

Section I - The Pay Plan

The pay plan consists of the salary schedules which set forth the pay ranges, consisting of minimum, intermediate and maximum rates of pay for all salaried personnel.

Section II - Objectives of the Pay Plan

The pay plan shall be constructed in such a way as to provide an appropriate salary structure to recruit and retain competent employees.

Section III - Administration and Amendment of the Pay Plan

The Human Resources Department shall have responsibility for the administration of the pay plan and shall advise the managers of the departments of such salary schedules as have been approved by the Mayor and Council. Amendments to the pay plan require the approval of the Mayor and Council. The Mayor and Council shall periodically review the pay plan, and may within their absolute discretion, make modifications to the plan.

Section IV - Assignment to Pay Ranges

Factors for determining appropriate pay ranges include but are not limited to the following:

- A. The relative difficulty and responsibility of the work;
- B. The prevailing rates of pay in both the public and private sectors in City and County;
- C. Relationships between similar classes;
- D. The recruitment and retention experience of the City;
- E. The financial policies of the City.

Section V - Entrance Pay Rate

The entry pay rate shall normally be the base rate of the pay range prescribed for the position. In order to ensure recruitment of capable job candidates, requests for recruiting above the base rate may be considered by the Human Resources Director. Approval of employment offers above the base rate will be supported by the selected job candidate's own education and work experience in relation to the requirements for the position. The entrance pay rate for a qualified individual with a disability will not be affected as a result of any reasonable accommodation provided.

Section VI - Step Adjustments

All regular employees below Step 10 are eligible for an annual pay increase, if such an increase is recommended by the supervisor and approved by the Department Head and Human Resources Director as budgeted for by Mayor and Council. The City shall use the following guideline when reviewing requests for step adjustments:

Hire	Step 1
After 6 months	Step 2
After 1 year	Step 3
After 2 years	Step 4
After 3 years	Step 5

Employees hired above Step 1 will receive a step increase at six months, one year and annually thereafter.

Employees will receive their approved increases the first day of the pay period following their anniversary date.

Section VII - Other Salary Adjustments

The following personnel actions shall affect the pay status of an employee in the manner described.

- A. Transfer - When an employee is transferred from one position to another in the same classification the rate of pay shall be unaffected.
- B. Promotions - When an employee is promoted, the new rate of pay shall be the step that provides an increase in pay appropriate to the increase in responsibilities, duties, and requirements of the new position. This rate will be determined and approved by the Department Head and Human Resources Director and will also consider the City's budgetary ability and finances of the department.
- C. Demotion - When an employee is demoted the new rate of pay shall be the step in the new grade which is closest to, but not higher than, the rate of pay the employee was earning.
- D. Recall from Furlough - When an employee is recalled to work within six (6) months from the date of furlough to a position in the same pay grade as that from which he was furloughed, the rate of pay shall be the same pay step as the employee was earning at the time of furlough. When an employee is recalled to work, under such circumstances, to a position in a pay grade with a lower maximum rate than that from which furloughed, the rate of pay shall be the step providing the rate of pay closest to, but not higher than the pay rate the employee was earning at the time of furlough.
- E. Pay Plan Adjustments - When the pay plan is amended, affected employees pay rates will remain in the same pay grade and step.

Section VIII - Salaries of Non-Regular Employees

The Human Resource Director with approval from the City Administrator, shall determine pay rates for part-time, seasonal and temporary employees. When adopting the rates, market pay rates, availability of personnel, and the financial condition of the City will be considered.

Section IX – Pay Changes

Pay changes due to promotion and demotion will be effective on the first day of the pay period.

Section IX - Direct Deposit

All employees are encouraged to use direct deposit and must complete the necessary forms. New employees will receive a check for the first week or two while the direct deposit is tested to ensure the funds will be transferred properly.