



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: September 5, 2017

Re: Adopting the FY 2018 City of Columbia Classification and Pay Plan effective September 24, 2017.

Executive Summary

The ordinance adopts the City of Columbia Classification and Pay Plan changes for FY 2018. Changes result from the annual classification review process. Changes are effective September 24, 2017. All changes are included in the FY 2018 proposed budget document.

Discussion

FY 2018 changes effective September 24, 2017 implement the results of the annual classification maintenance review process, per Section 19-53. The City conducted the fifth year of review under the classification and compensation policy adopted in FY 2014:

- 59 classifications were reviewed as part of annual plan maintenance. No changes were recommended as a result of the reviews.
- Eight (8) reorganization requests were reviewed.
- The classification and pay plan is changed to reflect new classifications, closed classifications, consolidated classifications, separated classifications, reassigned classifications and title changes.
- The annual classification plan review process also included an audit of job descriptions against FLSA overtime exemption tests, by the City's compensation and classification consultant (CBIZ). This review occurred because proposed changes to the federal FLSA OT rules did not take effect in November, 2016 as expected. All classifications that moved from overtime exempt to overtime non-exempt in FY 2017 because of the proposed FLSA salary threshold (\$47,476 per year) were reviewed. Eight (8) of the forty-one (41) classifications reviewed will remain overtime eligible; thirty-three (33) classifications will revert back to overtime exempt status. (All classifications changed in FY 2017 were overtime exempt under the federal exemption tests prior to FY 2017 changes, and most were only changed to non-exempt because of the FLSA salary threshold.)
- Both C6 and D7 pay range minimums will be decreased to the FY 2016 market rate minimum. This change is made to reverse the increase to those two pay grades in FY 2017 to recognize the proposed minimum salary threshold under proposed FLSA regulations (\$47,476 per year). Those regulations have been stayed at the federal level so there is no business reason to set the minimum higher than the market rate. No other changes to pay grades will be made.
- No market pay structure adjustments will be made to pay bands in FY 2017.



City of Columbia

701 East Broadway, Columbia, Missouri 65201

The FY 2018 City of Columbia Classification and Pay Plan, and corresponding amendments, effective with the pay period beginning September 24, 2017, are attached.

Fiscal Impact

Short-Term Impact: 5% reassignment increases to small number of employees in FY 2018 as a result of the classification and pay plan review. Potential savings in overtime expense as a result of changes to FLSA OT status.

Long-Term Impact: Unknown.

Strategic & Comprehensive Plan Impacts

[Strategic Plan Impacts:](#)

Primary Impact: Operational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
10/07/13	Section 114-496; Policy Res. 194-13; Supporting a compensation philosophy for employees of the City of Columbia, Missouri that reflects the values and goals of the City.

Suggested Council Action

Adoption of the ordinance.