



City of Boiling Spring Lakes  
Board of Commissioners Maps Workshop  
April 26, 2021  
City Hall – 9:00AM

PLEASE TURN OFF CELL PHONES

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1. **Call to Order ~ Mayor Pro Tem Guzulaitis**

Mayor Pro Tem Guzulaitis called The Maps Workshop to order at 9:00AM.

Mayor Pro Tem Guzulaitis announced Mayor Caster is excused from the Workshop meeting today.

2. **Attendance ~**

Mayor Craig Caster (excused)  
Commissioner Teagan Hall  
City Manager Jeff Repp  
City Clerk Jane McMinn

Mayor Pro Tem Tom Guzulaitis  
Commissioner Dana Witt  
Commissioner Bill Clark  
Police Chief Greg Jordon

3. City Manager Repp introduced Ms. Rebecca L. Veazey, President of the Maps Group. The Board of Commissioners requested the city perform an assessment of the current positions held by the city employees and a salary comparison and evaluation of classification. Ms. Veazey is here today to present and discuss these assessments and evaluation results.

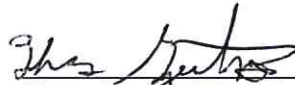
*That the Maps Group Presentation is hereby incorporated by reference and made a part of these minutes.*


The Board of Commissioners Workshop adjourned at 9:56AM.

ATTEST:

  
Jane McMinn, City Clerk



  
Tom Guzulaitis, Mayor Pro Tem

  
Date

# IV. Longevity Pay

- **Rewards & Recognizes Employee Length of Service**
  - Lump Sum
  - Fourth Priority in Pay Plan based on organizational impact
  - Merit / Performance - versus Seniority
- **Trend**
  - Set Dollar vs Percentage



# MAPS Group

Since 1983

Services

- *Class & Pay Studies*
- *Personnel Policy development*
- *Council & Staff Retreats*
- *Management & Supervisory Training*
- *Team Building*
- *Performance Evaluation*

# MAPS Group

## Services

- *Assessment Center*
- *Selection Process Design*
- *Organizational Development*
- *Employee Engagement/Climate Surveys*
- *Human Resources Officer Circuit Rider*



# Clients Include

## ■ Municipalities

- Apex
- Clayton
- Clinton
- Elon
- Forest City
- Henderson
- Ocean Isle Beach
- Shallotte
- Sylva

## ■ Counties

- Alleghany
- Beaufort
- Caldwell
- Gates
- Martin
- Mitchell
- Nash
- Rutherford
- Vance

# Clients Include

## ■ Other Agencies

- NCLM
- Institute of Government
- Land of Sky Regional Council
- Central Carolina Council
- Contentnea MSD

## ■ Non-Profits

- North Wilkesboro Housing Authority
- Benson Housing Authority
- SGWASA
- Tuckasiegee W&S Authority
- Davidson Water



# Classification and Pay Study

## ■ Two sides of coin:

1. Classification – rank jobs based on degree of difficulty and responsibility
  - identify best title
  - write or update class specification (job description)
  - study jobs, not people
2. Pay - identify a competitive salary range based on the duties and responsibilities in the job and the market data

# *Why Have Classification & Pay Plan?*

- *Recruit & Retain Employees*
- *Internal Equity*
- *Equal Pay for Equal Work*
- *Maximize Cost Effectiveness*
- *Defensible System*



# Classification & Range Revisions

## ■ Why Do Updates/Studies?

- **Jobs Change**
  - New Technology & Regulations
  - New Services & Reorganizations
- **Market Changes at different rates for different jobs (not just COLA)**
- **Study updates and adjusts both classification and salary range**
- **Study about every five years**

# Steps in Class/Pay Study

- *Identify Need*
- *Employee Orientation*
- *Questionnaires*
- *Interviews*
- *Analysis*
- *Salary Survey*
- *Complete Analysis & Write Report*
- *Report Draft Review*
- *Finalize Report*
- *Present to Board*



# *Methodology: Position*

## *Classification - Terminology*

- *Classification*
- *Position*
- *Class Specification*
- *Employee*

**These are not classification factors:**

- **Volume of Work**
- **Length of Service**
- **Employee Qualifications**
- **Employee Work Performance**



# Classification Factors

- *Difficulty, Complexity & Variety of Work*
- *Public Contact*
- *Education & Experience Requirements*
- *Work Environment & Hazards*
- *Physical Effort*
- *Supervision Given*
- *Supervision Received*

# Compensation System Components

- *Class & Range Revisions*
- *Annual Market Adjustment*
- *Range Movement (Merit / Performance Pay)*
- *Longevity Pay*



# 1. *Class and Market Changes*

- *Jobs change:*
  - *Reorganizations*
  - *New services*
  - *New technology*
  - *New regulations*
- *Market Changes at different rate for different jobs*
- *Study updates classifications and market*

# II. Annual Market Adjustment

**Cost of Living**

**Includes**

- **Consumer Price Index (CPI)**
- **Cost of Living in the local area**
- **Moves hiring rate and maximum so the plan stays competitive**
- **Helps avoid the cost of turnover**  
(estimated at 66% to 125% of annual salary by US Chamber of Commerce)



# III. Range Movement/ Merit/Performance Pay

## **Purposes**

- Reward High Performance
- Move Salaries Across the Range

## **Trend**

- More Local Jurisdictions emphasizing pay for performance
- More emphasis on valid performance evaluation, training supervisors, and focusing on improvement, not just judging performance