

EFFECTIVE DATE: JUNE 9, 1980

REVISION DATES: _____

SUBJECT: PAY PLAN1. Purpose:

- To establish the specifications and publication dates of the City's pay plan.

2. Responsibility:

- The Personnel Department is responsible for developing the pay plan.
- The Finance Department is responsible, in coordination with the Personnel Department, for insuring that all charges to the previous pay plan, which involve computer programming, are accomplished. Prior to making recommendations, coordination with Budget & Research Department is effected.
- Central Stores of the Purchasing Department is responsible for printing the pay plan.

3. Policy:

- Throughout the year the Personnel Department conducts job audits, classification studies and salary surveys. Based on such information, the Personnel Department recommends to the City Manager classification changes and salary adjustments.
- The City Manager may, as a result of the Personnel recommendation, then incorporate into the budget classification changes and salary adjustments. If approved by the City Council, the new pay plan will then reflect all range and salary changes.
- City Council approval of the City budget may not be before the last week of the fiscal year; therefore, all actions must be completed before the last week of the fiscal year to the point that computer changes and printing can start immediately upon council approval.
- Pay changes are effective the first pay period beginning after August 1st. Should it be impractical to print the pay plan by this date, new pay tables shall be made available to departmental pay clerks until the full pay plan is distributed.
- Authorization for a new employee to start above Step A must be obtained in writing from the City Manager's Office.

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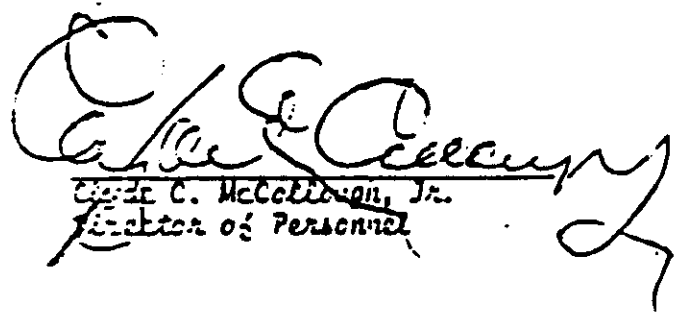
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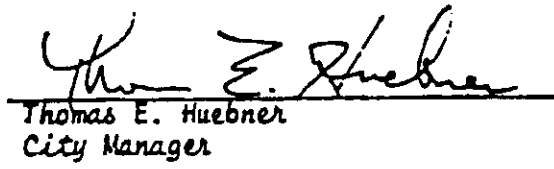
SUBJECT: PAY PLAN - PAGE 2

- A new hire probationary employee is automatically upgraded one step upon completion of the probationary period, regardless of the step the employee started in.
- Completion of a promotional probationary period does not carry an automatic pay increase except from Step A to Step B.

4. Content:

- The pay plan shall include a letter of transmittal from the Director of Personnel to all Departments. This letter normally summarizes the major changes in the new plan.
- The index will reflect the class title, functional grouping, class number, range and page number where the pay table is printed.
- Pay tables will reflect annual, monthly, bi-weekly, daily and hourly pay rates.
- The pay plan may contain additional information found to be useful. A schedule of classifications by ranges and a listing of class titles in numerical order will normally be included.


 Clyde C. McClellan, Jr.
 Director of Personnel


 Thomas E. Huebner
 City Manager

DATED: 6/9/80