

COMPENSATION

Section/Number:	4-3	Total Pages:	2
Dept. Responsible:	Human Resources	Effective Date:	09/11/1998
Special Note:	Supersedes all previous policies covering salary structure, salary administration, and positions classifications	Last Revision Date:	08/27/2014
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		Revision No.	1

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 compensation structure is designed to, be competitive with and responsive to the regional employment market while remaining affordable and fiscally responsible. The Council’s compensation structure seeks 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 Council strives to be recognized as an employer of choice among public entities. The Council’s compensation programs will be based on performance where possible and provide predictable movement through salary ranges. 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.

IV. Implementation/Accountability

A. Accountability

1. Human Resources is accountable to evaluate jobs, develop appropriate pay structures in a collaborative fashion, determine salary plans based on internal equity and market factors, provide training for managers and supervisors on performance management and processes, administer salary plans, and report as required to state and federal agencies.



2. Management is responsible for communicating 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.

B. Implementing Procedures

- 4-3a Position Classification Review and Evaluation Procedure
- 4-3b Salary Administration Procedure
- 4-3c Position Series Procedure

Revision/Review Tracking

Date	Revision No.	Review Only – No changes
08/27/2014	1	