

Waggoner • Irwin • Scheele
& Associates INC

TO: Nathan Messer
Director of Operations and Economic Development
Town of Whitestown

FROM: Kent Irwin

DATE: December 14, 2021

RE: Job Classification and Compensation Study

This is in response to your request for a quote to conduct a job classification and compensation study for the Town of Whitestown. Attached you will find a Letter of Engagement to provide the following scope of services:

1. Consultants will review history and administration of the existing salary schedules and pay practices, and define objectives for conducting the study. Consultants will obtain job information for Town positions through the collection of existing job descriptions and use of job questionnaires.
2. A Fair Labor Standards Act (FLSA) analysis will be made of each position to classify as EXEMPT, EXCLUDED, or NON-EXEMPT to comply with wage and hour rules.
3. Consultants will prepare and use new job descriptions for point-factoring using Factor Evaluation System (FES) guide-charts by job category; conduct an internal and external salary analysis, a snapshot benefits survey; and prepare a report to the Town Council of compensation options.

Fees will be billed hourly, plus travel expense reimbursement. It is estimated that fees will not exceed (\$19,680.00) plus travel expense reimbursement.

The standard timetable to complete the project is (6-9) months. If the Letter of Engagement meets with your approval, please return a signed copy.

Please let us know how we can be of further assistance

LETTER OF ENGAGEMENT

TOWN OF WHITESTOWN, INDIANA

The Town of Whitestown, Indiana (Town) hereby engages Waggoner, Irwin, Scheele & Associates Inc. (WIS) to provide the following professional consulting services:

JOB CLASSIFICATION AND COMPENSATION STUDY

The following action steps and scope of consulting services are described and presented to best meet the objective of conducting a job classification and compensation study, and Fair Labor Standards Act (FLSA) analysis of all Town positions to document “EXEMPT”, “EXCLUDED”, and “NON-EXEMPT” status.

The delivery of consulting services is predicated on the Town Officials working directly with the consultants to formulate, facilitate and expedite the work plan, review study findings, and develop compensation options.

STEP 1: Review Town Compensation Schedules

Consultants will consult with Town officials to review the history and administration of existing compensation schedules; gather relevant organizational information including pay policies, procedures, and related documents; and define objectives for conducting a job classification and compensation study update.

Consultants contact individual department heads to obtain organizational background information, and verify employee job description assignments, and job titles.

STEP 2: Review and Prepare Job Descriptions

Job Questionnaires will be provided and used to prepare new job descriptions. Completed Job Questionnaires will be returned to consultants. Any existing job descriptions are to be attached to the Job Questionnaires.

Using the completed Job Questionnaires and existing job descriptions, consultants will prepare new standardized “draft” descriptions that will be returned for review and revision. Town department heads will be responsible for reviewing the “draft” job descriptions with employees for accuracy and completeness.

Revisions (additions, deletions) will be noted and returned to consultants who will prepare final job descriptions.

STEP 3: Conduct FLSA Review

An analysis of FLSA “exempt”, “excluded”, and “non-exempt” status will be made for each job description.

STEP 4: Job Description Point-Factoring

Consultants will review existing job classifications and point-factor each job description using Factor Evaluation System (FES) job classification guide-charts by job category. Consultants will brief Town Officials on the (FES) System and use of point-factor guidecharts.

STEP 5: Conduct Salary Analysis/Benefits Survey

An **internal salary analysis** will be conducted pairing classification factor points to current pay schedules.

An **external salary analysis** will be conducted by comparing external market pay data to current pay schedules.

A **snapshot benefits survey** will be conducted with other public employers to show comparable paid leave time, health insurance and retirement pension contributions made by the Town and employees, and take home vehicles.

STEP 6: Report of Findings and Recommendations

Consultants will prepare a report of findings and recommendations and make a presentation to Town Officials.

FEES:

Fees will be billed on an hourly basis, plus travel expenses.

Principal:	\$ 125.00 hour
Sr. Consultant:	\$ 95.00 hour
Consultant:	\$ 45.00 hour

TRAVEL EXPENSE REIMBURSEMENT

Travel expense reimbursement will be billed using the following rates:

Mileage:	\$0.46 per mile
Per Diem:	\$24.00 per day
Lodging:	Per receipts

TIMETABLE

It is estimated that the above scope of consulting services will be completed in (6-9) months.

EEO EMPLOYER

Waggoner, Irwin, Scheele & Associates INC. is an Equal Employment Opportunity Employer and hereby certifies that it does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age or disability.

E-VERIFY

As provided under Indiana Code § 22-5-1.7 et seq., every contract with a political subdivision entered into or renewed after June 30, 2011 must provide that: i) the contractor shall enroll in and verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program (as defined under Indiana Code § 22-5-1.7-3); ii) the contractor is not required to verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program if the E-Verify program no longer exists; and, iii) the contractor signs an affidavit affirming that the contractor does not knowingly employ an unauthorized alien.

In addition, as provided under Indiana Code § 22-5-1.7-15, if a contractor uses a subcontractor to provide services for work the contractor is performing under a public contract for services, the subcontractor shall certify to the contractor in a manner consistent with federal law that the subcontractor, at the time of certification: a) does not knowingly employ or contract with an unauthorized alien; and b) has enrolled and is participating in the E-Verify program.

The contractor shall maintain on file a certification of a subcontractor throughout the duration of the term of a contract with the subcontractor. Consistent with such legislative mandate, these provisions are incorporated into the Agreement and Contractor agrees to abide by such.

NO INVESTMENT IN IRAN

As required by I.C. 5-22-16.5-13, WIS hereby certifies that the contractor is not engaged in investment activities in Iran.

DEFENSE AND INDEMNIFICATION

For the purposes of this Letter of Engagement, WIS is retained to perform a range of consulting services for the Town of Whitestown, acting as an agent of Town in the performance of described services. In the event that WIS, its officers, employees, or associates become a defendant in any litigation or complaint arising from the consulting services provided pursuant to this Letter of Engagement, the Town will defend and indemnify WIS, its officers, employees, or associates unless such claim arises out of a breach of this Letter of Engagement, or the negligence, willful misconduct, fraud or bad faith of WIS.

ADDITIONALLY REQUESTED CONSULTING SERVICES:

Upon request and written confirmation with the Town, consultants will provide additional consulting services not specified in this letter of engagement, including but not limited to, preparing personnel policies, forms, procedures, assistance with applicant recruitment, complaint investigations, expert witness research and testimony, and human resources consultation. Fees for such services will be billed hourly at the above rates, plus travel expense reimbursement.

FOR TOWN OF WHITESTOWN, INDIANA:

Waggoner, Irwin, Scheele & Associates INC. is hereby authorized to conduct a job classification and compensation study for the Town of Whitestown, Indiana.

DATE: _____