

I. PURPOSE

To establish consistency in determining the base salary of an employee and subsequent salary step adjustments, both at the point of initial hire and when changing classifications. Base salary is a salary step within the established range and does not include premium pay (overtime, shift differential, and related). If any of the following provisions conflict with a memorandum of understanding, the latter will govern.

II. POLICY

Appointment – The beginning salary of a new employee is generally the first step in the salary range. Appointment above the entry step may occur only with the approval of the City Manager prior to an offer of employment being made. Salary offer considerations shall include the candidate's education, experience, salary history, and other relevant factors related to the hire of the candidate and the needs of the City.

Salary Step Advancement – Salary step advancement will only occur at the beginning of a pay period to a designated salary step. There are generally five designated salary steps in each salary range. An employee will advance from the appointment step to the higher step in the salary range after one year of employment. Subsequent salary step adjustments shall occur annually based upon satisfactory performance. Step advancement within the salary range shall only occur when the overall performance evaluation is satisfactory or above. Salaries may be advanced to any step within a designated range only with the approval of the City Manager.

Promotion – (Placement of an employee in a vacant permanent position in a different classification with a higher maximum base salary range) – Salary adjustment upon promotion shall be to the first salary step in the higher classification which is at least 5% above the base salary received prior to the promotion, but no more than the maximum salary step of the classification to which promoted.

Demotion – (Either placement of an employee with permanent status into another vacant permanent position in a classification with a lower maximum base salary or reclassification of a filled permanent position into a classification with a lower

maximum base salary) – Salary adjustment shall be either to the salary step which is equal to or next lower than that received immediately prior to the demotion, or no salary adjustment shall occur and the employee's salary shall be frozen ("Y" rated) until the salary range of the lower class equals that of the classification held by the employee immediately prior to demotion. Placement shall generally be to the salary step which is equal to or next lower unless the "Y" rate is approved by the City Manager.

Lateral Classification Transfer – (Transfer of an employee from one classification to another classification with the same base salary range) – The salary step and anniversary date for subsequent salary adjustments, if not at the maximum salary step of the range, shall not be affected by a lateral classification transfer.

Position Reclassification

- A. (Reclassification of a filled position to a different classification with a lower maximum base salary) – No salary adjustment will be made to an employee reclassified to a different classification which holds similar responsibilities and status (e.g. department head to another department head position). The employee will retain his/her current pay and continue to be eligible for negotiated pay increase.
- B. (Reclassification of a filled position to a different classification with a higher maximum base salary) – Salary adjustment upon reclassification shall be to the first salary step in the higher classification which is at least 5% above that received prior to the reclassification, but no more than the maximum salary of the higher salary range.

Flexible Staffing Reclassification – (Reclassification of an incumbent in a flexibly staffed position after reaching the top step of the salary range for one year in the lower class and with the recommendation of the Department Head) – Same salary adjustment procedure as "Position Reclassification." An incumbent that has not reached the top step of the salary range may be reclassified to the higher classification only when: (1) vested with permanent employment status; (2) in a professional classification series; (3) directly related prior work experience that exceeds the minimum qualification standards for the higher class; (4) recommended by the department head and approved by the Human Resources Director.

Work Out of Classification – Temporary assignment, approved in advance by the department head, to a classification in a higher pay grade shall be compensated at the Step 1 rate of the higher classification or at a rate five (5) percent greater than that of the regular position, whichever is greater, for the number of hours assigned. In order to qualify for out-of-classification pay, an employee shall work a minimum of eight (8) hours per day in the temporary assignment.

Out of classification compensation shall not be used as a substitute for the permanent classification or reclassification of positions. An employee may be assigned to work in a higher class when there is a vacant position, either temporary (incumbent on leave of absence) or permanent (vacant position which has not been filled), or when an employee assumes additional work that would otherwise be performed by consultants which results in a cost savings to the City. All requests for out of classification compensation must be approved by the Human Resources Director. Persons approved to work out of class will continue to receive salary step adjustments in their regular classification based upon satisfactory performance. The out of class salary step will be adjusted accordingly in accordance to the policy set forth herein when the employee's salary in the permanent classification is adjusted.

Work in Dual Classifications – The City Manager may, in his or her sole discretion, grant a pay differential up to five percent (5%) above the higher base salary to an employee assigned by the City Manager to perform all of the duties of another position in addition to the employee's regular duties, provided that a differential of dual assignments under this provision shall only be paid where the additional assignment is to a position equivalent to the level of the employee's regular position in a different department or division than the employee's regular classification, the duration of the additional assignment is for a period of one or more months, and the published base salary for the equivalent level position is the same or lower than the published salary for the employee's current classification such that the employee does not qualify for working out of class pay.

III. RESPONSIBILITY

It is Human Resources Division's responsibility to administer this procedure.

Approved:



David Brandt
City Manager