considered equitable.
- ▶ **Pay Equity** – The practice of compensating employees in a consistent and fair way for the same or essentially similar work, regardless of race, gender, disability, sex, sexual orientation, or other status.
- ▶ **Internal Equity** - The pay relationships among jobs internal to the organization that: 1) are unique to the organization and/or that, 2) may have a different internal value than described by the external labor market.



# Pay Structure Update Process

- ▶ HR placed all (non-union) employee position classification titles within the new pay structure.

This process included reviewing:

- ▶ Gallagher's Benchmark Summary information
- ▶ Pay Equity & Internal Equity ("slotting")
- ▶ Pay Compression
- ▶ Discussion with and feedback from the Department Directors and the City Manager's Office
- ▶ Consideration of feedback following the Employee Public Hearing (7/27/23) and to HR
- ▶ Final review and approval by the City Manager





# Updated Pay Structure Highlights

The new salary structure includes:

- Approximately 25 pay grades
- A 7% differential between each pay grade.
- Consistent salary range spreads per each pay range (45%, 50% or 55% spread in each pay grade).
- Placement of all part-time and full-time benefited position classifications in the pay structure (in pay grades or band).
  - A supplemental pay step plan – made up of 19 steps with approximately 2.2% between each step for pay progression and individual employee placement.
- “UC” – an unclassified designation for those positions including for example elected/constitutional officers and/or other certain positions, do not have a pay range set in the new structure.



# Final Draft, Proposed Pay Structure

DRAFT NEW VERSION - CITY OF CHARLOTTESVILLE  
2023 Unaffiliated Employees Pay Chart - Date TBD

Pay Band	Pay Range						Range Spread	Midpoint Differential
	Hourly Minimum	Annual Minimum	Hourly Midpoint	Annual Midpoint	Hourly Maximum	Annual Maximum		
10	\$16.05	\$33,384.00	\$19.66	\$40,895.40	\$23.27	\$48,406.80	45%	N/A
11	\$17.17	\$35,720.88	\$21.04	\$43,758.08	\$24.90	\$51,795.28	45%	7.0%
12	\$18.38	\$38,221.34	\$22.51	\$46,821.14	\$26.64	\$55,420.95	45%	7.0%
13	\$19.66	\$40,896.84	\$24.09	\$50,098.62	\$28.51	\$59,300.41	45%	7.0%
14	\$21.04	\$43,759.61	\$25.77	\$53,605.53	\$30.51	\$63,451.44	45%	7.0%
15	\$22.51	\$46,822.79	\$27.58	\$57,357.91	\$32.64	\$67,893.04	45%	7.0%
16	\$24.09	\$50,100.38	\$29.51	\$61,372.97	\$34.93	\$72,645.55	45%	7.0%
17	\$25.77	\$53,607.41	\$31.57	\$65,669.08	\$37.37	\$77,730.74	45%	7.0%
18	\$27.58	\$57,359.93	\$33.78	\$70,265.91	\$39.99	\$83,171.89	45%	7.0%
19	\$29.51	\$61,375.12	\$36.15	\$75,184.52	\$42.79	\$88,993.93	45%	7.0%
20	\$31.57	\$65,671.38	\$39.47	\$82,089.23	\$47.36	\$98,507.07	50%	7.0%
21	\$33.78	\$70,268.38	\$42.23	\$87,835.47	\$50.67	\$105,402.57	50%	7.0%
22	\$36.15	\$75,187.16	\$45.18	\$93,983.96	\$54.22	\$112,780.75	50%	7.0%
23	\$38.68	\$80,450.27	\$48.35	\$100,562.83	\$58.02	\$120,675.40	50%	7.0%
24	\$41.39	\$86,081.78	\$51.73	\$107,602.23	\$62.08	\$129,122.68	50%	7.0%
25	\$44.28	\$92,107.51	\$55.35	\$115,134.39	\$66.42	\$138,161.26	50%	7.0%
26	\$47.38	\$98,555.03	\$59.23	\$123,193.79	\$71.07	\$147,832.55	50%	7.0%
27	\$50.70	\$105,453.89	\$63.37	\$131,817.36	\$76.05	\$158,180.83	50%	7.0%
28	\$54.25	\$112,835.66	\$67.81	\$141,044.57	\$81.37	\$169,253.49	50%	7.0%
29	\$58.05	\$120,734.16	\$74.01	\$153,936.05	\$89.97	\$187,137.94	55%	7.0%
30	\$62.11	\$129,185.55	\$79.19	\$164,711.57	\$96.27	\$200,237.60	55%	7.0%
31	\$66.46	\$138,228.53	\$84.73	\$176,241.38	\$103.01	\$214,254.23	55%	7.0%
32	\$71.11	\$147,904.53	\$90.66	\$188,578.28	\$110.22	\$229,252.02	55%	7.0%
33	\$76.09	\$158,257.85	\$97.01	\$201,778.76	\$117.93	\$245,299.67	55%	7.0%
(34) UC	UC	UC	UC	UC	UC	UC	UC	UC
(35) UC	UC	UC	UC	UC	UC	UC	UC	UC

*UC Pay Bands: Salaries are based on either State Comp Board and/or by City Council. Additional considerations of job responsibilities beyond State mandates, subordinate salaries, qualifications, and time in position could increase salary at the discretion of the City. These jobs are eligible for the same COLA that the Unaffiliated employees are eligible for.*



# Compensation Policy Update Process

- ▶ **The City Personnel Policies, Section 5-1 through 5-5 and the “Attachment 1” Section of the City Personnel Policies will be updated with the new Compensation Policy (see attached packet provided in Council agenda).**
- ▶ **Updated for best practices and compliance and provides clear information on the compensation philosophy and strategy as well as the plan administration itself.**





# Updated Policy Highlights

- ▶ **Definitions of compensation terms for clarity and ease of understanding**
- ▶ **Explanation of market-based pay plans**
- ▶ **Whole job ranking process**
- ▶ **Pay placement**
- ▶ **Pay adjustments**
- ▶ **Salary range progression information**
- ▶ **Special pay adjustments**



# Questions?

