City of Stoughton
Human Resources & Risk Management
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To: Personnel Committee
Re: Request for Reconsideration Policy, Market Compensation Review & PD Reconsideration

Request For Reconsideration Policy

The current Work Rules refer to the Springstead Compensation Study specifically in the Request for Reconsideration Policy. See below on page 3. I recommend that the Request for Reconsideration policy be removed as the Springstead Compensation Study took place in 2014 and was never funded. Therefore, it was not implemented. The policy refers specifically to the SAFE System that was a part of the Springsted Study. The purpose of the Request for Reconsideration Process Policy is to provide the employee an avenue to request reconsideration of the placement of their grade level. The City does not use the Springstead Study grade levels as the study was not implemented.

Based on the information above, I recommend that the Request for Reconsideration Policy be eliminated and removed from the Work Rules & Work Rules/Policies and Procedures.

Market Compensation Review:

I recommend that the City of Stoughton Human Resources Director and the Finance Director complete an initial review of market compensation for all non-represented positions every three years, following the initial review that was implemented in 2023. This includes Stoughton Utilities and Library Staff.

Once the initial market review is conducted, the Human Resources Director, Finance Director, Mayor, and the Director/Chief for the respective department will meet to review the findings and recommendations.

The market compensation review does not guarantee that wages will be adjusted. Wages are dependent on the city budget approval process. This process began with the Market Compensation Review that was approved with the 2023 Budget. Therefore, every three years the

market compensation, for each position, would be reviewed for non-represented positions following the initial 2023 Market Compensation Review.

Position Description Reconsideration:

The Department Director/Chief is responsible for ensuring that their staff are adhering to their position description. The position description outlines the knowledge skills and abilities required for each position. The position description is used to set the compensation for each position.

If the Director identifies that the responsibilities of the position need to change due to the requirements of the department, or the position needs to be expanded, they need to red-line the Position Description and submit it to the Director of Human Resources/Risk Management along with an explanation of why they are recommending the change in duties.

A change in the position description is not for one-time projects or additional tasks that fall within the existing position description or under other duties as assigned statement.

The Director of Human Resources and Risk Management will work with the Department Director/Chief, and the Mayor to review the position description and recommend changes if needed. If additional compensation should be considered, the Finance Director will be involved in reviewing the funding. The team noted will determine the necessity of the change and if the request is reasonable.

If a recommendation is made by this team and compensation is recommended to be updated, the position description along with the compensation recommendation and how it will be funded, will be forwarded to the Personnel Committee. If no compensation changes, the position description will be forwarded to the Personnel Committee for review.

If approved by Personnel, and there is a compensation change recommendation, the recommendation will be forwarded to the Finance Committee for consideration. If there is no compensation request, and personnel recommends a change to the position description it will go directly to Council for review.

If there is a compensation recommendation that is approved by Finance the request will go to Council for final consideration.

QUESTION: What happens if the request is denied by the committee of the Council?

BACKUP

FROM WORK RULES

Request for Reconsideration Process
Wage/Grade Level Placement.
See Request for Reconsideration Policy.

FROM POLICIES & PROCEDURES

Page 38

Request for Reconsideration Process Policy

Wage/Grade Level Reconsideration.

2.0 Policy Details

The City of Stoughton contracted with Springsted Incorporated to conduct a classification and compensation study for all City positions in 2014. As a part of this study, employees and Supervisors completed Position Analysis Questionnaires (PAQs) and reviewed job descriptions for each City position. The job descriptions along with information provided in the PAQs provided the information to develop job evaluation points for all positions and to gather comprehensive market survey information. The development and maintenance of job evaluation points allow for the comparison of positions in relation to one another within the City of Stoughton. In addition to the internal rankings of positions, the comprehensive market survey results were utilized to assign City positions to the proposed compensation plan. We continue to use this method for newly created positions as well as if there are significant changes to a position such as credentials required, educational requirements, and or a permanent change to job duties or responsibilities.

The job evaluation system utilized in evaluating all City positions is the Springsted Systematic Analysis and Factor Evaluation (SAFE®) job evaluation system. The SAFE system was developed specifically for public sector organizations, is widely accepted and used throughout the country in local government jurisdictions and non-profit organizations. The system has been tested in Federal courts under an EEOC claim and been found to be an equitable tool for evaluating the internal relationships of positions within an organization. It has also been accepted under the State of Minnesota Local Government Pay Equity Act. The criteria and factors that the SAFE system utilizes to evaluate positions can be obtained through the Human Resources & Risk Management Department.

Annually, during the employee performance appraisal period, if the employee thinks that there has been a change in their position that justifies a review for grade placement the employee should determine whether they wish to request reconsideration of the placement of their grade level.

The Request for Reconsideration must be job-specific and relate to the job responsibilities and requirements. Contact the Human Resources & Risk Management Department for the Reconsideration Process forms.

3.0 Procedures **4.0** Exhibits / Appendices / Forms

5.0 Council Approved