



AGENDA REPORT

City Council Meeting

TODAY'S DATE: December 22, 2025
MEETING DATE: January 07, 2026
TO: City Council
FROM: Cheryl Hughes, Central Services Director
SUBJECT: Approve Salary Administration Policy Changes

DESCRIPTION/BACKGROUND:

City Council adopted the current Salary Administration Policy in December 2018 with revisions in 2023, March 2025, and October 2025.

One of the updates to the Salary Administration Policy being proposed is to adhere to State of Idaho Administrative Procedures Code as it relates to requirements of having a "Substitute Responsible In Charge" at both the Wastewater and Water Treatment Plants when the Supervisor is not at work and unavailable. This Substitute Responsible In Charge assumes regulatory accountability during the Supervisor's absence and meets the IDAPA Code requirements. This person will receive an additional compensation of \$10.00 per hour when assuming this role as Substitute Responsible In Charge. The IDAPA rules are as follows:

Water Treatment Plant:

IDAHO ADMINISTRATIVE CODE IDAPA 58.01.08

554.01 - Licensed Operator Required. Owners of all community, non-transient non-community, and surface water or groundwater sources directly influenced by surface water must place the direct supervision of their Public Drinking Water Systems (PWS) under the responsible charge of a properly licensed operator at all times. **When the responsible operator is not available, the PWS owner must designate a substitute responsible operator. (7-1-24)**

554.02. - Responsible Charge Operator License Requirement. An operator in responsible charge of a PWS must hold a valid Idaho license equal to or greater than the classification of the PWS where the responsible charge operator is in charge as defined in Section 003.

Wastewater Treatment Plant:

IDAHO ADMINISTRATIVE CODE IDAPA 58.01.16

203.02 - Responsible Charge Operator License Requirement. An operator in responsible charge of a public wastewater system in Idaho must hold a valid license equal to or greater than the classification of the wastewater system(s), including each treatment system and each collection system or each very small wastewater Department of Environmental Quality Wastewater Rules system, as determined by the Department.

203.03 - Substitute Responsible Charge Operator. At such times as the responsible charge operator is not available, a substitute responsible charge operator shall be designated to replace the responsible charge operator.

The additional change being requested is Changing the Title of Section C from “Guidelines” to “Procedures”. Changes within Section C – Procedures is in #11. This section outlines the policy for promotions and moving from one salary grade to a higher salary grade. The current policy allows for a minimum salary increase of 2 ½% nor greater than 5% of the employees current rate and shall not be based on a step-to-step adjustment. Our current hiring practice allows for a general hiring range from Step 1-6, dependent on experience and qualifications of the candidate. But this is only for external candidates. When an internal candidate is promoted into a position, the current Salary Administration policy does not allow for that same flexibility. It does allow for the prior approval of the Director over Human Resources and Mayor and/or City Administrator to hire above the 5% but the policy would be more in line with our general hiring practices if we allow for the salary range to be Step 1-6 and dependent on experience and qualifications, just like for external candidates. Then the Director over Human Resources and Mayor and/or City Administrator approvals would be for any salary above a Step 6 for internal candidate promotions. Budget also is considered when hiring and determining salary but that is separate from what could be allowed given budget availability. The recommended language is as follows (redline of current policy is attached to Agenda Report):

11. Promotion is the advancement from a position in one salary grade to another position in a higher salary grade. When promoted, an employee will 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. 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 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.

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.

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

Lastly, in Section D: Training & Development Incentive Program, there is some clarification language being added that can be identified in the attached redline of the policy, attached to this Agenda Report.

The change clarifies adding language that Specialty Pay licenses or certifications are effective if valid or as required by other legal requirements or agencies. Some specialty pay is a legal requirement and not solely based on certification dates.

STAFF RECOMMENDATION:

Staff recommends City Council make a motion to approve the changes to the Salary Administration Policy.

ACTION:

Motion to approve the changes to the Salary Administration Policy.

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes

ATTACHMENTS:

- Proposed Resolution
- Salary Administration Policy redlined Sections Summary