

Mayor
ISAIAH SCIPIO
City Council
CAMERON RIVERS, Mayor Pro-Tem
JOHN MCMANUS
FLOYD ROGERS
RAY WILSON
ALLIE WINTER



Administrator
TIM O'BRIANT
City Clerk
DONNA F. OWEN

City of Pickens

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AGENDA CITY COUNCIL WORK SESSION MEETING

Monday March 24, 2025

6:00 p.m.

CITY HALL

**219 PENDLETON STREET
PICKENS, SOUTH CAROLINA**

1. WELCOME AND CALL TO ORDER:
2. INVOCATION AND PLEDGE OF ALLEGIANCE:
3. COMMENTS FROM MAYOR SCIPIO:
4. ADMINISTRATOR'S REPORT:
5. PRESENTATION FROM PICKENS COUNTY WORKFORCE:
6. ATTORNEY'S REPORT REGARDING PARKING ISSUES ON CITY STREETS:
7. DISCUSSION REGARDING COMPENSATION AND COLA POLICES:
8. CONVENE INTO EXECUTIVE SESSION TO DISCUSS A CONTRACTUAL ISSUE AS ALLOWED BY SECTION 30-4-70 (A) (2):
9. RECONVENE INTO PUBLIC SESSION:
10. ACTION AS A RESULT OF EXECUTIVE SESSION:
11. COMMENTS FROM COUNCIL:
12. ADJOURNMENT:

City of Pickens
Employee Compensation Policy

Purpose

This policy establishes the framework for determining the compensation and classification of employees for the City of Pickens, South Carolina. The goal is to ensure that employee salaries are fair, competitive, and aligned with the responsibilities and qualifications of each position. This policy aims to attract, retain, and reward qualified employees who support the city's mission and operations.

Scope

This policy applies to all full-time, part-time, and temporary employees of the City of Pickens.

Policy Statement

The compensation and classification of employees shall be based on a structured salary table attached to this policy as approved by City Council. The table includes the following components for each approved position title and classification:

1. Position Titles and Classifications:

Each position is assigned a title and classification based on its job responsibilities, complexity, required qualifications, and organizational impact.

2. Salary Range Structure:

- **Minimum Salary:** The entry-level salary for employees meeting the basic qualifications of the position.
- **Midpoint Salary:** The salary level reflecting market-competitive compensation for experienced employees performing at a proficient level.
- **Maximum Salary:** The highest salary for the position, available for employees with extensive experience and demonstrated exceptional performance.

Policy Guidelines

Administration and Oversight

- The City Administrator or their designee shall oversee the administration of this policy under supervision of the City Council, including periodic reviews and updates to the classification and compensation structure.
- Human Resources shall maintain the salary table and ensure compliance with this policy.

Attachment

Table of Position Titles and Classifications

The attached table includes the approved position titles, classifications, and associated salary ranges (minimum, midpoint, and maximum) for each position in the City of Pickens.

Adopted By Pickens City Council

Date:

Signature: _____

Isaiah Scipio, Mayor of Pickens

City of Pickens, South Carolina Policy on Annual Cost-of-Living Adjustment (COLA) Consideration

Purpose:

To establish a policy that ensures the City of Pickens regularly evaluates and considers cost-of-living adjustments (COLA) for employees based on the Consumer Price Index (CPI) or other appropriate cost-of-living indicators during the annual budget preparation process.

Policy Statement:

The City of Pickens recognizes the importance of providing fair and competitive compensation to its employees in alignment with changes in the cost of living. As part of the annual budget preparation process, the City shall evaluate the impact of inflation and economic changes on employees and consider a cost-of-living adjustment to maintain equitable wages and support employee retention and satisfaction. Additionally, the City Administrator is directed to commission a salary survey every four years to determine the wages paid by similar local governments in the region to ensure the City of Pickens remain competitive in the marketplace.

Procedures:

1. Annual Review of Cost-of-Living Indicators:

- The City Administrator or designated staff shall review the Consumer Price Index (CPI) for the relevant region or other applicable cost-of-living indicators for the previous calendar year to determine the rate of inflation and any changes to the cost of living.
- The review shall include an analysis of how changes in the cost of living may affect the City's ability to attract and retain qualified employees.

2. Recommendation for COLA Adjustment:

- Based on the analysis of the CPI or other relevant indicators, the City Administrator shall prepare a recommendation for a COLA adjustment for employees.
- The proposed COLA percentage, along with any other considerations, shall be included as part of the draft budget ordinance for council consideration.

3. Council Review and Approval:

- The recommendation for the COLA adjustment shall be presented to the City Council during budget discussions.
- The Council shall have the authority to approve, modify, or decline the proposed COLA as part of the adoption of the annual budget ordinance.

4. Implementation:

- If approved by the City Council, the COLA adjustment shall take effect at the beginning of the new fiscal year or as otherwise stipulated in the budget ordinance.

Guidelines:

- The proposed COLA adjustment shall be based on the CPI or other relevant cost-of-living indices but may be subject to budgetary constraints and the financial health of the City.
- This policy does not mandate automatic COLA increases but requires the City to evaluate and present a recommendation annually for council consideration.

Effective Date:

This policy shall take effect immediately upon adoption by the City Council of Pickens and shall be incorporated into the annual budget preparation process.

Adopted this [date] day of [month], [year].

Attested By:

Mayor, City of Pickens

City Clerk
