

Agenda Item Summary

To: Policy Board

From: Matt Hart, Executive Director

CC: Pauline Yoder, Chief Operating Officer

Meeting Date: December 21, 2022

Subject: Resolution to Approve the Classification and Compensation Study

Background: It is considered a best practice for public sector organizations to periodically conduct a classification and compensation study to ensure internal and external pay equity. A classification and compensation study will typically include a salary survey and will often recommend changes to the organization's pay classification plan or schedule.

Following a competitive search, CRCOG retained the firm of GovHR USA to conduct its Employee Classification and Compensation Study. GovHR presented the Study and its proposed Classification and Compensation Plan to the Personnel & Finance Committee at its recent meeting, and the committee unanimously endorsed the Study and the Plan for the Policy Board's approval.

Benefit to Member Towns/CRCOG: As stated above, classification and compensation studies help to ensure internal and external pay equity. Making sure that the pay classification plan remains current also enables CRCOG to remain competitive in the labor market, and to recruit and retain talented staff.

Financial/Operational Impact: Given the structure of CRCOG's budget and revenue sources, the adoption of the proposed Classification and Compensation Plan will not impact CRCOG's member dues. Following the adoption of the Plan, management will make a few minor pay adjustments for a small number of employees.

Project Schedule: Once the Policy Board approves the Classification and Compensation Study and Plan, CRCOG will continue to periodically update the classifications and conduct periodic surveys to remain consistent with market rates. Management will propose any adjustments to the pay ranges as part of the annual budget approval process.

Recommendation: For the reasons outlined above, I recommend that that the Policy Board accept the Study and approve the proposed Classification and Compensation Plan.

Attachments: CRCOG Classification and Compensation Study

**RESOLUTION ACCEPTING THE CLASSIFICATION AND COMPENSATION STUDY
AND APPROVING THE NEW CLASSIFICATION PLAN**

WHEREAS, CRCOG conducted a competitive process and selected GovHR to conduct a comprehensive Classification and Compensation Study (the “Study”) on CRCOG’s behalf; and

WHEREAS, GovHR has presented the Study and the Classification and Compensation Plan (the “Plan”) to the Personnel and Finance Committee; and

WHEREAS, GovHR has given tools and templates for CRCOG staff to be able to update the Plan as needed; and

WHEREAS, the Personnel and Finance Committee has endorsed the Study and the proposed Plan for approval by the Policy Board

NOW THEREFORE BE IT RESOLVED that the Policy Board accepts the Classification and Compensation Study and approves the new Classification and Compensation Plan. The Policy Board further authorizes CRCOG’s Executive Director to update the Plan as needed, and to present adjustments to the Plan to the Policy Board as part of the annual budget process.

CERTIFICATE

The undersigned duly qualified CRCOG Board Member certifies that the foregoing is a true and correct copy of a resolution adopted by the voting members of the CRCOG Policy Board on December 21, 2022.

BY: _____
Jason Bowsza, Secretary

DATE: _____