

SECTION XIII: COMPENSATION PLANNING

1. GENERAL POLICY. The Recorder or HR/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 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.

2. COMPENSATION AND CLASSIFICATION PLAN DEVELOPMENT. The Recorder or HR/Payroll Clerk, under the direction of the City Manager, 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 HR/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 to 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 the Compensation and Classification Plan and corresponding pay adjustments shall be subject to the availability of funds appropriated by the City Council through the budget process.
 - A. Tremonton City shall pay at least minimum wage and overtime to all employees except those who are specifically exempt from minimum wage and overtime under the Fair Labor Standards Act (FLSA) of 1938.
 - B. Tremonton City shall 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 (FLSA) of 1938 and the Equal Pay Act of 1963.
 - C. 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 comparable public organizations.

3. SELECTIVE WAGE OR SALARY ADJUSTMENT.
 - A. The Mayor or City Manager may approve a selective wage or salary adjustment in order to mitigate an existing inequity.
 - B. A selective adjustment is subject to the availability of funds appropriated by the City Council through the budget process.

4. MERIT INCREASE.
 - A. Each year the City Council considers granting a merit increase that adjusts the employee's rate of pay, which shall be 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. 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. To be eligible for a merit increase, the employee shall have generally been employed for at least three months preceding the first full pay period in July.
 - C. Department Heads shall complete and submit to the City Manager an employee's performance evaluation (See Section XI: Performance Evaluations and Appendix 28) and other necessary paperwork associated with the merit increase by the end of July. Employee's 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.
 - D. Full-time Employees, Part-time Employees, Part-Time Recreation Employees, and Temporary/Emergency Employees shall be eligible to receive merit increases subject to the availability of funds appropriated by the City Council through the budget process.

5. 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, the employee's rate of pay, on-call pay, and allowances by the same percentage, which shall be effective the first full pay period in July of each calendar year subject to funding in the approved budget.

6. LONGEVITY CONSIDERATION. Tremonton City recognizes the longevity of its employees as a valuable asset to the City. As such, these employees shall be eligible for COLA and merit increases if that employee exceeds the maximum pay of the City's Compensation and Classification Plan.

7. 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 new hires wage or salary 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. The Mayor may approve hiring above the midpoint of a pay range, upon recommendation of the City Manager, when warranted, based on education, experience and other factors, subject to the availability of funds appropriated by the City Council.

8. PROBATIONARY INCREASES.

- A. The City Manager or Department Head may grant a probationary increase to employees up to a maximum of three (3) percent upon the successful completion of their probationary period.
- B. Probationary increases are subject to the availability of funds appropriated by the City Council through the budget process.

9. ACHIEVEMENT INCREASES.

- A. The City Manager or Department Head may grant an achievement increase to employees up to a maximum of three (3) percent for accreditation and scholastic achievements, such as graduation from a trade school, college, university, and other extraordinary accomplishments.
- B. Achievement Increases are subject to the availability of funds appropriated by the City Council through the budget process.

10. PROMOTION INCREASES.

- A. Public Works Employees and Police Officers are eligible for promotion to a position in a higher pay level upon meeting the requirements associated with the position as listed in the job description. All other employees may be considered for a promotion only if there is a job opening available (see Section III: Employee Hiring).
- B. At the discretion of the Mayor or City Manager, a minimum of three (3) percent and a maximum of ten (10) percent wage or salary increase shall be granted to an employee receiving a promotion. But in no case shall the new wage or salary be below the minimum of the new range.

- C. 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 qualifications.
- D. Promotion increases are subject to the availability of funds appropriated by the City Council through the budget process.

11. EMPLOYEE RECOGNITION AWARDS.

- A. Letters of Commendation. It is the policy of Tremonton City to encourage and then recognize the exceptional efforts of its employees. When Department Heads identify that the efforts of an employee merits recognition, the Department Head may write a letter of commendation to the employee. Letters of commendation shall be specific in identifying how the employee's efforts and actions were exceptional, meriting recognition.
- B. Recognition Awards. Subject to the availability of funds appropriated by the City Council through the budget process, a Department Head may request that the employee receives an award of up to \$50.00. Department Heads shall submit the letter of commendation to the HR/Payroll Clerk who shall prepare a separate paycheck and place the copy of the letter and check into an envelope and return it to the Department Head for delivery to the employee. The HR/Payroll Clerk shall also place a copy of the letter of commendation in the employee's personnel file.

12. ORDER OF WAGE OR 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.
- B. Cost of living adjustment.
- C. Merit Increase.

13. REASSIGNMENT. An employee who is reassigned to an equivalent job, as determined by the Mayor or City Manager, shall be paid the same wage or salary received prior to the assignment.

14. RECLASSIFICATION.

- A. If a position is reclassified to a higher level, the incumbent's wage or salary shall be adjusted to at least the minimum of the new range and the Mayor or City Manager, in coordination with the 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.

- B. If a position is reclassified to a lower level, the incumbent's wage or salary shall remain the same.
- C. If an employee is involuntarily transferred to a position with less remuneration due to the employee's misconduct, the employee's wage or salary may be lowered to that of the new position (see Section VII: Disciplinary Action).

15. CONSOLIDATION OF RATES OF PAY.

- A. The City may consolidate rates of pay for employees that receive multiple rates of pay for work performed in accordance with the following:
 - 1. The City shall create a single job description for all the work performed by the position.
 - 2. The City Manager and Mayor shall recommend to the City Council assignment of the position's pay 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 comparable public organizations.
 - 3. The City shall lower the incumbent's wage or salary as necessary to be within the pay range of the consolidated rate of pay contained in the adopted Compensation and Classification Plan.

16. BENEFITS FOR SUSPENDED EMPLOYEES AND EMPLOYEES ON LEAVE.

- A. Unless specifically stated in this manual to the contrary, an employee suspended for disciplinary reasons or employees on leave shall continue to receive Tremonton City contributions to retirement, health, dental, disability, and life insurance programs.
- B. Unless specifically stated in this manual to the contrary, an employee suspended for disciplinary reasons or employees on leave shall pay the employee portion of insurance premiums to continue coverage through the period of suspension or leave.

17. EMPLOYEE SERVICE AWARDS.

- A. It is the policy of Tremonton City to recognize the longevity of its employees. Service awards shall be presented to Full-time and Part-time employees based upon years of service according to the following schedule, subject to the availability of funds appropriated by the City Council through the budget process:

(1)	5 Years	\$100.00
(2)	10 Years	\$150.00
(3)	15 Years	\$200.00
(4)	20 Years	\$250.00
(5)	25 Years	\$300.00
(6)	30 Years	\$350.00
(7)	35 Years	\$350.00
(8)	40 Years	\$350.00
(9)	45 Years	\$350.00
(10)	50 Years	\$350.00

- B. The HR/Payroll Clerk shall track years of service and provide an annual report to the City Manger for purposes of proposing to the City Council that the Employee Service Awards be budgeted.