



SALARY ADMINISTRATION

I. PURPOSE

To maintain a program of internally equitable and externally competitive salaries recognizing the importance and value of each individual and maintaining a system of fair pay for equal work in support of organizational goals.

II. SCOPE

This policy applies to all positions.

III. POLICY

The City will maintain a compensation system, which is internally equitable and externally competitive with industry in our community, other competing markets, and similarly sized and similarly situated cities. Determination of salary policy is the responsibility of the Director of Human Resources who annually prepares a compensation plan for the City Manager to submit to the City Council for approval as a part of the annual budget. The Human Resources Department handles administration of the salary policy.

IV. SALARY PROGRAM ELEMENTS

A. Official Job Titles

All positions shall be designated by official job titles. These official job titles shall be used on all official records, payroll and communications – which includes City business cards and City emails. No other job titles may be used. Any changes in official job titles or positions must be approved by the City Manager.

B. Salary Pay Grades/Ranges

Each salary pay grade has been assigned a salary range based on a range around market averages for similar positions. Within this framework, an employee's salary will generally be determined by starting qualifications. Unless the City determines that circumstances warrant otherwise, employees will receive a salary that is within the range limits of the applicable pay grade.



C. Pay for Performance

Each year the City will fund performance based pay adjustments for regular non-public safety personnel. This merit-based program aids in retaining quality employees by rewarding their performance. Pay for Performance adjustments are based on the employee's most recently completed evaluation. Only employees with at least 6 months of measurable performance may be eligible for the merit based pay increase. Employees must be hired on or prior to March 30 of that year to be eligible.

D. Public Safety Steps

Each year the City will fund anniversary step increases for public safety sworn personnel consistent with public safety pay scale design.

V. MAINTENANCE OF SALARY STRUCTURE & COMPENSATION PLAN

Salary ranges of the City pay structure will be reviewed by the Human Resources Department during the annual budget preparation process of each year to determine their adequacy for business conditions within the competitive job market and recommendations for any changes will be made to the City Manager. Adjustments will be made to the salary range structure as required to take effect for the following fiscal year.

Any requests for changes to positions must be submitted to the Human Resources Department for review through reclassification studies and approval process.