

TOWN OF KIAWAH ISLAND



CLASSIFICATION AND COMPENSATION UPDATE

REQUEST FOR PROPOSALS

3/1/2010

TOWN OF KIAWAH ISLAND REQUEST FOR PROPOSALS CLASSIFICATION AND COMPENSATION UPDATE

BACKGROUND

The Town of Kiawah Island is an upscale resort community comprised of approximately 1,200 full-time residents. The Town staff is comprised of nine (9) full-time employees. Cost of living increases and merit increases are awarded annually at the Town Council's discretion.

A Classification and Compensation Study was performed in 2006 by the Archer Group. Since that time, changes have been made to several of the positions and two new positions have been created, but have not been classified.

The FY 2009-2010 salary budget for regular, full-time employees is \$544,000.

SCOPE OF WORK

The Consultant shall do, perform and carry out in a good and professional manner such services as necessary to update the Town of Kiawah Island compensation and classification plan, inclusive of:

- A. A review, analysis, and recommendations with respect to the relative ranking of positions within the Town to update the classification plan that ensures internal equity.
- B. A salary/wage survey and analysis, including recommendations with respect to labor market competitiveness to ensure external equity.
- C. Preparation of one (1) model for implementation of the compensation and classification plan, including cost projections for implementation in the following fiscal year and alternative implementation options for consideration if the cost to implement exceeds available financial resources.
- D. Propose method for annual update of salary/wage data to ensure ranges reflect the marketplace.
- E. FLSA determinations.
- F. Develop a bonus/incentive plan for employees.

Work should be completed within 30 days of signing contract or by May 6, 2010.

