

## **Article 3 COMPENSATION PLAN**

### **Section 3.1 COMPOSITION, ADOPTION AND AMMENDMENTS**

The compensation plan shall consist of four salary schedules for the following groups of positions: public safety sworn non-management positions; public safety sworn management positions; general employees; and seasonal/substitute employees.

The public safety salary schedule for sworn non-management positions shall be a step plan. The salary schedules for public safety sworn management positions, general employees, and seasonal/substitute employees shall contain a series of salary grades each grade having a minimum, market rate, and maximum salary.

The schematic list of classes shall specify the salary grade for each class of position with due regard for the salary grades for other classes; the relative difficulty, responsibility and characteristic duties of positions in the class; the minimum qualifications required; the prevailing rate paid for similar employment outside the City service; and any other factors that may properly be considered to have a bearing upon the fairness or adequacy of the salary grade.

The Director of Human Resources shall periodically prepare and recommend to the City Manager a compensation plan. The City Council shall adopt the compensation plan by ordinance, with or without modifications. When adopted by the City Council, the compensation plan shall remain in effect until amended by the City Council. When a compensation plan has been adopted, the City Council shall not increase or decrease salaries of individual members of the classified service. The Director of Human Resources will recommend any adjustments to the compensation plan to the City Manager for consideration in the preparation of his or her recommended annual budget.

### **Section 3.2 NEW EMPLOYEES**

Generally, a new employee shall be paid the minimum rate of pay for his or her class. If a potential employee will not accept the minimum rate of pay, the City Manager's staff, department head, or other management level employee, as designated by the City Manager, may enter into negotiations for a starting salary within the assigned salary grade.

The minimum rate for each class is based upon the assumption that a new employee meets the minimum qualifications stated in the class specifications. If it becomes necessary to appoint a new employee of lesser qualifications, he or she should be started at a salary below the minimum rate for the class to be determined by the department head. When the employee demonstrates to the department head's satisfaction that he or she meets the minimum qualifications, the employee will be advanced to the minimum of the salary grade.

All current and future full-time employees shall receive a competitive wage rate which shall be established and implemented by the City Manager. This rate shall be reviewed periodically by the Director of Human Resources, who shall recommend to the City Manager any appropriate changes based on the federal poverty guidelines, federal

minimum wage, and other relevant information.

### **Section 3.3 SALARY INCREASES**

- a. Periodic Salary Increases: Upon the recommendation of the City Manager and at the sole discretion of City Council, employees may be granted periodic salary increases. Except as specifically adopted by City Council, granted increases shall not exceed the maximum of the salary grade for an employee's class of position. Periodic salary increases are defined as general wage increases, merit or performance based increases, competitive wage rate increases, equity based increases, or market adjustments.
- b. Bonuses/Incentives: The City Manager may provide for additional compensation for employees outside the parameters of the compensation plan through the establishment of incentive plans and performance and experience bonuses. All programs shall be under the purview of the Department of Human Resources.
- c. Special Allowances: The City Council may provide for compensation in the form of special allowances to members of the unclassified and classified service, which amounts are outside of the parameters of salary ranges provided in this plan.

### **Section 3.4 PROMOTIONS**

A promotion is the placement of an employee in a position in a higher job classification as the result of a competitive hiring process. Promotional increases will be administered by the Department of Human Resources in accordance with established policy.

### **Section 3.5 DEMOTIONS**

A demotion is the placement of an employee in a position in a lower job classification due to a request by the employee, unsatisfactory job performance or disciplinary action. Demotional decreases will be administered by the Department of Human Resources in accordance with established policy.

### **Section 3.6 RECLASSIFICATIONS**

Reclassification is the study of actual tasks, duties, and responsibilities which may result in a change to the job classification or job description.

### **Section 3.7 REALLOCATIONS**

A reallocation is a change to the distribution of budgeted positions within a department due to organizational and staffing needs.

### Section 3.8 OVERTIME

- a. Overtime shall be authorized for emergencies only, except when regularly scheduled work hours exceed Fair Labor Standards Act (FLSA) standards for the granting of overtime.
- b. Overtime pay or leave shall be awarded to employees other than sworn police, fire and corrections employees for all hours over forty (40) hours worked in a workweek. A workweek is defined as seven (7) consecutive days or one hundred sixty-eight (168) consecutive hours. The beginning and end of workweeks shall be set at the discretion of management, with approval by the Director of Human Resources, and may be different for different groups of employees. Overtime pay shall be paid at the rate of one and one-half (1½) times the regular rate of pay for all hours worked over forty (40) hours in a workweek. Overtime leave shall be awarded at one and one half (1½) times the number of hours over forty (40) hours worked in a workweek. Overtime pay shall be awarded at a "half-time" basis for those employees who receive a fixed salary for a fluctuating workweek.
- c. Overtime pay or leave shall be awarded to sworn police, fire and corrections employees for all hours worked during the work period in excess of the regularly scheduled hours for such personnel. A work period is a regular, repeating work cycle between seven (7) and twenty-eight (28) days. The length of the work period shall be set at the discretion of management, with approval by the Director of Human Resources, and may be of different lengths for different groups of employees within these divisions or departments.

Overtime pay or leave awarded shall be as follows:

- (i) If regularly scheduled hours for the work period are less than or equal to the overtime standards set by the FLSA. Overtime pay shall be paid at one and one-half (1½) times the regular rate for all hours worked in excess of regularly scheduled hours. Overtime leave shall be awarded at one and one-half (1½) times the number of hours worked in excess of the regularly scheduled hours.
- (ii) If regularly scheduled hours for the work period exceed the overtime standard set by the FLSA. Overtime pay shall be paid at one-half (½) times the regular rate for all hours worked that exceed the limit set by the FLSA but are equal to or less than the regularly scheduled hours for the work period. Overtime leave for such hours shall be awarded at one half (½) times the number of hours worked which exceed the limit set by the FLSA but are equal to or less than the regularly scheduled hours for the work period.

Overtime pay and leave for all hours exceeding the regularly scheduled hours for the work period shall be awarded as set-out in subsection (i) above.

- d. Those employees who are authorized for overtime pay or leave, and whose normal work schedule would not require working on holidays and Sundays, will receive time and one half (1½) for work on such days.
- e. The Director of Human Resources shall designate those positions which are eligible for overtime pay or leave ("non-exempt" positions) and those which are not eligible for such pay or leave ("exempt") in accordance with the standards of the FLSA.

### **Section 3.9 PART-TIME EMPLOYMENT**

When employment is on a part-time basis, only the proportionate part of the rate for the time actually employed shall be paid.

The annual salary of part-time employees shall be determined by reference to the salary grade to which the employee's position classification is assigned. The part-time employee's annual salary shall be such proportionate part of the full-time annual salary as reflects the hours worked by the part-time employee.