AGENDA
Special Called Human Resources/Insurance Committee Meeting
Tuesday, March 31, 2015 – 5:00 P.M.
County Commission Room

Committee Members

Ed Mitchell	James Berrong	Mike Caylor
Phyllis Crisp	David Murrell	Tom Stinnett
Gary Farmer	Bill Dunlap	Grady Caskey
Mike Lewis		

1. Roll Call

2. Public input on items on the agenda

3. Discussion and possible action on dental insurance rate increases effective 7/1/2015

4. Discussion and possible action on the current status of the Health Fund

5. Discussion and possible action on Evergreen Solutions presentation

6. Discussion and possible action on handbook policy updates

   a. Pay Periods – Classification and Compensation section, page 8
   b. Sick Leave Accrual – Leave Policies section, page 22
   c. Benefits Eligibility – Employee Benefits section, page 31

7. Adjournment

264		
Employee Benefit Fund - Health & Life		
3/31/2015		
Fund Balance 6/30/13	5,930,501.89	
Actual Revenues	18,426,676.16	
Net Adjustment for IBNR Expense	214,164.51	*Combined Equal Total Expenses for 13-14
Actual Expenses	(19,341,323.76)	
Fund Balance as of 6/30/14 (Per Audit)	5,230,018.80	
Fund Balance as of 7/1/14	5,230,018.80	
Projected Revenues	18,992,000.00	
Projected Expenses	20,321,420.00	
Projected Fund Balance as of 6/30/15	3,900,598.80	
Fund Balance as of 7/1/15	3,900,598.80	
Estimated Revenues	**19,480,000.00**	*Revenues are currently believed to be overstated and will be adjusted accordingly
Estimated Expenses	(22,225,000.00)	
Forecasted Fund Balance as of 6/30/16	1,155,598.80	
Net Projected Use of Fund Balance between FYE13 & FYE16	4,074,420.00	

RESOLUTION NO. 15-_____

SPONSORED BY HUMAN RESOURCES COMMITTEE MEMBERS:

A RESOLUTION TO IMPLEMENT THE RECOMMENDED CLASSIFICATION AND COMPENSATION SYSTEM BY EVERGREEN SOLUTIONS

WHEREAS, the Blount County Human Resources/Insurance Committee met on xx/xx/xx, and approved a recommendation, to forward to the Blount County Commission, the recommended classification and compensation system from Evergreen Solutions.

WHEREAS, the final report from Evergreen Solutions will include, but not be limited to

      I.   Job Classifications
     II.   Pay Grades
    III.   Pay Ranges
    IV.   Performance Evaluation Forms
     V.   Job Descriptions
    VI.   Appeals Process

WHEREAS, the Blount County Human Resources Director will administer the plan and make any and all adjustments to the plan with accordance to the plan philosophy and structure once approved and implemented.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this xx day of xx, 2015, that the recommendation of the Blount County Human Resources/Insurance Committee to implement the recommendation of Evergreen Solutions for the classification and compensation system is hereby approved.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION   **ATTEST**

_____   _____
Chairman   County Clerk

Approved: _____

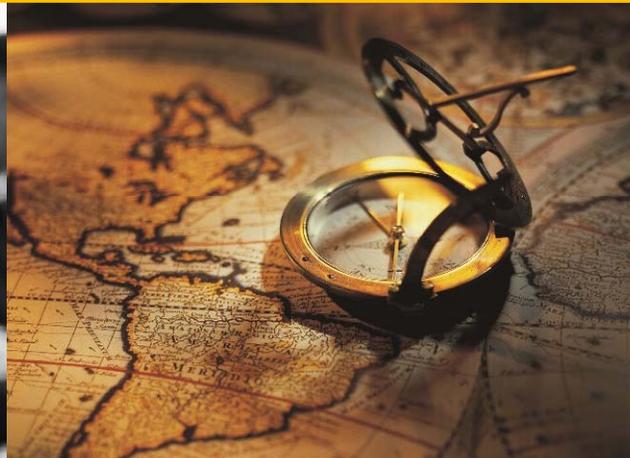Vetoed: _____   _____ _____
                                       County Mayor   Date

Employee Classification and Compensation Study
Blount County, TN

Presentation of Results

Evergreen Solutions, LLC

31 March 2015

Agenda

- Study Process

- Outreach Summary

- Classification Review Results

- Compensation Review Results

- Recommendations/Next Steps

- Questions

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Study Process

- ✓ Conducted employee outreach and reviewed findings with the County's project team.

- ✓ Reviewed current conditions of County's system.

- ✓ Analyzed **internal equity** by reviewing Job Assessment Tools (JAT) and developed a point factor score for each classification.

- ✓ Analyzed **external equity**/market competitiveness of County's current compensation system.

- ✓ Utilized internal and external equity results to develop a compensation structure.

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Study Process (cont.)

- ✓ Prepared options for implementation of proposed compensation structure.

- ✓ Estimated salary costs for each implementation option.

- ✓ Revising job descriptions utilizing existing descriptions and input from employees' JATs.

Outreach Summary

- Employees viewed the County as a stable place to work and appreciated the opportunity to make a positive impact on their community.

- Many employees expressed frustration about not receiving raises in recent years.

- Several employees believed their duties have increased over time while their compensation remained the same.

- With stagnating wages, the rising cost of benefits has had a more significant impact on employees take home pay.

Classification

Classification title change recommendations:

- County started with 276 classifications

- Recommending a reduction to 203 classifications

- 181 recommended classification title changes

- 9 new recommended titles created

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Classification (cont.)

Examples of Recommended Title Changes:

Current Class Title	Proposed Class Title
Accounting AR Clerk Tax Relief	Tax & Rebate Specialist
Accounting Bookkeeper I	Accounting Clerk
Accounting Bookkeeper III	Accounting Clerk
Accounting Clerk	Accounts Payable Clerk, Senior
IT Manager	IT Director
IT Technician	Computer Forensics Specialist
Jail Clerk	Data Clerk
Jail Records	Jail Records Clerk
Juvenile Court Security	Court Officer
Juvenile Courtroom Assistant PT	Courtroom Assistant
Juvenile Deputy Clerk II	Juvenile Deputy Clerk
Juvenile Deputy Clerk III	Juvenile Deputy Clerk, Senior
Juvenile Office Administrator	Office Manager
Juvenile Office Manager	Office Coordinator
Passport Agent	Counter Clerk
Passport Agent Supervisor	County Clerk Supervisor
Patrol K9	Deputy Sheriff

Compensation

Collected salary range data from 17 of the 26 market peers for 49 benchmarked classifications:

Peer Data-Collected
City of Alcoa
City of Chattanooga
City of Gatlinburg
City of Johnson City
City of Knoxville
City of Maryville
City of Oak Ridge
City of Pigeon Forge
Knox County
State of Tennessee
Alcoa City Schools
Maryville City Schools
Knox County Schools
University of Tennessee
Blount Memorial Hospital
Oak Ridge National Laboratory
Private Entity

Peer Data-NOT Collected
City of Sevierville
Anderson County
Bradley County
Hawkins County
Sullivan County
Washington County
Wilson County
Blount County Schools
Young-Williams Animal Center

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Compensation (cont.)

Salary Survey Results:

Classification	Survey Minimum 60th Percentile	Survey Midpoint 60th Percentile	Survey Maximum 60th Percentile	Survey Avg Range	# Resp
Accounting Manager	$ 51,127.03	$ 61,982.92	$ 79,475.47	60.0%	8
Accounts Payable Clerk	$ 29,473.50	$ 40,508.58	$ 50,023.15	56.0%	16
Administrative Assistant	$ 30,856.39	$ 38,880.25	$ 46,660.02	52.4%	17
Animal Control	$ 28,458.58	$ 38,587.94	$ 48,474.66	63.6%	5
Assistant Manager AP	$ 38,700.16	$ 48,503.40	$ 58,271.34	70.5%	5
Benefits Coordinator	$ 36,867.46	$ 49,212.06	$ 59,037.46	54.0%	11
Building Codes Inspector	$ 40,314.97	$ 52,798.58	$ 64,480.87	57.3%	8
Captain Drug Task Force	$ 57,650.41	$ 70,297.37	$ 84,572.45	47.2%	7
Chief Deputy	$ 52,839.36	$ 67,919.03	$ 83,608.03	56.6%	4
Circuit Court Deputy Clerk II	$ 32,764.44	$ 41,154.05	$ 49,543.67	53.5%	5
Circulation Aide PT	$ 24,703.95	$ 30,638.59	$ 35,548.31	44.5%	6
Contract Administrator	$ 45,991.29	$ 58,052.76	$ 70,114.24	54.7%	5
Corrections Adult	$ 29,238.84	$ 36,805.14	$ 44,371.45	56.2%	4
Corrections Juvenile	$ 29,238.84	$ 36,805.14	$ 44,371.45	56.2%	4
Counter Clerk	$ 26,347.43	$ 33,829.32	$ 40,496.42	50.9%	8
Courtroom Assistant I PT	$ 25,239.88	$ 31,463.02	$ 37,686.17	49.7%	4
Crime Scene Tech	$ 30,979.20	$ 42,090.54	$ 47,731.06	56.4%	6
Custodian	$ 21,329.85	$ 26,067.02	$ 30,722.04	47.0%	14
Deputy	$ 29,114.58	$ 38,495.53	$ 43,623.85	50.4%	4
Detective	$ 38,522.38	$ 50,086.48	$ 60,226.79	55.9%	6

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Compensation (cont.)

Salary Survey Results:

Classification	Survey Minimum 60th Percentile	Survey Midpoint 60th Percentile	Survey Maximum 60th Percentile	Survey Avg Range	# Resp
Developmental Services Director	$ 70,685.57	$ 85,355.62	$ 106,006.58	65.2%	7
EMA Director	$ 58,096.78	$ 72,310.13	$ 86,523.48	33.3%	3
Environmental Health Director	$ 50,180.22	$ 64,980.51	$ 79,780.80	55.8%	4
Finance Director	$ 91,678.64	$ 100,431.78	$ 139,178.89	63.0%	14
General Services Director	$ 70,677.05	$ 89,709.67	$ 108,742.30	53.4%	3
General Sessions Deputy Clerk I	$ 31,941.48	$ 39,900.25	$ 47,859.03	52.9%	4
GIS Supervisor	$ 47,804.11	$ 57,304.18	$ 67,434.06	38.7%	5
HR Director	$ 68,476.20	$ 81,680.01	$ 104,126.62	50.5%	11
Hwy Safety	$ 46,559.88	$ 59,039.48	$ 71,519.07	53.7%	4
IT Manager	$ 56,934.32	$ 71,843.74	$ 89,171.53	55.1%	13
Library Director	$ 73,005.10	$ 92,380.08	$ 111,755.06	52.1%	5
LPN PT	$ 29,242.38	$ 36,894.35	$ 45,404.60	48.5%	5
Maintenance Supervisor	$ 39,553.72	$ 49,392.12	$ 58,220.54	48.0%	9
Mapping Clerk	$ 34,140.12	$ 43,816.90	$ 53,493.68	55.0%	7
Network Administrator	$ 48,895.63	$ 61,114.98	$ 76,539.74	53.8%	10
Patrolman	$ 33,717.11	$ 42,493.36	$ 50,992.24	50.5%	11
Payroll Manager	$ 42,588.90	$ 68,322.05	$ 83,830.93	55.9%	6

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Compensation (cont.)

Salary Survey Results:

Classification	Survey Minimum 60th Percentile		Survey Midpoint 60th Percentile		Survey Maximum 60th Percentile		Survey Avg Range	# Resp
Planner	$	46,342.81	$	57,922.03	$	69,501.25	57.5%	7
Probation Officer	$	35,929.79	$	45,957.71	$	55,985.64	58.2%	3
Program Director	$	50,487.42	$	67,305.78	$	80,935.28	57.9%	4
Public Information Officer	$	52,504.77	$	64,660.79	$	72,536.74	27.8%	6
Purchasing Agent	$	42,885.84	$	51,676.26	$	62,007.46	47.0%	6
Records Clerk	$	26,325.89	$	33,635.59	$	40,945.28	48.8%	8
Reference Librarian	$	41,345.06	$	51,024.16	$	61,596.00	49.1%	7
Risk Manager	$	55,394.07	$	69,242.59	$	83,091.11	60.8%	6
School Resource Officer	$	34,979.36	$	42,669.66	$	49,225.52	34.1%	9
Senior Office Administrator (Chief Deputy)	$	49,598.18	$	61,696.33	$	73,794.47	52.6%	4
SGT Patrolman	$	40,794.82	$	52,932.00	$	64,249.76	54.7%	11
Transport Officer	$	27,764.66	$	34,513.47	$	41,317.34	50.9%	3
Overall Average							52.6%	7.0

Compensation (cont.)

Recommended Pay Plan:

Grade	Minimum	Midpoint	Maximum	Range Spread
101	$ 21,100.00	$ 26,903.00	$ 32,705.00	55.0%
102	$ 22,894.00	$ 29,190.00	$ 35,486.00	55.0%
103	$ 24,840.00	$ 31,671.00	$ 38,502.00	55.0%
104	$ 26,951.00	$ 34,363.00	$ 41,774.00	55.0%
105	$ 29,242.00	$ 37,284.00	$ 45,325.00	55.0%
106	$ 31,728.00	$ 40,453.00	$ 49,178.00	55.0%
107	$ 34,425.00	$ 43,892.00	$ 53,359.00	55.0%
108	$ 37,351.00	$ 47,623.00	$ 57,894.00	55.0%
109	$ 40,526.00	$ 51,671.00	$ 62,815.00	55.0%
110	$ 43,971.00	$ 56,063.00	$ 68,155.00	55.0%
111	$ 47,709.00	$ 60,829.00	$ 73,949.00	55.0%
112	$ 51,764.00	$ 65,999.00	$ 80,234.00	55.0%
113	$ 55,129.00	$ 73,046.00	$ 90,963.00	65.0%
114	$ 58,712.00	$ 77,794.00	$ 96,875.00	65.0%
115	$ 62,528.00	$ 82,850.00	$103,171.00	65.0%
116	$ 66,592.00	$ 88,235.00	$109,877.00	65.0%
117	$ 70,920.00	$ 93,969.00	$117,018.00	65.0%
118	$ 75,530.00	$100,078.00	$124,625.00	65.0%
119	$ 80,439.00	$106,582.00	$132,724.00	65.0%
120	$ 85,668.00	$113,510.00	$141,352.00	65.0%

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Implementation Options

Placing Employees' Salaries in the New Structure:

Option 1 - Bring to New Minimums:

- Each employee's salary is increased to the minimum of her or his proposed classification's pay grade minimum if necessary.
- If her or his salary is already within the proposed pay grade, no adjustment is made.
- **Total estimated, annualized salary (only) cost is : $983,922.**
- Adjustments required for 308 employees.

Implementation Options

Placing Employees' Salaries in the New Structure:

Option 2 - Move To Midpoint:

- Employees' salaries brought to new minimum of proposed range if needed.
- Employees with less than one year of tenure, receive salary adjustments to new minimums only.
- Employees with salaries below 80% of the midpoint (Compa-Ratio) would be brought to 80% of the midpoint; between 80% and 86% brought to 86% of the midpoint; between 86% and 91% to 91% of the midpoint; between 91% and 95% percent to 95% of the midpoint; between 95% and 97% to 97% of the midpoint; between 97% and 98.5% to 98.5% of the midpoint; and between 98.5% and 100%, to the midpoint.
- Employees with salaries at or above the midpoint, do not receive salary adjustments.
- **Total estimated, annualized salary (only) cost is $1,617,780** (includes option 1 cost).
- Adjustments required for 501 employees.

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Recommendations

- Implement the proposed classification and compensation structure.

- Choose an implementation option and communicate results of study to employees.

- Continue to review the pay plan and adjust as necessary to remain competitive with market peers.

- Conduct a comprehensive classification and compensation study every three to five years.

The End

QUESTIONS?

Thank You!

Evergreen Solutions, LLC

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Proposed Handbook Policy Updates

Current policy on Pay Periods
(Classification and Compensation section, page 8)

Pay Periods

All General County employees are paid on a semi-monthly basis, the 15th and 30th except the Highway Department and Library. They are paid bi-weekly on every other Friday. Some pay dates may occur earlier due to holidays.

Revised policy on Pay Periods – to go into effect on July 1, 2015

Pay Periods

All General County employees are paid bi-weekly on every other Monday. The Highway Department and Library are paid bi-weekly on every other Thursday. Some pay dates may occur earlier due to holidays.

Current policy on Sick Leave Accrual
(Leave Polices section, page 22)

Sick Leave Accrual

Full-time employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved and taken. Employees may accumulate sick leave, however it is non-compensable upon the employee's termination of employment. In the event of death, a maximum of up to 30 days accumulated sick leave will be paid to the employee's estate. An employee may be paid up to 30 days of accumulated sick leave immediately prior to retirement without the need for a doctor's statement.

    A. Earning and Accumulating Sick Leave
        1. Employees will earn one sick day per month of employment, beginning on the 31st day of employment.
        2. There is no maximum on the accumulation of sick days.

Revised policy on Sick Leave Accrual – to go into effect on July 1, 2015

Sick Leave Accrual

Full-time employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved and taken. Employees may accumulate sick leave, however it is non-compensable upon the employee's termination of employment. In the event of death, a maximum of up to 30 days accumulated sick leave will be paid to the employee's estate. An employee may be paid up to 30 days of accumulated sick leave immediately prior to retirement without the need for a doctor's statement.

    A. Earning and Accumulating Sick Leave
        1. Employees will earn one sick day per month of employment beginning on the 1st of the month following the 31st day of employment.
        2. Sick days will be allocated to the employees on the 1st of every month.
        3. There is no maximum on the accumulation of sick days.
        4. Your accumulated unused sick days can be certified to be counted toward retirement credit with TCRS.

**Current policy on Benefits Effective and Termination Dates
(Employee Benefits section, page 31)**

Benefits Effective and Termination Dates

Currently benefits begin the 31st day of continuous employment. For example, if you were hired on January 18th your medical and dental benefits will start on February 17th. Benefits terminate the last day which you are actively at work.

Revised policy on Benefits Effective and Termination Dates – to go into effect on July 1, 2015

Benefits Effective and Termination Dates

Benefits begin on the 1st of the month after the 31st day of employment. For example, if you were hired on January 20th, your coverage will begin on March 1st.

Benefits terminate at midnight the last day of the pay period in which your employment ends. For example, if your last day worked is on a Wednesday and the pay period ends on Friday, your coverage will end on Friday at midnight.