

## 9.5 Salary Ranges

### 9.5.1 Salary Ranges Established

Salary ranges are established in accordance with market data and Council policy, and are adopted by the City Council. Base salary rates for non-affiliated employees will be determined through the Compensation Plan. Base salary rates covered by collective bargaining unit agreements will be determined and amended through negotiation and in accordance with Council policy.

## 9.6 Trainee Pay Rate

The Human Resources Director and the Department Director may establish a general trainee pay rate for any position in the G Pay Plan. This trainee rate will be set below the minimum rate for the appropriate job classification pay range as determined by the Human Resources Director. When the Human Resources Director and the hiring Department Director agree the trainee possesses the minimum qualifications for the job class, the trainee will be moved to the minimum rate of the job classification range.

## 9.7 Merit Increases

Employees may be considered for merit increases on, or after, their merit date. The amount of within-range increases will be established by the City Council. Base pay shall not exceed the range.

### 9.7.1 Conditions for Earning Merit Increases

Merit increases are not automatic. Such increases are based on an employee's job as documented by the Department Director or designee, with a completed written performance evaluation which has been discussed with the employee.

All departments will use the Rating Summary as a cover sheet for all performance evaluations (including those employees whose salary is at the top of the range). An employee receiving a 5 rating will be eligible for a full merit increase; a lesser rating will result in eligibility for a lower percentage of merit increase. A rating of less than 3 will result in no merit increase eligibility, and must result in a Performance Improvement Plan (see Chapter 7.3) or other appropriate performance management step.

#### Table 5

##### Rating Summary

5 = 5%

4 = 4%

3 = 3%

**A rating of less than 3 results in no merit increase and a Performance Improvement Plan.** Percentages represent annual performance periods. Pro-rated schedules for shorter Trial Service Periods are found in sections 9.4.1.

RATING	PERFORMANCE STANDARD
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5	Performance consistently meets or exceeds all relevant performance standards/expectations. Is performing at a level consistent with
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experience. If at or above mid-point of range, is a fully independent contributor ("journey" level).

4 Performance occasionally fails to meet relevant performance standards/expectations or requires development in one area. Specific examples are stated and further development in that area is addressed.

3 Performance occasionally fails to meet relevant performance standards/expectations and/or requires development in more than one area. Requires examples of performance issues or development areas and a specific development plan.

2 Performance consistently fails to meet relevant performance standards/expectations and employee has not demonstrated the skills, knowledge, and ability to perform in several key areas. Requires specific examples, a Performance Improvement Plan, and job may be at risk.

0 - 1 Performance consistently fails to meet performance standards/expectations and employee has not demonstrated the requisite skills, knowledge, and ability to perform this job. Requires a Performance Improvement Plan and job is at risk.

## 9.8 Newly Hired Employees

Newly hired employees are those that accept a position with the City, beginning their employment relationship.

### Table 6

Merit Date The merit date will be set on the anniversary date of hire.

Starting Salary for New Job The starting salary may be at or above the minimum for the new position. All offers require a completed Job Offer Worksheet. The Job Offer Worksheet provides justification for the salary and is based on the candidate's qualifications to perform the new position. The Department Director and Human Resources must approve the Job Offer Worksheet prior to an offer being communicated to the candidate.

Pro-rated Merit Increase At Completion of Trial Service Period When a Trial Service Period (TSP) is less than 12 months, the starting salary is at the minimum of the range, and performance warrants the employee will be eligible to be considered for a prorated merit increase upon successful completion of the TSP.

If an increase is granted, it will be prorated for the number of months in the Trial Service Period. **The merit review date will not change.** When the regularly scheduled merit review occurs, it will be prorated for the number of months remaining in the year. The follow is the pro-ration schedule:

TSP # of Months	Pro-Rated Increase at	Remaining Performance	Prorated Increase at Regularly
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	Completion of TSP	Period # of Months	Scheduled Review
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6	Up to 2.50%	6	Up to 2.50%
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12	Not applicable, this is their normally scheduled review.		
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**Note:** If you need a pro-ration schedule for something other than 6 months, contact HR, Compensation.

Trial Service Period	<p>All newly hired regular employees are required to service a Trial Service Period. The Trial Service Period will generally be 6 months, unless a Department Director (or designee) identifies business or regulatory reasons for a longer Trial Service Period.</p> <p><b>Note:</b> *Completion of a Trial Service Period alone does not trigger a change in pay. However, if the starting salary was at minimum and performance warrants, the employee may be eligible for a prorated merit (above).</p> <p>*Positions that are at will and are not required to serve a TSP.</p>
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## 9.9 Merit Date

The anniversary date of hire establishes an employee's initial merit date.

### 9.9.1 Changes in Merit Date

An employee returning from a leave of absence without pay will have their merit date extended by the same length of time (to the nearest whole month) the employee was on leave without pay. An employee reinstated to the same position or a position in the same class following layoff from employment will have their merit period extended by the same length of time (to the nearest whole month) as the duration of their layoff, to a twelve month maximum. This extended merit period will establish a new merit date which will be used for determining subsequent within-range increases. There will be no change in an employee's merit date when a merit increase is withheld. An employee who has an involuntary downward job movement will have their merit date change to the effective date of the new job.

## 9.10 Service Credit Date

Service credit date is the date assigned to each benefited employee based upon their most recent date of hire into a benefited, budgeted position with the City. An employee whose hire date occurs on or between the first and the fifteenth of any month will establish their service credit date on the first of that month. An employee whose hire date occurs on or between the sixteenth and the last day of the month will establish their service credit date on the first of the following month. The service credit date will be used in setting initial within range adjustments, establishing vacation accrual rates, earning service awards and determining length of service for retirement purposes.

### 9.10.1 Service Credit Date Adjustment

A benefited employee who has a break in service due to layoff, or a leave of absence without pay for any reason (except active duty military service) which impacts service credit requirements for the PERS retirement, will have their service credit date adjusted to deduct the amount of time they were on such leave (to the nearest whole month). An employee whose City employment is interrupted by a layoff and who is subsequently reinstated will also receive credit for their continuous service as a regular employee immediately prior to the effective date of the layoff where the period of the layoff does not exceed two years.

## **9.11 Alternate Merit Pay**

The City Manager may approve implementation of other pay delivery systems within budget limits, such as gain sharing plans, small group incentive plans, and skill/knowledge-based plans, which shall be administered through Human Resources.

## **9.12 Special Recognition Award (revised 08/01/02)**

The City Manager or the Department Director may authorize a lump-sum award. The maximum amount of an award is approved by City Council in the Compensation Plan for special recognition to E, G, L and M Pay Plan employees. This lump-sum special recognition award will not be incorporated into an employee's base salary rate of pay for the purposes of computing overtime/compensatory time accruals, unless required by FLSA, but will remain a separate, one-time recognition of contribution or innovative ideas put to practice in the organization. An employee may be recommended for such an award for:

1. A project or work product that is specific and identifiable with both start and end dates.
2. A project or work product assignment that may be interdepartmental, with an assigned "total award" which is shared equally by all members of the task group.
3. A demonstrated level of creativity, skill, or conscientiousness that is beyond that normally expected for the position.
4. Individual contribution or leadership without which the project or product results would not have been achieved, and which are beyond what is normally expected for the position.
5. Innovation or conscientiousness that may have resulted in substantial savings or reduced costs.

## **9.13 Establishment of Pay Rates in Special Circumstances**

Special circumstances are changes not covered in 9.4 Pay at time of Lateral, Upward or Downward Movement between Job Classifications of this manual. Pay rates in special circumstances for regular employees will be established as indicated below.

### **9.13.1 Pay for Acting Status (Temporary Upgrades or Reassignment)**

Employees in acting status must handle the daily and ancillary responsibilities of the position and make the major decisions which accompany these responsibilities for a minimum of 30 consecutive days. Acting status requires the written approval of the Department Director or their designee. Base salary rate will be established in accordance with 9.4 Pay at time of Lateral, Upward or Downward Movement between Job Classifications of this manual, as appropriate. Exceptions to the salary setting rule may be authorized by the Department Director when, in their opinion, it is necessary to carry out sound personnel management. It is expected that an acting assignment will not exceed six months; however, in special circumstances, the Department Director may approve an extension. All paid leaves which occur during the acting status assignment will be paid at the employee's acting status rate.

When the acting assignment is completed, the Department Director will then readjust the employee's salary or wage rate to its previous level, or the level it would have attained, including general salary adjustments and merit increases, as if the acting appointment had not been made. The employee's regular merit date will remain unchanged throughout an acting assignment. In the event the employee is permanently assigned to the acting assignment without a break, the appointment will be made retroactive to the starting date of the acting assignment.

### **9.13.2 Reinstatement**

An employee may be reinstated or returned to a former position and salary following a layoff, a leave of absence without pay, or a voluntary classification reduction for cost savings. Employees are reinstated at