



POLICY - COMPENSATION

Section/Number:	4-3	Total Pages:	2
Dept. Responsible:	Human Resources	Effective Date:	9/11/98
Special Note:	Supersedes all previous policies covering salary structure, salary administration, position classifications	Revision No.:	*(1) <u>05-28-14</u>

I. Policy:

The Metropolitan Council will provide a compensation structure that is appropriately competitive to attract and retain the qualified employees necessary to fulfill the Council's mission in the region. ~~The Council's objective is to provide internally equitable compensation. The management of agency compensation programs is to take into account base pay and variable pay. The Council's compensation structure is designed to support a living wage, be competitive with and responsive to the regional employment market while remaining affordable and fiscally responsible. The Council's compensation structure will seek to provide an equitable structure for classification and compensation based on relative job content.~~ All compensation programs are to be developed in the context of economic and social conditions and comply with material laws, regulations, policies and labor agreements.

II. Purpose of Policy:

~~The Metropolitan Council recognizes that a well rounded compensation program is a key contributor to its ability to attract and retain quality employees. The Council's objective strives is to be recognized as an employer of choice among public entities. for employees who want to make a difference in the region. The Council's compensation programs will be based on performance where possible and provide predictable movement through salary ranges. provide a means to communicate to employees the externally competitive and internally equitable framework of compensation for each position. The compensation programs are the basis with which to measure the Council's compliance with laws and regulations such as Minnesota Pay Equity, Fair Labor Standards Act, and Equal Employment Opportunity. The management of compensation is to account for base pay and variable pay.~~

III. Background and Reasons for Policy:

The Metropolitan Council's compensation plan determines its competitive position in the marketplace for qualified employees, and in turn the ability of the Council to achieve operational objectives. Investments in recruiting and developing employees is protected to the degree the compensation plan is competitive. An objective evaluation of all positions supported by a uniform grade structure, relative salary ranges, and a clear salary administration plan will ensure that comparable positions are equitably compensated.

The compensation programs are the basis with which to measure the Council's compliance with laws and regulations such as Minnesota Local Government Pay Equity, Fair Labor Standards Act, and Equal Employment Opportunity.

~~The Council's compliance with applicable statutes is dependent upon meeting these compensation plan requirements.~~

IV. Implementation/Accountability:

~~Implementing procedures include:~~

~~Position Classifications~~

~~Salary Administration~~

A. Accountability:

1.A. Human Resources is accountable to evaluate jobs, ~~collaboratively~~-develop appropriate pay structures in a collaborative fashion, determine salary plans based on internal equity and market ~~factors~~rates, provide training for managers ~~and supervisors~~ ment on performance ~~evaluation-management~~ and ~~communication~~-processes, ~~administration~~ of-salary plans, and reporting as required to state and federal agencies.

2. B. Management is responsible ~~for~~to communicatinge with staff about the Council's salary administration plan; and for completing performance evaluation documentation.

3. The Metropolitan Council is ultimately responsible for adopting all compensation plans.

~~C. The Metropolitan Council is ultimately responsible for adopting all compensation plans.~~

B. Implementing Procedures

4-3a Position Classification Review and Evaluation Procedure

4-3b Salary Administration Procedure

4-3c Position Series Procedure