

## Chapter 2.32

### SALARY REGULATIONS

#### Sections:

- 2.32.010** Short title.
- 2.32.020** Purpose of chapter.
- 2.32.030** The salary plan.
- 2.32.040** The classification plan.
- 2.32.050** Salary differentials.
- 2.32.060** Administration of the salary and classification plan.
- 2.32.070** Attendance, hours and working time computations.
- 2.32.080** Overtime and call time.
- 2.32.090** Vacation.
- 2.32.100** Holidays.
- 2.32.110** Sick leave.
- 2.32.120** Bereavement leave.
- 2.32.130** Industrial accident leave.
- 2.32.140** Leave of absence and military leave.
- 2.32.150** Payroll deductions.
- 2.32.160** Automobile allowance and reimbursement for expenses.

#### **Section 2.32.010** Short title.

This chapter shall be known as the "Salary Regulations of the City," and may be cited as such. (Prior code § 2.21)

#### **Section 2.32.020** Purpose of chapter.

This chapter is enacted pursuant to Section 701 of the City Charter to provide for the number, titles, qualifications, powers, duties, compensation and terms of employment of City officers and employees and to conform to the principle of equal pay for equal work. (Ord. 6393 § 7, 1997; prior code § 2.22)

#### **Section 2.32.030** The salary plan.

The basic monthly compensation plan for City officers and employees shall be established by resolution of the City Council. (Prior code § 2.23)

#### **Section 2.32.040** The classification plan.

The classification plan for City officers and employees and allocation of class titles to salary ranges shall be established by resolution of the City Council. (Prior code § 2.24)

#### **Section 2.32.050** Salary differentials.

Exceptions to the City salary plan and classification plan shall be established by resolution of the City Council. (Prior code § 2.25)

#### **Section 2.32.060** Administration of the salary and classification plan.

No employee shall receive less than the minimum nor more than the maximum rate of compensation established for the class to which such employee is assigned except that

reclassified employees may retain their current compensation as a special rate until the rate is included in their new class range. Initial appointments shall be made up to the mid-point of the salary range, and the City Manager may approve a higher initial rate of compensation if the best interests of the City so require. An employee who is promoted from one class to another class which is allocated to a higher salary range shall receive no less than the equivalent of a one-step increase in the class to which such employee is promoted. All salary advancements within each class shall not be automatic, but shall be based upon merit and fitness and upon the financial ability of the City to make such advancements.

Each employee may be granted a one-step salary increase after the completion of six months of continuous service following appointment to the first step of the classification or after completion of one year of continuous service after the appointment to any other step of the classification and in accordance with established personnel policies and procedures, and said employee may be granted a one-step salary increase at the completion of each additional year of continuous service thereafter until said employee reaches the top of the salary range for such employee's classification; provided, however, each employee appointed to an approved apprenticeship program so providing may be granted a one-step salary increase at the completion of each six months of continuous service when the work and educational standards have been completed for that step until said employee reaches the top of the salary range for that classification.

Each employee who is promoted may be granted a one-step salary increase after the completion of six months of continuous service following promotion to the first step of the new classification or one year of continuous service following promotion to any other step of the new classification in accordance with established personnel policies and procedures, and said employee may be granted a one-step salary increase upon completion of each additional year of continuous service thereafter until said employee reaches the top of the salary range for that classification.

If a position is reclassified to a classification in which the salary range is higher and it is administratively determined that the incumbent meets the minimum qualifications and selection requirements of the classification and is in fact performing the full range of duties and responsibilities of that position, the incumbent of the position shall be entitled to a salary increase which shall advance such employee to the closest step within the new range that would provide a five percent salary increase.

Notwithstanding the foregoing, except for the direct reports of the City Attorney and the City Clerk, the City Manager may approve a special meritorious increase prior to the expiration of the required time. Except for the direct reports of the City Attorney and the City Clerk, all appointments, promotions, merit and salary increases shall be recommended by the department head and approved by the City Manager.

Further, notwithstanding the foregoing, the City Attorney and the City Clerk may approve a special meritorious increase prior to the expiration of the required time as well as all appointments, promotions, merit and salary. (Ord. 7341 § 2, 2016; Ord. 7229 § 4, 2013; Ord. 5628 § 1, 1988; Ord. 4117 § 1, 1974; Ord. 4053 § 1, 1973; Ord. 3360 § 1, 1966; prior code § 2.26)

### **Section 2.32.070 Attendance, hours and working time computations.**

All officers and employees of the City shall be in attendance at their work in accordance with the working hours established for the several departments, except that the City Manager, department heads and supervisory personnel designated by the City Manager shall work such hours as may be necessary for the effective operation of their respective departments. Employment by the City shall be eight hours per day and forty hours per week except that the City Manager may authorize employment on a different basis when the nature of the

employment or the best interests of the City so require. Each department head shall certify to the attendance of his employees at such time and in such manner as the Chief Financial Officer may require. Working time computation for regular hourly pay rates shall be computed on the basis of twelve times the monthly rate divided by fifty-two, divided by the number of hours in the regular work week for the position for which such rate is computed. (Ord. 7341 § 2, 2016; Ord. 3621 § 1, 1969; prior code § 2.27)

**Section 2.32.080 Overtime and call time.**

Overtime and call time for City officers and employees shall be established by resolution of the City Council. (Ord. 3934 § 1 (part), 1972; Ord. 3789 § 1, 1971; Ord. 3621 § 2, 1969; prior code § 2.28)

**Section 2.32.090 Vacation.**

Vacation provisions for City officers and employees shall be established by resolution of the City Council. (Ord. 3934 § 1 (part), 1972; Ord. 3579 § 1, 1969; Ord. 3494 § 1, 1968; prior code § 2.29)

**Section 2.32.100 Holidays.**

Authorized holidays for City officers and employees shall be established by resolution of the City Council. (Ord. 3934 § 1 (part), 1972; Ord. 3782 § 1, 1970; Ord. 3724 § 1, 1970; Ord. 3621 § 3, 1969; prior code § 2.30)

**Section 2.32.110 Sick leave.**

Sick leave for City officers and employees shall be established by resolution of the City Council. (Ord. 3959 § 1, 1972; Ord. 3782 § 2, 1970; Ord. 3724 § 2, 1970; Ord. 3462 § 1 (part), 1967; prior code § 2.31 (part))

**Section 2.32.120 Bereavement leave.**

Bereavement leave for City officers and employees shall be established by resolution of the City Council. (Ord. 4043 § 1 (part), 1973; Ord. 3485 § 1, 1967; Ord. 3462 § 1 (part), 1967; prior code § 2.31 (part))

**Section 2.32.130 Industrial accident leave.**

Industrial accident leave for City officers and employees shall be established by resolution of the City Council. (Ord. 4043 § 1 (part), 1973; Ord. 3462 § 1 (part), 1967; prior code § 2.31 (part))

**Section 2.32.140 Leave of absence and military leave.**

Leave of absence and military leave for City officers and employees shall be established by resolution of the City Council. (Ord. 4043 § 1 (part), 1973; prior code § 2.32)

**Section 2.32.150 Payroll deductions.**

The Chief Financial Officer shall deduct from each employee's salary the amount required for income tax purposes and make payment thereof to the United States as required by law. The Chief Financial Officer shall deduct from each employee's salary the amount required for the employee's contribution to the State Employees' Retirement System and make payment thereof as required by law. Any officer or employee may authorize the Chief Financial Officer to make such deductions from his salary as are authorized by the City Council. When so

authorized, the Chief Financial Officer shall make such deductions and shall pay the amounts thereof to the specified agency, firm or group. (Ord. 7341 § 2016; Prior code § 2.33)

**Section 2.32.160      Automobile allowance and reimbursement for expenses.**

Automobile allowance and reimbursement for expenses for City officers and employees shall be established by resolution of the City Council. (Ord. 4043 § 1 (part), 1973; Ord. 4006 § 1, 1973; prior code § 2.34)