

Salary Administration

POLICY STATEMENT

The City strives to keep employees informed of the principles and practices of the City's pay process to ensure adequate compensation and compliance with all legal requirements.

GUIDELINES

1. *Pay Days*

Employees are paid on the 15th and the last workday of each month.

If the payday falls on a weekend or City holiday, employees normally are paid on the previous workday.

Paychecks include earnings for all work performed through the end of the payroll period.

2. *Time Reporting*

Employees are responsible for keeping accurate and complete records of their time.

Falsification of time records may result in immediate termination.

3. *Pay Anniversary Date*

An employee's pay anniversary date is the one-year anniversary date of the last personnel action resulting in a pay change. Typically, it is the date when an employee becomes eligible for a merit pay increase, if applicable.

4. *Overtime*

Employees who work a standard work schedule and are not exempt from the Fair Labor Standards Act (FLSA) and state overtime provisions are paid overtime for all hours worked in excess of eight, 10 or 12 hours per day (depending on their schedule), 40 hours per week, or as otherwise specified in the employee's collective bargaining agreement.

5. *Compensatory Time Off*

Except as specified in the employee's collective bargaining agreement, paid absences during the workweek are not considered time worked for purposes of computing overtime.

All overtime worked must be approved in advance of being worked.

Employees working unauthorized overtime are subject to disciplinary action.

Non-exempt employees eligible for overtime may be granted compensatory time off in lieu of overtime pay as specified in their collective bargaining agreement.

Any accrued time off not used prior to an employee's termination from service is paid with the last paycheck.

Employees exempt from overtime under the FLSA and state law generally are not eligible for overtime or compensatory time off. The extra time and effort required normally increases with the level of the position within the City, and this commitment is reflected in the base salary for the position.

Exceptions to this policy may be approved by Human Resources only in instances where special services are required of the exempt employee. These services normally involve prolonged and/or unique commitments of time and effort to meet special and usually temporary needs.

6. *Reporting Pay*

Represented employees who are called to work outside of their regularly scheduled hours, or who report to work as scheduled but are requested to leave because of a lack of work or a work shut down, are paid according to the terms of their collective bargaining agreement.

7. *Pay Upon Hire*

Generally, employees are hired at step one of a range; however, if conditions warrant, employees may be hired at any pay step within the pay range for the position.

8. Merit Pay Increases

The determination of the appropriate step is the responsibility of the Department Director in consultation with the Human Resources Department, based on the experience and qualifications of the new employee.

The primary way for employees to progress through a position's pay range is to receive periodic **step increases** that reflect at least satisfactory performance as measured by the supervisor's annual performance review.

Employees may receive an initial pay increase upon successful completion of the first six months of their probationary period.

With continued satisfactory performance, employees are eligible for subsequent pay increases on each pay anniversary date.

Employees who demonstrate outstanding performance may be rewarded by accelerated advancement through the pay range. This may be accomplished by a multiple-step pay increase at the time of the annual performance review; or an additional step increase outside of the annual performance review.

A step increase outside of the employee's annual performance review alters the employee's pay anniversary date.

The employee's supervisor must provide Human Resources with a written request and justification for pay acceleration, including documentation of the performance achievement. Human Resources then considers the acceleration and, when appropriate, approves the request.

9. Delayed Pay Increases

If, in the supervisor's judgment, an employee's performance is consistently deficient, the supervisor may delay a pay increase for a stipulated period of time, or until the employee's performance is consistently satisfactory.

Prior to this action, the employee should be provided a written notice of the reasons for the delay and the effective date.

Delays are not retroactive, but become effective once issued.

A step-change in pay outside of the annual review cycle alters an employee's pay anniversary date.

10. Pay Upon Promotion

Employees promoted to a position in a higher classification normally are paid the entrance salary of the new pay range or a salary within the new pay range closest to but not less than their current salary, whichever is greater.

After satisfactory completion of the stipulated probationary period, the employee is eligible for a step increase in pay.

**11. Pay Upon
Reclassification**

When an employee's position is reclassified to a higher classification, he or she is normally paid a salary within the new pay range that is closest to, but above the employee's salary before the reclassification occurred.

In a reclassification situation, employees are not required to complete a probationary period. Therefore, a reclassified employee normally becomes eligible for a pay increase on the employee's regularly scheduled pay anniversary date.

When an employee's position is reclassified to a lower salary classification, normally the employee's salary is frozen until the pay range for that classification catches up with the employee's salary.

**12. Pay for Modified
Assignments**

If an employee is temporarily assigned to light duty work because of an illness or injury, the employee's rate of pay may be reduced or increased, as appropriate, to fit within the classification most similar to the modified duties of the employee.

The employee's pay anniversary date is not affected.

