



## POLICIES AND PROCEDURES MANUAL

<b>SUBJECT</b> Creating, Maintaining, and Administering Pay Ranges	<b>DEPARTMENT</b> Administration & Finance	<b>DEPARTMENT IDENTIFICATION</b> 1100		
	<b>SECTION</b> 1110	<b>PAGES</b> 1-3	<b>EFFECTIVE DATE</b> 12/18/12	<b>REVISION DATE</b> <del>8/13/13</del> date approved by CC

1.0 PURPOSE

To describe the policies and procedures of the City of West Allis in regard to creating, maintaining, and administering pay ranges 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, or demotions of individuals therein.

4.0 REFERENCES

- City of West Allis Policies & Procedures Manual, Policy No. 1402 – Creating and Filling Positions, Reductions in Force, and Recall Procedures
- City of West Allis Policies & Procedures Manual, Policy No. 1422 – Departmental Review of Employee Performance
- City of West Allis Policies & Procedures Manual, Policy No. 1104 – Internship Policies & Procedures
- City of West Allis Policies & Procedures Manual, 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

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 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, 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.
- 5.8 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.
- 5.9 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. Advanced or delayed movement within the pay range, or beyond the Control Point, shall be based on Department Head discretion and in conjunction with performance according to policies established by the Common Council.
- 5.10 Placement within a new or different pay range resulting from a demotion shall follow the same procedures outlined above.
- 5.11 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 Pay ranges shall be adjusted as determined by the Common Council, as established in salary/wage ordinances.

## 6.0 OTHER PROCEDURES

### 6.1 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.

## 6.2 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.

## 6.3 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.