

MEMORANDUM

REVISION 47 SERIES C, part 1

TO: Holders of CSA Rule Books
FROM: Career Service Board
DATE: September 21, 2010
SUBJECT: Revision to Career Service Rules

The Career Service Board has approved the following revisions to the Career Service Rules in connection with the implementation of simplified pay ranges. These rule revisions will be published in two parts. The first part is being published on September 21, 2010. The second part will be published on October 17, 2010 to coincide with the implementation of new pay tables with simplified pay ranges. The first part re-organizes parts of Career Service Rules 9-5, 9-20 and 9-31.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove:	9-1 9-2, 3, 3-1	May 19, 2006 May 20, 2008
Replace	9-1, 2, 3, 3-1	September 21, 2010

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

RULE 9
PAY ADMINISTRATION
(Effective April 1, 2006; Rules Revision Memos 7C and 9C)

Purpose statement

The purpose of this rule is to explain the establishment and administration of pay practices, except merit increases, and hours of work.

Section 9-5 Definitions

- A. Classification series: The arrangement in sequence of classes that are alike in the kind but not in level. For the purposes of a market adjustment within the salary range, a classification series shall include first line supervisors and lead workers. (Revised effective April 1, 2006; Rules Revision Memo 9C)
- B. Demotion: An appointment of an employee to a position in a classification in which the entry rate of the pay grade of the new classification is lower than the entry rate of the classification previously held.
- C. Employee Internship Appointment: An appointment of an employee to an entry level position in a new classification in accordance with the provisions of the Employee Internship program established by the Career Service Personnel Director (“Personnel Director”).
- D. Entry Rate: The first step in a pay range.
- E. Market Conditions: Factors and trends in the market as determined by a compensation analysis that may affect compensation rates such as the supply and demand of workers.

F. Pay Factors: Appointing authorities who wish to hire employees at higher than step “11” in a non-exempt pay schedule or at or above step “13” in an exempt pay schedule, or increase the salary of promoted employees by more than 6.9%, or provide an equity adjustment, must provide CSA with documentation explaining how any or all of the following pay factors affected their decision:

1. Market conditions;
2. Related experience;
3. Previous work record;
4. Salary history;
5. Specialization of education;
6. Quality/quantity of education.
7. Internal equity;
8. Level of responsibility accepted;

(Revised effective September 21, 2010; Rule Revision Memo 47C)

G. Promotion: An appointment of an employee to a position in a classification in which the entry rate of the pay range for the new classification is higher than the entry rate of the pay range for the employee’s current classification.

H. Re-allocation: The formal process of assigning an existing position to its proper classification on the basis of the duties performed and the responsibilities exercised.
(Revised effective May 3, 2006; Rules Revision Memo 8C)

I. Promotional re-instatement: A promotion of an employee resulting from certification from a re-instatement list.

J. Re-instatement: An appointment of a laid off employee resulting from certification from a re-instatement list.

J. Re-promotion: A promotion of an employee to a position in a higher classification in which the employee was previously employed within the preceding five (5) years, or to a successor classification; or to any classification for which the employee is qualified, with the same entry rate or an intervening entry rate as the former classification. Appointments that meet the definition of a promotional re-instatement are not re-promotions.

K. Transfer: For the purposes of these rules, an appointment of an employee to one classification from another, if the entry rate of the pay range for the new classification is the same as the entry rate of the pay range for the classification previously held.

Section 9-6 Designees

Appointing authorities, including the Personnel Director, may delegate any authority given to them under this Rule 9 to a subordinate employee.

Section 9-10 Pay practices

- A. Pay practices include, but are not limited to items such as pay when first employed, changes in pay resulting from changes in position or classification, differentials, overtime pay, standby pay, merit increases and merit payments.
- B. The kind and level of pay practices for Career Service employees shall be determined by the Career Service Board ("Board") following a survey of other employers or based on the City's needs.
- C. Applicability to Deputy Sheriffs: None of the provisions of this Rule 9 shall apply to employees who hold positions in classifications in the Undersheriff pay schedules.

Section 9-20 Pay When First Employed

(Revised effective May 20, 2008; Rule Revision Memo 28C)

- A. An appointing authority may set pay for a new employee at a step higher than the entry rate (but not to exceed the last step of the applicable pay schedule) if necessary to obtain the services of an unusually well-qualified person. The decision to appoint at a step higher than the entry rate shall be based on any of the pay factors as defined in this Rule 9. In any event, qualifications of the new employee should exceed the minimum qualifications stated in the classification specification, and internal equity shall be considered (Revised effective September 21, 2010; Rule Revision Memo 47C).
- B. The appointing authority shall submit documentation with the Personnel Action Form documenting the justification for hiring an employee at or above step "11" in a non-exempt pay schedule or at or above step "13" in an exempt pay schedule.

Section 9-30 Changes in Classification and Pay

A change in an employee's classification may occur through promotion, transfer, demotion, Employee Internship Appointment, re-allocation, or re-instatement.

9-31 Promotion and re-promotion

(Revised effective May 20, 2008; Rule Revision Memo 28C)

- A. Upon promotion an employee's pay shall be set at the closest matching step in the new pay grade to a six and nine-tenths percent (6.9%) increase, except that under appropriate circumstances, the provisions of subsection 9-31 B may be applied. If there is no step in the new pay range that exactly matches the employee's pay with a 6.9% increase, the pay shall be set at the step in the new pay range that is closest to the amount of the 6.9% increase, even if this results in an increase of less than 6.9%. In no event shall the pay upon promotion be lower than the entry rate or exceed the last step of the pay range for the new classification.
- B. The appointing authority may designate the pay upon promotion at a rate higher than six and nine-tenths percent (6.9%) to obtain the services of an unusually well-qualified candidate. The decision to set pay upon promotion at a rate higher than 6.9% shall be based on any of the pay factors as defined in this Rule 9 (Revised effective September 21, 2010; Rule Revision Memo 47C).
- C. The appointing authority shall submit documentation with the Personnel Action Form documenting the justification for increasing pay upon promotion by more than the amount allowed under the provisions of subsection 9-31 A.
- D. Within the short range pay schedule the employee's pay shall be set at the closest matching step in the new pay grade to a five percent (5%) increase not to exceed the highest step of the pay range for the new classification. If there is no step in the new pay range that exactly matches the employee's pay with a 5% increase, the pay shall be set at the step in the new pay range that is closest to the amount of the 5% increase, even if this results in an increase of less than 5%.
- E. Demotion and subsequent re-promotion:
 - 1. If an employee demotes without a loss in pay, that employee is not eligible for an increase in pay upon re-promotion if such re-promotion occurs within twelve months following the date of the demotion.
 - 2. In all other circumstances, an employee being re-promoted will have their pay set under the provisions of subsection 9-31 A.