

Town of Windsor

Memorandum

November 23, 2020

5:30 PM

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager
SUBJECT: Classification and Pay Study Work Session

A work session to review and consider the Baker-Tilly Classification and Pay Study and its implementation options.

Background

Baker-Tilly conducted a Classification and Pay Study for the Town of Windsor work force, which was finalized in August 2020. Job descriptions for each position were created and updated as part of the process. These, along with feedback from up to seven (7) other locality's pay data were used to create updated pay ranges for each position currently within the town.

Enclosures:

Please find enclosed the following:

- The Baker-Tilly presentation, which includes the proposed pay plan, the proposed class assignments, and implementation options.
- A table of salary survey data.
- A table of benefits survey data.
- The updated job descriptions.

***A light supper will be provided due to the early meeting time.