

## Chapter 4: **EMPLOYEE JOB CLASSIFICATION SYSTEM** **AND EMPLOYEE PERFORMANCE REVIEWS**

### 4.1 **JOB CLASSIFICATION / JOB EVALUATION SYSTEM**

The City employs a job classification and evaluation system to maintain internal equity and external competitiveness with the market. The job evaluation system used by the City is called *The Hay-Group Guide-Chart-Profile Decision Band Method® (DBM)*. This method of job evaluation provides a consistent and objective framework for determining the relative importance and value of different jobs as well as the critical relationships between them. This method provides for the evaluation of a jobs based on its level of responsibility and decision-making requirements, across three dimensions: know-how, problem-solving, and accountability. Where appropriate, a job may also be evaluated in terms of a fourth dimension called special conditions; where hazards, unpleasant environments, particular physical demands, or intense sensory attention are a significant element of the job.

All full-time, ¾-time, and part-time positions will be reviewed as necessary by the City Administrator for the proper level of job evaluation and classification. Salary Compensation adjustments may be warranted as a result of job re-evaluations. As necessary, the City Administrator will recommend appropriate salary compensation or classification changes to the City Council Personnel Committee. If a budget adjustment is required, the City Council will be requested to make such adjustments.

### 4.2 **EMPLOYEE CLASSIFICATIONS**

Full-time Employee: Employees who are scheduled to work forty (40) or more hours per week (2080 annually), year-round in an ongoing position. Licensed officers of the Police Department are required to serve a one-year training and assessment period by Civil Service Regulation. Minnesota law prohibits a mayor or council member from being employed by the City.

¾-time Employee: Employees who are scheduled between thirty (30) and thirty-nine (39) hours per week (at least 1560 hours annually), year-round in an ongoing position.

Part-time Employee: Employees who are scheduled to work less than thirty (30) hours per week, year-round in an ongoing position. City Council approval is required to schedule a part-time employee for an average of 30 hours per week or more during a 12-month period.

Paid-On-Call Employee: Employees who work an uncertain schedule, usually on an irregular or on-call basis. Paid-on-call employees are paid for approved and/or assigned activities. The City Administrator, Division Directors, and non-exempt City of Marshall employees are not eligible for appointment to paid-on-call job classifications. Paid-on-call employees are not eligible for appointment to non-exempt job classifications. Full-time City employees who are also Marshall Fire Department members as of January 1, 2012 will be grandfathered in.

Temporary / Seasonal Employee: Employees who work full-time or part-time on a temporary or seasonal basis. Temporary jobs may have a defined start and end date or may be for the duration of a specific project.

Internship: a person, usually a student or recent graduate, participating in a program of temporary supervised work in a particular field in order to gain practical experience.

### 4.3 **JOB DESCRIPTIONS**

The City will maintain job descriptions for each position. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance is an essential function of all City positions.

New positions will be developed as needed but must be approved by the City Council prior to the position being filled. Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Prior to posting a vacant position, the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description will be provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

#### **4.4 WAGE SCHEDULE**

The City employs a uniform and equitable pay and classification system. The City's wage schedule follows a step-based compensation system; **that is, a standard progression of pay rates within an established pay range for a given job.** ~~a six (6) step wage progression of rates establishing a pay range for each job.~~ Full-time employees may progress from step to step on the basis of performance with each year of service **in the position**, up to the maximum rate of pay ~~(Step 6).~~ <sup>¾</sup>-time and part-time employees will incur each step increase after 2080 hours worked and a satisfactory performance evaluation by his/her supervisor. No employee will be paid less than the minimum **pay rate** salary ~~(Step 1)~~ in the pay range for his/her position.

The City's wage schedule is developed by utilizing the market average maximum wages as the basis, **balancing internal equity and external competitiveness within the market.** The market average maximum wages are determined through appropriate market surveys of salary ~~pay rates~~ for comparable positions. This review will take place approximately every five (5) years. ~~Salary~~ **Market** surveys and reviews will not necessarily result in an increase in an employee's rate of pay or pay range.

The City Council will review the wage schedule for all City classifications prior to the conclusion of each fiscal year and at any other times that may be necessary. Any adjustments will be applied to the wage schedule as adopted by Council. Adjustments are negotiated for those employees represented by a collective bargaining agreement.

#### **4.5 PROBATIONARY AND TRAINING PERIOD**

The probationary period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Probationary periods apply to new hires, transfers, promotions and rehires and are normally six (6) months in duration; with an extension of up to a total of one (1) year as per written evaluation by the Supervisor or Division Director. Licensed peace officers shall serve a one-year probationary period upon initial appointment. Licensed peace officers who are promoted, reassigned, or transferred to shall complete a six-month probationary period. A **satisfactory** written performance review must be completed by the Supervisor or Division Director ~~prior to permanent~~ **conclude probationary** employment status. During the probationary period, informal performance meetings should occur frequently between the employee and the supervisor.

All leave benefits will accrue during the probationary period. If paid leave is granted during the probationary period and employment is voluntarily or involuntarily terminated prior to completion of the probationary period, any pro-rated paid leave must be reimbursed to the City or withheld from the employee's last pay check.

**If an emergency or medical condition arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of leave time taken.**

**An employee serving his/her initial probationary period may be disciplined at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.**

**Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.**

#### **4.6 EMPLOYEE PERFORMANCE REVIEWS**

An objective performance review system has been established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. All employees should be evaluated in writing upon their employment anniversary date and annually thereafter. Performance reviews will be discussed with and signed by the employee. Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review. Failure to sign the document by the employee will not delay processing. The signed review form and a written response, where applicable, will be retained as part of the employee's personnel file.

Employees may be eligible for a step increase upon receipt of a satisfactory job performance evaluation by their Supervisor or Division Director, up to the maximum rate of pay (~~Step 6~~) permitted for the job classification. **Step increases** If there is an adjustment to the employee's salary it will be retroactive to the employee's date of eligibility, **except in cases of substandard performance.** ~~Performance reviews will not necessarily result in salary pay adjustments.~~

Step ~~adjustments~~ **increases** for the City Administrator must be approved by the City Council.

#### **4.7 PROMOTIONS**

Employees who are promoted may receive a ~~salary~~ **pay rate** adjustment at the time of promotion if recommended by the Supervisor and/or Division Director, and if approved by the City Administrator. The City Council will be notified of employee promotions. All employees promoted will be subject to a minimum probationary period of six months; which may be extended up to a total of one year, for job-related duties only. The promotional date shall become the new ~~employee anniversary~~ date for the purposes of **the promoted employee's** performance reviews **and step increases, if eligible** ~~only.~~

#### **4.8 RESIGNATIONS / SEPARATION FROM EMPLOYMENT**

An employee who wishes to resign or retire from City service in good standing shall give the Supervisor at least fourteen (14) calendar days' notice prior to resignation or retirement. Exempt employees must provide thirty (30) calendar days' notice. Such notice must be in writing and shall state the effective date of the resignation (i.e., last date of work). An employee who does not submit such a notice shall not be considered "in good standing." The Department Head may agree to a shorter period of notice in unusual circumstances. The last effective day of employment may not be a paid holiday; unless that day is a scheduled work day.

An employee who has resigned or retired in good standing is entitled to a payout of his/her accrued value of unused vacation leave, sick leave, and severance benefits per the City's policies (7.1 Sick Leave, 7.2 Vacation Leave, and 6.4 Severance Pay). The employee's personal time and floating holiday benefits are pro-rated upon termination.

An employee who is on unpaid leave status and does not return to work within the authorized leave period shall be considered terminated and "not in good standing". An employee who is absent from work for a period of three (3) consecutive working days, without notifying the Supervisor of the reasons for the absences and has not received permission to remain away from work, shall be deemed to have voluntarily resigned, but considered "not in good standing."

Employees that are involuntarily terminated will be considered "not in good standing."

Employees who leave City service "not in good standing" shall not be eligible for vacation, sick, or severance.