

Mike Geisel *mej*  
City Administrator



690 Chesterfield Pkwy W  
Chesterfield MO 63017  
Phone 636-537-4711  
Fax 636-537-4798

## OFFICE OF THE CITY ADMINISTRATOR

**TO: Mayor & City Council (for review by the F&A Committee)**

**Date: February 27, 2020**

**RE: Salary Administration Manual**

---

As directed by City Council, Staff has created a proposed revision to the Salary Administration Plan, that was most recently updated and adopted by City Council in 2018, Resolution #443, for the expressed purpose of including the City Administrator's position in the City's Compensation Plan. Doing so, explicitly identifies the maximum and minimum compensation for the position and establishes a process for managing the annual merit increase. If the proposed revisions to the Salary Administration Manual are adopted by ordinance, City Attorney Graville has confirmed that the City is in conformance with statutory requirements.

To summarize the current Compensation Plan, as it was revised in 2017 and additional minor revisions were incorporated at the beginning in 2018:

- Compensation ranges are established at roughly 4% increments.
- Compensation ranges are established based upon starting compensation. The prior (pre-2017) compensation plan was based upon range mid-points established at roughly the "top 5" in the labor market. This practice was discontinued with adoption of the plan revisions in 2017.
- Compensation ranges are established with 30% ranges between the minimum and maximum compensation levels. The prior compensation plan provided for 40% ranges.
- There are a number of specifically designated positions which were defined as "high value" positions, which retained a 40% spread in order to promote retention and recruitment.

Accordingly, we have amended the Salary Administration Manual to include the City Administrator. This position was previously explicitly excluded from the compensation plan. After considerable deliberation as to where to establish the position within the compensation plan, we arrived at the level of V4, with a starting

compensation of \$151,387. Arguably, pay classification W should be considered with a minimum starting salary for the next City Administrator of \$157,209. However, since we are not currently recruiting, I've recommended the lower classification of V4 and will defer issues related to the future recruitment to others, at a later date. While, I believe it is doubtful that the City will be able to recruit and hire the next City Administrator at this level, I am recommending that this should be considered the minimum compensation level for the position.

It should be noted that the last four City Administrator vacancies in the St. Louis market were advertised\filled as follows:

Maplewood - Vacant, current advertised starting salary: \$155,000  
Ballwin - Vacant, current advertised starting salary: \$145,000 - \$160,000  
Clayton - Filled 2/1/2020 \$181,212 Advertised starting range: \$175,000 - \$198,000  
Wildwood - Filled 8/15/2019 \$155,000

Both Ballwin and Maplewood have repeated their recruitment process in order to solicit additional applicants.

For the purposes of this revision, I have chosen NOT to recommend including the City Administrator's position as a "Critical Position" for the purposes of the Salary Administration Manual. It is therefor, left it with a 30% compensation range. Both of these issues will certainly be re-visited by the City and negotiated with my successor. Accordingly, both the minimum and maximum compensation for the position is fixed within the pay plan, consistent with all other employees.

With regard to the annual merit pool, I have incorporated language that provides City Council absolute and full discretion to eliminate, modify, re-structure, or otherwise address the City Administrator's annual merit increase. However, absent an affirmative act, the City Administrator will receive an increase equivalent equal to the merit pool, subject to the cap of compensation established by the compensation range. Under no circumstances would the City Administrator's compensation exceed the established maximum compensation.

I look forward to discussing this with the F&A Committee at the March 3<sup>rd</sup> meeting.

BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO ADOPT AND IMPLEMENT REVISIONS TO THE CITY OF CHESTERFIELD EMPLOYEE SALARY ADMINISTRATION MANUAL.

WHEREAS, The Chesterfield City Council previously adopted revisions to the City's compensation plan and salary administration manual by Resolution #441 and #443; and

WHEREAS, The current Salary Administration Manual for the City of Chesterfield explicitly excludes the City Administrator's position in its application and the City Council of the City of Chesterfield directed the Finance and Administration Committee to consider incorporating the City Administrator's position into the plan compensation classification and processes; and

WHEREAS, The Finance and Administration Committee has reviewed and recommended specific changes to salary administration manual at their meeting on March 3<sup>rd</sup>, 2020; and

WHEREAS, The City of Chesterfield strives to promote economy and effectiveness in the personnel services rendered to the City of Chesterfield; and

WHEREAS, The City of Chesterfield desires to establish and maintain a uniform plan of position classification based upon relative duties, responsibilities and functions of positions in the classified service; and

WHEREAS, The City of Chesterfield endeavors to ensure that employees receive fair compensation for their contribution to the ongoing operation and effectiveness of the City of Chesterfield administration and that the City receives fair return for its payroll expenditures; and

WHEREAS, The City of Chesterfield believes that providing a modern system of personnel administration which will support the City of Chesterfield's role as an equal opportunity employer, and in which fair and equal opportunity shall be accorded to all qualified persons to be employed, promoted and retained on the basis of merit and fitness; and

WHEREAS, The City of Chesterfield desires to provide managers and supervisors direction and guidance in administering the salary administration program to ensure that it is fair and consistent to individual employees and the City of Chesterfield.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, MISSOURI AS FOLLOWS:

Section 1.

The City Administrator is hereby authorized and directed to implement revisions to the City of Chesterfield's Employee Salary Administration Manual, as reviewed and recommended by the Finance and Administration Committee March 3<sup>rd</sup>, 2020.

Section 2.

A copy of the revised City of Chesterfield Salary Administration Manual is attached hereto and identified as "Exhibit A".

Passed and approved by the City Council of the City of Chesterfield, Missouri this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Presiding Officer  
Bob Nation, MAYOR

\_\_\_\_\_  
Bob Nation, MAYOR

ATTEST:

\_\_\_\_\_  
Vickie McGownd, CITY CLERK

FIRST READING HELD\_\_ \_\_\_\_\_



CITY OF CHESTERFIELD  
SALARY ADMINISTRATION MANUAL

Revised March 2020

## TABLE OF CONTENTS

	<u>Page</u>
PREFACE	iii
CHAPTER I - INTRODUCTION . . . . .	1
CHAPTER II - DEFINITIONS . . . . .	2
CHAPTER III - POSITION CLASSIFICATION AND ASSIGNMENT POLICIES . . . . .	3
Section 1 - Compensation Classification - Description and Purpose . . . . .	3
Section 2 - Compensation Classes . . . . .	3
Section 3 - Job Descriptions . . . . .	3
Section 4 - Maintenance of Job Descriptions . . . . .	4
Section 5 - New Job Descriptions. . . . .	5
Section 6 - Position Evaluation. . . . .	5
Section 7 - Position Evaluation Reviews . . . . .	5
Section 8 - City Administrator. . . . .	5
CHAPTER IV - THE PAY PLAN AND SALARY ADMINISTRATION POLICIES. . . . .	6
Section 1 - Pay Plan Structure . . . . .	6
Section 2 - Annual Adjustment of Compensation Classification Ranges for Non-FOP employees . . . . .	6
Section 3 - Determination of Annual budget for Performance Based (Merit) Increases. . . . .	7
Section 4 - Compensation Below Assigned Pay Level . . . . .	8
Section 5 - Compensation Above Assigned Pay Level. . . . .	9
Section 6 - Compensation Levels For New Hires . . . . .	9
Section 7 - Compensation Actions . . . . .	9
CHAPTER V - PERFORMANCE APPRAISAL PROGRAM . . . . .	13
Section 1 - Objectives . . . . .	13
Section 2 - Policy. . . . .	13
Section 3 - Performance Appraisal Schedule . . . . .	13
Section 4 - Performance Appraisal Evaluation . . . . .	14

Section 5	- Performance Appraisal Appeal . . . . .	14
Section 6	- City Administrator . . . . .	15
CHAPTER VI	- COMPENSATION DECISION-MAKING . . . . .	16
Section 1	- Objective . . . . .	16
Section 2	- Policy . . . . .	16
Section 3	- Merit Increases . . . . .	16
Section 4	- Procedure to Determine Compensation. . . . .	16
Section 5	- Merit Increases. . . . .	16
Section 6	- Procedure to Determine Compensation. . . . .	16

## PREFACE

This Salary Administration Manual shall provide full information concerning the salary administration program which will compensate all classified employees of the City of Chesterfield for the work they perform. The policies described herein shall be used as a guide in any further development of the merit pay plan and position classification plan. The City of Chesterfield, however, reserves the right to change or revoke this manual, permanently or temporarily, if it is in the best interest of the City to do so. No policy shall be construed to imply a binding employment contract with any employee for compensation for any period of time.



CHAPTER I  
INTRODUCTION

The City of Chesterfield Salary Administration Manual described herein has been established to meet the following objectives and goals:

- A. To promote economy and effectiveness in the personnel services rendered to the City of Chesterfield.
- B. To establish and maintain a uniform plan of position classification based upon relative duties, responsibilities and functions of positions in the classified service.
- C. To ensure that employees receive fair compensation for their contribution to the ongoing operation and effectiveness of the City of Chesterfield administration and that the City receives fair return for its payroll expenditures.
- D. To provide a modern system of personnel administration which will support the City of Chesterfield's role as an equal opportunity employer, and in which fair and equal opportunity shall be accorded to all qualified persons to be employed, promoted and retained on the basis of merit and fitness.
- E. To make the City of Chesterfield an attractive employer and to encourage each employee to render their best service to the City of Chesterfield.
- F. To guide managers and supervisors administering the salary administration program and to assist them in the administration of the program so that it is fair and consistent to individual employees and the City of Chesterfield.

CHAPTER II  
DEFINITIONS

Words used in this manual in the present tense include the future as well as the present, the singular includes the plural; and the plural includes the singular. The following words have the significance attached to them in this section, unless otherwise apparent from the context of the section in which they appear.

CITY - City of Chesterfield, Missouri

CITY ADMINISTRATOR - The Chief Administrative officer of the City of Chesterfield as more specifically detailed under Section III of the Municipal Code.

DEPARTMENT HEADS - The recognized Department Heads of the City of Chesterfield.

FULL-TIME EMPLOYEE - An employee who is scheduled to work forty (40) hours per week on a regular basis.

MAY - Is permissive or optional.

SHALL - Is mandatory

SUPERVISOR OR MANAGER - A person having the responsibility of assigning work, guiding and disciplining employees

FRATERNAL ORDER OF POLICE (FOP) – Reference to those employees within the Police Department represented by the Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15 and the Chesterfield Police Officers Association.

## CHAPTER III

### COMPENSATION CLASSIFICATION AND ASSIGNMENT POLICIES

#### Section 1. Compensation Classification - Description and Purpose

The Compensation Classification plan is comprised of a list of compensation classifications for positions supported by written specifications (i.e., job descriptions) setting forth the duties and responsibilities within each class of positions. The purpose of the classification plan shall be to:

- A. Provide similar pay for similar work.
- B. Establish qualification standards for recruiting purposes.
- C. Provide a means of analyzing work distribution, areas of responsibility, lines of authority, and other relationships between positions.
- D. Assist in determining budget requirements.
- E. Provide a basis for developing standard work performance.
- F. Establish lines of promotion and career growth.
- G. Indicate training needs.
- H. Provide uniform titles for positions.

All full-time employees of the City of Chesterfield shall be included in a position classification plan. Commissioned law enforcement employees within a collective bargaining unit (FOP), are addressed by written agreement.

#### Section 2. Compensation Classes

Compensation classifications shall consist of one or more positions that are similar in the basic character of their duties and responsibilities so that the same pay level, title and qualification requirements can be applied and the positions can be treated fairly and equitably under like conditions.

#### Section 3. Job Descriptions

Job descriptions are concise, written documents summarizing accountability, nature and scope, duties, qualifications, contacts, complexity and working

conditions associated with a position. Job descriptions are important sources of information for developing performance standards, evaluating jobs in the marketplace, and training employees.

Current job descriptions will be maintained for all positions in the position classification plan. The format and definition of terms used in the job descriptions will be as follows:

- A. Identification - This section will list the position title, the department which the associated position is assigned and the immediate supervisor.
- B. Position Summary - This section shall broadly explain the kind and level of work which characterizes the position and thereby distinguishes it from other classes. It may include references to such factors as level of responsibility, independence of action, areas of expertise, and supervision exercised.
- C. Principal Duties and Responsibilities - This section shall list a variety of duties and responsibilities which will customarily be performed by the associated position. This section may not be construed as setting forth all the specific responsibilities and duties, nor shall it limit or modify the right of any appointing authority to assign, direct, and control the work of employees. All job descriptions shall include the phrase "performs all other related work as required," to provide flexibility in assigning employees as necessary.
- D. Skills, Knowledge and Abilities - This part of the job description shall set forth the special skills, knowledge and abilities which are required of new employees at the time of their appointment.
- E. Minimum Education, Certification, and Experience Requirements - This section shall present a general statement of the minimum experience, education and other additional training/certifications which would ordinarily provide adequate preparation for a position and for successful performance of the work characteristics of the position.

#### Section 4. Maintenance of Job Descriptions

It will be the responsibility of each Department Head to review the job description of each position in their department regularly. Appropriate revisions and recommendations shall be submitted to the City Administrator for review and

approval. The City Administrator may require revisions prior to approval. The Human Resource Manger shall maintain copies of each currently approved job description.

#### Section 5. New Job Descriptions

If a new job position is created, the Department Head is responsible for developing a description. The new job description shall be submitted for review and approval by the City Administrator. Under no circumstances shall a salary action be taken until such process is completed.

#### Section 6. Position Evaluation

Position evaluation is the process of determining the value of a position and assigning it to the appropriate compensation classification level. It shall be the responsibility of the City Administrator to assign each job title to its appropriate group by function and then by positions which are substantially similar with respect to difficulty, responsibility, character of work and labor marketplace factors.

#### Section 7. Position Evaluation Reviews

It shall be the responsibility of the Department Head to re-evaluate job positions for which revised position descriptions have been submitted; evaluate new positions for which position descriptions have been submitted; and submit all position evaluations and re-evaluations to the City Administrator for approval.

#### Section 8. City Administrator

The City Administrator's qualifications, responsibilities, duties and authorities shall be as set forth in Article III of the Municipal Code.

## CHAPTER IV

### THE PAY PLAN AND SALARY ADMINISTRATION POLICIES

#### Section 1. Pay Plan Structure

The City of Chesterfield pay plan structure consists of individual compensation classifications with defined associated compensation ranges. Each compensation classification position consists of an alpha-numeric identifier (e.g. D4), a compensation minimum, midpoint and maximum, and is characterized by a defined "spread", which is the percentage difference between the maximum and minimum compensation levels. The compensation classifications are designed to include values for each job position within the City of Chesterfield. The compensation classifications are designed to uniformly increase at eight (8%) between each successive full letter interval (e.g. A, B, C, D) and with the intermediate compensation levels (e.g. A4, B4, C4, D4) established at the midpoint between each full letter successive position. The pay plan structure is generally designed with 30% spread between the minimum and maximum compensation for each classification. However, there are a number of specific positions that have been identified as "critical" positions, and those positions have been designed with 40% spread of compensation values.

- A. A sufficient number of pay levels were included to capture the full range of job values represented in the city administration and the full range of job values anticipated in the future.
- B. Each pay level was made wide enough (30% - 40%) to allow employees to earn merit increases while performing their responsibilities.
- C. The distance between pay levels (4%) was made large enough to reflect actual differences in relative values of jobs in each pay level.
- D. Each position was assigned to the pay level which best represented its combined internal value to the City and external value in the marketplace.

#### Section 2. Annual Adjustment of Compensation Classification Ranges for Non-FOP employees

To ensure that the minimum and maximum value of the pay levels reflect the current market value of city jobs and the movement of salaries in comparable labor markets, the compensation plan ranges shall be adjusted annually. An

annual uniform adjustment will be made the compensation classification ranges based upon the Urban Wage Earners and Clerical Workers (CPI-W), St. Louis, one-year recorded percent index change over the previous year, as reported in July, for the prior June-June 12 month period. This adjustment to the salary ranges will be applied the following July 1st after merit increases (if awarded) have been applied. Individual salary increases will not occur as a result of this range adjustment process, unless the salary of an employee is beneath the minimum salary for his/her position after any merit increase has been awarded. In any year where the CPI is zero or less, there will be no adjustment to salary ranges the following year.

### Section 3. Determination of Annual Budget for Performance Based (Merit) Increases

The Finance and Administration Committee of Council will annually make a recommendation to the full City Council with regard to what amount to budget for performance based compensation adjustments in the upcoming budget. Staff will provide information to the Finance and Administration Committee including but not limited to; CPI, Cost of Labor indexes, and City Revenues such that the Committee can provide the recommendation for the value of the merit pool budget.

Should the City Council elect to fund an annual merit increase, the amount allocated to the annual budget will be based on the following, and any other factors the Council chooses to consider.

- A) A percentage stipulated and approved by City Council based upon CPI, economic factors, and revenues available to the City.
- B) Actual salaries of all current and eligible employees who were on the payroll as of September 1 of current year. This will exclude the salaries of employees who are at the maximum of the range for their job position, but may include a dollar sum adjustment to account for employees who may be near the maximum salary for their respective range and otherwise eligible for less than the approved percentage that has been allocated to the annual budget.
- C) It is anticipated that any merit increase dollars not used for employees who may have left the payroll prior to September 1 of the following year will be sufficient to allow and award partial year increases for those employees who may join the payroll after September 1 of the current year.

- D) There will be no allocation made for vacant positions as of September 1st of the current year or positions that are forecast to be vacant or eliminated.

A dollar figure will be calculated based upon the above criteria, and this amount will be forwarded to the City Council as a recommended value to be included in the proposed budget.

The annual merit pool is intended to reflect the overall performance of employees of the City, including the City Administrator. The City Administrator is responsible for superintending control of all City employees and their performance. Should the City Council elect to fund an annual merit increase, the City Administrator shall receive a merit increase equivalent to the merit pool percentage allocated to the non-FOP employees. Any merit increase to the City Administrator's salary shall be subject to the maximum compensation classification level for the City Administrator position as defined in the compensation plan ranges set forth in appendix A. In no event shall any compensation increase be awarded which would result in a compensation level above the annual merit increase for the relevant year or the maximum compensation for the associated pay grade. The City Council may, by ordinance, elect to eliminate, modify, increase, or otherwise re-structure the City Administrator's merit increase prior to the annual effective date.

#### Section 4. Compensation Below Assigned Pay Level

In no event shall a probationary employee's compensation be increased as a result of the annual CPI-W compensation plan adjustment. A probationary employee may temporarily be compensated below grade, until they have successfully completed their probationary period and received their first annual merit increase, at which time their compensation shall be adjusted to ensure they are within the appropriate pay grade.

If an employee's salary is too low to coincide with the position classification plan, the compensation will be increased to the minimum value of the newly assigned pay level.



### Section 5. Compensation Above Assigned Pay Level

As a result of a compensation classification adjustment and/or the re-evaluation and re-assignment of certain positions in the position classification plan, individual salaries may be above the maximum value of the appropriate pay level.

If an employee's salary is too high, they shall not receive merit increases until such time as they are "re-captured" by the appropriate pay level. Once the employee's salary falls within the appropriate salary level, they will once again be eligible for merit increases.

### Section 6. Compensation Levels For New Hires

The salary level for a new employee will depend upon the employee's qualifications. As a rule, new employees will be hired at the minimum compensation value of the pay classification range. Any hires above the minimum pay level up to the established maximum salaries described in the previous paragraph, may not occur without a written recommendation by the Department Head to the City Administrator stating why the candidate exceeds the minimum qualifications for the position. New employees may be hired at a compensation level not more than ten percent (10%) above the minimum pay for their job classification with the expressed approval of the Department Head. When job or market conditions necessitate, new employees may be hired at a compensation level up to the job classification midpoint only with the written permission of the City Administrator.

If at any time, acute competition, demonstrated exceptional qualifications of a candidate and/or labor shortages in the labor market create an unusually difficult situation for hiring personnel, the City Administrator may request that the Finance and Administration Committee so declare such situation and provide exemptions from the hiring salary limitation.

### Section 7. Compensation Actions

The following types of compensation action may occur and affect the placement of any employee in the merit pay plan:

- A. Promotions - A promotion is the assignment of an employee from one position to another position having a higher maximum salary. When an employee is promoted to a position in a higher classification, the employee's salary shall be increased to not less than the minimum rate for the higher classification or to another point in salary range, whichever provides the employee with a salary increase of at least five percent (5%) above their

current rate of pay. This action should be distinguished from a reclassification of a position which is assigned to a higher pay level.

- B. Demotions - A demotion is the involuntary assignment of an employee from one position to another position having a lower maximum salary. When an employee is involuntarily demoted to an assignment in a classification having a lower maximum rate than the salary received at the time of reassignment, then the employee shall receive the maximum rate established for the classification to which the employee is being demoted; otherwise, the employee shall receive their present rate if that rate is lower than the maximum rate of the classification to which they are being demoted.
- C. Separations - Separations shall include resignation, dismissal, retirement, lay-off, disability or death. No salary actions shall be taken as a result of an employee's separation, unless such action is specified by ordinance or an employee contract.
- D. Transfer - A transfer is the voluntary assignment of an employee from one position to another position having either a lower or higher maximum salary. An employee who voluntarily transfers to another position will be subject to the pay level of the position being accepted and will start at a salary most equivalent to their salary in the previous position but not to exceed the maximum rate of the new range or fall below the minimum rate of the new range.
- E. Performance - Performance is the carrying out of required action and displayed patterns of behavior. Performance evaluations shall determine performance levels and the assigned merit increases according to performance.
- F. Overtime - All full-time non-exempt employees covered by the Fair Labor Standards Act must be compensated at the rate of 1-1/2 times the number of hours worked over forty (40) in a seven (7) day work week or over an established work period or receive compensatory time off. The work week for purposes of this section shall be defined as beginning at 12:01 a.m. Sunday morning and proceeding for seven (7) full continuous days until midnight the following Saturday night.  
Authorized absences with pay during the work week or work period because of vacation, holidays, military training leave, or compensatory time

off shall be considered authorized work for the purposes of calculating overtime. The City reserves the right to change work schedules during the work week or work period to reduce overtime liability.

- G. Overtime/Callouts on Holidays and Vacation - Any non-exempt employees covered by the Fair Labor Standards Act, who are called to work on a holiday or while on vacation shall be paid at the rate of one (1) times the employee's hourly rate for all hours worked. Such overtime compensation shall be in addition to regular pay received for the holiday. Both the holiday hours and the hours worked on the holiday shall be included in the calculation of all hours worked for the work week.
- H. Call-Outs - If an employee is called back to work outside of a normally scheduled work day or is called back to work after having completed a regularly scheduled work day, the City shall compensate the employee a minimum of two (2) hours.
- I. Approval of Overtime - The City shall not be obligated to pay overtime not expressly authorized in advance by a direct supervisor. Employees who perform unauthorized overtime work shall not receive payment. All overtime should be recorded and claimed in the appropriate pay period and on the appropriate time sheet.
- J. Scheduling of Overtime - When scheduling overtime, supervisors shall attempt to equitably distribute overtime among all qualified employees and it shall be assigned to the most appropriate position classification which can perform the work.

Supervisors shall when possible, give employees reasonable advance notice of overtime work. When sufficient personnel with appropriate skills are not available on a voluntary basis to perform required overtime, employees who refuse to work assigned overtime or who fail to report upon notice for overtime work may be subject to appropriate disciplinary action.

- K. Compensatory Time Off - All employees covered by the Fair Labor Standards Act are eligible for compensatory time off in lieu of overtime pay when work hours exceed forty (40) hours in a seven (7) day work week or their work period hours. Employees cannot receive both compensatory time and overtime as compensation for the same excess hours worked. The city will grant compensatory time off in lieu of overtime unless the

operations of the city would be unduly disrupted by the employee's absence from work.

Accrual of compensatory time shall be limited to a maximum of forty (40) hours for all covered employees except those employees responding to an emergency or significant event. In this event, compensatory time may be temporarily accrued up to eighty (80) hours.

Compensatory time shall be accrued at a rate of one and one-half (1-1/2) hours for each excess hour worked. All compensatory time accrual as well as compensatory time taken, must be approved by the employee's supervisor and reviewed by his Department Head. Employees will be compensated for unused accrued compensatory time remaining at the time of separation from employment.

CHAPTER V  
PERFORMANCE APPRAISAL PROGRAM

Section 1. Objectives

The objectives of the City of Chesterfield Performance Appraisal Program are to optimize each employee's job performance by providing good information to an employee in regard to established performance standards. Employees must be compared to their job description and work performance and not to their co-workers. The Performance Appraisal Program also provides managers and supervisors with a more acceptable tool for employee compensation decision-making.

Section 2. Policy

To accomplish the objectives of the Performance Appraisal Program, it is important that both managers and employees view the process as a positive tool to produce more effective working relationships and work ethic. This is more likely to occur when employees understand their job responsibilities, receive feedback on their performance against specific job standards and are given the opportunity to develop useful action plans to improve performance when deficiencies exist.

Section 3. Performance Appraisal Schedule

The City of Chesterfield Performance Appraisal Schedule shall be as follows:

- A. All new employees shall be evaluated after six (6) months of service from their date of hire. They shall be evaluated again after twelve (12) months of service from their date of hire.
  
- B. After the six (6) month and twelve (12) month evaluations, all employees shall be evaluated annually prior to July 1. If a new employee received their twelve (12) month service evaluation after July 1 and prior to October 1 of any given year, they shall be added to the next annual evaluation cycle with all other employees on May 1. If a new employee has received his twelve (12) month service evaluation on or after October 1 and prior to July 1, they shall not be required to be evaluated during the next regular annual evaluation cycle. They shall, however, be eligible for a pro-rata merit increase effective July 1<sup>st</sup>, based upon the percentage amount included in the fiscal year budget for merit increases. From that date forward, the employee shall be included in the regular July 1<sup>st</sup> evaluation cycle.

- C. Following the successful completion of the twelve (12) month probationary evaluation and the annual evaluation thereafter, an employee shall be eligible for a merit based increase in compensation as determined in conjunction with the compensation plan in effect at the time of the evaluation. The total dollars budgeted for salary increases shall be determined each year by the City Council during the annual budget process.

#### Section 4. Performance Appraisal Evaluation

All evaluations completed by subordinate supervisors must be approved by each level of supervision in the department including the Department Head. The City Administrator shall evaluate all Department Heads and Executive staff.

The Department Head will forward their recommendations for merit awards to the Finance Director, who shall review them and forward them to the City Administrator for final approval.

Prior to the six (6) month or twelve (12) month service date or July 1, the Department Heads shall review all performance evaluations with the individual employees in their respective department. Employees shall sign their evaluation forms and all original evaluation forms shall be returned to the Personnel Office to be filed permanently in the employee's personnel file. At a different meeting, the Department Head shall conduct the salary discussion and communicate the merit increase.

#### Section 5. Performance Appraisal Appeal

If employees do not agree with the performance evaluation they receive, they may appeal the review to their Department Head. Signature on the evaluation form shall not signify acceptance of the evaluation. It shall merely be acknowledgement of the review with the employee by the Department Head. The appeal shall be filed separately. Employees can access forms on CCNET. All appeals must be filed within seven (7) days of the evaluation. Failure to do so will be regarded as acceptance of the evaluation, and the right to further appeal will be forfeited. Appeals must be filed in duplicate with the Department Head and the Human Resource Manager. The Human Resource Manager shall notify the City Administrator of all performance evaluation appeals.

Following receipt of an appeal, the Department Head must review and decide on the appeal within seven (7) days. The Department Head shall notify the employee

and Personnel Director of his decision. If the employee is unwilling to accept the determination of their Department Head, they may request the appeal be reviewed by the City Administrator. The City Administrator must review and decide on the appeal within fourteen (14) days. The decision of the City Administrator shall be final.

The performance appraisal appeal shall not be confused with the appeals process for the administration of discipline for employees. Disciplinary actions involving dismissal, suspension, or demotion shall be separately provided for in the grievance procedure described in the City of Chesterfield Personnel Rules and Regulations.

The appropriate form for a performance appraisal appeal may be obtained from the Human Resource Manager or on CCNET.

#### SECTION 6. City Administrator

The City Administrator shall undergo an annual performance evaluation and goal review performed by the Mayor and City Council.

## CHAPTER VI

### COMPENSATION DECISION-MAKING

#### Section 1. Objective

It is the City of Chesterfield's objective to develop a fair and equitable linkage between the performance appraisal system and the merit pay plan. The compensation plan approved by the City Council shall be used for this purpose.

#### Section 2. Policy

All compensation decisions shall follow the performance appraisal process and the overall performance ratings for each employee shall be individually reviewed and awarded. All decisions regarding compensation should be made without the influence of issues which bear no relationship to the review of work performance.

#### Section 3. Merit Increases

A merit increase is the total payment granted an employee as a result of his overall performance rating. A merit increase cannot be granted which would result in any employee exceeding the maximum compensation assigned for their specific job title.

#### Section 4. Procedure to Determine Compensation

The following procedure shall be used in compensation decision-making:

- A. The Finance Director shall inform the Department Heads of the actual payroll and total dollars available for merit increases. The Finance Director shall also provide information relative to the current compensation classifications.
- B. The Performance Appraisal Program shall have specific guidelines for assisting Department Heads in tying the percent merit increase to the work performance score. When there are multiple employees within a single job title, the merit award assigned to each employee should reflect their relative performance ranking. In no circumstance, should an employee with a lesser performance ranking receive a superior merit increase as compared to a peer having the same job title, with a lower performance rank.
- C. The Department Head shall prepare Personnel Action Forms to affect all salary changes. After all signatures are affixed to the Personnel Action Form, and the Finance Director receives a copy, all salary changes shall be



entered into the payroll system. Department Heads shall be responsible for informing their respective employees of increases to be received. Additionally, the Finance Director shall prepare statements for each employee affected by either the minimum salary adjustment or the conversion onto the annual review cycle.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

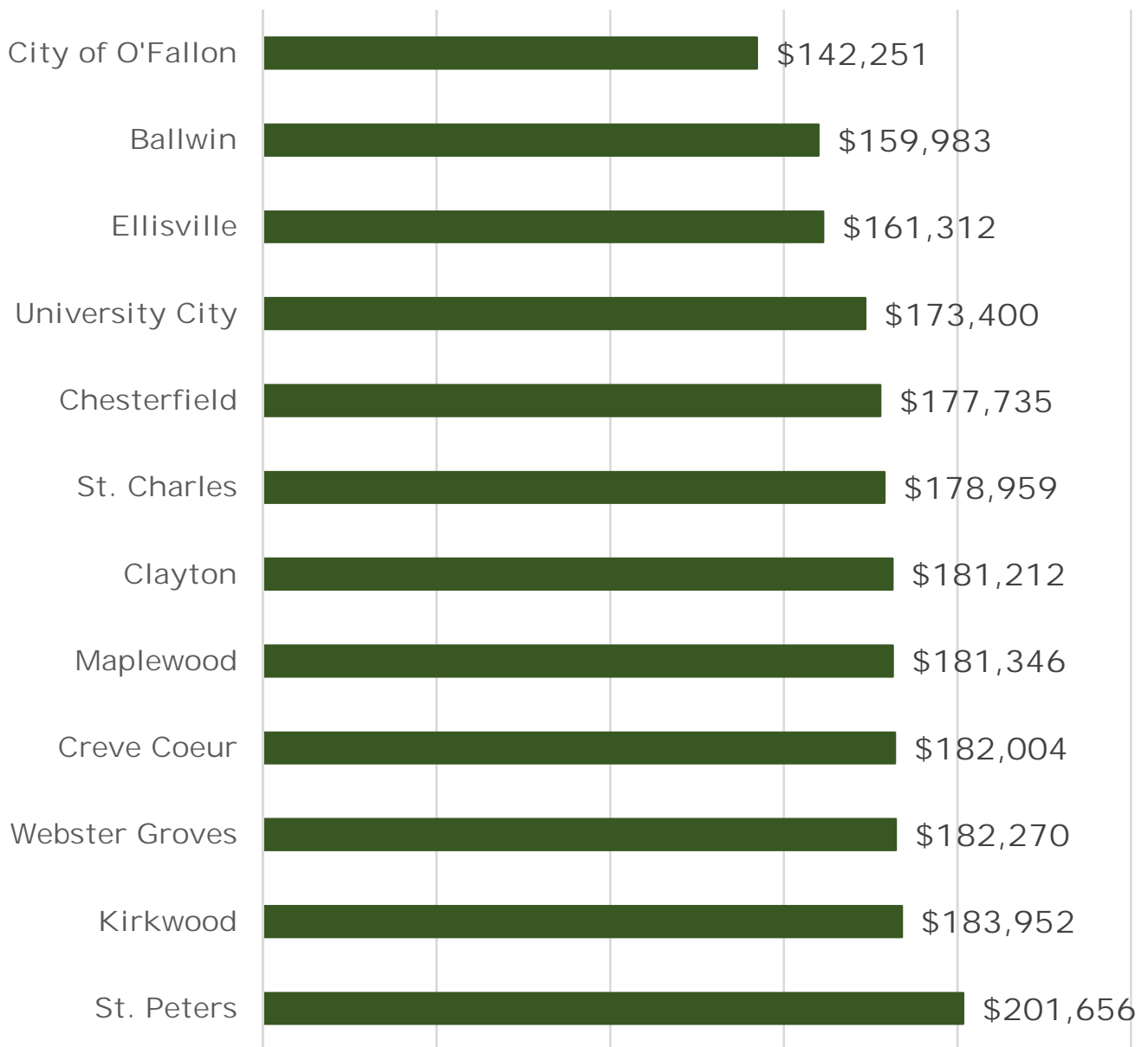
2020-2021 WAGE CLASSIFICATION RANGES

Pay Grade	Minimum	Median	Maximum	Spread
A	\$28,917	\$33,255	\$37,592	30%
A4	\$30,074	\$34,585	\$39,096	30%
B	\$31,231	\$35,915	\$40,600	30%
B4	\$32,480	\$37,352	\$42,224	30%
C	\$33,729	\$38,788	\$43,848	30%
C4	\$35,078	\$40,340	\$45,602	30%
D	\$36,427	\$41,891	\$47,356	30%
D4	\$37,884	\$43,567	\$49,250	30%
E	\$39,342	\$45,243	\$51,144	30%
E4	\$40,915	\$47,052	\$53,190	30%
F	\$42,489	\$48,862	\$55,235	30%
F4	\$44,188	\$50,817	\$57,445	30%
G	\$45,888	\$52,771	\$59,654	30%
G4	\$47,723	\$54,882	\$62,040	30%
H	\$49,559	\$56,993	\$64,427	30%
H4	\$51,541	\$59,273	\$67,004	30%
I	\$53,524	\$61,552	\$69,581	30%
I4	\$55,665	\$64,014	\$72,364	30%
J	\$57,806	\$66,476	\$75,147	30%
J4	\$60,118	\$69,135	\$78,153	30%
K	\$62,430	\$71,795	\$81,159	30%
K4	\$64,927	\$74,666	\$84,405	30%
L	\$67,424	\$77,538	\$87,652	30%
L4	\$70,121	\$80,640	\$91,158	30%
M	\$72,818	\$83,741	\$94,664	30%
M4	\$75,731	\$87,091	\$98,450	30%
N	\$78,644	\$90,440	\$102,237	30%
N4	\$81,790	\$94,058	\$106,326	30%
O	\$84,935	\$97,676	\$110,416	30%
O4	\$88,333	\$101,583	\$114,833	30%
P	\$91,730	\$105,490	\$119,249	30%
P4	\$95,399	\$109,709	\$124,019	30%
Q	\$99,069	\$113,929	\$128,789	30%
Q4	\$103,031	\$118,486	\$133,941	30%
R	\$106,994	\$123,043	\$139,092	30%
R4	\$111,274	\$127,965	\$144,656	30%
S	\$115,554	\$132,887	\$150,220	30%
S4	\$120,176	\$138,202	\$156,228	30%
T	\$124,798	\$143,518	\$162,237	30%
T4	\$129,790	\$149,258	\$168,727	30%
U	\$134,782	\$154,999	\$175,216	30%
U4	\$140,173	\$161,199	\$182,225	30%
V	\$145,564	\$167,399	\$189,234	30%
V4	\$151,387	\$174,095	\$196,803	30%
W	\$157,209	\$180,791	\$204,372	30%
W4	\$163,498	\$188,022	\$212,547	30%
X	\$169,786	\$195,254	\$220,722	30%
X4	\$176,578	\$203,064	\$229,551	30%
Z	\$183,369	\$210,874	\$238,380	30%
Z4	\$190,704	\$219,309	\$247,915	30%
Lieutenant	\$84,579	\$95,152	\$105,724	
Captain	\$93,837	\$107,913	\$121,988	
Chief	\$105,945	\$124,865	\$143,786	

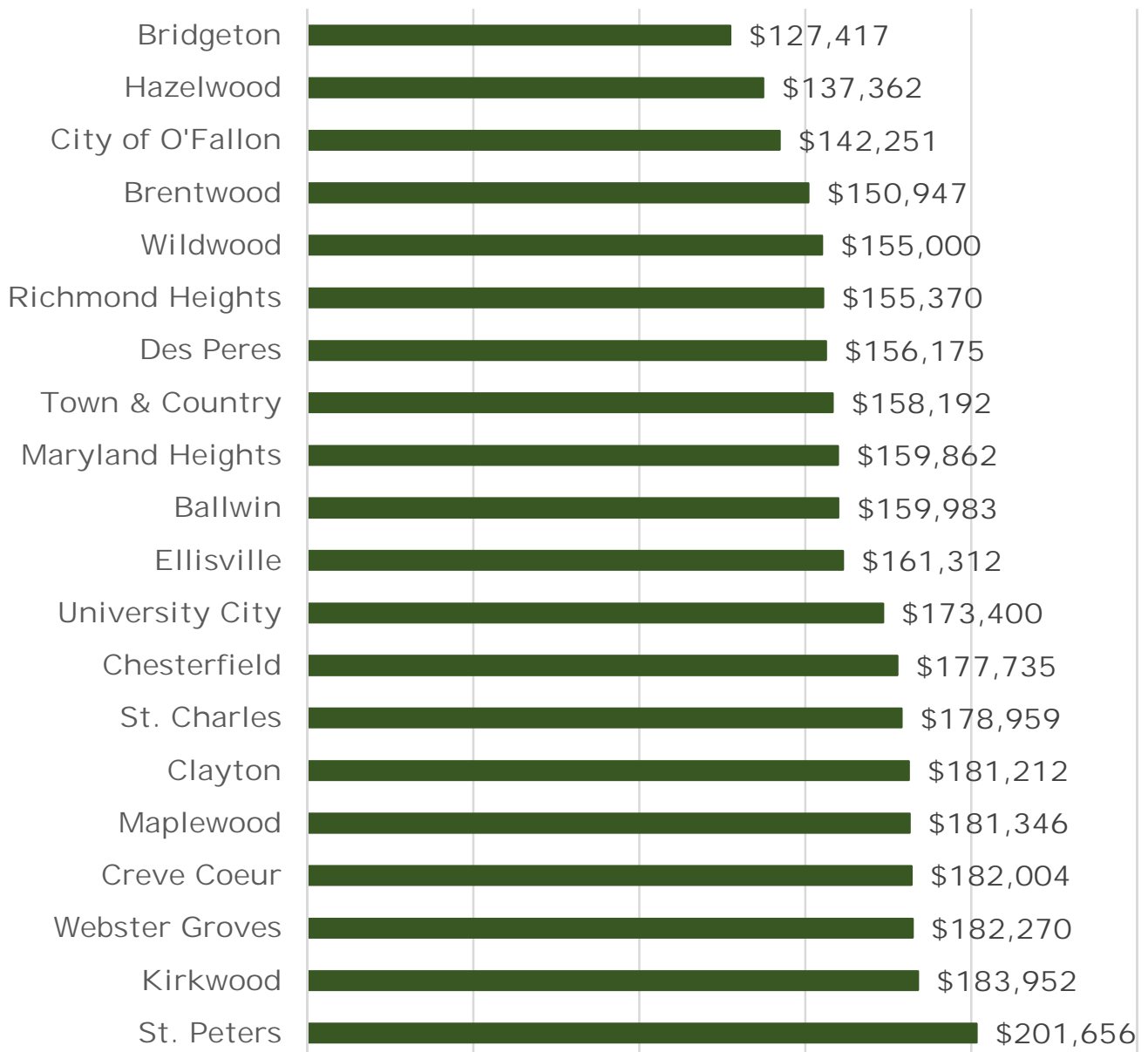
2020 -2021 APPROVED JOB CLASSIFICATION MATRIX (effective 7/1/2020)

JOB TITLE	GRADE	MIN	MIDPOINT	MAX	Spread
Customer Service Representative	C	\$33,729	\$38,788	\$43,848	30%
Court Clerk	D	\$36,427	\$41,891	\$47,356	30%
Building Attendant	D	\$36,427	\$41,891	\$47,356	30%
Detective/Evidence Secretary	D4	\$37,884	\$43,567	\$49,250	30%
Parks Facility Attendant	D	\$36,427	\$41,891	\$47,356	30%
Records Clerk	D	\$36,427	\$41,891	\$47,356	30%
Recreation Aide	D	\$36,427	\$41,891	\$47,356	30%
Assistant Court Administrator	E	\$39,342	\$45,243	\$51,144	30%
Command Staff Coordinator	E	\$39,342	\$45,243	\$51,144	30%
Executive Assistant	E	\$39,342	\$45,243	\$51,144	30%
Forestry Technician	E	\$39,342	\$45,243	\$51,144	30%
Maintenance Worker (Parks\Street)	E	\$39,342	\$45,243	\$51,144	30%
Recreation Specialist	E	\$39,342	\$45,243	\$51,144	30%
Admin Services Coordinator	E4	\$40,915	\$47,052	\$53,190	30%
Planning Technician	E4	\$40,915	\$47,052	\$53,190	30%
Accounting Clerk	F	\$42,489	\$48,862	\$55,235	30%
Business Assistance Coordinator	F	\$42,489	\$48,862	\$55,235	30%
Facility Maintenance Technician	F	\$42,489	\$48,862	\$55,235	30%
Records Clerk Supervisor	F	\$42,489	\$48,862	\$55,235	30%
Asst to CA/Deputy City Clerk	F4	\$44,188	\$50,817	\$57,445	30%
Code Enforcement Inspector	F4	\$44,188	\$50,817	\$57,445	30%
Information Technologies Technician	F4	\$44,188	\$50,817	\$57,445	30%
Senior Maintenance Worker (Parks\Street)	F4	\$44,188	\$50,817	\$57,445	30%
Office Manager	G	\$45,888	\$52,771	\$59,654	30%
Fleet Maintenance Mechanic	G4	\$47,723	\$54,882	\$62,040	30%
Communication Specialist	H	\$49,559	\$56,993	\$64,427	30%
GIS Analyst - CAD Tech	H	\$49,559	\$56,993	\$64,427	30%
Senior Engineering Const. Inspect	H	\$49,559	\$56,993	\$64,427	30%
Recreation Manager	H4	\$51,541	\$59,273	\$67,004	30%
Senior Accountant	H4	\$51,541	\$59,273	\$67,004	30%
Lead GIS Analyst - CAD Tech.	I	\$53,524	\$61,552	\$69,581	30%
Building Maintenance Assistant Supervisor	I4	\$55,665	\$64,014	\$72,364	30%
City Arborist/Urban Forester	I4	\$55,665	\$64,014	\$72,364	30%
Employee Services Administrator	I4	\$55,665	\$66,798	\$77,930	40%
Maintenance Supervisor (Parks\Street)	I4	\$55,665	\$64,014	\$72,364	30%
Project Planner	I4	\$55,665	\$64,014	\$72,364	30%
Fleet Maintenance Supervisor	J4	\$60,118	\$69,135	\$78,153	30%
Court Administrator	K	\$62,430	\$71,795	\$81,159	30%
Facilities Maintenance Supervisor	L	\$67,424	\$80,909	\$94,394	40%
GIS Administrator	L	\$67,424	\$77,538	\$87,652	30%
Technical Operations Administrator	L	\$67,424	\$77,538	\$87,652	30%
Asst. City Administrator	L	\$67,424	\$77,538	\$87,652	30%
Civil Engineer	L4	\$70,121	\$80,640	\$91,158	30%
Project Manager	L4	\$70,121	\$80,640	\$91,158	30%
Senior Planner	L4	\$70,121	\$80,640	\$91,158	30%
Application\Web Developer	M	\$72,818	\$83,741	\$94,664	30%
Superintendent of Sports & Wellness	M	\$72,818	\$87,382	\$101,946	40%
City Clerk	M	\$72,818	\$87,382	\$101,946	40%
Superintendent - Arts & Entertainment	M4	\$75,731	\$90,877	\$106,024	40%
Assistant Finance Director	M4	\$75,731	\$90,877	\$106,024	40%
Assistant Director - Parks, Recreation & Arts	M4	\$75,731	\$90,877	\$106,024	40%
Assistant City Planner	M4	\$75,731	\$90,877	\$106,024	40%
Superintendent - Recreation Operations	M4	\$75,731	\$90,877	\$106,024	40%
Superintendent - Street & Fleet Operations	M4	\$75,731	\$90,877	\$106,024	40%
Human Resource Manager	M4	\$75,731	\$90,877	\$106,024	40%
Senior Civil Engineer	N	\$78,644	\$90,440	\$102,237	30%
Assistant City Engineer	O	\$84,935	\$97,676	\$110,416	30%
IT Director	P4	\$95,399	\$114,479	\$133,559	40%
Finance Director	P4	\$95,399	\$114,479	\$133,559	40%
Director of Parks, Recreation & Arts	P4	\$95,399	\$114,479	\$133,559	40%
Director of Planning and Development Services	P4	\$95,399	\$114,479	\$133,559	40%
Director of Public Works - City Engineer	P4	\$95,399	\$114,479	\$133,559	40%
<b>City Administrator</b>	<b>V4</b>	<b>\$151,387</b>	<b>\$174,095</b>	<b>\$196,803</b>	<b>30%</b>
Lieutenant		\$84,579	\$95,152	\$105,724	
Captain		\$93,837	\$107,913	\$121,988	
Chief		\$105,945	\$124,865	\$143,786	

## St. Louis Metro - Professionally Managed Cities (over 20,000 population)



## St. Louis Metro - Professionally Managed Cities (over 10,000 population)



## St. Louis Metro - Professionally Managed Cities

