



## **EMPLOYEE COMPENSATION GUIDELINES**

- It is the organization's ultimate objective to compensate employees at a level consistent with 100% of the average maximum for comparable positions in metropolitan area cities (population of 20,000 – 30,000).
- Market data provided in the Minnesota Local Government Salary & Benefits Survey (League of Minnesota Cities and Metro Cities) and DCA Stanton (Group 6) shall serve as the primary benchmarks for compensation data.
- Salaries paid to comparable benchmark positions identified in the private industry may also be a consideration in determining market compensation for Champlin City employees.
- If the City Administrator has determined, after reviewing external market data, that an employee is paid less than the average maximum for comparable positions in the market, the City Council may consider a recommendation for a salary adjustment based on the individual's performance and/or qualifying criteria for the position.
- All position market and/or salary adjustments recommended by the City Administrator shall be approved by the City Council as part of the annual budget process. Unless an alternative timeline is specifically recommended by the City Administrator, employee salary adjustments shall become effective January 1<sup>st</sup> for the identified budget year.
- At times, the Consumer Price Index (CPI) may be utilized in establishing some component of employee compensation. It is recommended that the "Midwest Urban—(all items)" data provided by the U.S. Department of Labor Statistics, be utilized for comparison purposes.

Amended: November 12, 2013