

Salary Administration Policy Updates – January 2026: Redlined Changes Summary

Section C: ~~GUIDELINES~~ PROCEDURES

1. Promotion is the advancement from a position in one salary grade to another position in a higher salary grade. When promoted, an employee will generally receive between a Step 1 and Step 6 on the General City Salary Schedule, with Step 6 being Central Point, whereby the Central Point is for employees who have all the experience, qualifications, and/or education required for the new position and shall at minimum be equivalent to one step higher than the employee's current salary range at promotion. the minimum salary for the new position. However, The new salary shall not the new salary shall not be less than 2-1/2% nor more than 5% of the employee's current rate and shall not be based on a step-to-step adjustment. If the employee's step increase date (in current position) is within 30 days before or after the promotion, the step increase is given first, and then the promotional increase is calculated. Promotional increases in excess of the Central Point, Step 6, on the City's General Salary Schedule 5% require prior approval of the Director over Human Resources- and Mayor and/or City Administrator. The effective date of the promotional increase establishes a new annual performance review and step increase date from the effective date of the Promotion. Progressive promotions from a position in a lower salary grade to another position in a higher salary grade, within the same line of progression (i.e. Water Treatment Operator I to Water Treatment Operator II) will follow certification eligibility requirements are limited to one per year from the date of the most recent promotion.

Police - sworn law enforcement personnel promotions will be as follows:

a. Step 1 – 5 for a promotion with an intermediate certificate and Step 6-10 for a promotion with an advanced certificate. Salary shall at minimum be equivalent one step higher than the current salary range at promotion. The effective date of the promotional increase establishes a new annual performance review and step increase date from the effective date of the Promotion.

a. Fire employees will follow policy and procedures as outlined in the Collective Bargaining Agreement.

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Section D: Training & Development Incentive Program

The City recognizes that training and professional development provides greater skill and knowledge to employees, which translates to improved job performance. Improved job performance, in turn, means greater efficiency, fewer errors, and better productivity. Only non-exempt, hourly employees are eligible for training and development incentives that are not part of their core job responsibilities and do not provide a promotional opportunity for

obtaining such license or certification.

The well-trained employee acquires an advantage for him- or herself as well. By participating in training, employees can deepen or expand their existing skill set and increase their understanding of the organization. In addition, a well-trained employee may be able to take advantage of internal promotion opportunities. All Specialty Pay must be job related to employee's current classification regular job responsibilities and duties and pre-approved by the Department Director and Director over Human Resources, and Mayor and/or City Administrator.

Specialty pay is effective the beginning of the first full pay period after verification of any valid license and/or certification is received, reviewed and approved by Department Director and the Director over Human Resources Director. Specialty Pay is only effective if applicable licenses and/or certifications are valid or as required by other legal requirements or agencies. Expired licenses and/or certifications need to be renewed for Specialty Pay to resume. If a license or certification expires, the Specialty Pay will be removed and resume once renewed if it is a license or certification that is directly related to the employee's current classification and regular job responsibilities and duties. No Specialty Pay will be paid or reinstated for redundant licenses or certifications that are not an employee's regular job duties or responsibilities. Additionally, any change in legal requirement for Specialty Pay listed below will be removed.

The following is a list of certifications, licenses, and other assignments that are considered eligible for Specialty Pay as well as the associated, predetermined compensation amounts. Additional job-related certifications, licenses, and assignments to an employee's current classification may be requested in writing by the Department Director to the HR Director for review and consideration. The request is subject to final review and approval by the Director over Human Resources and/or Mayor or City Administrator.

1. Public Works Department Specialty Pay. Additional compensation shall be granted to Public Works employees who complete the following Specialty programs:
 - a. Backflow Assembly Tester : Additional compensation of \$0.50 per hour for three Utilities employee who obtains the Backflow Assembly Tester Certification and acts in this capacity as part of their regular job duties. This Specialty Pay is limited to three Utilities employee and selection is determined and approved by the Department Director.
 - b. Water Distribution Operator I, II, III/Wastewater Collection Operator I, II, III – Utilities employees only shall receive additional compensation of \$0.50 per hour to a maximum of \$1.50 per hour.
 - c. Pre-Treatment Operator Duties Certification: Additional compensation of \$1.50 per hour for one Wastewater Treatment Plant employee who is appointed to serve as the obtains—the Pre-Treatment Operator Certification and acts in this capacity as part of their regular job duties

as required by Department of Environmental Quality. This specialty pay is limited to one Wastewater Treatment Plant employee and selection is determined and approved by the Department Director.

Public Works employees receiving Specialty Pay not referenced in this Policy for active certifications as of October 01, 2025 are eligible to continue receiving that Specialty Pay until termination of employment. An active certification must be maintained at all times or the Specialty Pay associated will end and is not eligible for reinstatement.

2. Wastewater Treatment Plant Substitute Responsible In Charge: Additional compensation of \$10.00 per hour will be provided to one designated Substitute Responsible-in-Charge Operator when that employee is assuming regulatory accountability for plant operations during the Supervisor's absence. This designation is made in accordance with Idaho Rules for Public Wastewater Systems (IDAPA 58.01.16.203.02, Responsible-in-Charge and 203.03 Substitute requirements). The employee must hold an active Class IV Wastewater Treatment Operator Certification. This additional compensation only applies when the WWTP Supervisor is not working and is unavailable (On Call and Duty Phone Compensation as outlined in Section XIV – subsection O, of the City's Personnel Policy for required after hours availability for Substitute Responsible In Charge will be in effect. No additional compensation if already on the Duty Phone rotation for the same period as Substitute Responsible in Charge assignment).

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3. Water Treatment Plant – Substitute Responsible-in-Charge: Additional compensation of \$10.00 per hour will be provided to one designated Substitute Responsible-in-Charge operator when that employee is assuming regulatory accountability for plant operations during the Supervisor's absence. This designation is made in accordance with the Idaho Rules for Public Drinking Water Systems (IDAPA 58.01.08.554.02 Responsible In Charge Operator License Requirement). The employee must hold an active Class IV Water Treatment Operator Certification. This additional compensation only applies when the Water Treatment Plant Supervisor is not working and unavailable (On Call and Duty Phone Compensation as outlined in Section XIV – subsection O, of the City's Personnel Policy for required after hours availability for Substitute Responsible in Charge will be in effect. No additional compensation if already on the Duty Phone rotation for the same period as Substitute Responsible in Charge assignment).

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2.4. Police Department Specialty Pay: Additional compensation ranging from \$0.50 to \$1.00 per hour, to a maximum of \$2.50, shall be granted to police department employees who complete the following specialty programs:

- a. Emergency Response Team (ERT): \$0.50/hour
- b. K-9: \$0.50/hour

- c. Polygraph: \$0.50/hour
- d. Instructor: \$0.50/hour
- e. Detective: \$1.00/hour
- f. School Resource Officer: \$1.00/hour
- g. Animal Control Officer/ Animal Abuse Investigator: \$0.50/hour – available only to Community Resource Officers

3-5 Police Department Assignment Pay: Additional compensation of \$1.00 per hour, to a maximum of \$2.50 when combined with specialty pay, shall be granted to police officers who are assigned to the following specialty areas:

- a. Field Training Officer (FTO)
- b. Shift Differential

Assignment pay shall be effective upon assignment and is limited only to hours worked in the performance of assigned specialty area duties.