

Memorandum

To: Cape Elizabeth Town Council

From: Michael K. McGovern, Town Manager

Re: Update of Pay Classification Plan

Attached is an updated pay classification plan submitted for your approval.

The plan covers personnel who work a regular weekly schedule who are not represented by a collective bargaining unit.

The plan is not a traditional step plan wherein personnel receive an adjustment after so many years of service. Pay is determined in accordance with the Town Personnel Code.

### **Sec. 3-1-1 Compensation**

*It is the intent that Town employees be paid on a basis that is commensurate with salaries and wages for comparable public and private work in the Cumberland County area and that will attract and retain well-qualified employees. Compensation of Town personnel shall be fixed by the Town Manager in accordance with a pay classification plan approved by the Town Council or in conformance with any collective bargaining agreement that may exist.*

The town also has a policy that individual pay amounts are set in accordance with budgeted amounts and adjustments can be made by a department head with approval of the town manager or by the town manager with approval of the council chair and the finance committee chair. The budget for this year allows for up to \$10,000 townwide for any such adjustments. This amount was higher than usual as we were planning to do a significant review to update the pay classification plan.

The draft plan was prepared by reviewing salaries and hourly rates with the towns of Cape Elizabeth, Cumberland, Falmouth, Freeport, Gorham, Standish and Yarmouth being considered as comparable.

For each position, the mean salary for the comparable towns is listed as the midpoint. The ranges listed before and after the midpoint are 15% above and below the midpoint. These amounts might be considered to be the lowest amount we would pay and the highest amount.

I have a good confidence level that the comparable communities are appropriate in setting pay levels that will attract and retain well qualified employees. The one exception is with the library staff other than the library director. With a new library facility and services being updated this year, I think it would be an excellent time to utilize a consultant to review the job descriptions and the pay levels at the library. At this point, I am not sure with many varied job descriptions and job titles among libraries how instructive the current midpoints are for our pay decisions.

I have reviewed this draft plan with the council chair and the finance committee chair and they join me in recommending its adoption.

**Town of Cape Elizabeth  
Pay Classification Plan  
FY 2015**

Position	0.85	0.90	0.95	Midpoint	1.05	1.10	1.15
Town Manager	\$ 93,825	\$ 99,344	\$ 104,863	\$ 110,382	\$ 115,901	\$ 121,420	\$ 126,939
Police Chief	\$ 74,818	\$ 79,219	\$ 83,620	\$ 88,021	\$ 92,422	\$ 96,823	\$ 101,224
Director of Public Works	\$ 68,099	\$ 72,105	\$ 76,111	\$ 80,117	\$ 84,123	\$ 88,129	\$ 92,135
Assistant Manager	\$ 64,352	\$ 68,137	\$ 71,923	\$ 75,708	\$ 79,493	\$ 83,279	\$ 87,064
Assessor	\$ 64,270	\$ 68,051	\$ 71,831	\$ 75,612	\$ 79,393	\$ 83,173	\$ 86,954
Fire Chief	\$ 63,617	\$ 67,360	\$ 71,102	\$ 74,844	\$ 78,586	\$ 82,328	\$ 86,071
Town Planner	\$ 63,152	\$ 66,867	\$ 70,582	\$ 74,297	\$ 78,012	\$ 81,727	\$ 85,442
Police Captain	\$ 62,589	\$ 66,271	\$ 69,952	\$ 73,634	\$ 77,316	\$ 80,997	\$ 84,679
Library Director	\$ 54,794	\$ 58,017	\$ 61,240	\$ 64,463	\$ 67,686	\$ 70,909	\$ 74,132
Code Enforcement Officer	\$ 50,778	\$ 53,765	\$ 56,752	\$ 59,739	\$ 62,726	\$ 65,713	\$ 68,700
Public Works Supervisor	\$ 46,321	\$ 49,046	\$ 51,770	\$ 54,495	\$ 57,220	\$ 59,945	\$ 62,669
Library Young Adult	\$ 37,567	\$ 39,776	\$ 41,986	\$ 44,196	\$ 46,406	\$ 48,616	\$ 50,825
Assistant Librarian	\$ 37,291	\$ 39,485	\$ 41,678	\$ 43,872	\$ 46,066	\$ 48,259	\$ 50,453
ACP Office Manager	\$ 34,526	\$ 36,557	\$ 38,588	\$ 40,619	\$ 42,650	\$ 44,681	\$ 46,712
Tax Clerk	\$ 33,573	\$ 35,548	\$ 37,523	\$ 39,498	\$ 41,473	\$ 43,448	\$ 45,423
Excise Tax Collector	\$ 33,541	\$ 35,514	\$ 37,487	\$ 39,460	\$ 41,433	\$ 43,406	\$ 45,379
Police Clerk	\$ 33,541	\$ 35,514	\$ 37,487	\$ 39,460	\$ 41,433	\$ 43,406	\$ 45,379
Circulation Librarian	\$ 33,541	\$ 35,514	\$ 37,487	\$ 39,460	\$ 41,433	\$ 43,406	\$ 45,379
Library Technology Specialist	\$ 33,541	\$ 35,514	\$ 37,487	\$ 39,460	\$ 41,433	\$ 43,406	\$ 45,379
Deputy Clerk	\$ 33,362	\$ 35,324	\$ 37,287	\$ 39,249	\$ 41,211	\$ 43,174	\$ 45,136
ACP Secretary	\$ 30,261	\$ 32,041	\$ 33,821	\$ 35,601	\$ 37,381	\$ 39,161	\$ 40,941
Assistant Technical Services Librarian	\$ 30,176	\$ 31,951	\$ 33,726	\$ 35,501	\$ 37,276	\$ 39,051	\$ 40,826
Children's Programming Library Assistant	\$ 30,176	\$ 31,951	\$ 33,726	\$ 35,501	\$ 37,276	\$ 39,051	\$ 40,826
Library Assistants (PT at Annual/2080)	\$ 27,736	\$ 29,368	\$ 30,999	\$ 32,631	\$ 34,263	\$ 35,894	\$ 37,526