

*Presenter*

1. **Call to Order .....** **Mayor Fitzsimmons**
2. **Final Presentation of Compensation Study .....** **David Hill, Piedmont Triad Regional Council**
3. **Town Manager’s Proposal for Implementation of Compensation Study .....** **Town Manager Coffey**
4. **Town Council Discussion & Direction .....** **Town Council**
5. **Adjournment .....** **Mayor Fitzsimmons**

**WEAVERVILLE TOWN COUNCIL WORKSHOP FOR  
FEBRUARY 15, 2022 AT 6:00 PM  
REMOTE ELECTRONIC MEETING CREDENTIALS**

This **NOTICE OF REMOTE ELECTRONIC MEETING** is to inform the public that the Weaverville Town Council will hold its regularly scheduled workshop meeting on **Tuesday, February 15, 2022, at 6:00 p.m. as both an in-person meeting (Council Chambers and Community Room at Town Hall, 30 South Main Street, Weaverville) and an electronic video meeting via Zoom Meeting.**

**For those wishing to join the meeting remotely, a virtual waiting room will be enabled and participants will be allowed entry into the meeting just prior to the start of the meeting at 6:00 p.m. The instructions to access this public meeting are:**

**To join the meeting by computer**, go to this link <https://us02web.zoom.us/j/85948891960>  
You may be asked for permission to access your computer's video and audio. If so, click "allow."  
You will then be asked for the Meeting ID which is: 859 4889 1960. You will first enter a virtual waiting room. The host will admit you into the meeting close to 6:00 p.m.

**To join the meeting by phone**, call: (253) 215-8782 or (301)715 8592  
You will then be asked for the Meeting ID which is: 859 4889 1960 . There is no password for this meeting, so if asked for one just press the # button.

At this regular workshop meeting the Mayor and Town Council will be presented with additional information on the employee classification and compensation plan study that has been undertaken and will continue its discussion on this topic. Action by Town Council may be taken.

**Access to the Meeting Recording:** A recording of the meeting will be available for at least 30 days beginning 24 hours after the meeting. To access the recording visit the Town's YouTube channel at [https://www.youtube.com/channel/UCkBK1doIGY\\_06\\_vJiqimFUQ](https://www.youtube.com/channel/UCkBK1doIGY_06_vJiqimFUQ) or the Town's website at <https://www.weavervillenc.org>, or call the Town Clerk at (828)645-7116.

Patrick Fitzsimmons, Mayor  
2/11/2022

PAY AND CLASSIFICATION STUDY  
REVIEW OF FINDINGS AND RECOMMENDATIONS



February 15, 2022

## FOCUS OF STUDY

- Competitive Market Positioning
  - Employee Recruitment
  - Employee Retention

# GENERAL OVERVIEW

**Competitive Market Positioning:** Mix of positions at/above market and below market. Generally, majority of positions are at market but some employee salaries below.

**Employee Recruitment:** Difficult to fill vacancies.

**Employee Retention:** 50.7% of employees < 5 Years.

# PAY AND CLASSIFICATION STUDY

## IMPLEMENTATION OPTIONS

**Option III:** Move each position to its market supported pay grade and move employee salaries to their Time in Position CR, or current salary, whichever is greater – up to the midpoint (market value ) of the grade range.

Pros: Sets each position pay grade range in a market competitive position.  
Sets employee salaries along their pay range in accordance with their time in current position.

Cons: Can create salary compression/can address salary compression.

**Cost to implement Option III: Approximately \$81,081.18 (\$64,864.95 + \$16,216.24)**

### **Implementation Outcome:**

- 41 employees have salaries already within the parameters of this option and receive no salary adjustment.
- Average salary adjustment - \$913.59

Thank You Very Much,  
I Look Forward to Answering Your Questions

# TOWN MANAGER'S RECOMMENDATION ON 2022 COMPENSATION STUDY IMPLEMENTATION

Selena D. Coffey, Town Manager  
February 15, 2022 Town Council Workshop

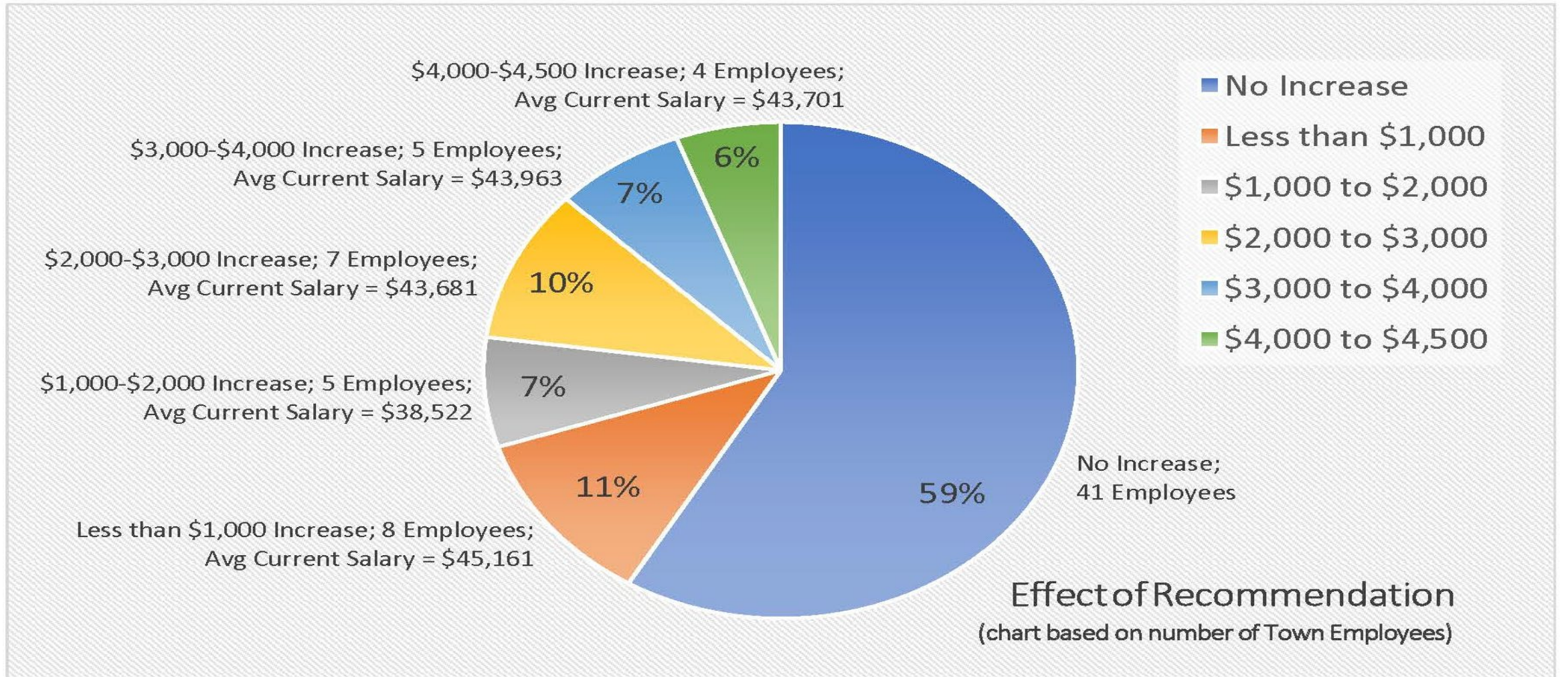


## KEY POINTS

- It has been almost 11 years since the Town has completed and implemented a comprehensive compensation and classification study.
- There currently exists irregular increments between salary grades in our current plan due to increases at the lower grades to implement living wage.
  - Typically, there should be 5% salary increase/decrease between grades with the Town's pay grades. This has been eroded over the last 10 years since the last comp study was implemented.
- Many of our comparable jurisdictions are also finalizing comp studies and the Town stands to get further behind if this comp study is not implemented.
- Current study reveals market adjustments necessary, in not all, but some positions, which are mostly those in the lower-level positions. See next slide.

# KEY POINTS

Only 29 employees to receive increases with the implementation of the recommendation.



## POSITIONS RECOMMENDED FOR INCREASES

Titles (Number of Positions)	Titles (Number of Positions)
Fire Captains (3)	Senior Maintenance Workers (4)
Fire Lieutenants (2)	Maintenance Workers (4)
Fire Engineers (5)	Water Treatment Plant Supervisor (1)
Firefighters (5)	Meter Technician (1)
Police Officers (2)	Equipment Operator (2)

The comp study contemplates only ~\$81,000 for implementation or only ~1.3% of the personnel budget.

## KEY POINTS

- Town Council gave direction during the FY 2021-2022 budget year to implement a \$15.80 per hour (or \$32,864 annually) living wage.
  - 2022 Buncombe County living wage is \$17.70 per hour (or \$36,816 annually)  
Reference: <https://www.justeconomicswnc.org/>
- The Town Manager and Town Attorney positions are not included within the Town's pay range and classification system, but the recent comp study revealed recommendations for these positions, which must be approved separately by Town Council. These recommendations will be shared with Council by Consultant David Hill.

## MANAGER'S RECOMMENDATIONS REGARDING IMPLEMENTATION OF THE COMP STUDY

- Town Council consensus directing the Town Manager to budget for implementation of the comp study in the FY 2022-2023 budget, effective July 1.
  - Propose updating the living wage for all employees to the new living wage of \$17.70 per hour (or annually \$36,816) as of January 2023.
- Town Council direction to the Town Manager to review, analyze, and recommend potential reorganization of departmental staffing/structures within the upcoming FY 2022-2023 budget in order to best serve the Town's residents and identify cost-savings without negatively impacting service levels.