



Finance Committee Meeting

November 29, 2012

Ratify the Recommendations of the Finance Committee

Item III.A.

Recommended Action: Ratify the Recommendations of the Finance Committee Meeting
On October 25, 2012

Budget Impact: Increase Administration Budget by \$149,779

Background:

The agenda of the Finance Committee included two items that were presented to staff:

- I. Approval of Salary Adjustment for Employees
- II. Approval of Salary Ranges

Following discussion by the Committee members, the attached recommendations were approved to move forward to the Board for action.



Finance Committee Meeting

October 25, 2012

Approve a Salary Adjustment for Employees

Item I.

Recommended Action: Approve up to \$149,779 for Employees to Receive 3% Added to their Base Salary, 3 Annual Leave Days Based on their Evaluation Rating, and 1 Additional Annual Leave Day for Employees in the DROP Program

Budget Impact: Increase Administration Budget by \$149,779

Background:

Due to the decrease in property values and the consequent effect on the budget, an across the board increase has not been given to employees since 2008. During the period employees did not receive increases they were also required to contribute 3% to the Florida Retirement System, resulting in a net decrease in salary. The contribution to FRS is made by all employees except those in the DROP programs.

In order to offset the amount employees contribute to Florida Retirement, the following is being requested for approval by the Board:

1. Increase a total of 50 employees' salary base by 3% at a cost of \$102,936 (annualized).
2. Employees to receive an average of 3 annual leave days, based on their evaluation scores, at a cost of \$45,489.
3. DROP employees (5) to receive an additional annual leave day.

The total cost is \$149,779, which is available due to lower than projected health insurance costs.

Performance ratings are given as part of the annual evaluation process in November. Employees may receive "exceeds", "meets" or "does not meet" performance ratings. Employees not meeting standards would receive no salary adjustment or annual leave days.



Finance Committee Meeting

November 29, 2012

Salary Market Study and Analysis

Item II.

Recommended Action: Increase Salary Ranges by 2.5%

Budget Impact: None

Background:

JWB completed its bi-annual Salary Market Study and Analysis in August 2012. The survey was conducted by Certigy, a human resources consulting firm. The purpose of the survey was to determine if JWB's salary classification system, pay ranges and position grades are consistent with the market.

JWB employs a market-based compensation system; that is, compensating employees based on the market value of their jobs and targeting a hire-in rate for new employees that does not exceed the mid-point of the pay grade.

Based on the survey and analysis, Certigy concluded that the salary classification system is consistent with the market and that with few exceptions, the pay grades for positions are appropriate.

The consultants also concluded that since JWB salary ranges have not been adjusted since 2008 and overall market wages and salaries have increased during that period of time, non-executive pay ranges should be upwardly adjusted by a minimum of 2.5 percent. This change would enhance JWB's market competitiveness for recruitment and would offset pay range compression. Analysis of incumbent positions show that they are skewed toward the third and fourth quartile of their ranges, rather than the preferred first and second quartiles.

If approved, increasing the ranges would have no current budget impact.