

City of Thomaston

Office of Human Resources

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City of Thomaston Personnel Policies Addendum II

Effective Date: July 18, 2017

Article IV

Salaries and Classification

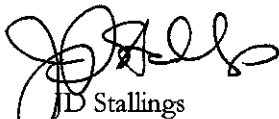
B. Pay and Compensation Schedule

The City Manager through the Human Resources Director shall be responsible for all reviews, maintenance and revisions of the Pay and Compensation Table, Job Descriptions, and Job Grades. The Compensation Table lists job grades and steps for each grade. Department Head salaries will be set at hire within range for the appropriate grade by City Manager recommendation and Council approval. All subsequent Department Head increases will be approved through the budget process or by City Manager recommendation and Council approval. All other city employees shall comply with the provisions of the Table approved by Council.


The Pay and Compensation Table will be reviewed (delete annually or) when deemed appropriate to ensure the City is competitive with the area employment market, so that the City is able to attract and maintain a qualified workforce. All changes to the Table will require City Manager and Council approval.

Employees in each position will not be hired below the minimum except in unusual circumstances, which must be requested in writing. All such requests must be reviewed by the Human Resources Director and approved by the City Manager. The entry salary for all new employees shall normally be set at the minimum of the salary rate for the position. However, for managerial/professional/technical positions or for documented appropriate equivalent experience, the entry rate may be above minimum after a review of the qualifications by the Human Resources Director and approval by the City Manager. No salary commitments shall be made to the applicant before obtaining this approval.

Employees will not be granted increases beyond the maximum of each position, without City Manager and Council approval. If the employees reaches the maximum, his or her pay will freeze until such time that the (delete annual) review shows the maximum should increase. Employees reaching the maximum of any position are encouraged to look and apply for available higher paying positions for which they are qualified.



JB Stallings
Mayor



Russell Thompson
City Manager