



CITY OF MILES CITY PERSONNEL POLICY

Section 3:

Employment
Information

Effective:

07/01/2021

Last Revised:

04/27/2021

NON-UNION WAGE SCALE MATRIX

Resolution #4399

- This policy supersedes all previous policies and/or handbooks published by the City of Miles City. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

PURPOSE

To establish a wage scale matrix for non-union staff to aid in the retention of staff.

POLICY

The City of Miles City shall provide step increases for non-union staff as described in the matrix once each fiscal year as the health of the City budget allows.

PROCEDURE

Step Increases

1. On initial employment an employee will be placed on the schedule at the beginning probationary wage.
 - a. A current City employee transferring to a new position will either be placed at the probationary wage or a step commensurate with education and experience.
2. Each fiscal year year, on an employee's annual anniversary, in conjunction with the performance evaluation process the step increase may be recommended when the individual performs at a satisfactory level.
3. When an employee has progressed to the last step of the schedule for that position no further increases will be granted.
4. The Human Resources Committee forward recommendations to the Finance Committee by June 1, each year.
5. The Human Resources Committee recommendations shall be tracked on the Wage Increase Requests – Signature Sheet & Tracking Form.