

City Council – Action Request Form

Date: September 8, 2025

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Dr. Kena Cofield Jones, Human Resources Director
Sharon Wojda, Assistant City Manager

Council Action Requested:

Resolution Amending Article II of the City of Winston-Salem Personnel Resolution to Update Language Regarding Competitive Market Range / Pay Grade Adjustments.

Strategic Focus Area: Good Government

Strategic Plan Objective: GG3: Ensuring the City is an employer of choice

Summary of Information:

Proposed amendments reflect the following changes to the Personnel Resolution:

- Clarification that for purposes of the city's general pay policies, compensation includes both wages and benefits
- Pay grade changes resulting from competitive market adjustments:
 - At a minimum, existing employees will receive increases to bring their salary to at least the minimum of the new pay grade
 - If an employee's existing salary is within the newly assigned pay grade, the City Manager has the authority to determine what increase, if any, is applied

The proposed language changes align the Personnel Resolution with current practices.

Committee Action:

Committee	GG 9/8/25	Action	Approval
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For	Unanimous	Against	
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Remarks: