

RESOLUTION R-2002-060

*Authorizing approval of Classification and Pay Plan for
the Officials and Employees of the City*

BE IT RESOLVED by the Mayor and City Council of the City of Columbia, South Carolina
this 2nd day of October, 2002 that pursuant to the 1998 Code of Ordinances of the City of
Columbia, Chapter 2, Administration, Article III, Officers and Employees, Sec. 2-111, Salaries,
the attached Classification and Pay Plan for the Officials and Employees of the City is hereby
approved.

ORIGINAL
STAMPED IN REC

Requested by:

Leona Plough, City Manager



Mayor

Approved by:

Ann K. Plough
City Manager

Approved as to form:

[Signature]
City Attorney

ATTEST:

Camela J. Ferst
City Clerk

Introduced: 10/2/2002
Final Reading: 10/2/2002

COLUMBIA

A Capital Place To Be



Interoffice
Memorandum

Draft

To: Jim Meggs, City Attorney
From: Ms. Leona K. Plough, City Manager
Subject: Officers and Employee Classification and Pay Plan
Date: September 3, 2002

This information is being provided to you for the preparation of a resolution for City Council approval. I would like to have a draft resolution to send out to City Council on Friday, September 6, 2002.

A copy of the employee pay plan for classified positions is attached. These employees when evaluated would be eligible for up to a 4.5% merit increase that would be added to their base pay.

A list of non-classified positions is also attached. These employees when evaluated would be eligible for \$0 to \$5,000 as merit pay that is not added to their base pay. It should also be noted that cost of living increases for Department Heads, Assistant City Managers, Deputy Assistant City Managers and the City Manager are being held but may be given when it is determined that we finished the prior year with a surplus.

CC: Supplemental Information
Merit Pay Allocations

List of Non-Classified Officers and Employees

Mayor
City Councilmembers

Administrative-Chief Judge
Associated Municipal Judges

City Attorney
Assistant City Attorneys
Legal Secretary

City Manager
Assistant City Managers
Deputy Assistant City Managers

Department Heads
Executive Directors

Legislative Liaison
Annexation
Senior Executive Assistant
City Clerk
Deputy Director – Planning
Business Recruitment Administrator
Special Assistant to the Mayor

Supplemental Information

Outlined below is supplemental information provided to help answer any questions that may arise.

List of Department Head Positions:

- Fire
- Police
- Parks and Recreation
- Municipal Court
- Utilities
- Public Works
- Public Services
- Finance
- Community Development
- Planning
- Economic Development
- Public Relations
- Engineering
- Inspections
- Accounting
- Human Resources
- Administrative Advisor
- Information Technology
- Building Inspections
- Contract/Construction Management
- Business Enterprise/Grants
- General Services/ Parking
- Communication

List of Executive Directors Positions:

- Columbia Development Corporation
- Columbia Housing Development/TN Corporations
- South Columbia Development Corporation
- Children and Youth Commission
- Eau Claire Development Corporation
- Sumter-Columbia Empowerment Zone

Merit Pay Allocations

	<u>Classified Positions</u>	<u>Un-Classified Positions</u>
Less Than Competent	No Merit Pay	No Merit Pay
Competent	1% Maximum (After mid-point no additional increase)	Up to \$1,000
Better than Competent	2.5% Maximum	Up to \$2,000
Exceptional	4.0% Maximum	Up to \$4,000
Outstanding	4.5% Maximum	Up to \$5,000