

HABERSHAM COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Cost of Living Increase (COLA)

DATE: February 2, 2021

☐ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION:

☐ **STATUS REPORT**

ANNUAL- \$145,573

☐ **OTHER**

CAPITAL-

COMMISSION ACTION REQUESTED ON: February 15, 2021

PURPOSE: To obtain Commission approval to implement a 3% Cost of Living (COLA) increase for all county employees. To obtain Commission approval to adjust the pay tables by 3% to increase the minimum and maximum wage of the pay tables. To also obtain Commission approval to make a budget adjustment to cover the cost of the COLA for the remainder of the current fiscal year.

BACKGROUND / HISTORY: The most recent Classification and Compensation Study in 2016 recommended an annual market adjustment to the adopted pay tables. It was recommended that an increase to the pay tables be applied as a general percentage increase for all employees. It was also recommended that the market adjustment be linked to a measure of inflation such as the Consumer Price Index or Employment Cost Index. The last cost of living increase given to all Habersham County was on July 1, 2018. This increase was given to all full-time employees.

FACTS AND ISSUES:

1. The Classification and Compensation Study conducted in 2015 and implemented in 2016 provided a recommended annual 3% cost of living adjustment to pay tables.
 2. Habersham County implemented a cost of living increase of 3% for all full-time employees on July 1, 2018. At this time the original pay table was increase by 3%.
 3. In August of 2019, the Board of Commissioners approved the changes to the pay tables for Public Safety and Road Departments removing the steps within the grade and reflecting only minimum and maximum pay ranges.
 4. There are currently approximately 4 employees who are considered fully compensated.
 5. There were no merit pay increases approved for FY2021.
 6. Habersham County proposes to give all employees a 3% cost of living increase to be effective on March 5, 2021.
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7. The cost of a 3% COLA for the remainder of the current fiscal year is outlined below:

Cost for Full-Time 3% COLA increase for the remainder of the calendar year:
\$121,879 \$131,203(with FICA)

Cost for Part-Time 3% COLA increase for the remainder of the calendar year:
\$ 13,349 \$ 14,370(with FICA)

8. The cost of a 3% COLA for the remainder of the current fiscal year by fund is outlined below:

Full-Time
General and Enterprise Funds

FUND	TOTAL COST
100 Total	\$97,123.62
209 Total	\$19,074.26
215 Total	\$7,155.69
262 Total	\$2,131.55
290 Total	\$1,420.26
291 Total	\$887.78
540 Total	\$3,062.34
545 Total	\$347.62
Grand Total	\$131,203.11

Part-Time
General and Enterprise Funds

FUND	TOTAL COST
100 Total	\$8,329.07
209 Total	\$2,877.48
215 Total	\$1,765.21
262 Total	\$585.79
291 Total	\$180.55
540 Total	\$529.11
545 Total	\$103.04
Grand Total	\$14,370.26

OPTIONS:

- 1) Approve the recommended 3% Cost of Living Increase for all employees. Adjust the pay tables by 3% to increase the minimum and maximum wage of the pay tables and approve a budget adjustment to cover the cost of the COLA for the remainder of the current fiscal year.
- 2) Deny the recommended 3% Cost of Living Increase for all employees.
- 3) Commission defined alternative.

RECOMMENDED SAMPLE MOTION:

Approve the recommended 3% Cost of Living Increase for all employees. Adjust the pay tables by 3% to increase the minimum and maximum wage of the pay tables and approve a budget adjustment to cover the cost of the COLA for the remainder of the current fiscal year.

DEPARTMENT:

Prepared by: Vinitha Robinson, *MPA, PHR*

Director: Human Resources

**ADMINISTRATIVE
COMMENTS:**_____

_____ **DATE:** _____

County Manager
