



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Compensation	Policy Reference Chapter 8
Policy Source Human Resources Department	Legal Review Date July 6, 2017
Personnel Committee Approval July 11, 2017	City Council Approval July 18, 2017

8.1 **SALARY PLAN DEVELOPMENT AND ADMINISTRATION.** The Personnel Committee will be responsible for the general development and maintenance of the salary plan and the overall impact of salary administration. The Human Resources Director will administer the plan in accordance with established policies and will conduct salary surveys or other reviews as appropriate or as directed by the Personnel Committee. In addition, department heads are responsible for ensuring compliance with compensation policies within their department through the use of personnel action forms.

8.2 **GENERAL PROVISIONS.** An important component of the City's compensation plan is accurate job descriptions. Job descriptions should be updated as necessary and prior to beginning the recruitment and selection process. Revisions to job descriptions must be approved by the Human Resources Director or designee.

8.2.1 **Pay Grade Evaluation.** The content of a position or classification is evaluated by the Human Resources Department in accordance with established criteria, with the position/classification then being placed into the appropriate pay grade. The pay grade is determined on the basis of internal alignment and relevant market factors, and is not set on the basis of the individual holding the position or in anticipation of attracting a specific candidate.

An employee whose duties have changed substantially over the course of a year may request a classification review to coincide with the budget process.

8.2.2 **Salary Adjustments.** Salary adjustments will be made as authorized by the Personnel Committee and approved by the City Council. Any changes in employee status (such as reclassification) which would affect the pay rate or eligibility for fringe benefits will be made effective at the start of a pay period whenever possible.

8.3 **DETERMINATION OF PAY RATES.**

8.3.1 **Hiring.** New employees will typically be hired between Step 1 and Step 4; however, employees may be hired up to the maximum of the range with approval of the Human Resources Director or designee, if the employee has

sufficient experience.

- Employees hired at Step 1 will be eligible for a step increase after 6-months of employment and thereafter will be eligible for an annual step increase in accordance with 8.3.2.
- Employees hired at Step 2 or higher will be eligible for an annual step increase in accordance with 8.3.2.

8.3.2 Step Progression. Employees are eligible for an annual step increase, unless otherwise agreed upon by the Department Head and Human Resources Director, until they reach Step 7 of the appropriate pay grade, provided the employee's overall performance is rated at meets expectations or higher. Requests for a step increase must be accompanied by a written performance review and recommendation by the Department Head or designee.

At the discretion of the Human Resources Director or designee, advancement through the schedule may be modified at the time of hire to accommodate recruitment. Following employment advancement through the schedule may be modified based on performance with a recommendation of the Department Head or designee and approval by the Human Resources Director or designee.

8.3.3 Performance Increases for Employees in Non-Exempt (Hourly) Positions. Once an employee in a non-exempt position reaches the control point of the appropriate pay grade, the employee is eligible for a 1% annual increase to the maximum of the range based on the following criteria.

- a. Performance rated overall as 'Meets Expectations'.
- b. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.

8.3.4 Performance Increases for Employees in Exempt (Salaried) Positions. Once an employee in an exempt position reaches the control point of the appropriate pay grade, the employee is eligible for an annual performance increase to the maximum of the range based on the following criteria.

- a. Performance rated overall as 'Exceptional' = eligible for 1.5% performance increase.
- b. Performance rated overall as 'Above Expectations' = eligible for 1.0% performance increase.
- c. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for a performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.

8.3.5 General Wage Increases. It is intended that general wage increases will be applied to all steps and the maximum of the performance range of the City Pay

Plan unless otherwise approved by the City Council. Employees in the performance range will receive the general increase so that employees maintain their placement in the range, unless otherwise approved by the City Council.

- 8.3.6 Reclassification or Promotion. Employees who are promoted or reclassified will be assigned a step in the new grade that typically provides an increase of 3% unless the maximum salary of the pay grade is less than 3%. The increase will be effective on the first of the pay period or an alternative date as approved.

A reclassification is defined as a change in duties which results in a position being placed in a different pay grade as determined by an evaluation conducted by Human Resources. An employee whose position is reclassified to a lower salary grade will retain the salary of the position prior to the change for a period of 1 month or as otherwise agreed upon. This does not apply to an employee whose position is eliminated and the employee is offered and accepts a different position.

- 8.4 SALARY DEDUCTIONS FROM EXEMPT EMPLOYEES. No payroll deductions will be made from the salaries of employees determined to be exempt from the provisions of the Fair Labor Standards Act (FLSA) unless provided for under State or Federal law. However, deductions may be made for infractions of safety rules or for serious misconduct violations pursuant to written policy applicable to all employees. In the event an employee feels improper deductions have been made from their salary, they should file a request for review with the Human Resources Department at the following address:

Human Resources Director
Department of Human Resources
100 N. Jefferson Street, Room 500
Green Bay, WI 54301
920-448-3147

This policy is adopted pursuant to 29 CFR 541.603

- 8.5 DIRECT DEPOSIT. All City employees are subject to mandatory direct deposit of their entire paycheck. The employee has the option of designating the deposit into one or more accounts up to a maximum of 6 different accounts. Direct deposit is mandatory for all employees.
- 8.6 OUT OF CLASS PAY. When the City temporarily assigns an employee to perform a significant amount of the functions of a position in a higher classification for a minimum of one working day or more, the employee will be eligible to receive out of class pay for the time spent performing the higher class functions. Out of class pay will be at a step in the pay range of the higher classification that typically provides the employee with a minimum increase of 3% not to exceed the maximum step of the higher classification pay scale. In the event that an employee is performing functions in a higher classification for a longer period of time while also performing functions in a lower classification other calculations may be worked out with the approval of the Human Resources Director or designee.
- 8.7 CALL-IN PAY. A non-exempt employee that is called in for work outside of the regular work day will be paid for a minimum of 2-hours pay.