



COMPENSATION POLICY AND PROCEDURE

PM-18-01

Section: 18-00, COMPENSATION

PURPOSE AND POLICY

The Human Resources Director for the City of Memphis Government is required to set forth and maintain a compensation plan, which is the official pay plan for all positions in City of Memphis Government and for those employees who work for the City, with the exception of elected officials.

In order to provide uniform salary guidelines, policies and procedures involved in administering such a plan, the Human Resources Director designated the Compensation Service Center with the design and maintenance of the City's pay plan and related employee performance review program.

It is the intention of the City of Memphis Government to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent incumbent. The system used will be objective and non-discriminatory in theory, application and practice.

The policies and procedures of the City's pay plan and performance review program are both on file in the Compensation Service Center, Division of Human Resources, located in City Hall. All questions related to compensation or the employee performance review program must be directed to the same.