



Blount County Government

Human Resources Department

Jaclyn Johnson

Director of Human Resources
and Payroll

397 Court Street

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Phone: 865/273-5721

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www.blounttn.org/hr

Date: July 12, 2019

To: HR Committee

RE: Compensation Plan Update

I wanted to briefly provide an update on the implementation of the new compensation plan and provide examples of the employee communications that were distributed throughout the process.

After the Evergreen Solutions' implementation plan was approved by Commission in March, a memo was sent to all employees that included general information about the new pay structure, the implementation plan, and gave employees an expectation of when they would receive details on the impact to their salary. In addition to the memo, office holders and department heads were encouraged to discuss the study with their staff and the HR Department was available to all employees who had questions or inquiries about the new pay plan. After the FY 19-20 budget was adopted, individual letters were printed and distributed the week of June 24th that provided details of employee's individual placement in the new step plan. Knowing the importance of adequately communicating the study results with our employees, I wanted to provide copies of the March memo and a sample of the employee impact letter. You will find these communications attached.

The effective date for all salary increases was July 1, 2019. Employees impacted by the study received the new adjusted hourly rate and/or a one-time disbursement on their payroll check dated July 15th.

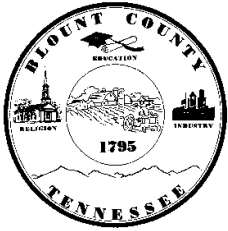
Please know that the employees of Blount County Government are grateful for your efforts to maintain a competitive pay plan. Thank you for your support of this initiative and for giving Blount County an edge in attracting and retaining a quality workforce.

Sincerely,

A handwritten signature in blue ink that reads "Jaclyn Johnson".

Jaclyn Johnson

Director of HR and Payroll



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TO: Blount County Employees

RE: Compensation Plan Update

DATE: March 28, 2019

Over the last several months, the Board of County Commissioners passed 2 resolutions updating our compensation structure and approving a plan for transitioning salaries to the new pay plan. The recommendation for these changes was the outcome of a compensation study performed by Evergreen Solutions, who analyzed both our current salary structure and assessed the market competitiveness of our existing plan. On the [HR Page](#) of our website you will find the [Compensation Plan Update Report](#) from Evergreen Solutions that presents the findings and recommendations from this study.

New Pay Plan:

Our current step-based pay plan is moving to a more competitive plan at the 70th percent of market. In short, this means that our pay ranges will be, on average, better than 70% of our peer organizations. All job classifications have also been slotted in the appropriate pay range within this new plan. Part one and two of Recommendation 1 in chapter 4 of the report outlines the new pay plan and grade placement of each classification.

Implementation:

We will transition to the new pay scale in July, at the start of the new fiscal year. The method of implementation approved by County Commission, places salaries on the new step plan based on tenure. Part three of Recommendation 1 in the report outlines the method for transitioning salaries onto the new plan. Total years of service is the driving factor for general employees and "time in class" is the main factor for sworn employees, with total tenure factored slightly. To ensure all employees receive a minimum increase equivalent to one step in the new plan, a one-time lump sum payment will be made to each employee with a calculated adjustment less than 2.5%. The lump sum payment will be the *difference* of the recommended adjustment and 2.5%.

In June, after the budget is adopted, you will receive written notification that details how your salary is specifically impacted by these changes.

Going Forward:

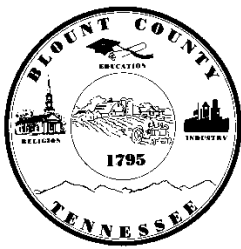
Beginning July 2020, a step increase of 2.5% will be given annually to employees with a positive performance review, provided funding is available. If an employee has reached the maximum salary of his/her respective pay grade, a one-time lump sum payment, equivalent to a 2.5% step, will be made each July.

If you have questions after reviewing the information, please don't hesitate to contact the HR department via email at HR@blounttn.org or via phone at 865-273-5780.

Thank you,

A handwritten signature in blue ink that reads "Jaclyn Johnson". The signature is written in a cursive, flowing style.

Jaclyn Johnson
Director of HR and Payroll



Blount County Government

Human Resources Department

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As you probably know, Blount County recently completed an update to our compensation plan. The results of the study and updates to our plan are outlined in the final report from Evergreen Solutions which can be found on the HR page of the Blount County website.

The Board of County Commissioners passed 2 resolutions updating our compensation structure and approving a plan for transitioning salaries to the new pay plan earlier this year. The funding for Evergreen's recommendations was included in the proposed FY 2019-2020 budget which was presented at the June 20, 2019 Commission meeting and was subsequently approved. This is a testament to the County's commitment of having a competitive and fair compensation/classification system.

The changes resulting from implementing Evergreen Solutions' recommendations are:

- Our current step-based pay plan is moving to a more competitive plan at the 70th percent of market. In short, this means that our pay ranges will be, on average, better than 70% of our peer organizations.
- One pay plan was maintained for all County employees to have a uniform pay grade structure.
- All positions were assigned pay grades that are competitive with respect to the labor market and fair with respect to the division of work at the County.
- The method of implementation places salaries on the new step plan **based on tenure**.
 - Total years of service is the driving factor for general employees and "time in class" is the main factor for sworn employees, with total tenure factored slightly.
 - To ensure all employees receive a minimum increase equivalent to one step in the new plan, a one-time lump sum payment will be made to each employee with a calculated adjustment less than 2.5%. The lump sum payment will be the *difference* of the recommended adjustment and 2.5%.
- Employees' salaries will be adjusted based on the approved budget, which includes the funding of the recommendation from Evergreen. Your individual results are provided on the following page:

Current Information and Recommendations		
Title: - u	Department:)	Employee ID:
Current Pay Grade: c105	Pay Grade Minimum: \$29,242.00	Pay Grade Maximum: \$45,325.00
New Pay Grade and step: Grade: 105 Step: 7	Pay Grade Minimum: \$33,569.82	Pay Grade Maximum: \$52,357.46
Current Salary: \$35,027.66 Annually \$ 17.96 Per Hour	Total Adjustment: \$3,903.03	New Salary: \$38,930.69 Annually \$ 19.96 Per Hour
One –Time payment (if applicable): \$ 0.00	Total Adjustment w/ 2.5% One-Time payment: \$3,903.03	

The effective date for all salary increases is July 1, 2019; therefore, the adjusted hourly rate will apply only to those hours worked on July 1st and later. Employees who are eligible for a one-time payment will receive this disbursement on July 15, 2019.

Please note that this letter does not constitute a contract of employment, but is provided to inform you of the changes. If you believe there has been an error in your title assignment or your pay adjustment, please notify your department head or elected official.

Sincerely,



Jaclyn Johnson
Director of HR and Payroll

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