

Hot Topics for Tennessee cities and towns

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The 1995/96 MTAS Salary and Fringe Benefit Survey

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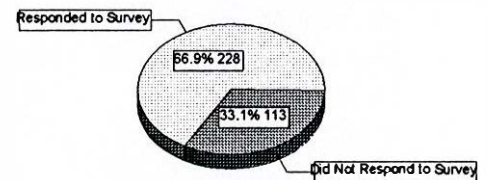
The MTAS annual salary and fringe benefit survey for 95/96 is complete and shows salary increases for city employees rose at a rate slower than 94/95. This report contains a summary of the findings, in addition to a means to request specific information. Pages 6 and 7 are request forms you can send back to us for the specific salary and benefit information *you* need.

Salary information for the 95/96 survey was gathered in five categories: (1) number of employees, (2) hours worked, (3) minimum salary, (4) maximum salary, and (5) FLSA status. In some instances, an employee may have held more than one position or a clerk-typist was also the secretary. For these cases, respondents were asked to report the salary for the position in which the employee spends more than 50 percent of his or her time.

Some positions didn't apply to all cities. If the job description didn't closely fit the job for the employee, the respondent was asked to leave the category blank. If in your request for salary and/or benefit information, you're not sure that the duties of a position listed match those of the job title in your city, ask for a copy of the job description.

Responses to Survey

statewide



The Survey Results

Based on data submitted, salaries in the 95/96 fiscal year for employees of Tennessee cities and towns grew at a rate slightly less than the rate of inflation. A number of factors, including adjustments in city or town compensation programs, could be the reason for the increases. Other factors affecting the data could be:

- ▶ that some cities made corrections to previously reported misleading information, or
- ▶ incorrect assumptions were made during data entry.

Calculations in the survey are the result of comparing average minimum and maximum salaries from one year to the next. The extent of change was then averaged to determine the overall average changes in salaries from fiscal years 1994/95 to 1995/96.

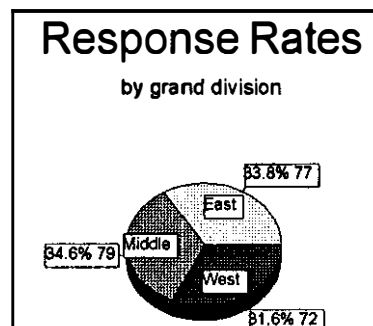
The U.S. Bureau of Labor Statistics' Consumer Price Index (CPI-U) for all urban consumers grew by 3.0 percent for cities in the South, while salaries of Tennessee cities grew by only 2.46 percent. The CPI-U is a measure of the average change in prices over time in a fixed market basket of goods and services. The CPI-U covers about 80 percent of the total population. On the national level, the CPI-U also showed the average rate of inflation as 2.7 percent.

The average minimum salary for all positions paid in 1995/96 was \$21,879.24. The average change in minimum salaries from 1994/95 to 1995/96 was 2.79 percent (from \$21,284.92 to \$21,879.24). The average maximum salary for all positions paid in 1995/96 was \$26,773.46. The average change in maximum salaries from 1994/95 to 1995/96 was 2.13 percent (from \$26,206.15 to \$26,773.46).

Changes in minimum and maximum salaries ranges by grand division showed West Tennessee cities outpacing Middle and East Tennessee. West Tennessee cities and towns reported salary increases at a rate of 6.04 percent, compared to 0.84 percent in Middle Tennessee and 0.42 percent in East Tennessee.

Several groups of positions (administrative, clerical, elective, labor and trade, professional, public safety, and technical) also reflected an average increase higher than the CPI-U. Technical employees led the way with an average *increase* of 4.17 percent, followed by public safety employees, up by 3.05 percent and elective employees, up by 3.96. The average salary increases of other groups were:

- ▶ administrative employees, up by 0.27 percent.
- ▶ clerical employees, up by 1.38 percent.
- ▶ labor and trade employees, up by 2.23 percent.
- ▶ professional employees, up by 1.80 percent.



Among individual positions, wastewater operators IV had the highest average increase over 1994/95 data, at 12.31 percent. This represented increases from the 94/95 average minimum salary from \$21,284.92 to \$21,819.24, and 94/95 maximum salary increase from \$26,205.15 to 26,773.46. Significant increases were also reported for accountants (10.5 percent), risk managers (10.67 percent), and purchasing agents (10.44 percent).

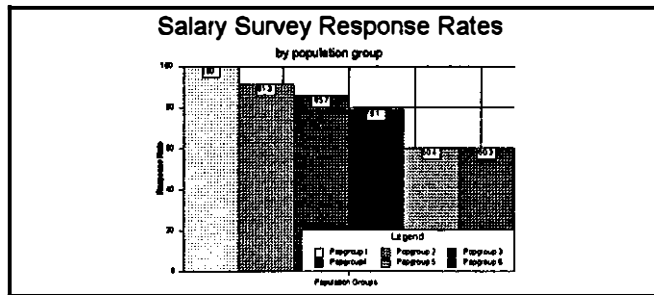
The largest salary *decrease* was for head librarians. Cities reported a decrease of about 19.85 percent (statewide average minimum salary changed from \$22,271.82 to \$18,939.15; statewide average maximum salary changed from \$28,096.21 to \$23,011.84). Decreases in statewide average salaries were also reported for public information officers (7.84 percent), directors of public safety (7.26 percent), administrative secretaries (5.17 percent), administrative assistants (4.43 percent), water operators IV (4.71 percent), and wastewater operators II (3.35 percent).

The average number of city employees increased over 1994/95 by about 13.8 percent for full-time employees. This represents changes from an average of 124 full-time employees in 94/95 to 144 in 95/96. Middle Tennessee cities averaged 175 full-time employees while East and West Tennessee cities averaged 135 and 120, respectively.

The Salary Information

For regular users of our survey information, this document will look familiar. It's our attempt to get the most basic — and most used — information into the hands of Tennessee city officials in a faster and more economical manner. But if you need more detail, don't worry. MTAS

gathered the same amount of information as in past years, and it's available quickly if you need it. In fact, data from the survey is entered into a database (RBASE for DOS) and reports can be generated in the format you're used to from previous years.



MTAS received responses this year from 228 of the 341 Tennessee cities. This represents 66.9 percent of the total number of Tennessee cities. Of the total number of cities, 113 or 33.1 percent did not respond to the survey.

When we examine the response rates by grand division we see some interesting developments. The response rate for Middle Tennessee cities (34.6 percent or 79 of 123) outpaced East Tennessee (33.8 percent or 77 of 109) and West Tennessee (31.6 percent or 72 of 109) cities.

Response rates by population groups show the greater percentage of responses from population group I (4 of 4 responses), followed closely by population group II (21 of 23). Population group VI contained the greater number of responders and the largest number of cities (122 of 202).

Benefit Information

MTAS also gathered extensive data on benefits of Tennessee municipal workers. A check mark or a number was all that was required to complete most of the benefit questions; however, space was provided for additional comments. Benefit data can be generated by tallying responses by grand division and statewide. Information about numbers of employees has been averaged and can be presented in the same manner.

Available by request is information on work week hours, breaks, probationary periods, hours required for full benefits, longevity pay, cost-of-living increases, uniforms, moonlighting policies, health and dental insurance and deductibles, disability, holidays, vacations, sick leave, personal time, retirement, tuition reimbursement, drug testing, workers' compensation, credit unions, child care assistance, deferred compensation, parking, and much, much more.

How to Get More Information

We are capable of generating salary information based on populations. Population statistics used in the survey were obtained from the *1995 Directory of Tennessee Municipal Officials* as certified by the Tennessee Department of Economic and Community Development (April 1, 1990).

The groupings are:

- ▶ Group 1 - populations with more than 100,000,
- ▶ Group 2 - populations between 15,000 and 99,999,
- ▶ Group 3 - populations between 8,000 and 14,999,
- ▶ Group 4 - populations between 4,000 and 7,999,
- ▶ Group 5 - populations between 2,000 and 3,999,
- ▶ Group 6 - populations with less than 2,000.

To understand the process of requesting additional salary or benefit information, you may need to understand a little about how the survey database is constructed. This will help you understand the constraints imposed on MTAS by the software used.

The database is divided into sections called tables. Each table is associated with a particular section (topic) of the questionnaire cities completed and returned. There is a general table that contains statistical information about every city in the state. Included in this table is information about population, grand division, county, the contact person and telephone number, and the MTAS municipal management consultant serving the city. We can certainly generate this report if you need it, but such information is available elsewhere in more usable formats. This table is what allows the computer to generate the rest of the reports.

Two tables are associated with the salary questionnaire. A title table contains a listing of the 65 benchmark positions (the listing appears on your request form). The salary table includes salary information for all positions in each of the seven job categories: (1.) elective, (2.) administrative, (3.) professional, (4.) clerical, (5.) technical, (6.) public safety, and (7.) labor and trade.

The remaining tables are associated with the benefits portion of the questionnaire. The tables are: (1.) staffing information, (2.) hours, (3.) salary payment policies, (4.) employee insurance, (5.) holidays, (6.) leave, (7.) other leave, (8.) retirement benefits, and (9.) other benefits. Some information on part-time employees is also available.

Individual reports may be tailored and generated exclusively for a requesting city. This gives you more control over what information you receive and how that information is presented to you. Examples of acceptable database requests are:

- ▶ city manager salary data for cities with populations between 15,000 and 25,000 in West Tennessee,
- ▶ all clerical salaries in population group 4,
- ▶ police chief salaries for Maryville, Hendersonville, Jackson, and Clarksville, or
- ▶ cities that pay less than 75 percent of their employees' insurance premium.

Salary data is also available by geographical and statewide averages, counties, or by selected cities.

Use the forms provided on pages 6 and 7 to prepare your information request(s). Just pull off and mail. Feel free to duplicate the forms as often as necessary. Please note that there are limits on the kind of requests MTAS can handle. *(A request for all salaries in all population groups will not be honored because of the amount of time necessary to run such a request.)* However, you may request as many reports as you need. All requests will be processed as they are received.

For help formulating your request, for assistance in better understanding the search and printing limitations, for other questions regarding the survey, or to get additional information, contact Richard L. Stokes, MTAS Municipal Personnel Consultant, 226 Capitol Boulevard Building, Suite 402, Nashville, Tennessee, 37219, (615) 532-6827 or (615) 532-4956.

1995/96 SALARY SURVEY DATA REQUEST FORM

The following form has been prepared to help you request information contained in the salary survey database. Should you have any questions about how to use the form feel free to contact Richard L. Stokes in Nashville at (615) 532-6827.

NAME: _____

TITLE: _____

MAILING ADDRESS: _____

ELECTIVE	ADMINISTRATIVE	PROFESSIONAL	CLERICAL	TECHNICAL	PUBLIC SAFETY	LABOR
Mayor	City Manager	Finance Director	Admin. Secretary	Chief Mechanic	Police Chief	Service Man/Bldg Maintenance
Vice Mayor	Asst. City Manager	Personnel Director	Executive Secretary	Mechanic	Assistant Chief	Light Equipment
Aldermen	Administrative Asst	Purchasing Agent	Secretary I	Bldg. Inspector	Police Captain	Heavy Equipment
Judge	City Recorder	Public Works Director	Clerk/Typist	Water Operator II	Police Sergeant	Meter Reader
	City Attorney	Utility Manager	Account Clerk	Water Operator III	Detective	Utility Worker
	City Clerk	City Engineer	Sr. Account Clerk	Water Operator IV	Police Officer	Sanitation Supervisor
	Court Clerk	City Planner		Wastewater Oper II	Dispatcher	Sanitation Worker
		Accountant		Wastewater Oper III	Fire Chief	Street Supervisor
		Parks Director		Wastewater Oper IV	Asst. Chief	Street Worker
		Head Librarian		Lab Technician	Fire Captain	
		Risk Manager			Fire Marshall	
		Public Info. Officer			Fire Lieutenant	
		Wastewater Plant Mgr			Fire Driver	
					Fire Fighter	
					Police Lieutenant	
					Dir. Public Safety	

GENERATE A REPORT FROM _____ (TABLE)

INCLUDE: _____

 (POSITIONS) _____

SORTED BY: 1. POPULATION - BETWEEN _____ AND _____
 2. POPULATION GROUP - _____ (I - VI or all)
 3. GRAND DIVISION - _____ (E, M, W, or ALL)

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1995/96 BENEFIT SURVEY DATA REQUEST FORM

The following form has been prepared to help you request information contained in the salary survey database. Should you have any questions about how to use the form feel free to contact Richard L. Stokes in Nashville at (615) 532-6827.

NAME: _____

TITLE: _____

MAILING ADDRESS: _____

Staff & Hours (1-12)	Salary (16-22)	Insurance (23-32)	Holidays (33-34)	Leave (35-43)	Other Leave (44-45)	Retirement (46-52)	Benefits (53-58)
Total Employees	Longevity	Health Cov.	Total # Days	Vacation	Used Sick Leave	Programs	% Payroll
Depart. Totals	% Cola	% Premium	New Years Eve	Carry over	Used Vac. Leave	TCRS	Tuition
Person cost	Uniforms	Deductible	New Years	Cash-in	Used LWOP	Early Retirement	Physcial Exam
Hours Worked	Allowance	Amout	Memorial Day	Vac. Wait	Jury Duty	Vesting	Drugs Test
Fire Cycle	Sup Uniforms	Pre-Certification	ML King Day	Sick Leave	Jury Check	# Years	Workers Comp
Police Cycle	Paydays	Elected Officials	Columbus Day	#Sick Days		Over 65 Premium	Travel
Shifts	Second Job	% Premium	Washington Birthday	Carry over		Under 65 Premium	Parking
Weekends		Retirees	President Day	Cash-in		Retirement Card	Counseling
Holidays		% Premium	July 4th	Sick Leave Abuse		# Days CRD Retirement Cont.	Credit Union
Lunch		Family Coverage	Labor Day	Public Safety			Savings
Paid Breaks		% Premium	Good Friday	Waiting			DEF Comp
Probation		Waiting	Thanksgiving	Length			Bond Insurance
		Major Medical	Day After Thanksgiving				Christmas Bonus
		Maximum	Veteran Day				Separation
		Alt. Coverage	Christmas				Wellness

<u>Part-Time</u> (13-15)		Dental Insurance	Christmas Eve				EAP
Hours WK PT Benefits		Coverage	Other Days				Child Care
Hours WK FT Benefits		% Premium	Holiday pay				Mileage
		Added Coverage	Cash-in				Awards
		Disability					

GENERATE A REPORT FROM _____ (TABLE)

SORTED BY:

1. POPULATION - BETWEEN _____ AND _____
2. POPULATION GROUP - _____ (I - VI or all)
3. GRAND DIVISION - _____ (E, M, W, or ALL)

Clip and Post by Your Phone

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TM

Authorization No. E14-1050-00-002-95

The University of Tennessee
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The Municipal Technical Advisory Service (MTAS) was created in 1949 by the state legislature to enhance the quality of government in Tennessee municipalities. An agency of The University of Tennessee's Institute for Public Service, MTAS works in cooperation with the Tennessee Municipal League and affiliated organizations to assist municipal officials.

By sharing information, responding to client requests, and anticipating the ever-changing municipal government environment, MTAS promotes better local government and helps cities develop and sustain effective management and leadership.

MTAS offers assistance in areas such as accounting and finance, administration and personnel, fire, public works, law, ordinance codification, communications, and wastewater management. MTAS houses a comprehensive library and publishes scores of documents annually.

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