

**CITY OF OAK GROVE KENTUCKY  
ORDINANCE 2024-XX**

**AN ORDINANCE BY THE CITY OF OAK GROVE, KENTUCKY  
ESTABLISHING A CLASSIFICATION AND COMPENSATION PLAN FOR CITY  
EMPLOYEES**

**WHEREAS**, the purpose of the classification plan is to classify all city jobs in accordance with duties, responsibilities, and requirements; and

**WHEREAS**, the purpose of the compensation plan is to recruit and retain employees, and to ensure market/internal structure alignment; and

**WHEREAS**, the classification and compensation plan will provide for consistent and fair treatment of all employees, and will be free from favoritism, partiality, or discrimination for improper reasons; and

**WHEREAS**, the City Council believes that the implementation of the classification and compensation plan is in the best interests of the City of Oak Grove, its employees, and its citizens

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF OAK GROVE, KENTUCKY  
THAT ORDINANCE NO. 2024-XX IS HEREBY READ AS FOLLOWS:**

**SECTION ONE—CITY COUNCIL TO PROVIDE PAY GRADE AND RANGE**

It shall be the sole responsibility of the Oak Grove City Council to provide pay grades and pay ranges sufficient to provide for continued recruitment and retention of qualified personnel to carry out the goals and objectives established by the Mayor, City Council, and local, state and federal laws. City Council shall review and revise the classification and compensation plan annually based on market analysis and consumer price index.

## **SECTION TWO-ESTABLISHMENT OF PAY GRADE**

A. The pay grade of each job position shall be set by the City of Oak Grove Compensation Table and Position Grade Assignment labeled "Exhibit 1" and incorporated by reference herein;

B. When the duties of a position are changed, it may be necessary to be assigned a different pay grade. Upon recommendation by the Mayor or his/her designee, the City Council shall determine a new pay grade for the position.

## **SECTION THREE-ESTABLISHMENT OF PAY RANGE**

A. The pay ranges of the City shall be as set forth in the City of Oak Grove Compensation Table and Position Grade Assignment labeled "Exhibit 1" and incorporated by reference herein;

B. The classification and compensation plan shall be amended, suspended, or repealed only by a change of ordinance.

## **SECTION FOUR-ESTABLISHMENT OF PAY LEVEL WITHIN A PAY GRADE**

Within the pay grades set by the City Council and within the city's annual budget for salaries, it shall be the sole responsibility of the Mayor, based on the recommendation of appropriate supervisors, to establish the pay level of all city employees.

## **SECTION FIVE-ESTABLISHMENT OF MANPOWER LEVEL**

Manpower levels for each department shall be determined through the annual budget ordinance.

## **SECTION SIX-ADMINISTRATION OF CLASSIFICATION AND COMPENSATION PLAN**

Regulations for administering the City's classification and compensation plan will be contained in the city's personnel policies, which are adopted by municipal order by City Council.

