

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 \$5,000 town wide for any such adjustments.

The draft plan was substantially updated a year ago by reviewing salaries and hourly rates with the towns of Cape Elizabeth, Cumberland, Falmouth, Freeport, Gorham, Standish and Yarmouth being considered as comparable. **This update simply adjusts each number by the 2.5% adjustment that is in the budget.**

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.

**Town of Cape Elizabeth
Pay Classification Plan
FY 2016**

Position	0.85	0.90	0.95	Midpoint	1.05	1.10	1.15
Town Manager	\$ 96,171	\$ 101,828	\$ 107,485	\$ 113,142	\$ 118,799	\$ 124,456	\$ 130,113
Police Chief	\$ 76,688	\$ 81,199	\$ 85,710	\$ 90,221	\$ 94,732	\$ 99,243	\$ 103,754
Director of Public Works	\$ 69,802	\$ 73,908	\$ 78,014	\$ 82,120	\$ 86,226	\$ 90,332	\$ 94,438
Assistant Manager	\$ 65,960	\$ 69,840	\$ 73,720	\$ 77,600	\$ 81,480	\$ 85,360	\$ 89,240
Assessor	\$ 65,877	\$ 69,752	\$ 73,627	\$ 77,502	\$ 81,377	\$ 85,252	\$ 89,127
Fire Chief	\$ 65,208	\$ 69,044	\$ 72,879	\$ 76,715	\$ 80,551	\$ 84,387	\$ 88,222
Town Planner	\$ 65,208	\$ 69,044	\$ 72,879	\$ 76,715	\$ 80,551	\$ 84,387	\$ 88,222
Police Captain	\$ 64,154	\$ 67,928	\$ 71,701	\$ 75,475	\$ 79,249	\$ 83,023	\$ 86,796
Library Director	\$ 56,164	\$ 59,468	\$ 62,771	\$ 66,075	\$ 69,379	\$ 72,683	\$ 75,986
Code Enforcement Officer	\$ 52,048	\$ 55,110	\$ 58,171	\$ 61,233	\$ 64,295	\$ 67,356	\$ 70,418
Public Works Supervisor	\$ 47,478	\$ 50,271	\$ 53,064	\$ 55,857	\$ 58,650	\$ 61,443	\$ 64,236
Library Young Adult	\$ 38,506	\$ 40,771	\$ 43,036	\$ 45,301	\$ 47,566	\$ 49,831	\$ 52,096
Assistant Librarian	\$ 38,224	\$ 40,472	\$ 42,721	\$ 44,969	\$ 47,217	\$ 49,466	\$ 51,714
ACP Office Manager	\$ 39,179	\$ 41,484	\$ 43,788	\$ 46,093	\$ 48,398	\$ 50,702	\$ 53,007
Tax Clerk	\$ 34,412	\$ 36,437	\$ 38,461	\$ 40,485	\$ 42,509	\$ 44,534	\$ 46,558
Excise Tax Collector	\$ 34,380	\$ 36,402	\$ 38,425	\$ 40,447	\$ 42,469	\$ 44,492	\$ 46,514
Police Clerk	\$ 34,380	\$ 36,402	\$ 38,425	\$ 40,447	\$ 42,469	\$ 44,492	\$ 46,514
Circulation Librarian	\$ 34,380	\$ 36,402	\$ 38,425	\$ 40,447	\$ 42,469	\$ 44,492	\$ 46,514
Library Technology Specialist	\$ 34,380	\$ 36,402	\$ 38,425	\$ 40,447	\$ 42,469	\$ 44,492	\$ 46,514
Deputy Clerk	\$ 34,196	\$ 36,207	\$ 38,219	\$ 40,230	\$ 42,242	\$ 44,253	\$ 46,265
ACP Secretary	\$ 31,017	\$ 32,842	\$ 34,666	\$ 36,491	\$ 38,316	\$ 40,140	\$ 41,965
Assistant Technical Services Librarian	\$ 31,776	\$ 33,646	\$ 35,515	\$ 37,384	\$ 39,253	\$ 41,122	\$ 42,992
Children's Programming Library Assistant	\$ 30,930	\$ 32,749	\$ 34,569	\$ 36,388	\$ 38,207	\$ 40,027	\$ 41,846
Library Assistants (PT at Annual/2080)	\$ 28,430	\$ 30,102	\$ 31,775	\$ 33,447	\$ 35,119	\$ 36,792	\$ 38,464