

SECTION XIII: COMPENSATION PLANNING

1. GENERAL POLICY. The Recorder or Payroll Clerk, under the direction of the Mayor and City Manager, shall be responsible for preparing a compensation and classification plan for Tremonton City Council's consideration and approval. The compensation and classification plan shall consist of minimum and maximum pay ranges. Compensation shall be linked directly to the position classification plan and shall be determined with due regard to the following considerations:
 - A. Ranges of pay for other positions within Tremonton City.
 - B. Prevailing rates of pay for similar employment in comparable public organizations.
 - C. Cost of living factors.
 - D. Other benefits received by public employees.
 - E. The financial policy and economic conditions of Tremonton City. (04/08/10)

2. COMPENSATION AND CLASSIFICATION PLAN DEVELOPMENT AND ALLOCATION. The Recorder or Payroll Clerk, under the direction of the City Manager and Mayor, shall conduct a study of compensation levels of comparable positions in comparable public organizations at least every three years. The City Manager, City Recorder, and Payroll Clerk shall take these findings and develop a Compensation and Classification Plan which shall be forwarded to the City Council for consideration and adoption. The Compensation and Classification Plan shall include assignment of each position a pay range based upon the position's relationship to other positions within the City and compensation of similar positions in other comparable public organizations. Implementation of Compensation and Classification Plan and corresponding pay adjustments are subject to the availability of funds appropriated by the City Council through the budget process. (04/06/10)
 - A. Tremonton City will provide equal pay to all employees doing similar work which requires substantially equal skill, effort, and responsibility and are performed under similar working conditions in accordance with the Fair Labor Standards Act of 1938 and the Equal Pay Act of 1963. (04/06/10)

 - B. The City Manager shall recommend to the Mayor and City Council assignment of each new position into the Compensation and Classification Plan based upon the position's relationship to other positions within the City and compensation of similar positions in other public organization. (04/06/10)

3. APPOINTMENT.

- A. Pay for newly hired employees shall normally be set at the minimum of the pay range assigned to the position's classification. However, the City Manager may upon recommendation of the corresponding Department Head approve hires up to the range of midpoint, as warranted by job qualifications and experience subject to the availability of funds appropriated by the City Council.
- B. No one shall authorize hiring above the midpoint of a pay range except in unusual circumstances and with prior approval from the City Council.

4. MERIT INCREASE.

- A. The Mayor, upon approval of the City Council, shall adopt merit increase guidelines effective the first full pay period in July of each calendar year subject to funding in the approved budget.
- B. Merit increases are to award an employee for the employee's past year performance. If a merit increase is to be granted it shall be done prior to the end of July. To be eligible for a merit increase the employee shall have been employed for at least three months preceding the first full pay period in July. (04/06/10)
- C. The Department Heads must complete and submit to the City Manager an employee's performance evaluation and other necessary paper work associated with the merit increase by the end of July. Employees performance that is rated less than successful for the past year (performance prior to first full pay period in July), shall not be eligible to receive a merit increase. There are no provisions for Department Heads to grant a merit increase for the past year pending improvement of an employee's performance after the first pay period in July.
- D. Full-time Employees, Part-time Employees, Temporary/Emergency Employees, and Call-Out Employees are ~~is~~ eligible to receive ~~a~~ merit increases subject to the availability of funds appropriated by the City Council through the budget process. (04/06/10)
- E. A merit increase shall not exceed the range of maximum assigned to a position level.

5. SELECTIVE SALARY ADJUSTMENT.

- A. The Mayor or City Manager may approve a selective salary adjustment in order to mitigate an existing inequity. (04/06/10)
- B. A selective adjustment is subject to the availability of funds appropriated by the City Council through the budget process. (04/06/10)

6. LONGEVITY INCREASE.

- A. The Mayor or City Manager may approve a longevity increase, not to exceed three (3) percent, to a career service employee who has been paid at or above the range maximum for at least one (1) year, provided the employee has received a successful or outstanding performance rating and has been employed by Tremonton City for at least eight (8) years. (04/06/10)
- B. An employee whose salary exceeds the range maximum is eligible to receive a longevity adjustment no more frequently than every five (5) years after the initial longevity adjustment. Any subsequent longevity increase shall not exceed three (3) percent.
- C. An employee is eligible to receive a maximum of five (5) successive three (3) percent adjustments beyond the range maximum. (Longevity scale maximum).

7. COST OF LIVING ADJUSTMENTS. Each year the City Council considers granting a cost-of-living adjustment (COLA) that adjusts the minimum and maximum pay ranges for each position and the employee's rate of pay by the same percentage. COLA is subject to the availability of funds appropriated by the City Council through the budget process. (04/06/10)

8. PROMOTION.

- A. At the discretion of the Mayor or City Manager, a minimum of three (3) percent and a maximum of ten (10) percent salary increase shall be granted to an employee receiving a promotion. If the new salary is below the minimum of the new range, it shall be increased to the new minimum. (04/06/10)
- B. At the discretion of the Mayor or City Manager in coordination with the Department Head an increase up to the midpoint of the new range may be approved when a promotion results from a competitive recruitment to a new position level. Such an adjustment shall be based on exceptional qualification and subject to the availability of funds. (04/06/10)

9. ORDER OF SALARY CALCULATION. Multiple categories of pay increases awarded simultaneously shall be calculated in the following order:

- A. Promotions, selective adjustments, or increases associated with the increase with federal minimum wage requirements. (04/06/10)
- B. Cost of living adjustment.
- C. Merit.
- D. Longevity.

10. REASSIGNMENT. Except when due to a demotion or a disciplinary action, an employee who is reassigned shall be paid the same wage or salary received prior to the assignment.
11. RECLASSIFICATION.
 - A. If a position is reclassified to a higher level, the incumbent's salary shall be adjusted to at least the minimum of the new range and the Mayor or City Manager and Department Head may give a zero (0) to three (3) percent wage or salary increase, based upon increased responsibility. A reclassification increase is subject to the availability of funds appropriated by the City Council through the budget process. (04/06/10)
 - B. If a position is reclassified to a lower level, the incumbent's salary shall remain the same. If the incumbent's salary exceeds the maximum of the new range, or provided the individual meets longevity status criteria, the incumbent is ineligible to receive a salary increase until the salary range increases or a longevity increase is awarded to the employee. (04/06/10)
12. DEMOTION. If an employee is demoted, either voluntarily or involuntarily, the City administration may treat the employee's salary according to paragraph 11.C. above or reduce the salary.
13. BENEFITS.
 - A. Suspended Employee.
 - (1) An employee suspended for disciplinary reasons shall continue to receive Tremonton City contributions to retirement, health, dental, disability, and life insurance programs.
 - (2) The employee shall pay the employee portion of insurance premiums to continue coverage through the period of suspension.
 - B. Part Time Employee.
 - (1) An employee hired or transferred to a part time position shall not be eligible for benefits.

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