

RESOLUTION

NO: 2022-10-161

LIVINGSTON COUNTY

DATE: October 24, 2022

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**Resolution to Approve and Implement the Results of the MGT of America Consulting, LLC. Classification and Compensation Study Effective 1/1/2023 for Nonunion Employees – Human Resources**

**WHEREAS,** the County last conducted a non-union wage study in 2014-2015; and

**WHEREAS,** the Board of Commissioners Strategic Plan set a 2022 goal of conducting a wage and benefit survey for our nonunion employees; and

**WHEREAS,** in order to remain competitive and able to retain and recruit a talented workforce, the County issued an RFP in 2022 to select a vendor to conduct a classification and compensation study and the Board of Commissioners entered into a contract in March, 2022 with MGT of America Consulting, LLC to conduct the study; and

**WHEREAS,** MGT of America Consulting, LLC. conducted a classification and compensation study systematically using established practices regarding job evaluation, gathering market data and applying their findings via standard means of measurement; and

**WHEREAS,** MGT of America Consulting, LLC. has consistently sought input and provided feedback to the County throughout the project via meetings, correspondence, and conferences; and

**WHEREAS,** MGT of America Consulting, LLC. has completed the classification and compensation study based on the fundamental principles of wage and salary administration and the proper evaluation of internal and external pay factors, concurred with by the Classification and Compensation Study Steering Committee, the Personnel Committee, and based on the terms of the agreement for service; and

**WHEREAS,** the Classification and Compensation Study Steering Committee and Personnel Committee have reviewed the classification and compensation study and recommend the approval of the results and implementation.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the Classification and Compensation Study conducted by MGT of America Consulting, LLC. dated October 14, 2022 effective January 1, 2023 only for employees currently and actively employed as of January 1, 2023.

**BE IT FURTHER RESOLVED** that the classification changes, including title changes and reclassifications as described in the Classification and Compensation Study for Livingston County Final Report, dated October 14, 2022 are hereby adopted.

**BE IT FURTHER RESOLVED** that individual employee whose current pay falls within the new grade shall be placed on the step closest to, but not less than, their current base pay.

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**BE IT FURTHER RESOLVED** that for employees currently compensated above the range maximum (red circled) there shall be no adjustment to their base rate. Employees currently compensated below the new range minimum (reclassifications) shall be immediately brought to the range minimum as a one-time adjustment, or the step on the new grade scale that gives them at least a 5% increase to their current pay, whichever is greater.

**BE IT FURTHER RESOLVED** that changes recommended by MGT of America Consulting, LLC. to the attached Classification / Compensation Guidelines policy are hereby approved and adopted.

**BE IT FURTHER RESOLVED** that the 2023 salary schedule was prepared without an across-the-board market adjustment for 2023. A cost-of-living adjustment will require separate action by the Board of Commissioners.

**BE IT FURTHER RESOLVED** should an employee or their supervisor feel the placement of a job within the classification or grade structure is incorrect, an appeal can be made to the Human Resources Department to reevaluate the position after a six (6) month waiting period following Board approval of this study.

**BE IT FINALLY RESOLVED** that the implementation of the Classification and Compensation results for non-union Court Employees will occur upon the written approval and authorization of the Chief Judge.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize any necessary budget amendments and transfers needed to effectuate the above

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**MOVED:**  
**SECONDED:**  
**CARRIED:**