R-2015-19

# CITY OF WINCHESTER, VIRGINIA

## PROPOSED CITY COUNCIL AGENDA ITEM

**CITY COUNCIL/COMMITTEE MEETING OF:** May 12, 2015 **CUT OFF DATE:** __

**RESOLUTION** _X__ **ORDINANCE** ___ **PUBLIC HEARING** __

**ITEM TITLE:** Resolution Amending Sections 3.1-3.8 (Pay Plan and Position Listing) within the City of Winchester's Comprehensive Employee Management System

**STAFF RECOMMENDATION:** Approval

**PUBLIC NOTICE AND HEARING:** N/A

**ADVISORY BOARD RECOMMENDATION:** N/A

**FUNDING DATA:** N/A

**INSURANCE:** N/A

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

| DEPARTMENT | INITIALS FOR APPROVAL | INITIALS FOR DISAPPROVAL | DATE |
|---|---|---|---|
| 1. Finance | TB | | 5-6-15 |
| 2. Human Resources | TBS | | 5/6/15 |
| 3. | | | |
| 4. | | | |
| 5. City Attorney | | | 5/7/2015 |
| 6. City Manager | TOS | | 7 May 15 |
| 7. Clerk of Council | | | |

Initiating Department Director's Signature: [signature] City Manager — 6 May 2015 Date

CITY ATTORNEY'S OFFICE Received MAY 7 2015 3:05PM WINCHESTER, VA

APPROVED AS TO FORM: [signature] 5/5/2015 CITY ATTORNEY

Revised: September 28, 2009

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council

**From:** Eden Freeman, City Manager

**Date:** May 12, 2015

**Re:** Resolution Amending Sections 3.1-3.8 (Pay Plan and Position Listing) within the City of Winchester's Comprehensive Employee Management System (CEMS)

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**THE ISSUE**: In addition to adopting a budget each fiscal year, the City of Winchester amends the existing pay plan and position listing within CEMS (Sections 3.1-3.8) to reflect desired staffing and compensation adjustments. This document provides a comprehensive listing of all positions and their assigned pay grade within the City of Winchester's administration.

**RELATIONSHIP TO STRATEGIC PLAN**: Goal Four: Improve City Services and Advance the City's Strategic Plan Goals by Promoting a Culture of Transparency, Efficiency and Innovation

**BACKGROUND:** The Winchester Common Council amends the City of Winchester's pay plan and position listing within CEMS each fiscal year to account for the creation, deletion, reclassification or pay grade adjustment for any position within the City's administration.

A number of new positions titles are included in the proposed plan, many of which are reflected in the Proposed FY2016 Budget. It is important to note that just because a position title is included in the pay plan, it does not mean that the positions are proposed to be funded or filled. New position titles include:

- Communications Manager
- Program Manager
- Financial Services Director
- Sheriff Major
- Chief Financial Officer
- Executive Director – Service Authority
- Community Recreations Specialist
- Deputy Commissioner
- Deputy City Clerk
- Economic Development Assistant
- Old Town Coordinator
- Computer & Network Support Technician II
- Computer & Network Support Technician III
- Assistant Water Treatment Plant Manager
- Logistics Support Technician
- Deputy Director of Zoning & Inspections
- Executive Administrative Assistant
- Radio Communications Manager
- Communications Manager
- Program Manager

- Accounting Manager
- Sheriff Major
- Financial Services Director
- Executive Director - Service Authority
- Chief Financial Officer

In addition, the following titles are being removed:

- Secretary
- Executive Secretary
- Parks and Recreation Administrative Specialist
- Code Compliance Inspector

**BUDGET IMPACT:** Minimal. The pay plan provides salary grades for all positions within the City of Winchester's administration. Expected variations in employee compensation are accounted for in the proposed FY2016 budget.

**OPTIONS:**

1. Approve the attached resolution
2. Modify and approve the attached resolution
3. Reject the attached resolution

**RECOMMENDATIONS:** Staff recommends the approval of the attached resolution.

**RESOLUTION AMENDING SECTIONS 3.1-3.8 (PAY PLAN AND POSITION LISTING) WITHIN THE CITY OF WINCHESTER'S COMPREHENSIVE EMPLOYEE MANAGEMENT SYSTEM**

**WHEREAS**, the pay plan and position listing within the City of Winchester's Comprehensive Employee Management System (CEMS) provides a full listing of all positions and their assigned pay grade within the City of Winchester's administration; and,

**WHEREAS,** the City of Winchester Common Council amends the existing pay plan and position listing within CEMS each year to account for the creation, deletion, reclassification or pay grade adjustment for any position within the City of Winchester's annually adopted budget; and,

**WHEREAS,** City Staff has prepared a series of amendments to the City of Winchester's pay plan and position listing within CEMS that reflects the desired workforce and compensation adjustments within the City of Winchester's proposed FY2016 budget.

**NOW, therefore be it RESOLVED,** the City of Winchester Common Council hereby adopts the proposed series of amendments to the City of Winchester's pay plan and position listing within CEMS that reflects the desired staffing and compensation changes within the proposed FY2016 budget.

# *PAY PLAN*

## 3.1 Establishment of Pay Plan

There is hereby established a formal pay plan to be approved by the City Council upon recommendation of the City Manager. The official pay plan for the City service shall consist of a schedule showing established annual pay ranges for each pay grade and the title of classes of all positions in each grade in the classified service (See Appendix D). The procedure for securing needed amendments to the official salary plan shall involve investigation and recommendation by the City Manager on the appropriate action to be taken by the City Council.

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## 3.2 Pay Rates

The rates of pay of City employees shall be in accordance with the scheduled salary ranges as adopted and amended by appropriate action of the City Council. The schedule shall be effective in all cases except as otherwise provided for in this section.

## 3.3 Pay Period, Pay Day, and Pay Week

The regular pay period for general government employees is a fourteen day period commencing on Saturday and ending at the close of the workday on Friday, two weeks later. Pay day is normally every other Friday. Pay week is defined as the week in which pay day occurs.

## 3.4 Payroll Procedures

### A. Time ~~Sheets~~Records

Department Heads are responsible for the submission of correct information on employees' time records~~sheets~~. Every effort will be made to have the employee sign the time sheet after its completion. No time records~~sheet~~ shall be processed without Department Head or designee approval signature. Final ~~T~~time records~~sheets~~ shall be submitted to the Finance Department electronically by 12 noon on the Monday of pay week.

### B. Mandatory Direct Deposit

Employees are required to provide to the Administration Department account information in order that the pay may be automatically deposited every other Friday.

## 3.5 General Increase

General increase is defined as an adjustment of the pay plan for all classes of positions simultaneously. Such action may be recommended by the City Manager and must be approved by the City Council.

## ~~3.6 Anniversary Raise~~

~~Anniversary Raise is defined as an increase within the pay range of a class that is paid to employees in the first 20 pay grades on their anniversary date which is usually their date of initial employment with the City. Employees in pay grades 21 and higher (with some exceptions – see Appendix E) are not eligible. Grades 21 and higher contain single position classifications usually not impacted by compression. An Anniversary Raise may be delayed or denied because of unsatisfactory job performance, disciplinary action, or general pay plan increase or position adjustment.~~

~~Any employee between 2 years and 25 years service will receive 5 cents increase effective when the annual increases are awarded when reaching the following thresholds:~~

~~2 years = 5 cents~~
~~3 years = 5 cents~~
~~4 years = 5 cents~~
~~5 years = 5 cents~~
~~7 years = 5 cents~~
~~9 years = 5 cents~~
~~12 years = 5 cents~~
~~16 years = 5 cents~~
~~21 years = 5 cents~~
~~25 years = 5 cents~~

## 3.6 Incentive Pay

It will be at the City Manager's discretion during the budget approval process with City Council to recommend incentive pay for some City staff who have exceeding expectations in the fiscal performance appraisal. Departments Heads will be required to justify in writing to the City Manager and Human Resources Director the reason an employee should be considered for incentive pay. Incentive pay in the form of a bonus will not added to base pay and applicable taxes will be withheld. Employees in probationary status will not be eligible for incentive pay.

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## 3.7 Merit Increase

Merit increase is defined as an increase within the pay range of a class that is awarded to an employee upon the completion of a prescribed period of successful job performance. The amount of merit monies shall be within budgetary amounts approved by City Council. Such increases are awarded on the basis of the degree of satisfactory job performance and may become effective on or after the date of eligibility. A merit increase may be delayed, lowered or denied because of unsatisfactory job performance, disciplinary action, general pay plan increase, position adjustment, and/or anniversary raise. (See CEMS Section 7.1 – Period of Evaluation for Probationary employees)

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## 3.8 Salary Actions

### A. Original Employment

Original employment is defined as an employee's initial period of continuous employment in a classified position with the City of Winchester. An individual beginning employment with the City for the first time will usually be placed at the minimum of the pay grade established for the class in which employed. Occasionally, however, based on a new employee's prior experience and proficiency in the same or related capacity, placement may be accelerated to a higher level in the assigned grade upon approval of the City Manager within current budget constraints.

### B. Promotion

Promotion is defined as the advancement to a higher pay grade authorized for an employee in conjunction with increased job duties and responsibilities. When an employee is promoted, his salary shall be increased at least to the minimum for the new class or 5% above present salary, whichever is greater. The City Manager may authorize a higher salary within the pay grade when deemed appropriate. An employee whose promotion is effective on his eligibility date for merit increase may

receive a merit increase prior to the promotional increase.

Upon promotion, employees are placed in a promotion probationary status for a minimum of ~~six (6)~~ nine (9) months. Employees in a promotion probationary status maintain benefits and the use of the grievance procedure. A satisfactory evaluation at the end of this period will provide for continuation in that position subject to continued satisfactory performance. An unsatisfactory evaluation may result in a return to the position held immediately prior to the promotion or other disciplinary action may occur.

C. **Demotion**

Demotion is defined as a reduction in the pay grade of an employee in conjunction with a change in job duties and responsibilities or disciplinary action. When an employee is reduced to a lower pay grade, his salary within the new pay grade shall be approved by the City Manager.

~~D. **Reinstatement**~~

~~Reinstatement is defined as employment in the same class. An individual may return to duty in the same position and class only with the approval of the Department Head and the City Manager. The appropriate pay within the approved grade of the class for all reinstated employees shall be approved by the City Manager.~~

~~All time earned previous to reinstatement shall be counted towards the probationary period, accruals, etc. However, actual time missed prior to reinstatement shall be discounted from such accruals.~~

~~E. **Re-employment**~~

~~Re-employment is defined as employment following a separation from City employment of more than thirty (30) consecutive calendar days. A returning employee will usually be placed at the minimum of the position's approved pay grade. Occasionally, however, based on the returning employee's prior proficiency and experience in same or related capacity, acceleration above the minimum of the assigned grade may be made upon recommendation by the Department Head and approval of the City Manager. All time earned in previous employment shall not be counted towards leave or other longevity based employment conditions or benefits.~~

~~F.~~D. **Transfer**

Transfer is defined as the movement from one position to another in the same pay grade.

## ~~G.~~E. Resignation

Resignation is defined as a voluntary separation from employment through prior notification to the employing authority initiated by the employee.

All classified employees desiring to resign their employment with the City shall submit written notification of such intent to their employing authority. This notification shall include the reason for resignation and the actual date the resignation is to become effective, and shall be signed by the employee. A copy of the notification shall be forwarded to the City Manager along with a termination form for inclusion in the official personnel file (See Appendix F).

In order to leave in good standing, employees are required to give at least fourteen (14) calendar ~~days notice~~days' notice prior to the effective date of resignation, except where specific circumstances prohibit such advance notification. ~~Uniformed members of the Fire and Rescue Department, sworn law enforcement officers, including Deputy Sheriffs, and Department Heads are expected to provide thirty (30) calendar days notice.~~ The ~~Administration~~ Human Resources Department ~~Director~~ will conduct exit interviews with ~~classified~~ employees leaving City service as far as practical. Information received during an exit interview will not be made a part of the employee's personnel file. ~~Summary of findings~~Written Statements of ~~from~~ Exit Interviews will be provided to the City Manager by the Human Resources Director.

## ~~H.~~F. Discharge

Discharge is defined as an involuntary separation from employment initiated by the employing authority as a result of an employee's unsatisfactory work performance or misconduct.

## I. Reduction in the Work Force (Layoffs)

From time to time various factors such as adverse economic conditions, City or department reorganization, lack of sufficient work, abolishment of positions, and other related incidents may result in the necessity to reduce the work force of the City. The City Manager has the right and obligation to manage the work force to the best interest of the City and may require implementation of this reduction in work force procedure. Unless specific instructions are received from the City Manager, the following will serve as the general procedure for a reduction in work force for positions funded in part or in total by the City.

1. In that the City has provided procedures for the removal of employees for unsatisfactory performance and for disciplinary reasons, it will be assumed that all employees, unless otherwise noted, are serving in a satisfactory manner. Therefore, in order to provide for a uniform, fair,

equitable, and effective base for the determination of layoffs, the length of continuous City service will provide the basis for determining the order of layoff. Extraordinary circumstances may cause other considerations to be the basis for determining order of layoff when approved by the City Manager.

2. In the event of reduction in the work force, it will be managed on an individual department basis. The Department Head, subject to approval by the City Manager or his designee, will have the responsibility for the identification of organizational sections, job classifications, positions, and individuals affected. Additionally, the ~~Director of Administration~~ Human Resources Director in consultation with the Department Head will determine the order for layoff by classification. Once that order has been determined, if there is more than one person in this classification, the employee with the least amount of continuous City employment will be the first to be laid off.

3. In all cases where a reduction in the work force necessitates the actual removal of personnel, upon identifying classification(s) to be affected the following order of priority will be strictly adhered to within the specified classification unless a written exception is granted by the City Manager.

   a. non-classified employees
   b. probationary employees (employed less than six months)
   c. classified part-time employees d.
   classified full-time employees

4. Insofar as practical, all employees to be laid off will be provided with a minimum of two weeks written notice.

5. Affected employees will be given -an opportunity to apply for open positions which may exist at the time of reduction in workforce ~~in~~ which he/she is qualified for. ~~given in any reinstatement or reemployment should a vacancy of the same classification within the same department in which they left occur. If more than one employee in one of the four priority categories in Section 3 has been laid off in a department, the employee with the longest continuous City service will have priority in reinstatement or reemployment, unless the City Manager otherwise directs.~~

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J. **Garnishment Procedures**

The Federal and State Wage Garnishment laws prohibit an employer from discharging any employee because earnings have been subjected to garnishment for any one indebtedness. (Section 34-29f of the Code of Virginia). The term "one indebtedness" means a single debt regardless of the number of levies made or the number of proceedings brought to collect

it. The law does not prohibit discharge if there are garnishment proceedings pursuant to another debt. The garnishments may be from the same creditor, but they must involve separate debts.

In order to assist the employee, but also minimize the effects of the bookkeeping responsibilities required to process garnishments, the City of Winchester has established the following procedures for garnishments:

Step I: Oral counseling at time of first indebtedness.

Step II: Mandatory referral to the City's Employee Assistance Plan for second indebtedness.

Provided no garnishments are received within three (3) years from the receipt of the second garnishment, the employee's record shall be purged of all information relating to past garnishments.

K. **Career Development Program**

The purpose of the Career Development Program is to provide employees an opportunity for advancement in a career path. The City is committed to a policy that increases the prestige and performance level of employees who continue professional development efforts throughout their careers.

The Department Head may submit to the ~~Administration~~ Human Resources Director and City Manager a career development proposal indicating the positions included in the program, the criteria for movement to each position and the administrative procedures for the program. The ~~Administration~~ Human Resources Director and City Manager shall review the program for conformity and consistency with overall career development objectives, and recommend such plans meeting these objectives to Council for approval.

Advancement under an approved career development program shall be accompanied by an increase of 5% to the existing base salary or increase to the minimum of the new pay grade, whichever is greater.

Administrative changes to an approved career development program shall be submitted by the Department Head to the ~~Administration~~ Human Resources Director for recommendations and approval by the City Manager.
The following programs and positions are hereby authorized:

1. Fire and Rescue Department:
   a. Probationary Firefighter
   b. Firefighter/EMT
   c. Firefighter Technician

2. Juvenile Detention Center:

a. Detention Specialist I
b. Detention Specialist II
c. Senior Detention Specialist

3. Police Department:
   a. Police Officer I
   b. Police Officer II
   c. Police Officer III
   d. Master Police Officer

   a. Communications Specialist I
   b. Communications Specialist II
   c. Communications Specialist III

4. Sheriff:
   a. D eputy Sheriff I
   b. Deputy Sheriff II
   c. Deputy Sheriff III

5. Social Services Department:
   a. Benefit Programs Screener
   b. Benefit Programs Worker I
   c. Benefit Programs Worker II
   d. Benefit Programs Worker III

   a. Social Worker I
   b. Social Worker II
   c. Social Worker III

6. Utilities Department:
   a. Water & Wastewater Treatment Plant Operator Trainee
   b. Water & Wastewater Treatment Plant Operator I
   c. Water & Wastewater Treatment Plant Operator II
   d. Water & Wastewater Treatment Plant Operator III
   ~~d~~. Employees receiving the Commonwealth of Virginia Water or Wastewater Operators license at the Class II or Class I level shall receive a 5% increase to their existing base salary or the minimum of the eligible new pay grade whichever is higher~~only~~.

   a. Utility Service Mechanic
   b. Utility Service Mechanic II
   c. Senior Utility Service Mechanic

7. Financial:
   a. Account Clerk I
   b. Account Clerk II

c. Account Clerk III
d. Delinquent Accounts Clerk
e. Senior Account Clerk
f. Accounting Analyst and Deputy Treasurer

8. Clerical:
   - a~~a. Clerk~~
   - ~~b. Receptionist~~
   - c~~.~~. Office Assistant
   - b~~d. Secretary~~
   - ~~e. Executive Secretary and Legal Secretary~~
   - ~~f~~. Administrative Assistant I
   - c~~g~~. Administrative Assistant II
   - d~~h~~. Executive Administrative Assistant

9. Maintenance:
   - a. Laborer and Custodian
   - b. Maintenance Technician I
   - c. Maintenance Technician II
   - d. Maintenance Technician III
   - e. Crew Leader

10. Information Technology:
    - a. Computer & Network Support Technician I
    - b. Computer & Network Support Technician II
    - c. Computer & Network Support Technician III

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