

Hot Topics for Tennessee cities and towns

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The 1994 MTAS Salary and Fringe Benefit Survey

by Richard L. Stokes
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The MTAS annual salary and fringe benefit survey for 1994 is complete and shows salary increases for city employees grew at a rate higher than 1993, continuing a trend. Here's a summary of the findings. Pages 6 and 7 are request forms you can send back to us for the specific salary and benefit information *you* need.

Based on data submitted, salaries in 1994 for employees of Tennessee cities and towns again grew at a rate faster than the rate of inflation. A number of factors, the least of which are adjustments in 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 1993 to 1994.

The U.S. Bureau of Labor Statistics' Consumer Price Index (CPI-U) for all urban consumers grew by 2.7 percent for cities in the South, while salaries of Tennessee cities grew by 4.34 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 1994 was \$21,284.92. The average change in minimum salaries from 1993 to 1994 was 3.45 percent (from \$20,635.87 to \$21,284.92). The average maximum salary for all positions paid in 1994 was \$26,206.15. The average change in maximum salaries from 1993 to 1994 was 5.23 percent (from \$25,025.40 to \$26,206.15).

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There were changes from last year for minimum and maximum salaries by grand division. East Tennessee cities outpaced Middle and West Tennessee. East Tennessee cities and towns reported salary increases at a rate of 6.79 percent, compared to 6.45 percent in Middle Tennessee and -0.51 percent in West Tennessee. These figures reflect an increase over 1993 data.

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. Elected employees led the way with an average increase of 10.76 percent. The average salary increases of other groups were:

- ▶ administrative employees, up by 5.08 percent.
- ▶ clerical employees, up by 3.29 percent.
- ▶ labor and trade employees, up by 4.19 percent.
- ▶ professional employees, up by 4.08 percent.
- ▶ public safety employees, up by 3.12 percent.
- ▶ technical employees, up by 4.29.

Among individual positions, head librarians had the highest average increase over 1993 data, at 33.88 percent. This represented increases from the 1993 minimum salary range from \$15,048.76 to \$22,271.82 and 1993 maximum salary range increase from \$18,171.15 to 28,096.21. Aldermen salaries increased by about 16.40 percent (statewide average minimum salary changed from \$1,489.67 to \$1,739.65; statewide maximum salary changed from \$1,560.94 to \$1,913.47).

Significant increases were also reported for building inspectors (13.83 percent), vice mayors (12.97 percent), water plant operators IV (11.83 percent), city attorneys (9.81 percent), judges (9.36 percent), water and wastewater lab technicians (8.25 percent), meter readers (8.19 percent), accountants (8.02 percent), street foremen (6.99 percent), city recorders (6.87 percent), firefighters (6.78 percent), city clerks (6.28 percent), assistant city managers (6.03 percent), light equipment operators (6.03 percent), utility workers (5.89 percent), utility managers, (5.84 percent), police chiefs (5.47 percent), and city planners (5.45 percent).

The largest salary *decrease* was for risk managers. Cities reported a decrease of about 9.71 percent (statewide average minimum salary changed from \$29,435.27 to \$26,035.12; statewide average maximum salary changed from \$42,849.53 to \$37,930.87). Decreases in statewide average salaries were also reported for water plant operators II (2.86 percent), water and wastewater operators IV (.55 percent), public information officers (0.22 percent), purchasing agents (0.79 percent), assistant fire chiefs (1.24 percent), and fire marshals (1.33 percent).

The average number of city employees decreased over 1993 by about 12.5 percent for full-time and part-time employees. This represents changes from an average of 133 full-time employees to 124. This decrease may be the result of not having salary data for the City of Memphis. Middle Tennessee and the East Tennessee regions reported an increase in the number of full-time and part-time employees. The largest increase was seen in Middle Tennessee, where full-time and part-time averages jumped about 19.1 percent. East Tennessee reported an increase in the average number of employees of about 12.3 percent, while West Tennessee reported a decrease of about 61 percent due to the omission of Memphis.

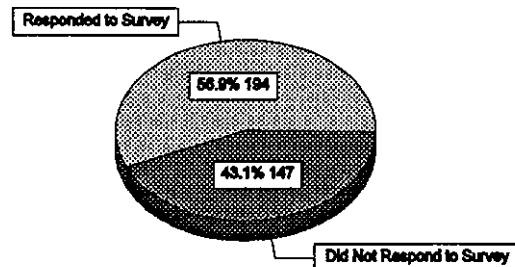
The Salary Information and How It Was Gathered

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 194 of the 341 Tennessee cities. This represents 56.9 percent of the total number of Tennessee cities. Of the total number of cities, 147 or 43.1 percent did not respond to the survey.

Responses to Survey

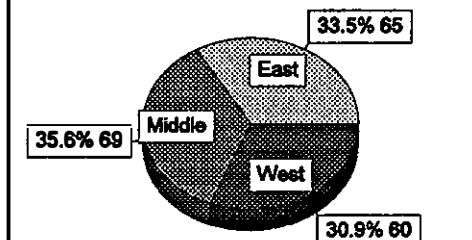
statewide



When we examine the response rates by grand division we see some interesting developments. The response rate for East Tennessee cities (59.6 percent or 65 of 109) outpaced Middle (56.1 percent or 69 of 123) and West Tennessee (55 percent or 60 of 109) cities. Salary information was gathered in five categories:

Response Rates

by grand division



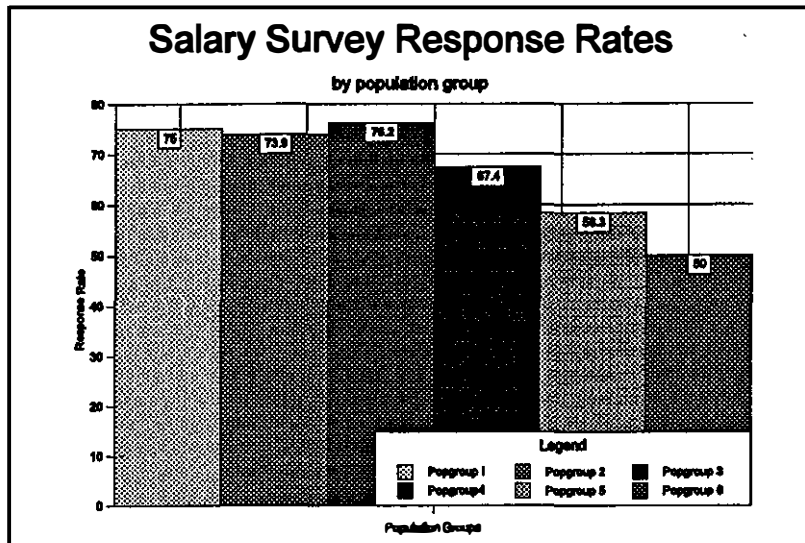
1. number of employees,
2. hours worked,
3. minimum salary,
4. maximum salary, and
5. FLSA status.

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 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.

Several liberties were taken when only one salary was listed. If the city listed one salary and only one employee, we assumed the salary represented the minimum and maximum salary. If a city listed a minimum salary with more than one employee, no maximum salary was inferred. Blank spaces indicate that information was not provided.

We are capable of generating salary information based on populations. Population statistics used in the survey were obtained from the 1994 *Directory of Tennessee Municipal Officials* as certified by the Tennessee Department of Economic and Community Development (July 1, 1990). The groupings are:



- ▶ Group 1 - populations over 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 under 2,000.

Response rates by population groups show the most response from population group 3 (16 of 21 responses), followed closely by

population group 1 (3 of 4). Population group 6 contained the greater number of responders and the largest number of cities (101 of 202). Salary data is also available by geographical and statewide averages, counties, or by selected cities.

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

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, or
- all clerical salaries in population group 4, or
- police chief salaries for Maryville, Hendersonville, Jackson, and Clarksville, or
- cities that pay less than 75 percent of their employees' insurance premium.

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.

1994 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: _____

<u>ELECTIVE</u>	<u>ADMINISTRATIVE</u>	<u>PROFESSIONAL</u>	<u>CLERICAL</u>	<u>TECHNICAL</u>	<u>PUBLIC SAFETY</u>	<u>LABOR</u>
MAYOR VICE MAYOR ALDERPERSON JUDGE	CITY MANAGER ASST CITY MGR ADMIN ASST CITY RECORDER CITY ATTORNEY CITY CLERK COURT CLERK	FINANCE DIR PERSONNEL DIR PURCHASING AGT PUB WORKS DIR UTILITY MGR CITY ENGINEER CITY PLANNER ACCOUNTANT PARKS DIR HEAD LIBRARIAN RISK MANAGER PUB INF OFF WWPLANT MGR	ADMIN SEC EXEC SEC SEC I CLK-TYPIST ACCOUNT CLK SR. ACCT CLK	CHIEF MECHAN MECHANIC BLDG INSP WATER OPER II WATER OPER III WATER OPER IV WWATER OPER II WWATER OPER III WWATER OPER IV LAB TECH	POLICE CHIEF ASST CHIEF POLICE CAPTAIN POLICE SGT DETECTIVE POLICE OFFICER DISPATCHER FIRE CHIEF ASST CHIEF FIRE CAPTAIN FIRE MARSHALL FIRE LIEUT FIRE DRIVER FIRE FIGHTER POLICE LIEUT DIR PUB SAFETY	SERVICEMAN LGT EQUIP HVY EQUIP METER READ BLDG MAINT SANITA SUP STREET FRM STREET WKR

GENERATE A REPORT FROM _____ (TABLE)

INCLUDE: _____ (POSITIONS)

****NOTE**** YOU MAY REQUEST ALL POSITIONS
FROM A TABLE OR LIST THOSE YOU WANT.

SORTED BY:

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

1994 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: _____

<u>STAFF AND HOURS</u> 1 - 12	<u>SALARY PAYMENT</u> 16 - 22	<u>INSURANCE</u> 23 - 32	<u>HOLIDAYS</u> 33 - 34	<u>LEAVE</u> 35 - 43	<u>OTHER LEAVE</u> 44 - 45	<u>RETIREMENT</u> 46 - 52	<u>BENEFITS</u> 53 - 58
TOTAL # EMP DEPT TOTALS PERS COST HOURS WRKD FIRE CYCLE POLICE CYCLE SHIFTS WEEKENDS HOLIDAYS LUNCH PAID BREAKS PROBATION	LONGEVITY % COLA UNIFORMS ALLOWANCE SUPV UNIFORM PAYDAYS WAGES SECOND JOB	HEALTH COV %PREMIUM DEDUCTIBLE AMOUNT PRE-CERT ELECTED OFF %PREMIUM RETIRES %PREMIUM FAMILY COV %PREMIUM WAITING MAJOR MED MAXIMUM ALT COV DENTAL INS LIFE INS COVERAGE %PREMIUM ADDED COV DISABILITY	TOTAL #DAYS NEW YEARS EVE NEW YEARS MEMORIAL DAY MLKING BDAY COLUMBUS DAY WASHINGTON BD PRESIDENT DAY JULY 4TH LABOR DAY GOOD FRIDAY THANKSGIVING DAY AFTER THG VETERAN DAY XMAS EVE XMAS DAY EMP BIRTHDAY OTHER DAYS HOLIDAY PAY CASH-IN	VAC LV CARRYOVER CASH-IN VAC WAIT SICK LV # SL DAYS PUBSAFE WAITING LENGTH CARRYOVR CASH-IN ABUSE POL	USE SICK LV USE VAC LV USE LWOP JURY DUTY JURY CHECK	PROGRAMS TCRS EARLY RET VESTING # YEARS OVER 65 %PREMIUM UNDER 65 %PREMIUM RET CRD #DAYS CRD RET CONT	%PAYROLL TUITION PHY EXAM DRUGS TEST WORKERS COMP TRAVEL PARKING COUNSELING CREDIT UNION SAVINGS DEF COMP BOND INS XMAS BONUS SEPARATION EAP WELLNESS CHILD CARE MILEAGE FOOD TOOLS AWARDS
<u>PART-TIME</u> 13-15 PRORATED BENEFITS HOURS WK FT BEN HOURS WK FT BEN							

GENERATE A REPORT FROM _____ (TABLE)

SORTED BY:

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

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

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 Municipal Technical Advisory Service
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 Knoxville, Tennessee 37996-4105



MTAS Mission Statement

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.

MTAS *Hot Topics* are information briefs that provide a timely review of current issues of interest to Tennessee municipal officials. *Hot Topics* are free to Tennessee local, state, and federal government officials and are available to others for \$2 each. Photocopying of this publication in small quantities for educational purposes is encouraged. For permission to copy and distribute large quantities, please contact the MTAS Knoxville office at (615) 974-0411.



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