

INTRODUCTION TO COMPENSATION II

How to Calculate a Promotion

Classification and Compensation Division

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How to Calculate a Promotion

Tool Needed:

(1) Civil Service Classified Pay Plan

- Every classified position in the City of New Orleans is alphabetically listed in the Pay Plan. Some classifications such as those in Police and Fire are separate and are placed in their own section in the back. Check the back pages if the position you are looking for is not listed in the main section.
- The most current Pay Plan is available on the Civil Service website under Classification and Compensation Division.

Classified Pay Plan

**DEPARTMENT OF CITY CIVIL SERVICE
CITY OF NEW ORLEANS
REVISED PAY PLAN
FOR
THE CLASSIFIED SERVICE**

ADOPTED BY THE CIVIL SERVICE COMMISSION ON NOVEMBER 17, 2008
APPROVED BY THE CITY COUNCIL TO BE EFFECTIVE ON APRIL 5, 2009
UPDATED THROUGH May 10, 2016

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Classifications listed in Pay Plan

NEW ORLEANS CIVIL SERVICE

EAP	OC	CODE	CLASS OF POSITIONS	E.Q.P. GRADE	RANGE		HIRING RATE:
					MINIMUM	MAXIMUM	STEP RATE
	(8)	C1606	PARKWAYS TREE SPECIALIST	53	25,508	41,925	
EX	(2)	C0416	PAYROLL SUPERVISOR	83	53,750	88,344	
EX	(1)	C4213	PERSONNEL ADMINISTRATOR	90	63,960	105,126	
EX	(2)	C4212	PERSONNEL ADMINISTRATOR, ASSISTANT	84	55,102	90,567	
EX	(1)	C0240	PERSONNEL DIRECTOR	106	95,181	156,441	
EX	(1)	C0238	PERSONNEL DIVISION CHIEF	86	57,909	95,181	
	(3)	C5426	PEST CONTROL INSPECTOR I	51	24,271	39,893	
	(3)	C5427	PEST CONTROL INSPECTOR II	56	27,481	45,169	
	(3)	C5463	PEST CONTROL INSPECTOR III	58	28,882	47,471	
	(3)	C1531	PEST CONTROL INSPECTOR IV	63	32,702	53,750	
	(3)	C5466	PEST CONTROL SPECIALIST I	66	35,232	57,909	
	(3)	C5434	PEST CONTROL SPECIALIST II	68	37,027	60,859	
	(3)	C6620	PEST CONTROL SPECIALIST III	70	38,914	63,960	
EX	(2)	C5260	PHARMACIST	98	78,024	128,242	
EX	(2)	C5020	PHYSICIAN	116	122,025	200,563	15 (145,205)
	(3)	C1869	PLANNER & ESTIMATOR	52	24,882	40,896	
EX	(1)	C4304	PLANNING ADMINISTRATOR	86	57,909	95,181	
EX	(1)	C4306	PLANNING ADMINISTRATOR, ASSISTANT	84	55,102	90,567	
	(2)	C4307	PLANNING INTERN	53	25,508	41,925	
	(7)	C3010	PLANT ATTENDANT	42	19,408	31,899	12 (22,250)*
	(7)	C2412	PLANT ENGINEER	79	48,665	79,987	
	(7)	C3080	PLANT MAINTENANCE SUPERVISOR	65	34,368	56,488	
	(7)	C1810	PLUMBER	66	35,232	57,909	

How to Calculate a Promotion

Tool Needed:

(2) Civil Service Classified Pay Table

- The Pay Plan for the City of New Orleans establishes pay based on pay grades (PG) and steps. Each pay grade is 2.5% higher than the previous pay grade. Each step is 1.25% higher than the previous step. For ease of calculations, we use Pay Tables to account for the compounding effects of these computations.

Classified Pay Table

Grade	Minimum					2nd Quartile	Midpoint	Maximum
	Step 1	Step 2	Step 3	Step 4	Step 5			
34	15909.85	16108.73	16310.09	16513.96	16720.39	18014.26	20397.03	26149.75
35	16310.09	16513.96	16720.39	16929.39	17141.01	18467.44	20910.14	26807.58
36	16720.39	16929.39	17141.01	17355.27	17572.21	18932.01	21436.16	27481.95
37	17141.01	17355.27	17572.21	17791.87	18014.26	19408.26	21975.41	28173.30
38	17572.21	17791.87	18014.26	18239.44	18467.44	19896.50	22528.23	28882.03
39	18014.26	18239.44	18467.44	18698.28	18932.01	20397.03	23094.96	29608.59
40	18467.44	18698.28	18932.01	19168.66	19408.26	20910.14	23675.94	30353.44
41	18932.01	19168.66	19408.26	19650.87	19896.50	21436.16	24271.54	31117.01
42	19408.26	19650.87	19896.50	20145.21	20397.03	21975.41	24882.12	31899.80
43	19896.50	20145.21	20397.03	20651.99	20910.14	22528.23	25508.06	32702.28
44	20397.03	20651.99	20910.14	21171.51	21436.16	23094.96	26149.75	33524.95
45	20910.14	21171.51	21436.16	21704.11	21975.41	23675.94	26807.58	34368.31
46	21436.16	21704.11	21975.41	22250.10	22528.23	24271.54	27481.95	35232.89
47	21975.41	22250.10	22528.23	22809.83	23094.96	24882.12	28173.30	36119.21
48	22528.23	22809.83	23094.96	23383.64	23675.94	25508.06	28882.03	37027.84
49	23094.96	23383.64	23675.94	23971.89	24271.54	26149.75	29608.59	37959.32
50	23675.94	23971.89	24271.54	24574.93	24882.12	26807.58	30353.44	38914.23
51	24271.54	24574.93	24882.12	25193.14	25508.06	27481.95	31117.01	39893.17
52	24882.12	25193.14	25508.06	25826.91	26149.75	28173.30	31899.80	40896.73
53	25508.06	25826.91	26149.75	26476.62	26807.58	28882.03	32702.28	41925.54
54	26149.75	26476.62	26807.58	27142.67	27481.95	29608.59	33524.95	42980.23
55	26807.58	27142.67	27481.95	27825.48	28173.30	30353.44	34368.31	44061.45
56	27481.95	27825.48	28173.30	28525.46	28882.03	31117.01	35232.89	45169.87
57	28173.30	28525.46	28882.03	29243.06	29608.59	31899.80	36119.21	46306.18
58	28882.03	29243.06	29608.59	29978.70	30353.44	32702.28	37027.84	47471.07
59	29608.59	29978.70	30353.44	30732.85	31117.01	33524.95	37959.32	48665.26
60	30353.44	30732.85	31117.01	31505.98	31899.80	34368.31	38914.23	49889.50
61	31117.01	31505.98	31899.80	32298.55	32702.28	35232.89	39893.17	51144.53
62	31899.80	32298.55	32702.28	33111.06	33524.95	36119.21	40896.73	52431.13
63	32702.28	33111.06	33524.95	33944.01	34368.31	37027.84	41925.54	53750.11
64	33524.95	33944.01	34368.31	34797.91	35232.89	37959.32	42980.23	55102.26
65	34368.31	34797.91	35232.89	35673.30	36119.21	38914.23	44061.45	56488.42
66	35232.89	35673.30	36119.21	36570.71	37027.84	39893.17	45169.87	57909.46
67	36119.21	36570.71	37027.84	37490.69	37959.32	40896.73	46306.18	59366.24
68	37027.84	37490.69	37959.32	38433.81	38914.23	41925.54	47471.07	60859.68
69	37959.69	38434.18	38914.61	39401.04	39893.56	42980.65	48665.73	62391.28
70	38914.23	39400.66	39893.17	40391.84	40896.73	44061.45	49889.50	63960.19
71	39893.17	40391.84	40896.73	41407.94	41407.94	41925.54	51144.53	65569.19
72	40896.73	41407.94	41925.54	42449.61	42980.23	46306.18	52431.13	67218.67
73	41925.54	42449.61	42980.23	43517.48	44061.45	47471.07	53750.11	68909.64
74	42980.23	43517.48	44061.45	44612.22	45169.87	48665.26	55102.26	70643.14
75	44061.45	44612.22	45169.87	45734.50	46306.18	49889.50	56488.42	72420.26
76	45169.87	45734.50	46306.18	46885.01	47471.07	51144.53	57909.46	74242.08
77	46306.18	46885.01	47471.07	48064.46	48665.26	52431.13	59366.24	76109.74
78	47471.07	48064.46	48665.26	49273.58	49889.50	53750.11	60859.68	78024.37
79	48665.26	49273.58	49889.50	50513.12	51144.53	55102.26	62390.68	79987.17
80	49889.50	50513.12	51144.53	51783.84	52431.13	56488.42	63960.19	81999.35
81	51144.53	51783.84	52431.13	53086.52	53750.11	57909.46	65569.19	84062.15
82	52431.14	53086.52	53750.11	54421.98	55102.26	59366.24	67218.67	86176.83
83	53750.11	54421.98	55102.26	55791.04	56488.42	60859.68	68909.64	88344.72
84	55102.26	55791.04	56488.42	57194.53	57909.46	62390.68	70643.14	90567.14
85	56488.42	57194.53	57909.46	58633.33	59366.24	63960.19	72420.26	92845.47

Compounding Effect

Because the pay plan is based on 1.25% increments, a compounding effect occurs over time. If you are calculating salary based on a percentage increase, the numbers will not calculate correctly.

Example:

- Using the Pay Table on the previous screen, pay grade 85, step 1 is \$56,488.42.
- There is a 50% increase from step 1 to step 41. (40 steps at 1.25% each)
- Multiplying \$56,488.42 by 1.5 equals \$84,732.63
- That salary for pay grade 85, step 41 is \$92,845.47
- The difference between these two calculations caused by compounding is \$8,112.64

When calculating the actual salary, you cannot simply multiply by the percentage, you have to adjust for the compounding effect of the table.

How to Calculate a Promotion

- Step 1:** Determine employee's Job Title, Pay Grade, Step, Service Date (in Enterprise).
- Step 2:** Check Pay Plan to determine starting salary, Pay Grade and Step for current position and new position.
- Step 3:** Determine if there is any sign of a temporary or special rate of pay.
- Step 4:** Calculate current pay including longevity.
Match to Enterprise to ensure calculation is correct.
- Step 5:** Compare "base" pay of current position to "base" pay of new position.
Ensure the employee receives a 5% guaranteed pay increase.
- Step 6:** If equal to or more than 5%, enter new step in MSS.

If less than 5%, adjust step as needed.
- Step 7:** If any temporary pays or special rate of pays need to carry forward, add them back.
- Step 8:** Calculate new pay with longevity for budget purposes.

How to Calculate a Promotion

- To determine the minimum pay for a position, find the classification title and locate the pay grade and range minimum columns in the Pay Plan.

- **EXAMPLE:**

(7) C1810 PLUMBER	66	35,232	57,909
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- If you check the Pay Tables, you should find that pay grade 66, step 01 is \$35,232.
- In ADP-Enterprise, the pay grade is linked to the position (Class Title) and the pay grade and step are noted in the “Salary Grade” field and the “Salary Step” field on the Job/Pay/Location tab in Enterprise.

How to Calculate a Promotion

Job Status tab provides the Class Title

As Of: [] [] []

EarningsDistribution | Benefit Program | Employment Information | UnionInformation

Job Status | JobInformation | Job/Pay/Location | Compensation Details

ID [] Empl Rcd# 0

Effective Date: Current Effective Date Sequence #: 0

Employee Status Active

Action: [] Date: []

Override Position Data Primary Job

Updated by Position Contract Job

Reason Code []

Position **PLUMBER**

Department []



JobCode: **C1810** **PLUMBER**

HRManager: []

Time in Job: 1 years 10 months

How to Calculate a Promotion

Job/Pay/Location tab provides the pay grade and salary step

As Of:  

EarningsDistribution | Benefit Program | Employment Information | UnionInformation

Job Status | JobInformation | **Job/Pay/Location** | Compensation Details

ID 026329 Empl Rcd# 0

Effective Date Current Effective Date Sequence #: 0

Action: Recall Reason: Return from Suspension

Company CNO CNO HolidaySchedule:

Pay Group: ADM ADMIN Work Location: 99999 Default

Employee Type H Hourly Reporting Location 99999 Default

Geog Differential:

PayPlans

Salary Plan: CN1 City of New Orleans Entry Dates



Salary Grade: **066** **GRADE 66**

Salary Step: **2** Next Step Date:

Variable Plan Splits / Allow Draw

How to Calculate a Promotion

Compensation Details tab provides the annual salary

As Of:  

EarningsDistribution | Benefit Program | Employment Information | UnionInformation

Job Status | JobInformation | Job/Pay/Location | **Compensation Details**

Vessell, Nathaniel ID 026329 Empl Rcd# 0

Effective Date: ... Current Effective Date Sequence #: 0

Compensation

Action: Reason: [Show Comp Stats](#)

Comp Frequency: Annual Annl Benefits Base: 36,570.71

Comp Rate 36,570.7082 Comp Date Currency Code: USD

RateChange

Change Amt RetroCandidate

Change %: Retro Start Date:

Employee Compensation

Hourly Rate: 17.5821

Monthly Rate: 3,047.56

Annual Rate: 36,570.71

Compensation Components

Pay Change Reason	Change Amount	Change %	Aggregate Amt	Aggregate %
<input type="text"/>				

How to Calculate a Promotion

The Employment Information tab provides the Service Date.

EarningsDistribution	Benefit Program	Employment Information	UnionInformation
Job Status	JobInformation	Job/Pay/Location	Compensation Details
ID		Empl Rcd# 0	
Hire Date: 06/09/2015	Acquisition Date:	Termination Date	
Rehire Date	Expected Return Date:	Pre-Final Date	
Co Seniority Date: 06/09/2015	Probation Date	Retirement Date	
Hire Time	Service Date: 06/09/2015	Service: 1 years 10 months	
Civil Service Date:	BenefitEligibleDate:		
Referral Source:		Security Clearance:	
Business Title:		Credit Association ID:	
Supervisor's ID: 004238	Terry, Thomas E	United Way Area Code:	
<input type="checkbox"/> Owns 5% (or More) of Company <input type="checkbox"/> Full-Time Student <input checked="" type="checkbox"/> Eligible for Rehire			
Comments			

How to Calculate a Promotion

Example 1:

A Plumber (c1810) is being promoted to Senior Plumber (c1811). The employee has worked for the City for only six (6) months and has no longevities at this time.

Step 1:

Determine employee's Job Title, Pay Grade, Step, Service Date (in Enterprise).

- Job Title is Plumber (c1810)
- Pay Grade is 66
- Step is 1
- Service Date is 10/12/16 (six months ago)

How to Calculate a Promotion

Step 2:

Check Pay Plan to determine starting salary, Pay Grade and Step for current position and new position.

- Current Job Title is Plumber (c1810)
- Current Pay Grade is 66
- Current Step is 1

- New Job Title is Senior Plumber (c1811)
- New Pay Grade is 73
- New Step is 1

How to Calculate a Promotion

Step 3:

- **Determine if there is any sign of a temporary or special rate of pay.**
- Employee is at base pay grade and step. There is no sign of any special pay.

Step 4:

- **Calculate current pay including longevity. Match to Enterprise to ensure calculation is correct.**
- Salary in Enterprise is \$35,232
- PG 66, step 1 is also \$35,232
- Pay matches.

How to Calculate a Promotion

Step 5

Compare “base” pay of current position to “base” pay of new position. Ensure the employee receives a 5% guaranteed pay increase.

- Find PG66, step 1 in the Pay Table.
- Count over 4 steps. (Each step is 1.25% so 4 steps = 5%)
- This would be the salary if the employee receives a 5% increase.
- If new salary is at this level or higher, use the base Pay Grade and step of the new position as listed in the Pay Plan.
- If new salary is not at this level or higher, move along the steps until you find the step that would give a 5% increase.

How to Calculate a Promotion

Step 6:

- **If equal to or more than 5%, enter new step in MSS.**
- Position is over 5%. Pay Grade will be 73 for Senior Plumber.
- Enter step 1 in MSS for the promotion.

- **If less than 5%, adjust step as needed.**
- Not applicable

Step 7:

- **If any temporary pays or special rate of pays need to carry forward, add them back.**
- Not applicable

Step 8:

- **Calculate pay with longevity for budget purposes.**
- Employee has only worked 6 months. No longevities will need to be added.
- Salary will be \$41,925.

How to Calculate a Promotion

Example 2:

A 40 hour per week Laborer (c1510) is being promoted to Groundskeeper III (c1612). The employee has worked for the City for six (6) years and has received two (2) merit increases for 1.25% each.

Step 1:

Determine employee's Job Title, Pay Grade, Step, Service Date (in Enterprise).

- Job Title is Laborer (c1510)
- Pay Grade is 41
- Step is 20
- Service Date is 4/12/11 (six years ago)

How to Calculate a Promotion

Step 2:

Check Pay Plan to determine starting salary, Pay Grade and Step for current position and new position.

- Current Job Title is Laborer (c1510)
- Current Pay Grade is 41
- Current Step is 10 (if 40 hours per week – see “*” in Pay Plan

- New Job Title is Groundskeeper III (c1612)
- New Pay Grade is 50
- New Step is 4 (if 40 hours per week – see “*” in Pay Plan

How to Calculate a Promotion

Step 3:

- **Determine if there is any sign of a temporary or special rate of pay.**
- Employee is at step 20. Base step for a 40 hour Laborer is 10. Something has raised the step by 10 increments. You need to determine what has occurred.
- Researching in ADP/Enterprise and/or AHRS shows that:
 - (1) This employee is a Lead Laborer at Parkways. Lead Laborer is a special rate of pay that grants a 10% (8 step) increase for doing special duties as a Laborer.
 - (2) This employee has earned two Merit increases. Each granted a 1.25% increase or 1 step.

The employee is at step 20. Subtracting 8 steps for the Lead Laborer special rate of pay and 2 additional steps for the two Merit increases places the employee at the base of step 10.

How to Calculate a Promotion

- **Step 3 (con't):**
- The special rate of pay for Lead Laborer will no longer apply once the employee becomes a Groundskeeper III. The eight (8) steps need to be removed from our calculations.
- The two (2) steps for Merit Pay are considered part of base pay and are considered when determining if the employee receives a 5% increase. Merit increases are NOT removed and added back later unless the employee does not meet the 5% guarantee pay increase.

NOTE: Some special rates of pay may be carried forward during promotions. For example, Civil Service trainer pay would apply to both the lower level position and the higher level position. This type of special rate of pay would have to be removed from the calculation and reapplied after the 5% guarantee is applied.

How to Calculate a Promotion

Step 4:

- **Calculate current pay including longevity. Match to Enterprise to ensure calculation is correct.**
- City employees receive a 2.5%*(in two (2) one step increments of 1.25% each) longevity increase on their one year anniversary with the City of New Orleans and receive an additional 2.5% increase on every five (5) year anniversary.
- In ADP-Enterprise, longevity is noted on the Employee Information Tab as the “Service Date”. Use this date to determine how many years the employee has worked for the City. From that date, add the following number of steps to the base pay for purposes of internal pay calculations.

Years of Service	Number of Steps
CSD to 1 year	0
1 – 4 years	2
5 – 9 years	4
10 – 14 years	6
15 – 19 years	8
20- 24 years	10
25 – 29 years	12
30– 34 years	14

How to Calculate a Promotion

Step 4 (con't):

- The employee is currently at pay grade 41, step 20.
- The employee has worked for the City for six (6) years. As per the previous chart, add four (4) steps.
- Look up pay grade 41, step 24 in the pay tables. The salary shown should match the annual salary showing on the Compensation Details tab in Enterprise. In this case, the salary is \$25,193.

This process is done to double-check that our calculations are correct and we can apply the same logic to the promotion action.

How to Calculate a Promotion

Step 5

Compare “base” pay of current position to “base” pay of new position. Ensure the employee receives a 5% guaranteed pay increase.

- Find pay grade 41, step 12 in chart (\$21,704).
- Count over 4 steps to pay grade 41, step 16. (Each step is 1.25% so 4 steps = 5%)
- This would be the salary if the employee receives only a 5% increase (\$22,809).
- The “base” for Groundskeeper III is pay grade 50, step 4 or \$24,574.
- The “base” pay for the new position (\$24,574) is more than 5% over the current “base” pay (\$22,809).
- To determine the percentage increase the employee will receive, count over from the current “base” pay of \$21,704 to \$24,574. There are ten (10) steps. Each step is 1.25%. Ten times 1.25% equals 12.5%.

How to Calculate a Promotion

Step 6:

- **If equal to or more than 5%, enter new step in MSS.**
- Position is over 5%. Pay grade will be 50 for a Groundskeeper III.
- Enter step 4 in MSS for the promotion.

- **If less than 5%, adjust step as needed.**
- Not applicable

Step 7:

- **If any temporary pays or special rate of pays need to carry forward, add them back.**
- The Lead Laborer special rate of pay will end since the employee is no longer a Laborer. The Merit pay increases have been absorbed since the promotion was more than 5%.

How to Calculate a Promotion

Step 8:

- **Calculate pay with longevity for budget purposes.**

Most employees and employers will want to know the actual salaries after a promotion. To calculate the actual salary, add the longevity back onto the new pay. This is not needed for the MSS entry but is useful for budgeting purposes.

- New Rate:

- Pay Grade 50, step 4 plus 4 steps for longevity.
- Look up Pay Grade 50, step 8 in the pay tables.
- New actual salary will be \$25,826.

After overnight processing, \$25,826 should show up under the employee's Compensation Details tab in Enterprise.

NOTE: For HR purposes, the salary increase is considered 12.5%. For the employee, the actual increase will be only 2.5%. This has occurred because the special rate of pay is not considered in the actual calculations. For our purposes, the employee is officially receiving more than a 5% increase. From the employee's point of view, the increase is only 2.5%.