

**HUMAN RESOURCES DIVISION  
CITY OF STAMFORD**

**PAY PLAN**

**FOR**

**NON-UNION, APPOINTED AND ELECTED  
OFFICIALS**

***Submitted to:***

Personnel Commission  
City of Stamford

February 15, 2007

Approved by Personnel Commission: January 21, 1998  
Approved by Board of Finance: January 8, 1998  
Approved by Board of Representatives: January 5, 1998  
Section II. L. Revised Effective March 20, 2000 Regarding Premium for M.D.

Re-approved as amended by Personnel Commission: October 23, 2003  
Re-approved as amended by Board of Finance: July 8, 2004  
Re-approved as amended by Board of Representatives: August 2, 2004

Re-approved as amended by Personnel Commission: April 24, 2008  
Re-approved as amended by Board of Finance: June 9, 2008  
Re-approved as amended by Board of Representatives: September 2, 2008

I. **Introduction:**

- A. **Background:** This Pay Plan covers non-union, appointed and elected officials. The legal basis for developing a pay plan for these individuals is found in the following City of Stamford Charter Section:

Sec. C5-10-3 Salaries

- (a) The Director of Personnel and Human Resources with the approval of the Personnel Commission, the Board of Finance and the Board of Representatives, shall establish the salaries of the Mayor, the Directors, the City and Town Clerk and the Registrars of Voters.
- (b) The Director of Personnel and Human Resources shall establish, taking into account where necessary, any unique qualifications or job requirements, with the approval of the Personnel Commission, the Board of Finance and Board of Representatives, pay plans for all positions not included in a collective bargaining unit and not in the Board of Education.

B. **Pay Plan Objectives**

1. Internal equity.
2. Competitive with the municipal market, except where dictated by special circumstances.
3. Links pay and performance.
4. Easy to administer.
5. Provides continuity and flexibility.

II. **Administration of the Pay Plan for Non-Union, Appointed and Elected Officials**

- A. **Appointments:** The minimum rate of pay for a classification shall normally be paid upon new appointment. An appointing authority may recommend a new appointment or reappointment, at a rate higher than the minimum rate established for the classification, by written request to the Director of Personnel and Human Resources. The Director of Personnel and Human Resources may approve a starting or reappointment rate up to the second step of the pay grade, except in the case of appointment or reappointment of the Director of Personnel and Human Resources, which salary approval shall be done by the Director of Legal Affairs. Requests to appoint or reappoint at a salary greater than the second step of the pay grade shall be made to the Personnel Commission. The Personnel Commission may approve a salary beyond the second step of the pay grade.
- B. **Promotions:** In the event an employee is promoted from one position covered by this salary plan to another position included in a higher grade of this salary plan, the salary of the employee shall be placed on the step in the new salary grade at a step which is closest to at least a 3% increase of their present rate of pay.

- C. **Within Grade Salary Increase:** All employees covered by this plan (except elected officials and those of limited duration as cited in Paragraph J) shall receive step increases effective July 1, 2008 and every July 1<sup>st</sup> thereafter based solely on performance appraisals, on forms approved by the Personnel Commission. Employees with at least six months tenure with the City shall receive a step increase as outlined herein. The performance appraisal form is appended hereto and made a part hereof. Performance appraisal forms shall be based on job descriptions, tasks and standards developed for each position covered by this pay plan.

Performance appraisal forms must be completed and submitted to the Human Resources Division by the date established by the Personnel Commission, for the individual to be eligible for a step increase based upon an overall rating of competent or higher performance. The Director of Personnel and Human Resources, in his/her discretion, may extend the deadline for submission of performance appraisals.

- D. **Pay Rates for New Positions:** In the event a new classification is established, the Human Resources Division shall recommend to the Personnel Commission the appropriate pay grade. The Personnel Commission shall vote on the appropriate pay grade. The addition of a new classification shall not be deemed to be a new pay plan, and therefore shall not require any further approval unless the new classification is at a salary level higher than Grade 8 as set forth in Paragraph F hereof.

- E. **Reallocation of Positions:** In the event of significant changes in the job content of a particular position, the Human Resources Division shall recommend to the Personnel Commission the appropriate pay grade. The reallocation of a position shall not be deemed to be a new pay plan, and therefore shall not require any further approval unless such reallocation is more than one grade higher or lower. In the event the Personnel Commission reallocates a position two (2) or more grades in the course of three (3) years, such reallocation shall be approved by the Board of Finance and Board of Representatives.

Upon reallocation of a position to a higher grade, the incumbent shall be placed on the next highest step in the new pay grade, with at least a 3% increase in salary. If the incumbent is above the maximum of the new pay grade, the incumbent's salary shall remain fixed until the maximum of the new pay grade reaches the incumbent's salary. At that point, the incumbent shall be placed on the highest step.

Upon reallocation of a position to a lower grade position, the incumbent shall be placed on a step in the lower grade closest to the incumbent's salary with no loss in pay resulting.

F. **Adjustment of Ranges:** Effective January 1, 2008, the ranges will be as follows:

<b><u>Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
<b>0</b>	42,117	52,646	63,174
<b>1</b>	49,693	62,117	74,540
<b>2</b>	58,463	73,079	87,695
<b>3</b>	67,232	84,040	100,848
<b>4</b>	71,616	89,522	107,427
<b>5</b>	76,002	95,004	114,005
<b>6</b>	80,387	100,484	120,581
<b>7</b>	84,768	105,963	127,158
<b>8</b>	89,432	111,791	134,149

Effective July 1, 2008, for all Pay Plan employees, except Clerk of the Works I and Clerk of the Works II, and elected officials, the Salary Grades and Steps shall be as follows: Incumbents on July 1, 2008 shall be placed on the closest step in their Pay grade which reflects at least a 3% increase from their June 30, 2008 base salary. In addition, incumbents shall receive credit for past service as a Pay Plan employee, which shall be an additional one step after initial placement, for every three consecutive years of service as a Pay Plan Employee.

Clerk of the Works I and Clerk of the Works II shall remain on the Pay Plan effective January 1, 2008. Normal starting rate shall be at the minimum of the salary grade, except that with the approval of the Director of Human Resources, the rate may go as high as midpoint of the salary grade. Any rate above midpoint requires the approval of the Personnel Commission.

Effective July 1, 2008:

	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>
<b>Grade 0</b>	52,646	56,155	59,665	63,174
<b>Grade 1</b>	62,117	66,258	70,399	74,540
<b>Grade 2</b>	73,079	77,951	82,823	87,695
<b>Grade 3</b>	84,040	89,643	95,245	100,848
<b>Grade 4</b>	89,522	95,490	101,459	107,427
<b>Grade 5</b>	95,004	101,338	107,671	114,005
<b>Grade 6</b>	100,484	107,183	113,882	120,581
<b>Grade 7</b>	105,963	113,028	120,093	127,158
<b>Grade 8</b>	111,791	119,244	126,696	134,149

The Steps within the Pay Plan and the ranges for the Clerk of the Works position shall be adjusted every July 1<sup>st</sup> by the World at Work salary structure adjustment for the projected increases for Officers/Executives, Total U. S. Firms.

Adjustments to ranges for the Clerk of the Works position shall not affect salaries, except for salaries below the minimum of any range. Those below the minimum shall be raised to the minimum.

- G. **Longevity and Education:** The above rates do not include longevity and educational payments where applicable. Police and Fire are treated in the same manner as the positions under their supervision.
- H. **Elected Officials:** The salary for elected officials and certain appointed officials shall be as follows:

Mayor	115% of Step 3 of Grade 8
Town Clerk	80% of Step 3 of Grade 8
Registrar of Voters	60% of Step 3 of Grade 8

As changes in the ranges are made, the above salaries will be adjusted accordingly. Changes in salary of elected officials shall be effective December 1<sup>st</sup> of every odd-numbered year, for the Mayor and Town Clerk. Changes in salary for the Registrar(s) of Voters shall be effective during the month of January of every odd-numbered year, in accordance with the state constitution.

- I. **Part-time Positions:** All salary recommendations are for full-time positions. If positions are filled on less than a full time basis, salaries shall be adjusted accordingly.
- J. **Limited Duration Positions:** Positions which are not anticipated to last beyond three (3) years shall not have salary adjustments made, e.g., Clerks of the Works. Unclassified positions created pursuant to Ordinance 602 are not covered by the salary ranges or requirements contained in this plan. Salaries for these position shall be set by the Personnel Commission taking into consideration similarly situated positions and/or available grant funds.
- K. **Maintenance of Salary Plan Objectives:** In order to maintain the salary plan objectives, the Personnel Commission shall review the salary ranges. This review shall be done every two (2) years and the results of such review shall be reported to the Board of Finance and Board of Representatives. If ranges need to be adjusted beyond what is contained in Section F of the pay plan, the new ranges must be approved by the Personnel Commission and the Boards of Finance and Representatives.
- L. **Salary Grades:** Allocation of positions to grade shall be as follows:

Grade 0	Clerk of the Works I
	Researcher – Board of Representatives

- Grade 1 Assistant Project Coordinator – Urban Transit way  
Project Accountant – WPCA  
Special Assistant to the Superintendent of Schools  
Special Assistant(s) - Mayor’s Office
- Grade 2 Clerk of the Works II  
Executive Aide-Mayor’s Office  
Legislative Aide
- Grade 3 Construction Coordinator - WPCA  
Project Coordinator – Urban Transit way
- Grade 4 Labor Relations Specialist
- Grade 5 Assistant Director of Human Resources  
Assistant Fire Chief  
Assistant Police Chief
- Grade 6 Director of Economic Development  
Project Manager – Urban Transit way
- Grade 7 Fire Chief  
Police Chief  
Director of Health\*  
Deputy Corporation Counsel  
Director of Personnel and Human Resources
- Grade 8 Director of Administration  
Director of Legal Affairs  
Director of Operations  
Director of Public Safety, Health and Welfare

\*In the event the position is filled by a medical doctor, a premium of up to 50% may be added to the base rate.

**Effective Date of Pay Plan:** Except as provided for herein to the contrary, the provisions of the Plan will become effective July 1, 2008, upon approval by the Personnel Commission, Board of Finance and Board of Representatives.