



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 07/01/92

SECTION <b>601</b>	SUBJECT <b>CLASSIFICATION AND COMPENSATION SYSTEM</b>
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The Classification and Compensation System of the City of Newport News has as its primary objectives:

- The establishment and maintenance of equitable and competitive compensation levels for each position.
- Providing the opportunity for progression through a salary range based on the individual employee's level of skill, general job performance and conduct.
- Providing opportunities for employee progression to more responsible positions within the City.

## COVERAGE

All employees of the City of Newport News shall be included in the classification and compensation system with the exception of the following:

1. Officials elected by the people and persons appointed to fill vacancies in elective offices, and employees of Constitutional Officers unless inclusion of employees of Constitutional Officers in the Classification and Pay Plan is specifically approved by the City Manager;
2. Members of boards and commissions, the City Manager, the City Attorney, the City Clerk, and other positions appointed by City Council, City Registrar, and persons appointed by the Judges of the Circuit Court;
3. The Assistant City Managers, Executive Staff members and attorneys employed in the City Attorney's Office;
4. Employees of the school board;
5. Licensed physicians employed by the City in their professional capacities;
6. Persons temporarily employed in a professional or scientific capacity, or to conduct a special inquiry, investigation or examination if the Council or the City Manager certifies that such employment is temporary and that the work shall not be performed by employees in the classified service;
7. Persons employed in temporary, or regular part time positions which are not equivalent to positions included in the classification system;

AMENDS/SUPERSEDES SECTION 601-1, DATED 7/01/90	REFERENCES 4352-92	APPROVAL
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8. Employees of agencies for which the City acts as fiscal agent are not considered employees of the City of Newport News.

## PERFORMANCE BASED COMPENSATION SYSTEM

The compensation system is based on the concept of merit. Employees are eligible to receive salary adjustments and are eligible for promotion from one job level to another based on qualifications and job performance. Length of service is not the primary factor in any salary action.

## SALARY SCHEDULES

There are four (4) salary schedules in the compensation plan:

1. Management
2. General
3. Hourly
4. Fire/Police

## SALARY RANGES

Salary ranges are established for each schedule by action of City Council.

Each year the Personnel Department, at the direction of the City Manager, conducts a survey of salary levels in the appropriate labor markets. Based on an analysis of this information, and other information which impacts salaries, adjustments to salary ranges may be recommended.

## POSITION ANALYSIS AND CLASSIFICATION

It is the policy of the City of Newport News to classify each position in a salary range based on a comparison and analysis of the compensable factors of the position to ensure appropriate salary range classification among positions.

The authorization of the City Manager is required to establish or change any position's salary range classification.

AMENDS/SUPERSEDES SECTION 601-2, DATED 7/01/90	REFERENCES 4352-92	APPROVAL
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## ADMINISTRATION

Policies and procedures are established by the City Manager to govern the administration of all aspects of the classification and compensation system. Responsibility for administration of the plan is delegated to the Director of Personnel. Any actions falling outside the scope of these policies and procedures must be authorized by the City Manager or his designated representative.

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AMENDS/SUPERSEDES SECTION 601-3, DATED 07/01/89	REFERENCES 4352-92	APPROVAL
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