

Salary Schedules

Number: D-2

Revision:

Revision Date: 07/01/2017

1.0 POLICY

Salary structures are maintained to provide competitive pay in relation to the designated market for the position and to provide equitable pay within the Town of Carolina Beach organization.

2.0 PURPOSE

The Town maintains a salary schedule to accommodate different organizational relationships between jobs, to recognize differences in the market values of jobs and to identify jobs which are classified as non-exempt and exempt under the provisions of the Fair Labor Standards Act (FLSA).

3.0 SCOPE

This policy covers all positions with the Town.

4.0 DEFINITIONS

- 4.1 Job Classification - A group of positions in which subject-matter of work, level of difficulty and responsibility, and qualification requirements are sufficiently similar to warrant allocation to the same job title and salary range.
- 4.2 Classification Plan - All established job classes and salary ranges to which they are assigned.
- 4.3 Salary Range - The job value the Town is willing and able to pay. The salary range is based on the market value of jobs and internal value to the organization. The salary range is the basis for most salary administration calculations.
- 4.4 Compensation Market - The group of other employers the Town uses to compare salaries. Generally these are the employers who are competing for similar kinds of employees. Depending on the scope of recruitment for the position, the compensation market may be defined as statewide, regional or national.
- 4.5 Salary Schedule - A series of salary ranges for a group of positions such as FLSA non-exempt or exempt jobs.

5.0 ORGANIZATIONAL RULES

- 5.1 Each job classification in the official Classification Plan is allocated to a salary range.
- 5.2 The Human Resources Department periodically conducts and participates in salary and benefit surveys and other surveys as appropriate.
- 5.3 Salary schedules are adjusted as warranted based on annual budget appropriations, compensation market data, and internal job relationships and recruiting experience.

6.0 PROCEDURES

- 6.1 The Human Resources Department acquires salary and benefits data through a combination of participation in compensation surveys, purchase of published salary market data, ongoing participation with other organizations in gathering and analyzing salary and benefits data and other relevant information.
- 6.2 The Human Resources Department analyzes salary and benefits market data to determine the Town's relationship to the compensation market.
- 6.3 The Human Resources Department recommends to the Town Manager reasonable compensation and benefit program offerings and/or adjustments that reflect the market analysis and support the effective application of the Town's Compensation Philosophy.

7.0 APPENDIX, APPENDICES

- **Pay Plan**