

Town of Windham

OFFICE OF THE TOWN MANAGER
8 SCHOOL ROAD
WINDHAM, ME 04062

Phyllis Moss, Human Resources Director
pamoss@windhammaine.us

voice 207.892.1907

fax 207.892.1910

MEMORANDUM

To : Town Council
Thru : Don Gerrish
From : Phyllis Moss *P. Moss*
Date : August 9, 2019
Re : Compensation and Classification Study

A comprehensive review of the compensation and classifications of non-union positions¹ was completed in June 2019. This review compared the Town of Windham's salaries to the average salaries offered to municipal employees in other communities in the recruiting labor market area² (hereinafter, "the market") and a thorough job analysis and comparison of all comparable positions within the Town.

Results:

The Town received sufficient data for this analysis and the findings are valid.

Overall, the Town has fallen behind in meeting its goal of paying between 95% and 110% of the average market salaries to the employees included in this study:

- Fourteen (14) positions are below the market average entry salary.
- Thirty-four (34) positions are below the market average maximum salary.
- Three (3) positions that fall above the market average.

An adjustment of the Pay Plans was necessary in order remain competitive in the market. On the exempt pay plan, another step was added. The non-exempt plan required an adjustment in both the percentage between steps (from 2% to 3%) and the opportunity for further growth for long-term employees.

¹ Public Works Buildings and Grounds and Fleet employees were not included as they received adjustments in FY18-19.

² The "market" is generally defined as those Maine communities of 10,000 to 25,000 in population as well as those communities in Cumberland County with over 5,000 in population.

The net cost of implementing the proposed Compensation and Classification Plan in FY 19-20 will be \$49,812. This considers the surplus in what was budgeted for these positions and the actual cost. There is funding in the budget to accomplish this.

In accordance with Town Policy (Article V: Section 1), the Town Council must officially approve and adopt the Pay Plan.

I respectfully request that the Council vote to adopt the revised Pay Plans at the August 13, 2019 meeting.