

City of Lee's Summit, MO Classification and Compensation Study

Note: This is a tentative timeline for the Compensation and Benefit Study and is subject to change due to progress made towards achieving the milestones.

Activity	Target Date
<ul style="list-style-type: none"> • City completes initial data request 	December 1, 2016
<ul style="list-style-type: none"> • Initial planning meeting (<i>onsite</i>), executive briefing, and employee communications 	Week of December 12, 2016
<ul style="list-style-type: none"> • Electronic PAQ available/hard copy PAQ distributed 	Week of December 12, 2016
<ul style="list-style-type: none"> • Draft benchmark positions and organizations provided to the City 	Week of December 12, 2016
<ul style="list-style-type: none"> • City approval of benchmark positions and organizations 	December 30, 2016
<ul style="list-style-type: none"> • PAQ due to next-level supervisor for review 	January 13, 2017
<ul style="list-style-type: none"> • Springsted submits total compensation and employee opinion surveys for City approval 	January 27, 2017
<ul style="list-style-type: none"> • PAQ routed through additional approval and submitted to Springsted 	January 31, 2017
<ul style="list-style-type: none"> • City approval of total compensation and employee opinion surveys 	February 17, 2017
<ul style="list-style-type: none"> • Springsted distributes total compensation survey to benchmark organizations 	Week of February 20, 2017
<ul style="list-style-type: none"> • Springsted distributes employee opinion survey to representative sample of employees 	Week of February 20, 2017
<ul style="list-style-type: none"> • Springsted facilitates focus groups with representative sample of employees 	Week of March 6, 2017
<ul style="list-style-type: none"> • Total compensation survey deadline 	March 24, 2017

<ul style="list-style-type: none"> Employee opinion survey deadline 	March 24, 2017
<ul style="list-style-type: none"> Draft SAFE evaluation and department director meetings 	Week of April 17, 2017
<ul style="list-style-type: none"> Springsted presents initial results (employee opinion survey, SWOT analysis, etc.) and draft total compensation philosophy for City review 	Week of April 17, 2017
<ul style="list-style-type: none"> Final SAFE evaluation (with City feedback) 	Week of May 15, 2017
<ul style="list-style-type: none"> Discussion with City Council regarding total compensation goals and limitations/restrictions Springsted finalizes goal setting session updates total compensation philosophy 	Week of May 22, 2017
<ul style="list-style-type: none"> Springsted prepares draft salary structures and compiled salary survey results 	Week of June 5, 2017
<ul style="list-style-type: none"> Springsted prepares modified salary structures (as necessary) and approximate implementation costs 	Week of June 19, 2017
<ul style="list-style-type: none"> Springsted submits final report and works with City to schedule final report presentation 	Week of June 26, 2017