

RESOLUTION NO. 217

RESOLUTION INSTALLING A MERIT PAY PLAN FOR MOUNT CARMEL EMPLOYEES.

WHEREAS, the need for a Merit Pay Plan has been recognized by the Board of Mayor and Aldermen; and

WHEREAS, a Merit Pay Plan will attract able and motivated applicants to the Town of Mount Carmel; and

WHEREAS, a Merit Pay Plan will encourage Town employees to become more productive and more efficient as their hard work is rewarded financially; and

WHEREAS, a Merit Pay Plan will give Town employees a career path through which they may advance; and

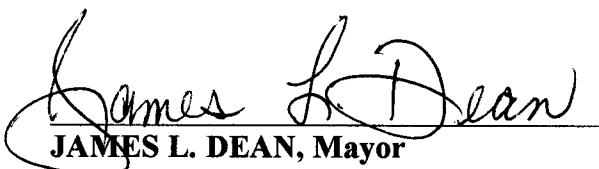
WHEREAS, a Merit Pay Plan will result in higher level of services to our citizens;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE, as follows:


Section I. The attached Merit Pay Plan dated June 22, 2000, Pay Plan "A" dated June 21, 2000, and Pay Schedule dated June 5, 2000, are hereby adopted.

Section II. This Resolution shall take effect on July 9, 2000.

A D O P T E D this the 22 day of June, 2000.


JAMES L. DEAN, Mayor

ATTEST:


NANCY CARTER, City Recorder

APPROVED AS TO FORM:


LAW OFFICE OF MICHAEL A. FAULK

FIRST READING	AYES	NAYS	OTHER
Henry Bailey	✓		
Eugene Christian	✓		
James L. Dean, Mayor			
Gary Lawson	✓		
George Pierce	✓		
Thomas Wheeler	✓		
Carl Wolfe	✓		
TOTALS	6	0	0

Passed upon reading: 6-22-2000
(Date)

Town of Mount Carmel

100 East Main Street, PO Box 1421, Mount Carmel, TN 37645

Phone: 423-357-7311

Fax: 423-357-7710

June 22, 2000

Merit Pay Plan

1. **Adoption.** The Board of Mayor and Aldermen of the Town of Mount Carmel, hereby adopts this Merit Pay Plan on the 22 day of June, 2000, and makes it effective on July 9, 2000. The Merit Pay Plan includes the attached Hourly Pay Rates and Pay Schedule.

2. **Scope.** All full-time and part-time employees of the Town of Mount Carmel are included in the Merit Pay Plan except for: elected officials, Town Judge, Chairman of Public Utilities Board, independent contractors, Recreation Director, Town Attorney, and Town Administrator.

3. **Effective.** The Merit Pay Plan attached hereto shall become effective on and after July 9, 2000. Pay checks prepared for delivery on and after July 28, 2000, shall be based on this new Pay Plan.

4. **Implementation.** On July 9, 2000, every affected employee who has a pay rate different from the appropriate rate specified in the Pay Plan shall have his/her pay rate adjusted UPWARD to a pay rate specified in the Pay Plan. This will result in changes ranging from 0% to + 2.9%. *(Exception: An employee whose present (June 22, 2000) pay rate is above Step 8 of his/her pay range will not have a pay rate adjustment.)*

5. **Merit Pay Increases.** (a) At any time, a supervisor may recommend for his employee a merit increase of 3%. However, no employee may receive more than two (2) 3% pay increases in any twelve (12) month period. However, employees in Step 1 are eligible to receive up to three (3) 3% increases in any twelve (12) month period.

(b) Merit pay increases shall be granted only after a Performance Evaluation is completed and approved by the employee's supervisor(s), the Town Administrator, and the Mayor.

(c) Performance Evaluations shall be completed every sixteen (16) weeks for Employees during their first year of employment in a new position, and at least annually thereafter.

(d) Merit pay increases shall replace across the board pay increases except in the case where an increase in the Federal Minimum Wage Law may cause undue pay compression (where an employee's pay rate is increased to the same level as his/her supervisor's).

6. **Change in Range.** An employee may earn a pay increase by promotion. For example, a laborer may qualify as an equipment operator, or a wastewater operator may qualify as a licensed wastewater operator. The employee promoted to a new position shall be paid at least the pay established for Step 1 of the new position.

A change in position does not automatically mean a pay increase (unless moving to Step 1 results in a pay increase). However, a supervisor may recommend a merit pay raise at the same time as he/she recommends an individual to a new position.

7. **New Hires.** A newly hired employee shall usually start at Step 1 or Step 2. All new hires must be approved by the Town Administrator and the Mayor. A newly hired employee shall have a Performance Evaluation every sixteen (16) weeks during his/her first year of employment.

8. **Topping Out.** Many long-tenured employees will reach the top pay step for their position. In these cases, no 3% merit pay increase is possible. However, employees who have topped out may qualify for a new position with a higher pay range. For example, a part-time police officer will top out at \$10.16 per hour. If he/she becomes a full-time police officer he/she will be eligible for 3% pay increases, up to \$12.14 per hour.

9. **Bonus.** An employee who has performed exceptionally well for the Town over a long period of time, or has solved a major problem for the Town, or has performed exceptionally well in a Town emergency, or has otherwise distinguished himself/herself in a way that reflects favorably upon the Town, is eligible for a bonus. A bonus of up to \$500.00 may be granted upon nomination by the employee's supervisor(s) and approval by the Town Administrator and the Mayor. A bonus will not affect an employee's pay rate. No more than two (2) bonuses per employee may be granted in a twelve (12) month period.

10. **Certificates.** If an employee earns a Certificate of direct benefit to the Town such as a Commercial Driver's License (CDL), Wastewater Treatment Operator's License, Certified Police Officer, Certified City Recorder, Certified Building Inspector, General Education Development (GED), etc. he/she is eligible for a Bonus. However, said bonus, if any, is subject to repayment if the employee does not remain employed by the Town for a period of twelve (12) months.

No automatic pay raise shall be granted when an employee earns a certificate. However, recommendations for Merit Pay Raises will be received more favorably if the employee has earned a Certificate.

11. **Pay Surveys.** The proposed July 1, 2000, pay schedule is based on an MTAS survey completed in 1999. As soon as new pay surveys are released by MTAS, Mount Carmel's pay ranges will be compared to other towns in our population range and geographic area. Adjustments will be recommended to the Board of Mayor and Aldermen for its consideration.

12. **Appeals.** Any person who believes his/her position description and/or pay does not reflect his/her job duties may ask the Town Administrator for a review.

Pay Schedule
Town of Mount Carmel, Tennessee
06/05/00

POSITION	RANGE	HOURLY RATE
Police Chief	P	12.50 - 15.37
Building Inspector, Part Time	P	12.50 - 15.37
City Recorder	N	11.11 - 13.66
Treasurer	N	11.11 - 13.66
Wastewater Superintendent	N	11.11 - 13.66
Public Works Director	N	11.11 - 13.66
Assistant Police Chief	M	11.11 - 13.66
Public Works, Assistant Director	M	10.47 - 12.88
Police Officer	L	9.87 - 12.14
Wastewater Operator, Licensed	L	9.87 - 12.14
Bookkeeper	L	9.87 - 12.14
Court Clerk	L	9.87 - 12.14
Electrician, Part Time	L	9.87 - 12.14
Postal Clerk	K	9.30 - 11.44
Equipment Operator	K	9.30 - 11.44
Wastewater Operator, No License	J	8.77 - 10.78
Police Officer, Part Time	I	8.26 - 10.16
Librarian	H	7.79 - 9.58
Animal Control Officer	G	7.34 - 9.03
Laborer II	G	7.34 - 9.03
Police Clerk	D	6.15 - 7.56
Assistant Librarian, Part Time	D	6.15 - 7.56
Clerk, Full Time or Part Time	D	6.15 - 7.56
Laborer I	B	5.46 - 6.72
Janitor, Part Time	A	5.15 - 6.33

NOTE: These pay rates are proposed to become effective after July 9, 2000.

**Town of Mount Carmel
Pay Plan "A"**

June 21, 2000

Hourly Pay Rates

STEPS

	1	2	3	4	5	6	7	8
A	\$5.15	\$5.30	\$5.46	\$5.63	\$5.80	\$5.97	\$6.15	\$6.33
B	\$5.46	\$5.63	\$5.80	\$5.97	\$6.15	\$6.33	\$6.52	\$6.72
C	\$5.80	\$5.97	\$6.15	\$6.33	\$6.52	\$6.72	\$6.92	\$7.13
D	\$6.15	\$6.33	\$6.52	\$6.72	\$6.92	\$7.13	\$7.34	\$7.56
E	\$6.52	\$6.72	\$6.92	\$7.13	\$7.34	\$7.56	\$7.79	\$8.02
F	\$6.92	\$7.13	\$7.34	\$7.56	\$7.79	\$8.02	\$8.26	\$8.51
G	\$7.34	\$7.56	\$7.79	\$8.02	\$8.26	\$8.51	\$8.77	\$9.03
H	\$7.79	\$8.02	\$8.26	\$8.51	\$8.77	\$9.03	\$9.30	\$9.58
I	\$8.26	\$8.51	\$8.77	\$9.03	\$9.30	\$9.58	\$9.87	\$10.16
J	\$8.77	\$9.03	\$9.30	\$9.58	\$9.87	\$10.16	\$10.47	\$10.78
K	\$9.30	\$9.58	\$9.87	\$10.16	\$10.47	\$10.78	\$11.11	\$11.44
L	\$9.87	\$10.16	\$10.47	\$10.78	\$11.11	\$11.44	\$11.78	\$12.14
M	\$10.47	\$10.78	\$11.11	\$11.44	\$11.78	\$12.14	\$12.50	\$12.88
N	\$11.11	\$11.44	\$11.78	\$12.14	\$12.50	\$12.88	\$13.26	\$13.66
O	\$11.78	\$12.14	\$12.50	\$12.88	\$13.26	\$13.66	\$14.07	\$14.49
P	\$12.50	\$12.88	\$13.26	\$13.66	\$14.07	\$14.49	\$14.93	\$15.37
Q	\$13.26	\$13.66	\$14.07	\$14.49	\$14.93	\$15.37	\$15.84	\$16.31
R	\$14.07	\$14.49	\$14.93	\$15.37	\$15.84	\$16.31	\$16.80	\$17.30
S	\$14.93	\$15.37	\$15.84	\$16.31	\$16.80	\$17.30	\$17.82	\$18.36
T	\$15.84	\$16.31	\$16.80	\$17.30	\$17.82	\$18.36	\$18.91	\$19.48
U	\$16.80	\$17.30	\$17.82	\$18.36	\$18.91	\$19.48	\$20.06	\$20.66
V	\$17.82	\$18.36	\$18.91	\$19.48	\$20.06	\$20.66	\$21.28	\$21.92
W	\$18.91	\$19.48	\$20.06	\$20.66	\$21.28	\$21.92	\$22.58	\$23.25
X	\$20.06	\$20.66	\$21.28	\$21.92	\$22.58	\$23.25	\$23.95	\$24.67
Y	\$21.28	\$21.92	\$22.58	\$23.25	\$23.95	\$24.67	\$25.41	\$26.17
Z	\$22.58	\$23.25	\$23.95	\$24.67	\$25.41	\$26.17	\$26.96	\$27.77