

## Utilities General Pay Plan Guidelines

1. Definitions:
  - A. 2080 Hour Employee: Any employee that is projected to work an average of 2080 hours in a calendar year.
  - B. Add Pay: Percentage of pay in addition to regular salary for licenses, certifications, and hazard pay.
2. New Hires:
  - A. New Hires are expected to start at the entry level rate of the pay grade except for special circumstances listed as Section 2, B below.
  - B. If the New Hire has met or exceeded the preferred requirements of the position, the Department Head can request City Administrator approval to be hired up to bottom 25% of the pay scale for that position.
3. Promotions/Reclassifications/Transfers/Demotions:
  - A. 2080 hour employees will be offered a 2% increase for each pay grade they move up on the pay classification system for promotions and reclassifications.
  - B. 2080 hour employees will be offered a 2% decrease for each pay grade they move down on the pay classification system for demotions or transfers that are less than the pay grade the employee was in prior to the position change.
  - C. 2080 hour employees will be offered their current level of pay for a position that they transfer to that has the same level of compensation as the one that the employee had prior to the position change.
  - D. All employees will be at least placed on the minimum of the pay grade of the position that they are moving into, so if the above system would place them lower than the minimum of the pay grade, they will be placed at the minimum of the pay grade.
  - E. All pay changes must fit within the City's standard pay structure and within these guidelines set forth; any deviations must be approved by the Human Resources Director and the City Administrator.
4. Implementation of the Pay Grade Classification Study Conducted to take place in 2023:
  - A. Implementation would take place July 29, 2023.
  - B. Employees will be placed in their updated 2023 pay grades based on the compensation study reassessment as presented.
  - C. Existing employees' placement within their position's new pay range will be based on their previously held placement within their 2022 pay range.
  - D. If any positions need to be reclassified or newly budgeted positions get added mid-year, the grading system that was used during the Salary and Staffing Study will apply.
    - First the Skill Level for the position will be identified.
    - Then the following Factors will be applied based on the definitions managed by Human Resources:
      - Training and Ability
      - Experience
      - Level of Work

- Human Relation Skills
- Physical Demands
- Working Conditions and Hazards
- Independence of Action
- Impact on End Results
- Supervision Exercised
- Verifiable Market Concerns and
- Possible compression issues Human Resources identifies and gets approved by City Administrator