

COMPENSATION STUDY IMPLEMENTATION

Budget, Finance and Economic Development Meeting
November 29, 2022



LEXINGTON



Topics of Discussion

- Implementation of the Study
- Administrative Review Process
- Next Steps
- Funding
- Proposal



Implementation of Study

We have updated the following:

- Authorized Strength and Job Code Table
 - Created new classifications
 - Updated pay grades for existing classifications
 - Inactivated unused classifications
- Position Data
 - Updated job classification information, titles and/or pay grades
- Job Data
 - Updated position data and salary data



Administrative Review Process

- A formal administrative review process has been established.
- An employee may request a review of their classification and/or pay grade assignment by filling out an administrative review form and securing the signatures of both the division director and the commissioner and submitting it to CompStudy@lexingtonky.gov or through interoffice mail addressed to HR – Comp Study.
 - Requests for review shall include the reason the review is being requested and any supplemental documentation.
- All review requests shall be filed with the Division of Human Resources no later than Friday, December 30, 2022 at 5:00 p.m.



Next Steps

- Update all job descriptions
 - With over 370 job classifications, we are prioritizing in order to prepare advertisements
- Analyze Administrative Review Requests
 - Provide recommendations from that process
 - Budget for any recommended changes

Funding

We have the following allocations and commitments with regard to funding:

- **Allocations**
 - \$5,000,000 – Compensation Study Allocation from Budget Stabilization
 - \$1,200,000 – Allocated to Personnel Reserve from Fund Balance
 - \$6,200,000 – Total Comp Study and Fund Balance Funds Reserved
- **Committed Use of Reserves**
 - (\$2,500,000) – Less Implementation from Compensation Study
 - \$3,700,000 – Balance of Funds



Proposal

With the remaining \$3,700,000, we would like to propose a solution whereby all employees receive an increase.

There are two components to this proposal:

- A 3% across-the-board increase, effective January 2, 2023; and,
- A one-time scaled supplement to be paid in December.



Across-the-board increase

- Provide a 3% across-the-board increase for all full-time and part-time classified and unclassified civil service employees in the unified pay plan and those employees with ordinance driven salaries.
- Effective January 2, 2023
- General Fund - \$2,493,036

One-time Supplement

- Provide a one-time supplement to all full-time classified and unclassified civil service employees scaled with regard to base pay.
- Pay this supplement to employees in December.

| Supplement and Cost to General Fund | | | | |
|-------------------------------------|------------|------------|-----------------------|-----|
| \$0.00 - \$75,000.00 | 791 | \$1,000.00 | \$1,063,040.76 | 83% |
| \$75,000.01 - \$100,000.00 | 113 | \$750.00 | \$113,511.13 | 12% |
| \$100,000.01 - \$125,000.00 | 36 | \$500.00 | \$23,873.37 | 4% |
| >\$125,000.01 | 17 | \$250.00 | \$5,630.51 | 2% |
| Total | 955 | | \$1,206,055.77 | |

Questions?



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