

VI. PERSONNEL STAFFING AND COMPENSATION

6.1 AUTHORIZED POSITIONS

a. The Personnel Staffing Table, as published in the current Fiscal Year's Consolidated Operating Budget, shall constitute the authorized regular full time and part time positions of the Municipal Work Force. Temporary positions are not included in the Personnel Staffing Table and are established in accordance with Section 6.7.

b. The Finance Director shall be responsible for maintaining and updating the official copies of the Municipality's compensation plan which shall include a list of position titles from the Personnel Staffing Table, organized in order of the pay grades to which they are assigned. The official copies shall also include the pay schedule currently in use. Copies of the official compensation plan shall be available for inspection by the general public at the Finance Department, the Human Resources Department, and Kettleson Memorial Library under reasonable conditions during normal business hours.

6.2 GRADES AND JOB DESCRIPTIONS

a. Each regular position, other than temporary positions, will have an approved job description. It is the responsibility of Department Heads to prepare job descriptions; job descriptions will be approved by the Administrator.

b. Each position will be assigned a pay grade. The assignment of the grade will normally be as a result of the evaluation of the position's approved job description against standard grading criteria. Such evaluations may be independently performed by outside consultants; however, the Administrator may instead assign this responsibility to other individuals or committees of other individuals.

c. The Administrator shall approve the assignment of grades, recommended by the Finance Director or other individual(s), to all positions. The Administrator may unilaterally change any grades so recommended when it is deemed to be in the best interest of the Municipality.

6.3 FILLING VACANCIES

a. If any vacancies occur among the regular positions in the Personnel Staffing Table, Department Heads may take action, in conjunction with the Human Resources Director to advertise the vacancy and hire new employees. Such hiring actions will be at the authorized grade, and to perform the duties contained in the authorized job description, unless a change is authorized by the Administrator under the provisions of Section 6.4 below.

6.4 CHANGING AUTHORIZED POSITIONS, GRADES, AND JOB DESCRIPTIONS

a. If a Department Head seeks to change the job description and/or grade of an authorized position, the Department Head may do so upon approval of the Administrator.

(1) In the case of a job description change, the Department Head will prepare a new job description for evaluation and grading. The Department Head, Finance Director, and Human Resources Director will evaluate the job description in accordance with Paragraph 6.2 (b), and recommend a grade to the Administrator. The Administrator may accept the recommendation or unilaterally assign a different grade as outlined in Paragraph 6.2 (c).

(2) In the case of a grade change, the Department Head will prepare a memorandum to the Administrator stating why the current grade is inappropriate. The Department Head, Finance Director, and Human Resources Director will prepare a recommendation on the memorandum

and forward it to the Administrator. The Administrator will then act on the recommendation in accordance with Paragraph 6.2 (c).

- b. Department Heads may seek to change the job description or grade of an authorized position at any time.
- c. If any action under this Section results in either a new grade being assigned to a position, or in a new job title being assigned to a position, the Human Resources Director will update the Personnel Staffing Table. The Administrator will inform the Assembly and the revised Personnel Staffing Table will be distributed to the Assembly.
- d. Employees may independently request that their job descriptions and/or grades be changed or upgraded. Employees seeking such a change will follow these steps:
 - (1) The employee will prepare a written request outlining why the changes should be made. The request will be forwarded to the employee's Department Head. Department Heads will make a recommendation on the request, forward it to the Administrator, and the request will be acted upon in accordance with the procedures outlined in Section 6.4.
 - (2) If the request involves the performance of duties not currently contained in the employee's job description and the Department Head recommends approval of the employee's request, the request must be accompanied by a revised job description containing the new duties.
 - (3) If the request involves the performance of duties not currently contained in the employee's job description and the Department Head does not recommend approval of the employee's request, the request will still be acted upon in accordance with the procedures outlined in Section 6.4.
 - (4) If the Administrator ultimately approves the changing of the authorized job description to contain the new duties per an employee's request, the Department Head will be required to prepare a new job description with the approved changes if one has not already been prepared. This job description will be evaluated and graded in accordance with the procedures outlined in Section 6.2.

6.5 PAY FOR NEW EMPLOYEES

Starting pay shall be approved by the Administrator. All starting pay must be within the established grade assigned to the position in the pay matrix in Attachment A of these Personnel Policies. Any starting pay not within the pay matrix for the established grade for the position shall only be authorized with Assembly approval.

6.6 ESTABLISHING NEW POSITIONS

a. The Administrator may, at any time, recommend the establishment of a new regular position to the Assembly. Normally, the Administrator will recommend changes to the Personnel Staffing Table as part of the annual budget cycle.

b. New positions may only be established upon approval of the Assembly. If a new position is approved, the Human Resources Department will update and distribute the Personnel Staffing Table.

c. If the establishment of a new regular position is approved by the Assembly, the Administrator will introduce a budget ordinance to appropriate funds to pay the wages and benefits of the new position, unless such approval is part of the annual budget cycle. In such cases, the increased costs will be contained in the new fiscal year's budget. The new position shall be established only if the Assembly appropriates the necessary funds in accordance with this subsection.

d. If a new position is approved by the Assembly, the position will have a job description prepared for it by the Department Head responsible for supervision. The position will then be evaluated and a grade recommended in accordance with Section 6.2.

6.7 TEMPORARY POSITIONS

a. A Department Head may recommend the hiring of an employee on a temporary basis at any time subject to the availability of budgeted funds. Such recommended hiring actions will contain a recommended hourly wage or salary and must be approved by the Administrator.

b. Unless otherwise provided by state or federal law, temporary employees are not eligible to receive Municipal employment benefits, as explained further in Section 4.2.

c. Violation of these rules by the City does not make, or otherwise authorize, the temporary employee to become a regular EMPLOYEE or grant employment benefits.

6.8 ABOVE-GRADE APPOINTMENTS FOR TRAINING.

With the employee's consent, an employee may be assigned to duties of a higher classification for purposes of training or demonstration of skill up to a period of six (6) months without change of pay grade. However, a Department Head or supervisor may also assign an employee to duties of a position in a higher pay grade for temporary periods to cover for an employee on vacation, sick leave, etc., as provided for in Section 6.10 below.

6.9 DIFFERENTIAL PAY

Shift differential may be paid to employees assigned to evening and night shifts. In no case will this differential be considered the permanent rate of pay. An employee who works for four or more hours beyond their regular shift, or is called in to work for four or more hours of an evening or night shift shall be paid shift differential pay. Evening Shift is 4 p.m. to midnight and shall be paid \$.50 per hour in addition to the regular wage. Night Shift is midnight to 8 a.m. and shall be paid \$1.00 per hour in addition to the regular wage. Employees whose positions are exempt from the municipality's employment policies shall not be paid shift differential.

6.10 FILLING A POSITION TEMPORARILY

a. Upon approval of the Administrator and as directed by their Department Head, employees who fill a position higher in grade than that of their regular positions will be paid at an additional rate equal to half of the dollar difference between Step A of the higher grade and Step A of the employee's current grade, if the temporary assignment extends beyond two working days. Vacation, sick leave, overtime, holidays and other benefits will be calculated at the employee's regular, lower pay rate.

b. Temporary assignments must be made in writing and forwarded to the Administrator for the increased pay authorized by this Section to be effective. Such written authorizations may be made retroactively up to 30 days after the date the temporary assignment was performed.

6.11

a. Promotions. The Administrator shall approve pay for all promotions.

b. Transfers. There shall be no immediate change in the pay rate of an employee who is transferred from one position to another position in the same pay grade. If an employee is transferred to a position in a higher pay grade, such change shall be deemed a promotion and the employee shall be paid in accordance with section 6.11.a. Notwithstanding any other provision of law, the provision of the Personnel Policies in effect in December 2001 governing the filling of a position temporarily shall apply to each person who fills a position temporarily continuously before December 31, 2001 until that date that the person stops filling such position continuously. Employees who voluntarily apply for a lower classified or paid position will be subject to the pay scale of the lower paid position and may have their pay reduced.

c. Demotions. Except as provided below, when an employee is demoted to a position in a pay grade below that of the employee's current pay grade, the employee shall continue to be paid at the employee's current rate of pay, provided that such rate is within the approved pay grade for the position to which the employee has been demoted. If the demoted employee's rate is above the maximum step for the pay grade to which the employee has been demoted, then such employee shall be paid at the maximum step of the pay grade to which the employee has been demoted. If the employee has been demoted for disciplinary reasons, he or she shall be paid at Step A of the pay grade applying to the position to which the employee has been demoted or any other step in that pay grade recommended by the Department Head and approved by the Administrator. Return to a job previously held or transfer to another job during a probationary period shall not constitute a demotion.

d. Reallocations Downward. When an employee's position is reallocated to a pay grade below the employee's current pay grade, the employee shall be permitted to continue at his or her current rate of pay except in the case of a reduction in force or other lay off due to a reduction in funds or work, but shall not be entitled to pay increases as provided elsewhere in the manual if the employee's present pay is higher than the maximum step to which his or her position has been reallocated downward.

e. Reinstatement. A reinstated employee shall be paid at a rate of pay that is within the approved pay grade for the position in which the employee is reinstated.

6.12 PAY INCREASES – PAY MATRIX

a. The Pay Matrix in Attachment A of these policies will move 1.5% every year.

b. Employees in steps A-G who have not received an unsatisfactory overall performance rating in their most recent evaluation will move one step every two years in addition to the annual 1.5% increase in the Pay Matrix.

c. Employees placed in steps H-O will move only upon approval of the Administrator for special circumstances, outstanding performance, reclassification, matrix revision or update, or other reasons approved by the Administrator.

d. Employees in Steps H-O will receive the 1.5% annual increase in the Pay Matrix.

e. Performance Pay In addition, pay increases may be made at any time to recognize outstanding performance of duty based on written recommendations of the Department Head or to correct wage inequities per the approval by the Administrator. The Administrator may also withhold a portion of the total amount of money appropriated by the Assembly during budget time to be used for merit increases; if any such money is withheld, the Administrator will determine the guidelines for its award and distribution. The Administrator may also designate forfeited annual leave for employee recognition purposes. The Finance Department will track all forfeited leave in a leave bank.

6.13 BUDGETARY CONSTRAINTS. In adopting the budget the Assembly will determine the amount of money available for employee compensation. The provisions of this Section 6 shall be implemented subject to the monies made available in the budget.

6.14 ASSEMBLY AUTHORITY TO APPROVE BY MOTION PARTICULAR BENEFITS THAT MAY VARY FROM THOSE SET OUT IN THIS PERSONNEL POLICIES HANDBOOK

Notwithstanding any other provision of this Personnel Policies Handbook, the Assembly may approve by motion benefits for individual employees that vary from the benefits set out in this Personnel Policies Handbook. In the case of any employee other than the Administrator or the Attorney, the benefits that vary from those set out in this Personnel Policies Handbook that are to be approved by motion must be recommended by the Administrator.