



POLICIES AND PROCEDURES MANUAL

SUBJECT Creating, Maintaining, and Administering Pay Ranges <u>Compensation and Pay Administration</u>	DEPARTMENT City Administration	DEPARTMENT IDENTIFICATION 1100		
	SECTION 1110	PAGES 1-3	EFFECTIVE DATE 12/18/12	REVISION DATE 4/17/18 <u>CC</u> <u>Adoption</u>

1.0 PURPOSE

To describe the policies and procedures of the City of West Allis in regard ~~to creating, maintaining, and administering pay ranges~~ requirements for promotions, compensation and pay administration for all positions and appointments, promotions, or demotions of individuals therein.

2.0 ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to all City of West Allis departments and employees as specified herein.

3.0 POLICY

It is the policy of the City of West Allis to follow a uniform set of procedures in regard to creating, maintaining, and administering pay ranges for all positions and appointments, promotions, transfers, and/or demotions of individuals therein.

4.0 REFERENCES

City of West Allis Policies & Procedures -

- Policy No. 1402 – Recruitment, Selection and Employment
- Policy No. 1422 – Performance Management and Review Process
- Policy No. 1104 – Internship Policies & Procedures
- Policy No. 1107 – Required Approvals for Filling Vacant Budgeted Positions

City of West Allis Revised Municipal Code Section 2.76(10)

5.0 ~~GENERAL PROCEDURES~~ COMPENSATION AND PAY ADMINISTRATION

The overall ~~general~~ procedures to be followed in compensation and pay administration shall be as follows:

- 5.1 The Department Head shall determine their Department's organizational needs and identify the type of position desired. The Department Head shall contact Human Resources (HR) to determine information needed to specify the position's duties and responsibilities, educational requirements, skills and ability levels, etc.
- 5.2 The Department Head shall prepare a Job Description Questionnaire (JDQ) and proposed position description and submit to HR for review. HR shall finalize said documents and attain concurrence with the Department Head.
- 5.3 For new positions, or where an existing position has substantial changes, HR shall submit the JDQ to the job evaluation consultant for a recommendation on an appropriate salary range and FLSA classification and provide the recommendation to the City Administrator (CA) for approval. If an existing position remains the same, or has minimal changes, the existing salary range is used.

- 5.4 The CA shall review any new or modified pay range. If the CA concurs with the new or modified pay range, the CA shall submit a salary/wage ordinance update to the Common Council for consideration.
- 5.5 Once the pay range has been established, the CA shall submit the Department Head's request to fill the new or vacant position to the Common Council for consideration with a recommendation.
- 5.6 HR and the Department Head shall follow applicable ordinances, rules, and policies and procedures to fill the new or vacant position. (Examples: hiring process, completion and submittal of Personnel Action Form, request to fill, etc.)
- 5.7 A position's pay is established within the existing pay range as specified in the salary/wage ordinance.

6.0 COMPENSATION AT TIME OF APPOINTMENT

- ~~5.8~~6.1 Generally, a new or promoted employee should be placed at the minimum of the pay range. However, the Department Head may request to offer a new or the promoted employee a wage/salary between the beginning pay range through the Control Point, and may extend that offer provided the HR Director concurs. If the Department Head and HR Director do not concur, a determination from the CA shall be required. If the Department Head desires to offer the new or promoted employee a wage/salary greater than the Control Point, the request must be approved by the CA after consultation with the HR Director.

7.0 ADVANCEMENT IN SALARY SCHEDULE, ANNIVERSARY DATES, AND ADJUSTMENTS

- ~~5.9~~7.1 Following the initial new or promoted appointment, movement within the pay range up to the Control Point shall generally be in annual steps on the employee's anniversary date of appointment to the position based on a satisfactory performance evaluation.
- 7.2 Upon successful completion of an employee's probationary period or timely successful completion of a required certification, licensure or training, a Department Head may request advanced movement within the pay range up to the next step or two, if the HR Director concurs and the department's salary account can accommodate.
- 7.3 Additional movement, or movement beyond the Control Point, shall occur in conjunction with the exceptional performance process in Policy 1113.
- 7.4 Delayed movement within the pay range shall be based on Department Head discretion and in conjunction with a Performance Improvement Plan authorized by the HR Director.
- ~~5.10~~7.5 Placement within a new or different pay range resulting from a demotion shall follow the same procedures outlined above.
- ~~5.11~~7.6 Freezing or redlining of pay rates under certain circumstances may occur as recommended by the Department Head and approved by the CA after consultation with the HR Director.
- ~~5.12~~7.7 Pay ranges shall be adjusted as determined by the Common Council, as established in salary/wage ordinances.

8.0 PROMOTIONS AND RECLASSIFICATIONS

- 8.1 Employees who are in good standing, have received a satisfactory rating at their last performance review, and are in paid status are eligible for promotions. Additionally, employees who hold provisional, temporary or emergency appointments are not eligible for promotion.
- 8.2 Vacant authorized positions may be filled through in accordance with Policy #1402– Recruitment, Selection and Employment or if there is an employee whose knowledge, skills, abilities meet the requirements

of the position and the Department Head wishes to promote the employee, a request outlining the basis for the promotion shall be submitted to the Human Resources Director for consideration. In the case of the latter, when the Human Resources Director does not agree that the employee should be promoted, the City Administrator shall review the request and make the final determination.

8.3 Current employees who are promoted to a new position or whose position has been reclassified shall receive a rate of pay that is at least 3-7% above their pre-promotion rate or the minimum of the new pay range. The higher rate is subject to approval by the Department Head, -HR Director, and -CA, and shall be based on the level of knowledge, skill, and ability of the promoted/reclassified employee. In no case shall the higher rate of pay exceed the top of the salary grade for the position.

9.0 EQUITY AND RETENTION ADJUSTMENTS

9.1 In order to efficiently and timely deal with internal equity issues that occur when an existing employee is compensated at a lower rate of pay than a new employee with less experience in the same classification, an equity adjustment may be requested by the Department Head subject to the approval of the HR Director and CA. If the new employee's higher rate of pay is based on other factors, such as a higher level of education, no equity adjustments shall be paid. Equity adjustments shall only be paid to an existing employee who is not on probation, -has received a satisfactory rating at the most recent performance review, and is in paid status at the time the new employee is appointed-. The adjustment shall -not exceed the rate of pay of the new employee, shall not be more than 7% and may only be given one time per calendar year. The adjustment must be approved prospectively and must not exceed the maximum of the range. The adjustment shall not create pay compression problems and must be able to be accommodated within the departmental budget.

9.2 In certain circumstances, adjustments may be provided for retention purposes subject to approval by the CA and Chair of the Administration and Finance Committee.

106.0 OTHER PROCEDURES

106.1 Elected Officials

The salary ranges for the Mayor, Alderpersons, Municipal Judge, and City Attorney for the respective four (4) year terms, are as recommended by the CA and approved by the Common Council in Salary Ordinances prior to the beginning of the nomination period for said offices.

106.2 Miscellaneous Positions

The salaries for the below-listed miscellaneous positions are as recommended by the CA, in consultation with the HR Director and the related Department Head(s), and approved by the Common Council in Salary Ordinances. Said positions include but are not limited to: Part-Time Cleaner, Provisional Laborers, Seasonal Laborers, Lead Library Page, Library Page, Election Inspectors, Special Voting Deputy, BINS part-time Inspectors, Police Background Investigators, Police Community Service Officers, Security Installers, Night Parker Takers, WISH Child Care Providers, Co-Facilitator (WISH), and Market Attendant.

106.3 Interns and Co-Op Positions

The pay ranges for Intern and Co-op positions are established by the CA, in consultation with the HR Director and the related Department Heads. Individuals start at the beginning of the pay range unless otherwise approved by the CA. Incremental adjustments within the pay range are as recommended by the Department Head based on completion of semester work and satisfactory performance.