

READING A SALARY SCHEDULE

<https://www.cityofmadison.com/human-resources/compensation/salary-schedules>

CG20 RANGE 9		Effective 7/9/23 + 2.00%				
Biweekly		Step 1	Step 2	Step 3	Step 4	Step 5
Base		1,915.00	1,965.03	2,031.62	2,081.66	2,153.17
w/ Longevity		Step 1	Step 2	Step 3	Step 4	Step 5
3%		1,972.45	2,023.98	2,092.57	2,144.11	2,217.77
6%		2,029.90	2,082.93	2,153.52	2,206.56	2,282.36
8%		2,068.20	2,122.23	2,194.15	2,248.19	2,325.42
9%		2,087.35	2,141.88	2,214.47	2,269.01	2,346.96
10%		2,106.50	2,161.53	2,234.78	2,289.83	2,368.49
11%		2,125.65	2,181.18	2,255.10	2,310.64	2,390.02
12%		2,144.80	2,200.83	2,275.41	2,331.46	2,411.55

ACCT CLERK 2
ADMIN CLK 1
ADMIN SUPPORT CLK 2
CC PROD/DIRECTOR 1
GRAPHICS TECH
JUD SUPPORT CLK 1
MUNI CLK 1
POLICE RPT OPR 2
PROP LISTER 1

Monthly		Step 1	Step 2	Step 3	Step 4	Step 5
Base		4,149.17	4,257.57	4,401.84	4,510.26	4,665.20
w/ Longevity		Step 1	Step 2	Step 3	Step 4	Step 5
3%		4,273.64	4,385.29	4,533.90	4,645.57	4,805.17
6%		4,398.12	4,513.02	4,665.96	4,780.88	4,945.11
8%		4,481.10	4,598.17	4,753.99	4,871.08	5,038.41
9%		4,522.59	4,640.74	4,798.02	4,916.19	5,085.08
10%		4,564.08	4,683.32	4,842.02	4,961.30	5,131.73
11%		4,605.58	4,725.89	4,886.05	5,006.39	5,178.38
12%		4,647.07	4,768.47	4,930.06	5,051.50	5,225.03

Annual		Step 1	Step 2	Step 3	Step 4	Step 5
Base		49,790.00	51,090.78	52,822.12	54,123.16	55,982.42
w/ Longevity		Step 1	Step 2	Step 3	Step 4	Step 5
3%		51,283.70	52,623.48	54,406.82	55,746.86	57,662.02
6%		52,777.40	54,156.18	55,991.52	57,370.56	59,341.36
8%		53,773.20	55,177.98	57,047.90	58,452.94	60,460.92
9%		54,271.10	55,688.88	57,576.22	58,994.26	61,020.96
10%		54,769.00	56,199.78	58,104.28	59,535.58	61,580.74
11%		55,266.90	56,710.68	58,632.60	60,076.64	62,140.52
12%		55,764.80	57,221.58	59,160.66	60,617.96	62,700.30

Looking at a Salary Schedule might be intimidating or overwhelming, so let us try to break it down so everyone can read and understand it. To start, the **pay** is displayed three different ways: **Biweekly, Monthly, and Annualy**. We typically look at the top left quadrant for the biweekly pay.

Every position has a **comp group**, **range**, **step**, and **longevity**.

Compensation group and range organizes types and levels of responsibilities for the administration of pay and benefits.

Effective Date is the date and amount of the change in pay that is now current.

Class Specification / Position that falls within this comp group (CG) and range (R).

<https://www.cityofmadison.com/human-resources/compensation/classification>

Step increases occur before longevity, so the next thing we will look at are the Steps.

A new employee begins at Step 1.

After six months, will move to Step 2.
 A year from this date will move to Step 3.
 A year from this date will move to Step 4.
 A year from this date will move to Step 5.
 This is a total of 3.5 years.

Longevity:

A new employee will begin with the Base row.

Longevity Pay is given after an employee completes a certain amount of continuous years of service. The Longevity increases are calculated using the base pay amount only, not the base plus longevity % amount.

When an employee completes 4 years, they will receive an additional 3% of base pay.
 When an employee completes 9 years, they will receive an additional 3% of base pay.
 When an employee completes 13 years, they will receive an additional 2% of base pay.
 When an employee completes 15 years, they will receive an additional 1% of base pay.
 When an employee completes 17 years, they will receive an additional 1% of base pay.
 When an employee completes 19 years, they will receive an additional 1% of base pay.
 When an employee completes 24 years, they will receive an additional 1% of base pay.
 This is a total of 12% longevity.

<https://www.cityofmadison.com/human-resources/compensation/longevity-pay-schedule>

EXAMPLE

A job posting has the Salary and Comp. Group/Range listed. Next to the Salary, if you click on the i with a circle around it, this will give you more information, and in this case it will break down the hourly, biweekly, monthly, and annual pay.

Municipal Clerk 1 - Bilingual (Spanish)*

<p>Salary ⓘ</p> <p>\$24.71 Hourly \$1,915.00 Biweekly \$4,149.17 Monthly \$49,790.00 Annually</p>	<p>\$49,790.00 Annually</p> <p>PERMANENT FULL TIME</p> <p>City Clerk's Office</p>	<p>Location ⓘ Madison, WI</p> <p>Job Number 2023-00462</p> <p>Opening Date 10/09/2023</p>
<p>Closing Date 10/23/2023 11:59 PM Central</p>	<p>Comp. 20/09</p> <p>Group/Range</p>	

To see what the pay would be longer term or in different situations, we need to look at the Salary Schedule for Comp Group 20, Range 9.

<https://www.cityofmadison.com/human-resources/compensation/salary-schedules>

The **base pay** is the top row, and the position would start at Step 1.

The biweekly pay for this position starts at \$1,915.00.

If you look at the monthly and annual quadrants, the top base pay row, step 1, these amounts match what is advertised.

Step Increases would come next (see above for more details).

After six months, this position would move to Step 2 = \$1,965.03.

After a year and a half, this position would move to Step 3 = \$2,031.62.

Longevity Increases are next (see above for more details).

The next row down is the first Longevity row of 3%, step 5 = \$2,217.77.

To find the monthly and annual amounts, find the intersection of 3% and Step 5.

CHANGING JOBS

You never lose your longevity. The percentage you are currently at will remain the same. The step you start at may be different though.

Promotion:

When taking a job that is a promotion, the Personnel Rules state that, if possible, you are to receive at least a 5% increase in pay.

<https://www.cityofmadison.com/employeenet/policies-procedures>

Calculate your current biweekly salary plus 5% more.

Look at the salary schedule for the new position.

Find your longevity row; this is the only row you look at.

Now find the number that closest to, but not less than, the amount you calculated.

Scenario 1: My current position is comp group 20, range 6, step 4, no longevity. Going to a position in comp group 20, range 9. Where do I start?
Current biweekly pay = \$1,915.00 x 5% = 95.75
 $95.75 + 1,915.00 = 2,010.75$ = minimum amount if possible
New biweekly pay = start at step 3 = \$2,031.62

Scenario 2: My current position is comp group 20, range 6, step 5, longevity 6%

Going to a position in comp group 20, range 9. Where do I start?
 Current biweekly pay = \$2082.93 x 5% = 104.15
 104.15 + 2,082.93 = 2,187.08 = minimum amount if possible
 New biweekly pay = start at step 4 = \$2,206.56

CG20 RANGE 6 Effective 7/9/23 + 2.00%

Biweekly	Step 1	Step 2	Step 3	Step 4	Step 5
Base	1,776.14	1,820.65	1,859.44	1,915.00	1,965.03
w/ Longevity					
3%	1,829.42	1,875.27	1,915.22	1,972.45	2,023.98
6%	1,882.71	1,929.89	1,971.01	2,029.90	2,082.93
8%	1,918.23	1,966.30	2,008.20	2,068.20	2,122.23
9%	1,935.99	1,984.51	2,026.79	2,087.35	2,141.88
10%	1,953.75	2,002.72	2,045.38	2,106.50	2,161.53
11%	1,971.52	2,020.92	2,063.98	2,125.65	2,181.18
12%	1,989.28	2,039.13	2,082.57	2,144.80	2,200.83

CG20 RANGE 9 Effective 7/9/23 + 2.00%

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→ Base	1,915.00	1,965.03	2,031.62	2,081.66	2,153.17
w/ Longevity					
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→ 6%	2,029.90	2,082.93	2,153.52	2,206.56	2,282.36
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12%	2,144.80	2,200.83	2,275.41	2,331.46	2,411.55

Demotion:

If you are looking at a position that starts less than where you are at currently, look at your longevity row and find the step that is closest to your current salary without going over.