

**Resolution 1-15
Resolution to Adopt Town of Leonardtown
2015 Updated Compensation Chart and
Reclassification of Employees**

RESOLUTION

Resolution of the Commissioners of Leonardtown adopting the Town of Leonardtown 2015 Updated Compensation Chart and Reclassification of Employees.

WHEREAS, the Commissioners of Leonardtown desire to have a fair and equitable compensation plan for their employees; and

WHEREAS, the Commissioners of Leonardtown contracted with The Frank and Wheeler Group, LLC to conduct a Comprehensive Compensation and Classification Study for the Town of Leonardtown in 2014; and

WHEREAS, the Commissioners of Leonardtown have reviewed and accept the updated job descriptions and individual position reclassification recommendations from the Comprehensive Compensation and Classification Study; and

WHEREAS, the Town of Leonardtown 2015 Updated Compensation Chart attached hereto shall be incorporated into the Leonardtown Personnel Rules and Regulations Manual adopted February 9, 1998 as section IV-C. This chart shall go into effect along with the recommended reclassification of employees on 7/1/15; and

WHEREAS, revising Section IV-E of the Leonardtown Personnel Rules and Regulations Manual, full time employees will be eligible for annual merit increases on their anniversary date upon receipt of a superior evaluation. An employee that reaches the maximum step in their grade shall no longer be eligible for step increases without adding duties or receiving a promotion. The employee may be eligible for a stipend if the Council approves such stipend as part of the annual budget adoption process. The stipend shall be dispersed, beginning on the first payroll after the employee's anniversary date, as part of the normal pay cycle over the course of the next full year;

NOW THEREFORE, BE IT RESOLVED THAT the Commissioners of Leonardtown hereby adopt this Resolution and the attached Updated Compensation Chart and reclassification of employees.

READ AND PASSED THIS 12th day of January, 2015.

ATTEST/WITNESS:

Laschelle McKay
Laschelle McKay
Town Administrator

COMMISSIONERS OF LEONARDTOWN:

Daniel W. Burris
Daniel W. Burris, Mayor
Leslie E. Roberts
Leslie E. Roberts, Vice President
absent
Thomas M. Combs, Councilman
Hayden T. Hammett
Hayden T. Hammett, Councilman
J. Maguire Mattingly, IV
J. Maguire Mattingly, IV, Councilman
Roger L. Mattingly
Roger L. Mattingly, Councilman

Recommended Salary Structure for Town of Leonardtown Effective July 1, 2015

GRADE	% Differential	Five (5) Percent Progression Between Steps 1-8								Two (2) Percent Progression Between Steps 8-20											
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
10		28,380	29,799	31,289	32,853	34,496	36,221	38,032	39,934	40,732	41,547	42,378	43,225	44,090	44,972	45,871	46,788	47,724	48,679	49,652	50,645
11	7%	30,367	31,885	33,480	35,154	36,911	38,757	40,695	42,729	43,584	44,456	45,345	46,252	47,177	48,120	49,083	50,064	51,066	52,087	53,129	54,191
12	7%	32,493	34,118	35,824	37,615	39,495	41,470	43,544	45,721	46,635	47,568	48,519	49,490	50,480	51,489	52,519	53,569	54,641	55,734	56,848	57,985
13	7%	34,768	36,506	38,332	40,248	42,261	44,374	46,592	48,922	49,901	50,899	51,916	52,955	54,014	55,094	56,196	57,320	58,466	59,636	60,828	62,045
14	8%	37,549	39,426	41,398	43,468	45,641	47,923	50,319	52,835	53,892	54,970	56,069	57,191	58,334	59,501	60,691	61,905	63,143	64,406	65,694	67,008
15	8%	40,553	42,581	44,710	46,945	49,292	51,757	54,345	57,062	58,203	59,367	60,555	61,766	63,001	64,261	65,546	66,857	68,195	69,558	70,950	72,369
16	8%	43,797	45,987	48,286	50,701	53,236	55,897	58,692	61,627	62,859	64,116	65,399	66,707	68,041	69,402	70,790	72,206	73,650	75,123	76,625	78,158
17	8%	47,301	49,666	52,149	54,757	57,495	60,369	63,388	66,557	67,888	69,246	70,631	72,044	73,485	74,954	76,453	77,982	79,542	81,133	82,756	84,411
18	9%	51,558	54,136	56,843	59,685	62,669	65,803	69,093	72,547	73,998	75,478	76,988	78,528	80,098	81,700	83,334	85,001	86,701	88,435	90,203	92,007
19	9%	56,198	59,008	61,958	65,056	68,309	71,724	75,311	79,076	80,658	82,271	83,916	85,595	87,307	89,053	90,834	92,650	94,503	96,393	98,321	100,288
20	9%	61,256	64,319	67,535	70,911	74,457	78,180	82,089	86,193	87,917	89,676	91,469	93,298	95,164	97,068	99,009	100,989	103,009	105,069	107,171	109,314

RECOMMENDED GRADE ASSIGNMENTS

GRADE	
10	Water and Sewer Maintenance Technician
11	Receptionist
12	Executive Secretary
13	Event Coordinator
14	Water and Sewer Plant Operator
15	Water and Sewer Plant Lead Operator, Fiscal Clerk, Human Resources/Planning Assistant
16	
17	Capital Project Coordinator
18	
19	
20	
Contract	Town Administrator, Treasurer, Utilities Superintendent