

	Policy: Pay Plan	Effective Date: May 19, 1992
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PURPOSE

The pay plan includes the basic salary schedule and the “Assignment of Classes to Grades and Ranges” adopted by the Council. The salary schedule consists of steps for minimum or beginning, maximum, and intervening rates of pay for all classes of positions, and a designation of the standard hours in the work week for each position. Salary increases within the pay range shall be based on performance.

ADMINISTRATION AND MAINTENANCE

- (A) The City Manager, assisted by the Human Resources Director, shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate listed within the salary range established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.
- (B) The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the city, and other factors. To this end, from time to time the City Manager shall request the Human Resources Director to make comparative studies of all factors affecting the level of salary ranges and may make minor adjustments in the allocation of positions to salary grades. When major adjustments encompassing numerous positions are needed, or when a general adjustment is needed to the pay plan, the City Manager shall recommend such changes in salary ranges as appear to be warranted to the City Council. The City Council shall adopt the “Assignment of Classes to Grades and Ranges,” including any minor adjustments made by the City Manager during the previous budget year, annually as part of the budget process.

STARTING SALARIES

All persons employed in positions approved in the position classification plan shall be employed at the minimum salary for the classification in which they are employed; however, on the recommendation of the department head, with the approval of the City Manager, exceptionally well qualified applicants may be employed above the minimum of the established salary range.

TRAINEE DESIGNATION AND PROVISIONS

- (A) Applicants being considered for employment or city employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the City Manager to a trainee status. In such cases, a plan for training, including a time schedule, must be prepared by the department head. Trainee salaries may be no more than two grades below the minimum salary established for the position for which the person is being trained. A new employee designated as trainee shall be regarded as a probationary employee.

- (B) If the training is not successfully completed as planned, the trainee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall be paid at least at the minimum rate established for the position for which the employee was trained.

PROBATIONARY PAY INCREASES

Employees hired or promoted into the minimum rate of the pay range shall receive a salary increase within the range of approximately 5% upon successful completion of the probationary period. Employees hired or promoted into a rate of pay above the minimum rate of the pay range may be considered for a probationary pay increase upon successful completion of the probationary period.