

Agenda Item Summary

To: Personnel Finance Committee

From: Matt Hart, Executive Director

CC: Pauline Yoder, Chief Operating Officer

Meeting Date: December 14, 2022

Subject: Employee Classification and Compensation Study

Background: It is considered a best practice for public sector organizations to periodically conduct a class and compensation study to ensure internal and external pay equity. A class 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. We are pleased to present the study to the Committee for its review and to develop a recommendation for the Policy Board.

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 pay classification plan will not impact CRCOG's member dues. Pending the adoption of the plan, management will make a few minor pay adjustments to a small number of employees.

Project Schedule: Following the committee's review, we will present the study and revised pay classification to the Policy Board for its consideration.

Recommendation: For the reasons outlined above, I recommend that that the Committee endorse the study and revised pay classification plan for approval by the Policy Board.

Attachments:

- CRCOG Classification and Compensation Study (forthcoming)