



# AGENDA REPORT

## City Council Meeting

**TODAY'S DATE:** March 5, 2025  
**MEETING DATE:** March 19, 2025  
**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 and March 2025. The Salary Administration Policy is being proposed to update the policy for changes resulting from the Compensation and Classification Study and also some minor updates to titles (ie; HR Director is now Director over Human Resources). The most significant change is in relation to Specialty Pay and removing, adding, and clarifying Specialty Pay and qualifying for this pay.

The following changes are being proposed and redlined versions of the changes are included as an attachment to this Agenda item:

1. Adding the Mayor, Finance Director, where applicable, and changing reference of the HR Director to Director over Human Resources, which is more appropriate.
2. Removing portions of the policy that are no longer applicable as a result of the Compensation and Classification Study and how the salary schedule is not structured.
3. Specialty Pay changes that include clarifying that Specialty Pay will not be paid for expired licenses or certifications; adding that the City will no longer pay for redundant certifications, as when an employee receives a certification, under the new structure, they would receive a promotion and not Specialty Pay. For example, a WWTP Operator I who obtains a WTP Operator I certification will no longer be compensated Specialty Pay for that. Another example is if a WWTP Operator I receives a WWTP Operator II certification, they would be promoted to a higher grade on the salary schedule and not receive Specialty Pay in addition to the promotion. All current employees receiving Specialty Pay continue to receive it, as long as it remains active, through their employment with the City. The City is not taking away any Specialty Pay currently being received.

Specialty Pay has been removed with the exception of the following:

1. Public Works Department Specialty Pay for Backflow Assembly Tester in Utilities for up to three employees at \$.50 per hour and Water Distribution Operator I,II, II and Wastewater Collections Operator I, II, II for Utilities employees for \$.50 per hour per certificate up to maximum \$1.50 per hour.

2. Adding a Pre-Treatment Operator certification Specialty Pay of \$1.50 per hour for one Wastewater Treatment Plant employee where they will act as the Pre-Treatment Operator, which DEQ requires we have on staff, as part of their regular job duties, in addition to their normal WWTP Operator duties.
3. Police Department has small changes and that is removing the Drug Narcotics and Bilingual Specialty Pay and combining for Community Resource Officers the Animal Abuse Investigator and the Animal Control Officer.
4. Removing Professional Development Certification of \$100 as a one-time lump sum for receiving a job-related certification, with a minimum earning of two or more Continuing Education Credits. This training and certification is likely being paid for by the City. No additional compensation is needed or is already a part of job duties and responsibilities.

**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 section