



# CITY COMMISSION AGENDA REQUEST



DATE January 13, 1992  
 Policy for Executive and Senior Management Classification and Pay Study

SUBJECT \_\_\_\_\_

AMOUNT NA

SOURCE NA

OMB \_\_\_\_\_

- Bid/Contract/Lease
- Change Order
- Budget Transfer/Supple. Approp.
- Status Report
- Policy/Discussion
- Other (Specify): \_\_\_\_\_

REQUEST ACTION ON: January 22, 1992

## HISTORY

On August 28, 1991, the City Commission approved a schedule for the formalization of items which had been identified as policies, but for which no policy has been formalized.

## FACTS AND ISSUES

This agenda request includes a policy which mandates that a classification study and salary review for executive management (Appointed Officials, Deputy City Managers, Assistant City Manager, Department Directors) and senior management (Division Directors and Assistant Directors) positions be conducted in 1996 and then at least every six years. A policy on this issue was originally adopted by the City Commission in response to a recommendation by Long Associates in their Pay and Classification Study for the City of Tallahassee Executive and Senior Management Positions, dated August 18, 1988. This policy was approved by City Commission on August 24, 1988. The policy has now been incorporated into a formal policy format for inclusion in the Administrative Policies and Procedures Manual, Personnel Policy and Procedures, with a modification to conduct the Executive and Sr. Management Class and Pay Study after 1996 on the same schedule as the class and pay study for other non-union employees, rather than at three year intervals as previously authorized. Conducting studies for both groups on the same schedule is more equitable.

## OPTIONS

1. Approve the formalization of the Executive and Senior Management Classification Study and Salary Review policy.

### Consequence

Approval of this option allows us to comply with the City Commission directive to each

(Options continued on next page)

## RECOMMENDATION

It is recommended that the City Commission approve Option 1 thereby enabling the formalization of the Executive and Senior Management Classification Study and Salary Review policy and confirming its inclusion in the City's Administrative Policies and Procedures Manual, Personnel Policy and Procedures.

*J. H. ...*  
 Department Head

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 City Manager

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OPTIONS (continued)

department to formalize all existing policies not already included in the Administrative Policies and Procedures Manual.

Fiscal Impact

None

2. Do not approve the formalization of an Executive and Senior Management Classification Study and Salary Review policy.

Consequence

In that a policy has already been approved by the City Commission, we would continue to utilize it. However, not placing a policy on this matter in the Administrative Policies and Procedures Manual would prevent us from complying with the City Commission directive to each department to formalize all existing policies not already included in the manual.

Fiscal Impact

None

ATTACHMENT

Draft of policy.

## ATTACHMENT

### **EXECUTIVE AND SENIOR MANAGEMENT CLASSIFICATION STUDY AND SALARY REVIEW**

#### **XXX.XX AUTHORITY**

A policy regarding a classification study and salary review for executive and senior management was approved by City Commission on August 24, 1988.

#### **XXX.XX SCOPE AND APPLICABILITY**

The policy provides for a classification study and salary review for executive and senior management positions.

#### **XXX.XX POLICY STATEMENT**

It is the policy of the City Commission to provide for a classification study and salary review for executive and senior management positions to be conducted in 1996 and then at least every six years, in order to maintain suitable classifications and appropriate, competitive salary ranges for this group of positions.

#### **XXX.XX PROCEDURE**

The Employee Relations Department will secure the services of an independent agency to conduct a review of the City's classification study and salary schedule.

#### **XXX.XX ADMINISTRATION**

Employee Relations Department

#### **XXX.XX SUNSET REVIEW**

Sunset Review Date: To be conducted with the review of the Personnel Policy and Procedures Manual. This date will automatically be extended for the same time period of five years unless terminated by the Commission.

#### **XXX.XX EFFECTIVE DATE**

Established: August 24, 1988  
Revised: January 22, 1992