

City of Webster Groves Personnel Board
Minutes of the April 18, 2022 Meeting
1pm, 2nd Floor Conference Room
Webster Groves City Hall, 4 E. Lockwood Ave

PRESENT: Members: Frances Barbieri (Chair), Kim Sauer, Jeff Mazur
Staff: Dr. Marie Peoples, City Manager; Eric Peterson, Assistant City Manager;
Chanlor Culkin, Human Resources Manager; Neil Bruntrager, City Attorney

ABSENT: None

The meeting was called to order at 1:01pm by Chair Frances Barbieri.

There were no visitor comments.

Dr. Marie Peoples, City Manager, Eric Peterson, Assistant City Manager, Chanlor Culkin, Human Resources Manager, and Neil Bruntrager, City Attorney presented an overview of the Webster Groves Compensation and Classification Study performed by McGrath Human Resources Group. The members asked questions throughout the presentation.

ACTION Moved by Frances Barbieri, second by Jeff Mazur, to recommend adoption of Exhibit A, Compensation and Classification Study Recommended Pay Grades.

Roll call vote taken.
Sauer – YES
Mazur – YES
Barbieri – YES

ACTION Moved by Jeff Mazur, second by Kim Sauer, to recommend adoption of Exhibit B, Policy 2.02, Pay Plan as amended by the group and codified in Exhibit B.

Roll call vote taken.
Sauer – YES
Mazur – YES
Barbieri – YES

ACTION Moved by Jeff Mazur, second by Kim Sauer, to adopt Resolution PB2022-01, recommending approval of the proposed pay grade amendments to the city pay plan and approving personnel policy changes.

Roll call vote taken.
Sauer – YES
Mazur – YES
Barbieri – YES

The meeting adjourned.

Respectfully submitted,
Eric Peterson, Assistant City Manager

RESOLUTION PB2022-01

**RECOMMENDING APPROVAL OF THE PROPOSED PAY GRADE
AMENDMENTS TO THE CITY PAY PLAN AND APPROVING PERSONNEL
POLICY CHANGES**

WHEREAS, pursuant to the City of Webster Groves Charter, Section 7.7, amendments to the merit system rules require Personnel Board consideration and action on proposed amendments; and

WHEREAS, the City has engaged McGrath Human Resources Group to conduct a Compensation and Classification Study which makes recommendations of changes to both classification and compensation policies for the City of Webster Groves; and

WHEREAS, the Personnel Board has reviewed the recommendations of the aforementioned study and changes to pay plan as proposed by the Personnel Director;

NOW, THEREFORE BE IT RESOLVED BY THE PERSONNEL BOARD OF THE CITY OF WEBSTER GROVES, that the adoption of the recommendation to create seventeen (17) separate pay grades for the full-time positions of the City, attached herein in Exhibit A, be recommended for approval; and

BE IT FURTHER RESOLVED, that the City Manager be charged to place positions into the appropriate classification pursuant to Personnel Policy 2.01 *Job Classification*; and


BE IT FURTHER RESOLVED, that the amendments to Personnel Policy 2.02 *Pay Plan*, attached herein in Exhibit B, are herein approved.

ADOPTED this 18th day of April, 2022.

EXHIBIT A

**Compensation and Classification Study
Recommended Pay Grades**

<u>GRADE</u>	ANNUAL SALARY	
	<u>Minimum</u>	<u>Maximum</u>
D	\$36,920.00	\$51,688.00
E	\$39,145.60	\$54,408.00
F	\$41,496.00	\$58,094.40
G	\$43,992.00	\$61,588.80
H	\$46,633.60	\$65,291.20
I	\$49,441.60	\$69,222.40
J	\$54,392.00	\$76,148.80
K	\$57,657.60	\$80,724.80
L	\$61,110.40	\$85,550.40
M	\$67,225.60	\$94,120.00
N	\$71,620.80	\$99,756.80
O	\$78,395.20	\$109,761.60
P	\$86,236.80	\$120,723.20
Q	\$94,868.80	\$110,052.80
R	\$100,658.00	\$140,795.20
S	\$110,635.20	\$154,897.60
Z	\$143,832.00	\$201,364.80

	City of Webster Groves Personnel Policy	
	Policy 2.02	Pay Plan
	<u>Policy Scope:</u> All Classified Employees	<u>Policy Exceptions:</u> All Unclassified Employees Elected Officials Municipal Judge

A. PREPARATION OF PLAN

The Personnel Director shall develop a uniform and equitable pay plan which shall consist of minimum and maximum rates of pay for each class of positions. Salary ranges shall be linked directly to the position classification plan and shall be determined with regard to ranges of pay for other classes, requisite qualifications, prevailing rates of pay for comparable work in other public and private employment in the area, cost of living factors, suggestions by department managers, other benefits received by employees, the financial policy of the City and other economic considerations.

B. ADOPTION OF PLAN

After review and approval by the City Manager, the proposed pay plan shall be submitted by the City Manager to the City Council for adoption. After adoption by the Council, no position shall be assigned a salary higher than the maximum or lower than the minimum salary provided for the class of position.

C. AMENDMENT OF PLAN

Amendments to the pay plan may be recommended by the Personnel Director when changes in the duties, skills, effort, authority or responsibilities of the work, living costs, recruiting experience of the Personnel Director, prevailing rates of pay, the City's financial condition and policies, or other conditions warrant such action. The City Manager shall review such recommendations and may submit them to the City Council for consideration.

D. ADMINISTRATION OF PLAN

The pay plan shall be administered as follows:

1. Rate at time of appointment: The minimum rate of pay for a class shall normally be paid upon appointment to the class. Rates above the minimum rate may be paid if the Department Manager submits a written request to the Personnel Director outlining reasons for such action, and the request is approved by the City Manager. Payment of a rate in excess of the minimum rate will generally be appropriate only where the new employee possesses exceptional qualifications, skills, or experience, or if no suitable applicants are willing to accept employment at the minimum rate.
2. Pay Increases: Salary adjustments within an established range shall not be automatic but shall be based upon comparable entity market data, performance evaluations and longevity. Pay increases shall be provided in alignment with available appropriated

~~funds for pay increases as determined by City Council and at a time determined by the City Manager. Market increases for all employees are provided in July and performance increases will be provided in January. While the City will make every effort to conform to this plan, it may be temporarily suspended due to budgetary constraints.~~

A Department Manager may recommend a special pay increase on an individual employee upon submission of a detailed written statement to the Personnel Director specifying the employee's exceptional performance or the unusual employment conditions that make such action warranted. This request must be subsequently approved by the City Manager.

3. Pay for Part-time Employees: Part-time employees shall be paid a pro-rata share of the salary set forth in the pay plan for the position they perform.
4. Pay for Temporary and Seasonal Work: Temporary and seasonal employees employed for a specified period of time, who work either full or part-time, shall be paid on an hourly basis in accordance with the pay ranges provided in the salary ordinance. The hourly rate shall be set by the appointing authority and approved by the City Manager.
5. Hourly and Daily Rates: Subject to approval of the City Manager, Department Managers may request hourly or daily rates of pay for classes of positions when conditions of employment warrant such action in the Department Manager's opinion. Rates set under this subsection shall be consistent with the established bi-weekly rates. A schedule of hourly and daily rates prepared by the Personnel Director and approved by the City Manager will be provided to a Department Manager who desires to establish any such rates for a class of positions.
6. Pay Rates in Transfer, Promotion or Demotion: If an employee is transferred, promoted, or demoted, his or her rate of pay for the new position shall be determined as follows:
 - (a) If the rate of pay in the former position is less than the minimum rate established for the class of the new position, the rate of pay shall be increased to the minimum for the new class.
 - (b) If the rate of pay of the former position falls within the new range of pay, the salary rate shall remain the same in case of transfer, shall normally be increased in case of promotion, and shall remain the same or shall be reduced in case of demotion.
 - (c) If the rate of the former position is greater than the maximum rate established for the class of the new position, the rate of pay shall be decreased to an appropriate level within the established pay range for the new position.
 - (d) Pay rates in the case of a transfer, promotion, or demotion shall be subject to the approval of the City Manager upon consultation with the Department Manager and/or Personnel Director.
7. Pay Rates for Temporary Transfer and Promotions: Employees temporarily assigned to positions having classifications higher than their own shall be considered in training status and shall not be entitled to a change of salary until requested by the Department Manager with the approval of the City Manager. In no case shall the training period

exceed the equivalent of three months full-time employment in any twelve-month period.