



## **City of Hibbing's Classification and Compensation Plan**

The City of Hibbing (City) hereby establishes this Classification and Compensation Plan.

### **Section 1. Key Objectives**

The key objectives of the City of Hibbing's Classification Compensation Plan are as follows:

- To clearly, effectively, consistently, and efficiently manage and communicate job classifications, job duties and responsibilities, job evaluation points, and compensation for employees
- To maintain a plan that is consistent with the city's total compensation philosophy
- To maintain a plan that is flexible enough to accommodate fiscal, economic, marketplace, internal equity, and organizational changes that affect the plan

### **Section 2. Classification and Compensation Philosophy**

The City of Hibbing is committed to establishing and administering classifications and compensation for city employees that:

- Is consistent with the mission, vision, goals, and objectives of the city and its departments and divisions
- Is an integral part of the city's total rewards for employees, which also includes benefits, work-life effectiveness, recognition, performance management, and talent development
- Is fair, reasonable, equitable, and cost-effective
- Complies with applicable state and federal laws, rules, and regulations, especially Minnesota's pay equity law for local governments which requires that local governments assure that: (i) the compensation for positions which require comparable skill, effort, responsibility, working conditions, and other relevant work-related criteria is comparable; (ii) the compensation for positions which require differing skill, effort, responsibility, working conditions, and other relevant work-related criteria is proportional to the skill, effort, responsibility, working conditions, and other relevant work-related criteria required; and (iii) there are no sex-based wage disparities.
- Attracts and retains well-qualified employees
- Encourages improved performance and motivates employees to develop their capabilities and competencies
- Enhances employees' engagement in the City of Hibbing through commitment, work effort, and desire to stay with the city
- Provides sufficient flexibility to accommodate changing fiscal, economic, marketplace, and internal equity conditions
- Adheres to principles of equal employment opportunity in which compensation is not based on employees' non job-related attributes, such as protected classes specified in law, except where there is a bona fide occupational qualification.

### **Section 3. Job Descriptions**

The City of Hibbing will maintain job descriptions for each regular position.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, Fair Labor Standards Act status (exempt or nonexempt), summary of the position, essential functions of the position, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position.

Prior to posting a vacant position, the existing job description is reviewed by the City Administrator and the department head to ensure the job description is an accurate reflection of the position.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

### **Section 4. Job Evaluation Points**

Job evaluation points for each regular position are established under the MRA Job Evaluation System.

A Job Evaluation Points (JEP) review for a position may be requested or initiated for the following reasons:

1. A new position is created
2. If an existing position is vacated and the City Administrator determines that a JEP review is warranted
3. With the City Administrator's approval, a position's duties and responsibilities have been changed
4. An employee requests a review of their position's JEPs. An employee may only request a review if there is new information available that was not used during the initial job evaluation or a prior review process.
  - A. Employees desiring a review of their position's job evaluation points may do so by completing a JEP review form and submitting it to the City Administrator.
  - B. An employee may only request a review of their position's JEPs no earlier than 12 months after the final decision on a preceding review the employee requested for their respective position.
  - C. If an employee does not comply with any of the requirements above, the employee is precluded from pursuing a review under this procedure.
  - D. City Administrator's designees will review the request, discuss it, and communicate a final decision on the review to the requesting employee.

## **Section 5. Performance Management**

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of city employees.

The City is committed to a performance management system for its employees that communicates performance expectations for job duties and responsibilities, workplace standards and goals and objectives; identifies an employee's strengths and areas for improvement in meeting these expectations; and fosters an employee's job development.

To meet this commitment, the City promotes the following:

1. Ongoing feedback to and candid discussions with employees and about performance throughout the year;
2. Developing and rewarding good performance;
3. Formal personnel actions as necessary to address performance problems through coaching, counseling, performance improvement plans and/or progressive discipline; and
4. An annual performance evaluation that addresses prior and future performance of the employee.

The quality of an employee's performance will be considered in personnel decisions such as promotions, transfers, demotions and terminations.

Certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, preferably at least annually. During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

The performance review form, with all required signatures, will be retained as part of the employee's personnel file.

## **Section 6. Compensation Administration**

- The City of Hibbing's City Administrator recommends to and the City Council approves compensation for City of Hibbing's employees.
- City of Hibbing's administrative staff are accountable for administration of the plan.

## **Section 7.      Reviewing, Maintaining, and Updating the Plan**

All elements of this plan will be reviewed periodically to determine the degree to which it remains consistent with all components of this plan. Actions that may be taken include the following:

1. Review, verification, and any required updating of job descriptions for all positions
2. Review, verification, and any required updating of job evaluation points
3. Review, verification, and consideration of market data preferably at least every five years collected from the market entities selected for comparison which timing of such or whether any such collection is warranted will be based on fiscal and economic conditions
4. Review and consideration of appropriate changes to the established base pay schedule based on internal equity and/or patterns of current market survey data, ensuring that there will be continuing integrity in administration of the current or revised base pay schedule, subject to fiscal, economic, and internal equity conditions
5. Review and consideration of changes to the City of Hibbing's total rewards, which includes compensation, benefits, work-life effectiveness, recognition, performance management, and talent development
6. Review and consideration of required and/or appropriate changes to this plan