

Personnel Policy and Procedure Manual

Chapter: Compensation
Policy: Salary Administration

Effective Date: mm/dd/yyyy
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New

Policy.

The City of Crockett (City) maintains a General Pay Plan to establish consistent, competitive salary ranges and promote salary parity within the City's workforce while allowing flexibility for the recruitment and retention of skilled employees and reward for performance. The City Administrator, Police Chief, Fire Chief, and City Secretary review the General Pay Plan prior to the end of each fiscal year to determine if the City should make modifications for the upcoming fiscal year to meet changing labor market conditions and cost-of-living increases. The City Council is the final approving authority for the General Pay Plan.

Applicability.

This policy does not apply to the positions of City Administrator, Fire Chief, Police Chief, and City Secretary.

Additional Resources.

PD-11.02, Merit Awards - establishes guidelines for the award of a merit salary increase and a one-time merit award.

Definitions.

"Demotion" means an employee's change in duty assignment from one position to another position that: (1) has a different job class title; and (2) is in a salary group with a lower minimum salary rate.

"Lateral Transfer" means an employee's change in duty assignment from one position to another position that has a different job class title but is assigned to the same salary group as the employee's current position or to a different salary group that has the same minimum salary rate as the employee's current salary group.

"Promotion" means an employee's change in duty assignment from one position to another position that: (1) has a different job class title; (2) is in a salary group with a higher minimum salary rate; (3) involves a higher level of responsibility and/or job performance expectations; and (4) may require higher qualifications (e.g., greater skill or longer experience).

Procedures.**I. General Provisions.**

- A. The General Pay Plan is an appendix to this manual and is incorporated by reference into this policy.

- B. The General Pay Plan consists of the following salary schedules based on occupational categories. Each job classification is assigned to the most appropriate salary schedule.
 - 1. Administrative Salary Schedule for administrative support, paraprofessional, professional, and managerial positions that are not a field position assigned to another salary schedule.
 - 2. Fire Fighter Salary Schedule.
 - 3. Law Enforcement Salary Schedule.
 - 4. Public Works Salary Schedule for public works field positions and supervisors.
- C. Each job classification is assigned to a salary group within the appropriate salary schedule based on the job classification's required skills and duties.
 - 1. More than one job classification may be assigned to the same salary group.
 - 2. Some job classifications have a hierarchical structure of job classification titles involving work of the same nature but requiring different levels of skills and level of responsibility. (Example: Public Works Crew Member I, II, III.)
- D. Each salary group has a Step 1 as the minimum/starting pay rate for that group. Some salary groups have additional steps with higher increments of pay within the salary group. Having higher step increments allows higher pay based on experience and performance even when a position has not assumed greater responsibilities or skills that would warrant a promotion to a different job classification in a higher salary group.
- E. An employee's pay rate:
 - 1. must not be lower than the assigned salary group's minimum pay;
 - 2. must not be higher than the assigned salary group's maximum pay; and
 - 3. must correspond with a step increment within the assigned salary group.

II. New Hires.

The appropriate administrator may approve hiring an employee at a job class higher than level I or at a step increment higher than step 1 of the position's salary group based on the selected applicant's qualifications.

III. Promotions.

When an employee is promoted, he receives an increase in salary rate. The minimum new salary rate must be at least whichever of the following is higher (and the increase can be greater, but must equal an increment rate within the new salary group):

- A. the Step 1 increment rate of the new salary group; or
- B. if the employee's salary rate before promotion is higher than the Step 1 rate of the new salary group, the rate for whichever step is a higher rate than the rate held prior to promotion.

*Example: A Public Works Crew Member I in Salary Group PW 7, Step 6 (\$19.15/hr.), promoting to Operator I, Salary Group PW 8, must receive an increase in pay that is **at least** equivalent to Salary Group PW 8, Step 5 (\$19.65/hr.).*

IV. Demotions.

When an employee is voluntarily or involuntarily demoted, he must receive a decrease in pay. The minimum decrease must be equivalent to at least a one increment decrease in the employee's new salary group (and the decrease can be more than the required minimum).

Example: An Operator I, Salary Group PW8, Step 1 (\$17.65/hr.), demoting to Public Works Crew Member I, Salary Group PW7, must receive a decrease in pay equivalent to Salary Group PW7, Step 2 (\$17.15/hr.) and may receive a decrease to the Step 1 rate of \$16.65/hr.

V. Lateral Transfers.

When an employee laterally transfers to a new position, there is no change in pay rate based solely on the lateral transfer.

VI. Salary Group Changes / Cost-of-Living Changes.

Salary Group Change.

If a position's salary group changes to a higher salary group (e.g., to remain competitive with the current labor market), employees in that position will remain at the same step increment held in the previous salary group. This will result in the employees receiving a pay increase because the pay rate is greater for the same step increment in the higher salary group.

Example: If a position's salary group changes from Salary Group A5 to Salary Group A6, an employee in that position who was at Step 2 in Salary Group A5 will remain at Step 2 in new Salary Group A6 and receive a pay increase equal to Group A6, Step 2. .

B. Across-the-Board Cost-of-Living Changes.

If City Council approves an across-the-board cost-of-living increase, each step increment in each salary group will be increased by the same amount (e.g., 25 cents an hour increase for each step increment in each salary group) or by the same percentage (e.g., each step increment in each salary group is increased by three (3) percent).

VII. Payroll Effective Dates.

The appropriate administrator and City Secretary will coordinate efforts to determine payroll effective dates for all salary actions. The effective dates will generally correspond with the first day of a payroll workweek.