

EXECUTIVE SUMMARY

Scope

The study included a review of 45 Town positions, and market salary and benefit information from comparable communities. This provided analysis of the job duties of each position, as well as the current salary structure and benefit review to provide a Total Rewards system.

Classification and Compensation

Several meetings and discussions were conducted with the Town Administrator throughout the project. Orientation sessions were provided for all employees. A thorough job analysis process of reviewing responsibilities of all positions was conducted. Job descriptions were reviewed along with Position Analysis Questionnaires (PAQs) to assist with the review along with some employee interviews for further clarification.

A thorough salary and benefit market analysis was conducted utilizing comparable municipalities. The 10 municipalities analyzed were: Belmont, Epping, Gilford, Hampstead, Lee, Newmarket, Pembroke, Plaistow, Somersworth and Windham. A comparison was made of the average minimum and maximum salaries as well as benefits. Some private sector data was also reviewed.

The job evaluation process establishes the relative value of jobs within an organization, whereby positions are analyzed, measured, and compared against a common set of criteria in a systematic and objective manner. A factor evaluation system was used that involved positions being reviewed on 10 criteria factors to provide internal equity. The Proposed Classification and Pay Plan includes grades that incorporate a blending of the criteria factor evaluation, and the market data, along with other unique qualities that pertain to the Town of Barrington.

The Plan

The proposed Pay and Classification Plan was developed to provide the Town of Barrington with a solid structure to equitably group similar valued positions within a grade. The Pay Plan lists 14 Grade Levels, with a minimum and maximum hourly rate of pay. The increase range from minimum to maximum is **34-35%** which is a competitive range. Comparative data was considered to set the grade parameters, while the classification process controlled the internal assignment of positions to compensation levels. The schedule shows the hourly rates for employees. The new pay ranges provide flexibility for hiring and placement levels based on education and experience, provides growth for positions, and allows for flexibility for performance achievements if desired in the future.

A total of 22 employees are recommended to have salaries increased to bring their positions to the minimum salary in the grade assigned. The Town has included budget costs of a 1.25%

COLA and step increase of 1.75% and this cost will cover 25% of the budget cost for salaries. The additional cost to implement the proposed plan which includes placing all employees on the appropriate step within the new grade and step structure and bringing employees falling below the grade range to the entry level of the grade is **\$39,659** which has a budget impact of 75% following Town Meeting. MRI has worked with the Town regarding budget figures, and this amount is the result of utilizing current budgeted figures the Town has provided. The Town will need to compute any additional cost if it desires to place employees within the pay plan to acknowledge longevity, performance, or other factors it may want to consider in order to address potential compression issues. No employees are red-lined (earning more than the maximum in pay grade).

Maintenance/Update

Salary data should be reviewed at least every three years in order to remain competitive with the Town's salary structure.

Benefits

A review of benefits indicates that overall, the Town has an excellent benefit package and is very competitive. Some limited modifications, if desired, are included in the report.

Full compensation study report can be found at: bit.ly/BarrCompStudy