

MEMORANDUM

REVISION 48 SERIES C

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 Career Service Rule 9-50 E Pay adjustment within the salary range. Here is a summary of the revisions to this rule:

- Language has been added to the rule making it clear that it is only intended to address conditions caused by external market conditions.
- Employees at or above the level of a Manager 1 are now able to have their pay adjusted under this rule.
- The requesting agency must submit documentation explaining how market conditions have caused the pay inequity they want to address.
- In most cases, the subsequent hire who is the basis for the pay inequity claim must have been hired no more than a year before the request for an equity adjustment is made to CSA.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove:	9-8	September 12, 2008
Replace	9-8, 9-8.1	September 21, 2010

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

- a. Numerous vacancies exist in the classification(s) that will be affected by the proposed pay practice;
 - b. Recruitment has not been effective;
 - c. Retention rate is low; and
 - d. Market driven personnel shortages in the classification(s) are causing difficulty in fulfilling an essential mission of the City.
2. An interim market adjustment shall remain in effect for up to one (1) year. Nothing in this subsection prevents a new market adjustment from being established for the same classification(s), provided that all of the requirements of the previous subsection are met.

E. Pay adjustment within the salary range

(Revised effective September 21, 2010; Rules Revision Memo 48C)

1. An appointing authority may adjust pay for an existing employee, within that employee's current salary range, if the purpose is to eliminate pay inequity created by external market conditions, so long as the existing employee's pay is being compared with the pay of a subsequent hire from outside the City in the same department or agency if the following conditions are met:
 - a. Employees at or above the level of Manager 1 are eligible for this pay adjustment only if the subsequent hire is also at or above the level of Manager 1.
 - b. Other employees are eligible for this pay adjustment if the subsequent hire is;
 - i. In the same classification; or
 - ii. In the same classification series or
 - iii. In a classification in the same occupational group within the same career path performing similar types of duties; or
 - iv. Subordinate to the existing employee in the existing employee's chain of command.
 - c. The effective date of the subsequent hire's employment occurred no more than one year before the request for the pay adjustment is made to the Personnel Director. Exceptions to this limitation may be granted by the Personnel Director upon good cause shown.

2. A pay adjustment within the salary range requires the approval of the Personnel Director. The effective date of any such pay adjustment shall be the beginning of the work week following approval by the Personnel Director.
3. The appointing authority's request for approval shall explain how external market conditions have caused the pay inequity between the existing employee's pay and that of the subsequent hire. This explanation should include information about how pay factors (as defined in this Rule 9) have affected the pay inequity between the two employees.