

APPENDIX D

Personnel Policy 27

(Administration of Compensation Plan)

POLICY 27
ADMINISTRATION OF COMPENSATION PLAN

27(A) GENERAL STATEMENT OF POLICY

27(A)1 The Compensation Plan is intended to (1) provide the City with an equitable and competitive salary structure and fringe benefit package to recruit and retain qualified employees, and (2) provide a means to encourage and recognize growth and outstanding service.

27(B) DEVELOPMENT OF COMPENSATION PLAN

27(B)1 The Compensation Plan is developed, in part, from a review of external competitiveness and internal equity. Salary survey data is obtained from cities throughout the state of Wisconsin which are comparable to the City of Janesville in population and other characteristics. Because exact comparisons among different employers is not possible, salary survey data is one point of reference, but it certainly not determinative in setting rates of pay.

27(B)2 Salary survey data are at best a general guide to the appropriate pay rate in terms of outside judgments and competitive conditions. Pay rates are also useful as an indication of generally prevailing opinions concerning the pay relationship which should exist among different classifications of work. Therefore, comparative rates can be considered only as general guides.

27(C) ADMINISTRATIVE COMPENSATION PLAN STUDY

27(C)1 The Administrative Compensation Plan is composed of multiple pay ranges. Each pay range has a percentage spread between the minimum and maximum, and there is a differential between pay ranges. The difference between ranges corresponds to different requirements, expectations, and demands of positions in the pay plan.

27(C)2 This system provides an orderly approach to salary administration and, at the same time, provides needed flexibility in setting salaries and granting salary increases.

27(D) MINIMUM AND MAXIMUM RATES

27(D)1 Employees shall not ordinarily be paid above the maximum rate or below the minimum rate (prorated for part-time employees) for the pay range assigned to the position in the Administrative Compensation Plan. Any exceptions to this practice are outlined in this policy in other sections.

27(D)2 DPW Field Employees shall be paid according to the step program in the DPW Compensation Plan. Effective 2020, DPW Field Employees will be paid according to the Administrative Compensation Plan.

27(E) PLACEMENT IN THE ADMINISTRATIVE COMPENSATION PLAN

27(E) Each administrative position has been assigned to one of the pay ranges based upon a job analysis and how that job compares to all other administrative positions. Other considerations in determining placement of positions in the Administrative Compensation Plan include market rates of pay, traditional pay practices and unique considerations of the City.

27(F) PERFORMANCE BASED PLAN

27(F)1 The City's Administrative Compensation Plan is a performance based plan. With this type of plan, employees are compensated based on their job performance: employees who perform the duties of their job above expectations will be compensated at a higher level than employees who perform their job below expectations.

27(F)2 DPW Field employees receive step increases based upon their time with the City of Janesville. In addition, they are eligible for progressions as defined below.

27(G) ADMINISTRATION OF THE ADMINISTRATIVE COMPENSATION PLAN

27(G)1 The following compensation policies, as may be amended or added to from time to time, are to be used to administer the plan:

- A. **Economic Adjustments:** An annual economic adjustment may be approved by the City Manager subject to City Council authorization and funding. When the economic adjustment is so authorized, the minimum and/or maximum of each pay range in the Administrative Compensation Plan may be adjusted by the amount of the increase as authorized by the City Manager. To be eligible for the economic adjustment, employees must have a minimum overall job performance evaluation of "effective" from the preceding July 1 review. Any employee receiving an overall job performance evaluation less than "effective," may be reevaluated the following December for the possibility of receiving an economic adjustment if their job performance has improved to a minimum overall evaluation of "effective," as indicated by the employee's supervisor.

The steps of the DPW Compensation Plan may be adjusted by the amount of the economic adjustment increase authorized by the City Manager.

- B. **Beginning Rates for New Administrative Employees:** An Administrative employee appointed to a position shall normally be compensated at the minimum rate of the pay range assigned to the class to which the position is allocated. Subject to approval by the Human Resources Director, original employment at a salary above the minimum step may be made upon written certification by the responsible Department and/or Division Head that such action is justified by

exceptional qualifications of the applicant or by lack of qualified applicants available at the minimum rate. Conversely, original employment below the minimum rate may be made when available candidates possess less than the minimum acceptable qualifications for a classification or when prevailing rates of pay for comparable positions suggest a lower rate than the minimum rate.

Beginning rates for newly hired DPW Field Employees shall be at the "Starting Rate" of the appropriate pay range for which they were hired. After six (6) months of employment and upon the successful completion of the employee's review period, the employee's wages will be advanced to the "After Six (6) Month" rate. Thereafter, the employee's eligibility for a step increase, i.e., to the "After 5 Year" at his or her appropriate pay range shall be based upon length of continuous employment with the City.

Current City employees transferring from a different employee group to a DPW Field position shall receive the starting salary for the DPW Field position. Their benefit eligibility shall be based upon their total service to the City.

C. **Initial Performance Review:** All newly hired employees shall generally have a performance review after six (6) months of employment. Based on the employee's performance during the first six (6) months of employment, the employee may be considered for a 0 - 5% merit increase within the established pay grade for the class. The 0 – 5% merit pay increase shall be based upon City Council funding and City Manager approval. In either case, the employee shall be evaluated for performance purposes. The six (6) month review may be extended on an individual basis, as a need is determined by the Department and/or Division Head.

D. **Merit Increases**

1. Salary adjustments within an established range shall not be automatic but shall be dependent upon a formal merit recommendation of the responsible Department and/or Division Head to the Human Resources Director. Such adjustments shall be based upon performance evaluations conducted annually, generally prior to July 1 of each year. Merit pay increases shall be based upon City Council funding and City Manager approval. Effective July 1, 2018, newly hired and newly promoted Administrative employees shall be eligible for an annual July 1 merit pay increase based upon the following schedule:

HIRED BETWEEN	ANNUAL JULY 1 MERIT PAY INCREASE ELIGIBILITY
January 1 & June 30	0% in year of hire/promotion, then up to 100% of merit pay eligibility in year after hire/promotion

July 1 & September 30	Up to 50% of merit pay eligibility in year after hire/promotion
October 1 & December 31	0% merit pay eligibility in year after hire/promotion

2. Annual merit increases shall be effective on July 1, as determined by the annual budget, based on the job performance evaluation according to a merit pay schedule as determined by the City Manager.
3. The City Manager shall make the final determination of the maximum amount of merit increase to be provided in any one year. In exceptional situations, increases more frequent than once each twelve (12) months may be implemented. Such actions shall be justified by written recommendation to the Human Resources Director specifying the employee's exceptional performance or the unusual employment conditions which make such action necessary, and shall require the City Manager's approval.
4. DPW Field employees are not eligible for merit pay increases.

E. Pay Adjustment for Promotions, Progressions, Transfers and Demotions: When an employee is promoted, progressed, transferred, or demoted, the rate of pay for the new position shall be determined as follows:

1. Promotion is the assignment of an employee to a different job classification with a higher pay range and a different job title that requires different duties, greater responsibilities and higher qualifications.
 - a. An employee who is promoted to a job in a higher salary range shall be paid at the minimum of the new range or be given a five percent (5%) increase over the previous salary, whichever is higher.
 - b. An administrative employee who is promoted shall be evaluated after six (6) months of the promotion. The employee will be considered for a zero (0) to five (5) percent pay increase, based on performance, within the established pay grade for the class.
 - c. A promoted DPW Field Employee shall receive the applicable range and step wage rate of the DPW Wage Sheet at the effective date of his or her promotion. (S)he will then be evaluated for performance purposes after six (6) months in the promoted position, but (s)he will not be eligible for a wage increase.

2. Progression is the assignment of an employee from one (1) level of a job classification or career ladder to a higher level of the job classification or career ladder without changing his job assignment, e.g., Wastewater Treatment Plant Operator Trainee to Wastewater Treatment Plant Operator III and Engineering Technician I to Senior Engineering Technician (See Section G, Position Level Guidelines for Employee Progression).
 - a. An eligible employee who progresses to a higher level in their job classification or career ladder will receive a five percent (5%) increase and will be eligible for any recommended merit increases until the respective employee reaches their new pay range maximum.
 - b. Eligible DPW Field Employees will receive progression increases as outlined in Sections 27(G)2-7, below.
3. A transfer is the assignment of an employee to the same job classification with the same pay range with equivalent job duties and responsibilities.
 - a. An employee who is transferred to a class with the same salary range shall retain the same rate of pay. However, such transferred employee shall receive a six (6) month review for job performance purposes only.
4. A demotion is the assignment of an employee to a different job classification with a lower pay range and a different job title that requires different duties, lesser responsibilities and lower qualifications.
 - a. An administrative employee who is demoted through no fault of the employee (e.g., elimination of job) shall retain his or her current rate of pay or the maximum rate of the new position's pay range, whichever is less. An employee so demoted shall serve a six (6) month evaluation period and will be eligible for a merit increase if such increase does not exceed the maximum of the new pay grade.
 - b. An administrative employee who is demoted because of a job vacancy to a classification with a lower salary range that the employee voluntarily applies for and receives, shall retain the previous rate of pay or the maximum rate of the lower pay range, whichever is less. An employee so demoted shall serve a six (6) month evaluation period and will be eligible for a merit increase if such increase does not exceed the maximum of the new pay grade.

- c. A DPW Field Employee who is demoted through no fault of the employee (e.g., elimination of job) shall go to the applicable step in the DPW Wage Sheet of the lower position.
 - d. An employee who is demoted for disciplinary reasons shall have a new salary rate in the range of the demoted position as determined by the Department and/or Division Head, and approved by the Human Resources Director. For job performance evaluation purposes, such employee shall be evaluated as though (s)he was a new employee.
5. In administering promotions, progressions, transfers, and demotions as described in this section, the Administrative Pay Plan shall apply for Administrative employees except for DPW Field Employees. The DPW Field Employee Wage Sheet shall apply for promotions, progressions, transfers, and demotions for DPW Field employees.

F. Reclassification of Position

- 1. A reclassification occurs when an existing position title, whether there is one or more incumbents in that title, is moved from one classification/pay grade to a different classification/pay grade. The job title, duties and responsibilities remain the same even though the classification/pay grade has changed.
- 2. An employee whose position is reclassified to a salary range with a higher maximum shall retain the current rate of pay, or the minimum of the new pay grade, whichever is greater as of the effective date of the reclassification. However, a reclassified employee whose position is upgraded and who was previously ineligible to receive all or part of a July 1 merit increase because the salary was at or near the previous salary range maximum, shall receive the remaining portion of the July 1 merit increase recommendation. A reclassified employee shall be eligible for merit increases until the new salary range maximum is reached.
- 3. An employee whose position is reclassified to a salary range with a lower maximum shall retain the previous rate of pay. If that rate is above the maximum of the new salary range, the employee shall receive no salary increases until the maximum of the new grade equals or exceeds the employee's rate of pay.
- 4. Requests to reclassify a position must be submitted in writing to the Human Resources Office stating the reasons for requesting the reclassification, the nature and extent of the change in the duties of

the position, and the length of time that the new or expanded duties have been performed. The Human Resources Director will evaluate the position and make a recommendation regarding the reclassification request to the City Manager. An employee may appeal the reclassification recommendation of the Human Resources Director to the City Manager whose decision will be final.

G. Position Level Eligibility Guidelines for Employee Progression

Employees are eligible for progression or a series of job classification adjustments from a lower range position to a higher range position in the progression series by obtaining the required certifications, competency, good job performance, and time on the job. There is no change of existing job assignment. Specifically, Staff may progress to a higher job classification within each progression series according to the guidelines listed below.

To move to a higher level position beyond those listed below, the employee must seek a promotion into a vacancy through the recruitment process. Progression will be as outlined below.

1. *Progression from Wastewater Operator Trainee to Wastewater Operator III Department of Public Works - Wastewater Treatment Plant (WWTP) employees are eligible for progression without changing the existing job assignment. Specifically, wastewater plant operators may progress to a higher level in the job classification according to the guidelines listed below. The Wisconsin Department of Natural Resources (DNR) subgrades required for the City of Janesville WWTP are listed in section 1.B. and requirements for Advanced Certification are outlined in table D.1.*

- a. *Operator Trainee:* Newly hired employees without previous certification or experience will be in this classification.
- b. *Operator I:* To obtain this classification, an operator must have completed at least two years of experience as a Trainee and have passed the Basic General Exam and all six of the following DNR subgrade exams:

Basic General Exam

A1 – Suspended Growth

B – Solids Separation

C – Biological Solids/Sludge Handling, Processing, Re-Use

P – Total Phosphorus

D - Disinfection

L – Laboratory

- i. After one year as an *Operator I* an individual who has

earned the equivalent of 3 points, as outlined in Table D.1. (excluding experience), is eligible for a 2% increase in pay based on their pay rate at the time the requirement is met. An Operator I who has met all requirements for progression to Operator II in accordance with Section F (2b) shall be given a 5% increase less any mid step adjustments.

- c. *Operator II:* To obtain this classification, an operator must have completed at least two years of experience as Operator I and have obtained a minimum of 8 points (including experience) as outlined in Table D.1.
 - i. After one year as an Operator II an individual that has earned 9 points, as outlined in Table D.1., is eligible for a 2% increase in pay based on their pay rate at the time the requirement is met. An Operator II who has met the all the requirements for progression to Operator III in accordance with Section F (2b) shall be given a 5% increase less any mid step adjustments.
- d. *Operator III:* To obtain this classification, an operator must have *completed* at least two years of experience as an Operator II and have attained Advanced Certification from the WI-DNR by obtaining 10 advanced points and Advanced Certification application approval.

Table D.1

Type	Point Method	Points	Minimum Hours
Experience	4 years hands-on	4	4,000
	5 years hands-on	5	5,000
	6 years hands-on	6	6,000
Degree	Undergrad or Graduate Degree	6	At least 240 hours wastewater related courses
	Water/Wastewater Associates Degree	6	N/A
Apprenticeship	Completion of State Approved Apprenticeship Program	6	N/A
Exam	100 Question Multiple Choice Exam	4	N/A
Advanced Coursework	Pre-approved by the DNR and on list of approved courses	2	80
		1.5	60
		1	40
		0.5	20

2. *Department of Public Works* – Collection System employees are eligible for progression or a series of job classification adjustments from a lower level Collection System Maintenance Worker to Collection System Operator 3. Progression will be as outlined below.
 - a. *Collection System Maintenance Worker*: Newly hired employees will be in this classification.
 - b. *Collection System Operator*: To obtain this classification, a Collection System Maintenance Worker (1.) understands the concept, use and placement of proper traffic control and (2.) must have a Class B CDL, and has one year experience as a Collection System Maintenance Worker, Customer Service Trainee or Water Maintenance Worker.
 - c. *Collection System Operator 1*: To obtain this classification, a Collection System Operator (1.) has passed the Wastewater Operators general exam and (2.) in the opinion of the utility supervisory staff demonstrates knowledge of collection system cleaning and televising procedures, (3.) understands the proper procedure for confined space entry. The Employee must have completed at least 2 years of experience as a Collection System Operator, Customer Service Technician or Water Operator 1.
 - d. *Collection System Operator 2*: To obtain this classification, a Collection System Operator 1 must (1.) pass the DNR collection system certification exam and (2.) show proficiency with the requirements of the Collection System Operator 1 position, (3.) in the opinion of the utility supervisory staff demonstrate skill and ability on collection system equipment use and operation, (4.) demonstrate thorough knowledge of collection system components. The employee must have completed at least 3 years of experience as Collection System Operator 1, Customer Service Technician 1 or Water Operator 1.
 - e. *Collection System Operator 3*: To obtain this classification, a Collection System Operator 2 must (1.) show proficiency with the requirements of the Collection System Operator 2 position, (2.) in the opinion of the utility supervisory staff, demonstrate the skill and ability to properly control traffic, work zone safety, confined space entry, and (3.) have passed NASSCO Pipe Condition Assessment and DNR certifications. Computer skills and a basic knowledge of the SCADA system are required as part of this position. The Collection System Operator 3 will be required to attend a

minimum of 16 hours of CVMIC supervisory classes or other equivalent class approved by the Division Head. A person in this position may be included on the on-call rotation list for emergency call outs when needed. The employee must have completed at least 5 years of experience as a Collection System Operator 2, Customer Service Technician 2 or Water Operator 2.

3. *Progression from Engineering Technician to Senior Engineering Technician.* Department of Public Works - Engineering Technician employees are eligible for progression or a series of job classification adjustments from a lower level Engineering Technician I to a higher level Senior Engineering Technician position by obtaining the required certifications, competency, good job performance, and time on the job. Progression will be as outlined below.
 - a. *Engineering Technician I:* To obtain this classification, a person must be a new employee with a degree or applicable experience to meet the position requirements.
 - b. *Engineering Technician II:* To obtain this classification, a person must meet the position requirements, and (1.) show proficiency with requirements of an Engineering Technician I, (2.) in the opinion of the City Engineer demonstrate competent knowledge of Engineering principles, (3.) must have obtained at least one certification through the Highway Technician Certification Program, the American Public Works Association, or another certification as approved by the City Engineer, and (4.) must have completed at least three years of experience as an Engineering Technician I or equivalent as approved by the City Engineer.
 - c. *Senior Engineering Technician:* To obtain this classification, a person must (1.) show proficiency with the requirements of the *Engineering Technician II* position, (2.) in the opinion of the City Engineer, demonstrate the skill and ability to act as project manager for public works construction projects, (3.) maintain at least one certification through the Highway Technician Certification Program or the American Public Works Association, (4.) attend minimum of 16 hours of a CVMIC supervisory class or other equivalent class approved by the Division Head within one year of progressing to a Senior Engineering Technician, and (5.) have completed at least five years of experience as an Engineering Technician II or as approved by the City Engineer.
4. *Department of Public Works – Water Utility* employees are eligible for progression or a series of job classification adjustments from a

lower level Water Maintenance Worker to Water Operator 3 by processing the required certifications, competency and time on the job. Progression will be as outlined below.

- a. *Water Maintenance Worker*: Newly hired employees without previous applicable Wisconsin Department of Natural Resources (DNR) certification or experience will be in this classification.
- b. *Water Operator*: To obtain this classification, a Water Maintenance Worker has one (1) year of experience as a Water Maintenance Worker or Customer Service Trainee and must have a Class B CDL.
- c. *Water Operator 1*: To obtain this classification, a Water Operator (1.) has passed the DNR distribution and groundwater certification exam, (2.) in the opinion of the utility supervisory staff demonstrates knowledge of water system parts and procedures, and (3.) must have completed at least two (2) years of experience as a Water Operator or equivalent experience as a Customer Service Technician.
- d. *Water Operator 2*: To obtain this classification, a Water Operator 1 must (1.) show proficiency with the requirements of the Water Operator 1 position, (2.) in the opinion of the utility supervisory staff demonstrate skill and ability on heavy equipment use and operation, leak detection equipment, thorough knowledge of water system repairs, and (3.) have the ability to read maps for locates. The employee must have completed at least three (3) years of experience as Water Operator 1 or equivalent experience as a Customer Service Technician 1.
- e. *Water Operator 3*: To obtain this classification, a Water Operator 2 must (1.) show proficiency with the requirements of the Water Operator 2 position, (2.) in the opinion of the utility supervisory staff, demonstrate the skill and ability to implement excavation safety and procedures, work zone safety, confined space entry, and (3.) have the knowledge to call in locates for excavations. Computer skills and a basic knowledge of the SCADA system are required as part of this position. The Water Operator 3 will be required to attend a minimum of 16 hours of CVMIC supervisory class or other equivalent class approved by the Division Head. A person in this position will be included on the on-call rotation list for emergency call outs when needed. The employee must have completed at least five (5) years of experience as a Water Operator 2 or equivalent experience as a Customer Service

Technician 2.

- f. At the City's discretion, water distribution employees receiving both of their WDNR certifications in Distribution and Groundwater may receive premium pay at one (1) pay grade higher than their current range. Effective January 1, 2009, the premium pay that WDNR certified water distribution crew leaders receive shall be based upon the hourly rate difference between Pay Ranges 8 and 9.
5. *Department of Public Works – Water Customer Service* employees are eligible for progression or a series of job classification adjustments from a lower level Customer Service Trainee to Customer Service Technician 3 by processing the required certifications, competency and time on the job. Progression will be as outlined below.
- a. *Customer Service Trainee*: Newly hired employees without previous applicable Wisconsin Department of Natural Resources (DNR) certification or experience will be in this classification.
 - b. *Customer Service Technician*: To obtain this classification, an employee has one (1) year of experience as a Customer Service Trainee, Water Maintenance Worker, or Collection System Maintenance Worker and must have a Class B CDL.
 - c. *Customer Service Technician 1*: To obtain this classification, an employee (1.) has passed the DNR distribution and groundwater certification exam, (2.) in the opinion of the utility supervisory staff demonstrates knowledge of meter reading, positive customer relations, and route configuration, (3.) must have completed at least two (2) years of experience as a Customer Service Technician or equivalent experience as a Water Operator or Collection System Operator and must have a Class B CDL.
 - d. *Customer Service Technician 2*: To obtain this classification, an employee must (1.) show proficiency with the requirements of the Customer Service Tech 1 position, (2.) in the opinion of the utility supervisory staff demonstrate knowledge of meter installation and customer relations, (3.) have completed at least three (3) years of experience as a Customer Service Technician 1 or equivalent experience as a Water Operator 1 or Collection System Operator 1 and must have a Class B CDL.

- e. *Customer Service Technician 3*: To obtain this classification, an employee must (1.) show proficiency with the requirements of the Customer Service Technician 2 position, (2.) in the opinion of the utility supervisory staff demonstrate having water sampling, meter testing procedures, and knowledge of basic water distribution repair concepts and practices. The Customer Service Technician 3 will be required to attend a minimum of 16 hours of CVMIC supervisory class or other equivalent class approved by the Division Head. A person in this position will have the opportunity to join the on-call rotation if a vacancy is available. The employee must have completed at least five (5) years of experience as a Customer Service Technician 2 or equivalent experience as a Water Operator 2 or Collection System Operator 2 and must have a Class B CDL.
6. *Department of Public Works – Parks and Operations* employees are eligible for progression or a series of job classification adjustments from a lower level Public Works Maintenance Worker to Operator 3 by possessing the required certifications, competency and time on the job. Progression will be as outlined below.
- a. *Public Works Maintenance Worker*: Newly hired employees without previous certification or experience will be in this classification.
 - b. *Operator*: To obtain this classification, an Operator must (1.) show proficiency with the requirements of the Public Works Maintenance Worker, (2.) have one (1) year of experience as a Public Works Maintenance Worker and must have a Class B CDL.
 - c. *Operator 1*: To obtain this classification, an Operator 1 must (1.) show proficiency with the requirements of an Operator, (2.) in the opinion of the Operations or Parks supervisory staff, demonstrate knowledge of general Operations or Parks procedures as well as demonstrate ability on light duty equipment use and operation including solid waste vehicles. In addition, Parks staff must have demonstrated proper tree pruning and felling techniques as well demonstrated knowledge in controlled burn activities. Employees must have completed at least two (2) years of experience as an Operator.
 - d. *Operator 2*: To obtain this classification, an Operator 2 must show proficiency with the requirements of the Operator 1 position as well as demonstrated ability on medium duty equipment use and operation, and thorough knowledge of

street repairs including the ability to read maps for locates. In addition, Parks staff must hold the State of Wisconsin Department of Agricultural, Trade, and Consumer Protection Certified Pesticide Applicator 3.0 designation. Must have completed at least three (3) years of experience as Operator 1.

- e. *Operator 3:* To obtain this classification, an Operator 3 must show proficiency with the requirements of the Operator 2 position, as well as excavation safety and procedures, work zone safety, confined space entry and knowledge of calling in locates for excavations. Must be proficient in the operation of heavy equipment such as landfill compactors, earth scrapers, tracked backhoes, and/or motor graders. Proficiency can be gained through in-cab training which has been approved by Operations and Parks supervisory staff, through time and experience in heavy equipment, or a combination of approved training and experience. Computer skills and an understanding of Public Works Operations or Parks are required as part of this position. Also, the Operator 3 will be required to attend a minimum of 16 hours of CVMIC supervisory class or other equivalent class approved by the Division Head. A person in this position may be included on the on-call rotation list for emergency call outs. Must have completed at least five (5) years of experience as an Operator 2.

7. *Department of Public Works* – Mechanic employees are eligible for progression or a series of job classification adjustments from a lower level Mechanic 1 to Mechanic 2. Progression will be as outlined below.

- a. *Mechanic 1:* Newly hired employees without previous certification or experience will be in this classification.
- b. *Mechanic 2:* To obtain this classification, a Mechanic 1 must show proficiency with the requirements of the Mechanic 1 position, as well as in safety procedures, and must have completed at least two (2) years of experience as a Mechanic 1, and must be performing advanced diagnostic and repair work during at least 50% of billable hours. Advanced diagnostic and repair work includes, but is not limited to, electrical and hydraulic troubleshooting and repair, medium- and heavy-duty diesel engine systems troubleshooting and repair, diesel emissions troubleshooting and repair, and fabrication.

8. In making such a recommendation to the Human Resources Director, the Department and/or Division Head will evaluate the employee based upon the following criteria:
 - a. For the first progression in each category listed above, e.g., trainee to operator/technician, or maintenance worker to operator, or technician I to technician II, or mechanic I to mechanic II, the employee must receive an annual overall job performance evaluation in their current position of Effective. Thereafter, for further progressions, the employee must receive annual overall job performance evaluations in their current position of at least Superior for a minimum two consecutive years for all other positions.
 - b. The employee exhibits full knowledge of the higher level position; i.e., level and type of duties performed at the higher level position, variety and complexity of duties performed at the higher level position, ability to work independently, ability to work well with the public, and any other relevant job-related criteria as established by the Department and/or Division Head; and
 - c. The employee is in good standing without disciplines: (1.) no verbal disciplines in the last year or since the previous progression, and (2.) no written disciplines within the last two years, and (3.) an employee who has been suspended will not be considered for further progression without further review of job performance by the Director of Public Works.
 - d. The employee demonstrates and implements safety policies in day- to-day work tasks.
9. Upon completing the review, the Department and/or Division Head will make a recommendation to the Human Resources Director for approval.
10. When a higher level position becomes vacant, it shall be filled as an entry level position, depending upon the position, unless a special exception is made by the Human Resources Director upon recommendation by the Department Head.
11. A DPW Field employee may be demoted and subject to removal of one or all progressions because of failure to meet the essential job requirements of the employee's present position or because of a loss of a certification or license required for performing essential job functions. A demotion may occur in conjunction with other forms of disciplinary action and due process review. An employee so demoted shall have his or her rate of pay reduced to the

corresponding step in the lower pay range. A DPW Field employee so demoted shall not be eligible for progression for one (1) year.

H. **Waste Collection Premium Pay**

The \$0.15 per hour premium pay was implemented when the City changed from a two-person sanitary equipment operation to a one-person operation. Since then, trash and recycling pick-up has changed, most recently with the implementation of an automated collection system. Employees in Range VI and below hired prior to July 1, 2014 will continue to receive the \$0.15 per hour premium pay whenever assigned to waste collection activities. Employees hired after July 1, 2014 shall not receive this premium pay when assigned to waste collection activities.

I. **Promotion**

1. The City's objective is to maximize promotions, when possible, recognize their value and establish a consistent practice in this regard. Minimum qualifications used in promotion shall be equivalent to competitive standards and shall be applied fairly and uniformly to all candidates.
2. The City intends to promote present employees whenever possible provided they are fully qualified and meet competitive standards. When promoting an employee to a non-professional and/or non-managerial position, areas of consideration will include, but are not limited to, the employee's past work performance, education, merit, level of skills, abilities, and other relevant criteria established for the vacant position.
3. When promoting a present employee to a professional and/or managerial position, in addition to the factors listed in 2 above, consideration will also be given to professional development, analytical and communication abilities, attainment of additional education and/or appropriate certification, human relations skills, and employee achievements that have earned special recognition.
4. A selection shall be made from among the best qualified candidates without regard to race, color, sex, religion, national origin, age, marital or veteran status, medical condition or disability or any other legally protected status.

J. **Special Adjustments for Extraordinary Projects or Duties**

1. *Acting Department Head* - When a vacancy occurs in a Department Head position, and an employee is appointed as Acting Department

Head, the employee may receive up to a ten percent (10%) salary adjustment for the length of acting department head service.

2. *Extraordinary Work Load* - When an employee undertakes an extraordinary work load due to long term (90 days) staff vacancy, or one time special management projects demanding significant additional hours, the employee may receive up to a five percent (5%) salary adjustment for the length of the special management project at the discretion of the Department Head and subject to the Human Resources Director's approval. Provisions of the Fair Labor Standards Act remain in effect for nonexempt employees.
3. *Supplemental Managerial Duties* - When an employee is assigned supplemental managerial duties by the City Manager, outside of normal departmental responsibilities, the City Manager may grant a five (5) to ten (10) percent salary adjustment for the length of the supplemental managerial duties.

K. **Part-Time Employment:** All rates prescribed in the pay ranges are the rates authorized for full-time employment. When employment is on a regular part-time basis (excluding seasonal and temporary employees), rates of pay shall be the same as for full-time employment except that rates of pay shall be on an hourly basis for the time actually worked.

L. **Seasonal and Temporary Employees:** Seasonal and temporary employees of the Department of Neighborhood & Community Services shall be compensated at pay rates recommended by the Director of Neighborhood & Community Services and Human Resources Director, and approved by the City Manager. Pay rates for other seasonal and temporary employees shall be recommended by the responsible Department and/or Division Head and approved by the City Manager.

27(H) MERIT INCREASE/SERVICE COMPENSATION FOR LONG-TERM EMPLOYEES*

27(H)1 The City intends to recognize its experienced work force by providing long-term full time employees eligibility for a combination of merit increase and/or service pay based upon job performance and continuous years of service with the City, as described in the following paragraph 27(H)A. For the purpose of administering this benefit as described in this section 27(H), part-time employees who become full-time without a break in City service will receive credit for their part-time service. In order to be eligible, long-term employees must meet the following criteria for service compensation and merit pay increase. This merit increase/service compensation is contingent upon the annual appropriation of funds by the City Council.

- A. Service Compensation – Full-time employees must have completed a minimum of ten (10) years of continuous service with the City to be eligible for service compensation. Service compensation is paid in a lump sum

payment (not added to the base salary) in the pay period in which the employee's anniversary date (from date of hire) falls for active employees on the City payroll at the time of their anniversary date, based upon completion of years of service as indicated below. Long-term employees are eligible for such service compensation regardless of the placement of their salary within their respective salary range, including if the service compensation increase results in an employee's salary exceeding their respective salary range maximum. The service compensation schedule is:

<u>Years of Service</u>	<u>Service Compensation</u>
Completion of 10-14 years	\$350
Completion of 15-19 years	\$525
Completion of 20 or more years	\$700

Long-term part-time employees who normally work a minimum of 20 hours per week shall be eligible for the service compensation at 50% of the service compensation schedule listed above.

**DPW Field Employees are not eligible for this benefit.*

27(I) FRINGE BENEFITS

27(I)1 Fringe benefits are a form of compensation. Benefits have a related cost (e.g., vacation, holidays, health and dental insurance premiums) and some benefits are a percentage of salary (e.g., retirement, Social Security and life insurance). Fringe benefits, or indirect compensation, include: health, dental, vision and life insurance, retirement, vacation, holidays, sick leave, leaves of absence, and savings plans. Some of these benefits may be provided on a pro rata basis to regular part-time employees.

27(I)2 As the City strives to maintain a competitive salary structure, it will also endeavor to maintain a competitive and equitable package of fringe benefits. The City will conduct periodic reviews of its current level of fringe benefits as part of the review of the compensation structure. The City may adjust, add, or eliminate fringe benefits at any time unless prohibited by law.

27(J) RESPONSIBILITY FOR ADMINISTRATION

27(J)1 The Human Resources Director shall be responsible for the interpretation and administration of the Compensation Plan. The Human Resources Director shall annually review the Plan and make recommendations for amendments and revisions to the City Manager. The City Manager shall retain the sole authority to establish the Compensation Plan and revise it periodically as necessary.

27(J)2 Any situation not provided for in this Policy Statement shall remain within the sole authority of the City Manager who shall determine a course of action based upon the merits of the situation and the City Manager's professional judgment.