

**CITY OF WEST ALLIS
RESOLUTION R-2025-2792**

**RESOLUTION RELATING TO REVISIONS TO POLICY P315 FOR
COMPENSATION STEP PLACEMENT, SALARY ADJUSTMENTS, AND PAY
ADMINISTRATION.**

WHEREAS, Policy P315 establishes the City’s framework for administering employee compensation, including procedures for step placement, salary adjustments, and approval authority; and

WHEREAS, City staff have conducted a comprehensive review of Policy P315 and identified the need for improved clarity, alignment with the City’s step-based salary structure, and more efficient administrative processes; and

WHEREAS, the proposed revisions provide consistent rules for new hires, promotions, demotions, interim appointments, and pay adjustments, while preserving accountability, ensuring internal equity, and clarifying when elected official approval is required;

NOW THEREFORE, be it ordained by the Common Council of the City Of West Allis, in the State of Wisconsin, as follows:

SECTION 1: **AMENDMENT** “P315 Compensation” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

A M E N D M E N T

P315 Compensation

1. Salary and Wages. ~~Compensation for a new, promoted, or demoted employee should be the minimum of the pay range for that position. However, the department head may offer the employee a wage/salary above the minimum pay only with the approval of the human resources director or the city administrator. After commencing employment in a position, an employee's salary/wage may be increased or decreased under the following conditions:~~ Initial compensation for a newly hired employee is generally set at Step 1 of the applicable salary grade. To support recruitment and reflect relevant experience or qualifications, a Department Head may approve a starting step up to Step 3. Placement above Step 3 requires approval by the Human Resources Director, and placement above Step 6 also requires approval by the City Administrator. Starting pay must be within the established salary range, may not exceed Step 11, and must be justified based on experience, qualifications, or market conditions. After an employee begins work in a position, their pay may be adjusted under the following conditions:
 - a. Annual Performance Step Increases. ~~Pay rate may increase by 1 step, up to the~~

~~Control Point, on the employee's anniversary based on a satisfactory performance evaluation and budget availability. However, a department head may delay or cancel an annual step increase if an employee is under an active performance improvement plan authorized by the human resources director.~~ Employees may receive a one-step pay increase within their salary grade, up to Step 11, based on a satisfactory performance evaluation and subject to budget availability. One step increases are considered an administrative action and require approval by the Department Head. In cases of truly outstanding performance, a two-step increase may be granted. The Department Head must provide a written justification in the performance evaluation demonstrating the employee's exceptional performance, sustained impact, or significant contributions beyond the standard expectations of the position. Two-step increases require approval by the Department Head, Human Resources Director, and City Administrator. This increase is intended to recognize extraordinary performance and allow for accelerated movement within the step system separate from any other adjustment or program. Step increases may be delayed or withheld if the employee is subject to an active performance improvement plan authorized by the Human Resources Director.

- b. Equity Pay Adjustments. ~~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 made with the approval of the department head, the human resources director and city administrator. 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.~~ To address internal pay equity concerns, a department may request an equity adjustment when an existing employee in the same classification is paid a lower rate than a newly hired employee with less experience. An equity adjustment must be recommended by the Department Head and approved by the Human Resources Director and the City Administrator. An adjustment will not be granted if the new employee's higher rate of pay is based on other qualifying factors, such as a higher level of education, specialized certification, or unique job-related qualifications. Equity adjustments are limited to employees who are not on probation, have received a satisfactory performance evaluation in their most recent review, and are in paid status at the time the new employee is appointed. The adjustment must be approved prospectively and must not

- exceed the rate of pay of the newly hired employee. The adjustment must remain within the salary range for the position, must not create pay compression, and must be absorbed within the department's existing budget.
- c. Retention Pay Adjustments. ~~In order to retain employees, pay adjustments may be provided if approved by the city administrator and the chair of the administration committee.~~ To support employee retention in cases where market conditions, recruitment challenges, or risk of separation justify pay intervention, a retention adjustment may be considered. Such adjustments must be recommended by the Department Head and approved by both the Human Resources Director and City Administrator. All retention adjustments must be consistent with the City's salary schedule and applied within the existing step structure. For any proposed retention increase that would move an employee more than two steps at once or place the employee above Step 11, prior approval by the Chair of the Administration Committee is required.
- d. Step Advancement ~~Advancement for Probation Completion or Certification. Upon successful completion of an employee's probationary period or timely successful completion of a required certification, licensure or training, pay rate for that employee may increase up to 2 steps, if authorized by the human resources director.~~ Employees who demonstrate exceptional performance during their probationary period, or who obtain a required credential such as a certification, licensure, or other formally recognized designation relevant to their position, may be considered for a discretionary pay increase within their salary grade. A one step increase is the standard for strong performance or meaningful credential attainment. A two-step increase may be approved in rare cases for employees whose contributions are truly outstanding or whose credential reflects exceptional rigor, relevance, or organizational impact. All such increases must be recommended by the Department Head and authorized by the Human Resources Director. A two-step increase also requires approval by the City Administrator.
- e. Promotions and Interim Appointments. When an employee is promoted to a position in a higher salary grade, or temporarily appointed to serve in an interim capacity, the employee's pay will be set at Step 1 of the new grade or at the step that provides a minimum increase of seven percent, whichever is greater. This standard placement must be reviewed and approved by the Human Resources Director. Any promotional or interim pay placement above this standard requires approval by both the Human Resources Director and the City Administrator. All placements must remain within the salary range of the higher-grade position. Interim pay adjustments are temporary and will end upon conclusion of the interim assignment, at which time the employee will return to their original position and rate of pay, unless otherwise promoted or reassigned.
- f. Demotions. When an employee is demoted, whether voluntarily or involuntarily, salary placement must be within the salary range of the lower classification. The step placement will be determined based on the circumstances of the demotion, including performance history, qualifications,

and internal equity. If the proposed placement is above Step 6 of the applicable grade, it must be approved by both the Human Resources Director and the City Administrator.

- 2. ~~Additional Pay~~
 - a. ~~Exceptional Effort Bonus~~
 - b. ~~Educational Achievement Bonus~~
 - c. ~~Interim Assignment Pay~~
 - d. ~~Premium Pays~~
- 3. ~~Overtime and Compensatory Time~~

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COMMON COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Ald. Ray Turner	_____	_____	_____	_____
Ald. Kimberlee Grob	_____	_____	_____	_____
Ald. Chad Halvorsen	_____	_____	_____	_____
Ald. Marissa Nowling	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Patty Novak	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____

Attest

Presiding Officer

Tracey Uttke, City Clerk, City Of
West Allis

Dan Devine, Mayor, City Of West
Allis