



## **RULE 3 – SALARIES**

### **Section 1. Salary Schedule**

The Human Resources Director or the person or agency employed for that purpose shall develop and maintain a salary schedule covering all classes in the classified service listing the salary grade for each classification.

### **Section 2. Adoption, Amendment, and Revision of Plan**

The salary schedule shall be adopted and may be revised by the City Manager. The City Council, however, may review and amend the salary schedule annually when the budget is adopted. No classified position shall be assigned a salary, which is not in conformance with the salary schedule.

### **Section 3. Application of Rates**

Except as otherwise provided, employees occupying a position in the City service shall be paid within the salary grade for the class under the salary schedule. A new employee shall start at the minimum of the appropriate salary grade unless it is determined that qualified applicants are not available at the minimum of the salary grade, or that an applicant has special qualifications and/or a salary history that justifies a higher starting rate than the minimum. The Department Directors may authorize an entrance salary up to the midpoint of the salary grade pay range after consultation with Human Resources. Any request to exceed the midpoint must be coordinated through the Human Resources Director and be approved by the City Manager. In no case may the new employee's base rate of pay exceed the maximum of the salary grade.

An employee shall not receive a salary increase that would cause the employee's salary to exceed the maximum of the assigned salary grade. If approved by the City Manager, an employee may be permitted to retain a base rate of pay that is above the maximum of the salary grade in the case of a comprehensive salary study, an assignment to a temporary detail, or reclassification to a lower grade.

### **Section 4. Merit Increases and Salary Decreases**

- A. No merit increase shall be made which exceeds any maximum rate established in the salary schedule for the class. No salary decrease, under this Rule, shall be made below the minimum rate established in the salary schedule for the class.

- B. Merit increases shall not be automatic but shall be recommended by the Department Director depending upon the increased service value of an employee to the City as exemplified by length of service, performance, special training undertaken, or other pertinent information. Guidelines for the award of merit increases shall be issued by the City Manager. Salary decreases shall depend upon the decreased service value of an employee to the City as recommended by the Department Director, as evidenced by the performance record of unsatisfactory work performance or improper conduct.
- C. The effective date of approved merit increases shall be established annually by the City Manager. When approved, the effective date of a salary decrease shall be any date set by the Department Director after the employee has been notified.
- D. Merit increases may be deferred by the Department Director for further evaluation of the employee. Deferred merit increases shall be effective at the beginning of the pay period designated by the Department Director if subsequently granted.
- E. If recommended by the Department Director, an employee whose salary has been decreased pursuant to this Rule may have the salary restored to the base rate earned prior to the decrease if at least 90 days have elapsed from the decrease.
- F. Merit increases or salary decreases shall not be subject to appeal or grievance. However, the employee may use the grievance procedure if the facts used in the performance appraisal can be shown to be incorrect.
- G. If the Department Director does not approve an action within thirty (30) days following the eligibility date for a merit increase to either award a merit increase or to defer the merit increase for further evaluation of the employee, then the employee shall receive a full merit increase retroactive to the eligibility date. This action will be completed by Human Resources.

## **Section 5. Temporary Detail**

- A. Upon recommendation of the Department Director and upon approval of the Human Resources Director, an employee may be detailed, on a temporary basis, to another class and/or position. Assignment to temporary detail shall begin on the first day of a pay period. Such detail normally shall be limited to a period of six months; however, with the approval of the Human Resources Director, the detail may be extended if in the best interests of the City.
- B. If the detail is to a higher-graded class and is anticipated to last longer than one pay period, the employee shall be paid at the rate of the higher class beginning with the first day of the detail. If the employee serves less than one pay period, no such payment shall be made.

- C. If the employee is to be paid at the rate of the higher class, the salary shall be set at least 5% higher than the employee's existing salary. In coordination with the Human Resources Director, the Department Director may approve up to 10% above the employee's existing salary; however, the employee's salary may not be increased above the maximum of the salary grade of the higher class. Any request exceeding 10% requires City Manager approval. All benefits, as well as FLSA status, shall be temporarily adjusted accordingly during the temporary assignment.
- D. If the detail is to a class or position at the same or lower salary grade, the employee's salary shall not change.

### **Section 6. Unclassified Service Salaries**

Salary advancements for Council appointed employees will be as determined by the City Council on at least an annual basis. The salary range of temporary classes will be based on the prevailing rate for comparable jobs and will be established by the City Manager.

### **Section 7. Pay Period**

Employees shall be paid every two weeks according to a pay schedule established by the Management Services Director.

Revised August, 1984 – Resolution No. 1259  
Revised May, 1985 – Resolution No. 1345  
Revised September, 1995 – Resolution No. 2520  
Revised August, 1999 – Resolution No. 3401  
Revised June, 2008 – Resolution No. 4203  
Revised November, 2013 – Resolution No. 4728  
Revised September, 2014 – Resolution No. 4762  
Revised June, 2022 - Resolution 5594