

ORDINANCE NO. 11, 2022 SERIES

AN ORDINANCE AMENDING CITY OF FRANKFORT CODE OF ORDINANCES SECTIONS 37.31, 37.32, AND 37.34 RELATED TO OFFICER AND EMPLOYEE PAY STRUCTURE, CLASSIFICATION AND COMPENSATION

WHEREAS, in May 2022, the Board of Commissioners of the City of Frankfort was presented with the 2022 Classification, Compensation and Benefits Study (“Study”), subsequently adopted by Resolution; and

WHEREAS, the Board of Commissioners wishes to implement recommendations contained within the Study related to City officer and employee classification and compensation;

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Frankfort that Sections 37.31, 37.32, and 37.34 of the City of Frankfort Code of Ordinances are hereby amended as follows:

§ 37.31 PAY PLAN; CLASSIFICATION AND COMPENSATION.

(A) The City Manager and Human Resources Director shall administer a system of classification and compensation applicable to all City employees and described in this subchapter. The system should use sound human resources principles. The system will determine the duties, responsibilities and requirements of each job classification by using, factors such as, but not limited to, knowledge, skill, effort, responsibility, accountability, problem solving, discretion, challenge/complexity, and working conditions to ensure pay equity and fairness.

(B) Job class specifications.

(1) Job class specifications shall describe and explain the job duties and responsibilities typically assigned to a position within a particular class.

(2) Class specifications shall indicate the kinds of positions to be allocated to the various job classifications as determined by their characteristics and duties or responsibilities. Characteristics and duties or responsibilities of a job class shall be general statements indicating the level of responsibility and discretion of positions in that job classification. They do not limit or restrict the range of duties and responsibilities that may be assigned or required of an individual in a particular job classification.

(3) Minimum requirements shall be comprehensive statements of the minimum background as to education, experience and other qualifications which will be required in all cases as evidence of an appointee’s ability to perform the work properly.

(4) The HR Director shall maintain a master set of all approved class specifications. These specifications shall constitute the official class specifications in the classification plan. The copies of the specification for each job classification shall indicate the date of adoption or the last revision of the specification. Class specifications shall be available for inspection by an employee under reasonable conditions during business hours.

(5) The job class/title to which a position has been allocated shall be used to designate the position in all payroll and other official records and documents. For informal purposes it is permissible to use working titles or other informal titles.

(6) The HR Director, with the approval of the City Manager, may modify the job title or other information included in a job classification, other than the pay grade to more accurately describe job functions that have been or may be assigned to a job class.

(C) Position descriptions. Position descriptions shall be developed and on file for each City employee and/or position. If the duties and responsibilities assigned to a position are to be changed in a material and permanent way, the department head making the recommendation shall submit to the HR Director a revised position description stating the duties and responsibilities to be assigned. If the changes to the duties would indicate that the position is not classified appropriately, the position may be reclassified to the most appropriate job classification.

(D) Compensation Plan.

(1) Every job classification utilized by the City shall be assigned a pay grade and pay band as shown on “COF Salary Schedule” dated August 1, 2022, incorporated by reference as if set forth herein. This information shall be made readily available to employees through an employee portal or other appropriate means. The Board of Commissioners shall authorize any changes to the dollar value of the pay bands.

(2) Pursuant to § 37.01(C) the City Manager, taking into consideration factors (a) through (j) set forth below, is authorized to establish and administer policies and procedures to fairly and effectively administer the provisions of the chapter. In the administration of the pay plan, the word “employee” in these sections includes officers, elected officials and employees, unless a specific section otherwise precludes that reading.

(a) Recognize employees that perform at higher levels, and include recognized merit pay principles as a component of the pay plan.

(b) Recognize and value employee loyalty, performance and longevity and have it as a component of the pay plan.

(c) Recognize that due to periodic economic inflation, it may be necessary to grant salary adjustments as a component of the pay plan.

(d) Recognize that employees are sometimes required to respond to emergencies outside their regular work schedule, and that it may be appropriate, for the Compensation Policy and Procedure to include provisions for employees required to be on call and to respond in these situations.

(e) Recognize that employees may continue to develop their knowledge, skills and abilities after being hired by obtaining professional licenses or certifications. When those licenses or certifications bring value to the City as well as the employee,

the employee's salary may be adjusted to reflect that added value.

(f) Recognize and reward employees that submit ideas for ways to improve efficiency and/or effectiveness and that are implemented and that save the City money.

(g) Recognize that for particular jobs a shift differential may be appropriate for employees required to work night or weekend shifts.

(h) Recognize that City resources should be utilized in a financially responsible way and within budgetary constraints.

(i) Recognize that compensation policy is a key factor in being able to recruit and retain employees with valuable knowledge, skills and abilities.

(j) Other factors the City Manager determines to be relevant.

#### **§ 37.32 SALARY SCHEDULES; PAY GRADE STRUCTURE.**

(A) The Board of Commissioners shall adopt by ordinance a salary schedule applicable for all full-time City employees. The salary schedule should include multiple pay grades. Each pay grade will establish the minimum and maximum salaries to be earned by full-time employees working in a job classification assigned to the specific salary grade.

(B) The pay ranges and pay grades as shown on the incorporated schedule marked "COF Salary Schedule" and dated August 1, 2022, and on file with the City is hereby established, and is to be applied to the several classes of positions as indicated in this chapter effective as of the date referenced on COF Salary Schedule, except where otherwise shown in this chapter.

#### **§ 37.34 APPOINTMENT SALARIES; PART-TIME/SEASONAL EMPLOYEE SALARIES.**

(A) Upon appointment, starting pay rates for full-time employees will typically be made at the pay grade minimum, but due to labor market conditions, or in the case of a highly qualified candidate, it may be necessary to start a new employee at an in-range pay rate. When a new hire is appointed at a rate greater than the pay grade minimum, it will be necessary to conduct a review to assure the protection of existing full-time employees. If there are regular full-time employees in the same job classification and pay grade making less than the new hire, and the existing employee has a similar level of education and experience, the existing employee's pay rate shall be adjusted to match or exceed the pay of the new hire. All appointments at hourly rates above the minimum salary must be approved in advance by the City Manager and HR Director.

(B) The City Manager is hereby authorized to establish hourly rates of pay, which may be below the full-time salary structure authorized by § 37.32 for part-time or seasonal positions, where it is determined the full-time salary schedule is not appropriate. Hourly rates for seasonal and part-time employees should be set taking into consideration the annual City budget.

First Reading on the 27 day of June, 2022.

Final Adoption on the 25 day of July, 2022.

S/Layne Wilkerson  
T/Mayor

Attest:

S/Chermie Maxwell  
T/City Clerk

Summary: This ordinance amends City of Frankfort Code of Ordinances Section 37.31 and 37.32 to delete references to the previous job classification charts and Salary Schedule Q and replace them with "COF Salary Schedule," incorporating all full time job classifications, pay ranges and pay grades; amends Section 37.32 to delete the requirement that any monthly or annual salary rates displayed in the previous schedule are computed based upon full time schedule and the requirement that part time and seasonal employee pay rates are set by the HR Director and City Manager; and amends Section 37.34 to remove the midpoint limitation for job offers and to require that an existing regular full-time employees pay rate shall be adjusted to match or exceed the pay of a similarly qualified new hire in the same job classification, rather than to 5% above the pay rate of the new hire.

S/Laura Milam Ross  
T/City Solicitor

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