



604 - SALARY ADMINISTRATION

The City of Newport News is an equal opportunity employer and, as such, maintains fair and equitable salary administration practices for both internal and external salary actions based on an individual's proven qualifications for a position, overall job performance, and the degree to which an employee's performance and job conduct meets or exceeds expectations.

The following guidelines are therefore established to assist in providing for the consistent administration of salary actions. However, these guidelines do not constitute a set formula for determining salary offers or the amount of adjustments. Rather, salary offers and salary adjustments will be based on an overall consideration of relevant circumstances of the individual situation. In all situations, employee salaries may not exceed the maximum rate of the established salary range for the specific position classification.

I. NEW EMPLOYEE SALARY OFFERS

A new employee shall be paid at least the minimum salary of the salary range for the position in which they are hired.

In cases where the new employee significantly exceeds the minimum qualifications of the position, the employee may be paid a starting salary above the minimum of the established salary range for the position with the approval of the Director of Human Resources. Approval of the City Manager is required for positions with salary offers of more than 50% above the entry of the salary range. The Department Director must provide written justification to support any recommendation to hire an employee above the minimum of the salary range. The recommendations will be thoroughly reviewed by Human Resources and will include consideration of the individual's overall qualifications, internal equity and other related factors. Actions requiring the City Manager's authorization will be submitted to the Director of Human Resources who will make a recommendation to the City Manager.

II. PROMOTIONAL INCREASES

A. Competitive Promotions

An employee selected and approved for promotion to a higher level position through a competitive process will be eligible for a corresponding salary increase. Standard promotional salary increases are generally authorized at 10% above the employee's current salary; however, salary increases may be authorized up to 20% above the employee's current salary with all relevant factors considered and balanced in determining the appropriate amount of the promotional increase. The factors do not constitute a set formula for determining the amount of adjustment, but may include without being limited to the following:

- The employee's qualifications related to the new position
- The increase in scope of supervision and management associated with the new position

- Whether the employee will transition from an overtime non-exempt position where they regularly worked significant overtime to an overtime exempt position
- Average market salaries for similar or comparable positions in the surrounding localities, when applicable
- Internal equity considerations

B. Administrative Promotions

When an employee has underfilled a higher level position, the employee may be administratively promoted to the next higher level position in the position classification structure when they meet all of the requirements for the higher position and have sustained performance that meets or exceeds expectations. Employees may only be administratively promoted in this manner until they have attained the budgeted level of the position classification.

The employee who is administratively promoted is eligible for a corresponding salary increase to the minimum salary in the new salary range or 5% above the employee's base salary in the lower job, whichever is greater, with the exception of Firefighter/Medic Recruit and Police Recruit (see Section XII). However, in unusual and compelling cases and in the interest of compensation equity, the Director of Human Resources may authorize a lesser or greater adjustment considering the same factors that apply to competitive promotions.

C. Special Considerations

In no case will an employee be granted a promotional increase above the salary range maximum.

Salary increases for employees who receive multiple promotions within a rolling six (6) month period shall not exceed a combined total increase of 20%, unless specifically authorized by the City Manager.

III. LATERAL POSITION TRANSFER

An employee who transfers to another closely related position in the same or equivalent salary range will generally transfer at the employee's same salary. An employee who transfers to another position in the same salary range, which is not considered closely related, or to a position in a higher or lower salary range which does not qualify as a promotion or demotion, will be placed at a salary level that reflects the employee's qualifications for the new job. In these situations, the salary will be determined by the guidelines used for determining a new employee's starting salary.

IV. DEMOTIONS

When an employee receives a voluntary or involuntary demotion to a lower level position they are subject to a corresponding salary reduction. The standard adjustment for a demotion is a 5-10% salary reduction; however, a lesser or greater amount may be approved by the Director of Human Resources depending on the specific circumstances and compensable factors, which includes the employee's qualifications for the lower level position, the reduction in responsibility and scope of work, salary equity, or other related factors.

V. POSITION RECLASSIFICATIONS

Reclassifications will be reviewed on an individual basis to determine the appropriate salary adjustment. In no case will a reclassification salary action place the employee's salary above the maximum of the new position salary range. Any salary adjustment will be effective the first of the pay period following approval of the reclassification. Unless otherwise recommended by the Director of Human Resources and authorized by the City Manager, reclassification adjustments will not be retroactive.

When a position or job is reclassified to a higher salary range the incumbent employee may be eligible for a salary adjustment. When the reclassification is based on major changes in responsibilities to include taking on supervisory responsibilities, or additional significantly higher level technical or professional responsibilities, the employee is generally subject to a salary increase corresponding to the City's promotional salary increases at the time the reclassification is effective.

When a job or position is reclassified to a lower salary range based on significantly changed responsibilities which have occurred because of departmental needs or other reasons not related to the employee's performance, and the change is not due to the employee's request, the incumbent employee is not generally subject to a salary reduction.

Reclassifications based on job studies or compensation plan revisions may have separate policies governing salary adjustments.

VI. ANNUAL SALARY ADJUSTMENTS

Salary ranges established in the City's compensation plan may be reviewed and adjusted, as determined by the City Manager. When applicable, range adjustments may result in general salary adjustments for employees, in accordance with established policies and guidelines.

Additionally, performance-based merit increases may be approved for a specific fiscal year. Approved merit increases will be implemented for eligible employees based on their annual performance evaluation score and will be effective as determined by the City Manager. Individual eligibility and increase amounts will be determined in accordance with applicable regulations and policy, and will be administered according to guidelines established and approved by the City Manager.

VII. SPECIAL PAY ADJUSTMENTS

The City Manager may authorize special pay adjustments on an individual basis for the following reasons:

- in the interest of compensation equity
- to recognize significant additional responsibilities that do not otherwise alter the classification of the employee's position
- based on the employee's performance and accomplishments that support a higher salary placement based on value added to the organization.

Such adjustments are usually granted only in the most compelling of circumstances. Recommendations for special pay adjustments should be submitted by the Department Director to the Director of Human Resources. The Director of Human Resources will conduct an analysis and recommend appropriate action to the City Manager.

VIII. BONUSES

Bonuses may be awarded to employees for exceptionally meritorious service or special act that is considerably above and beyond the normal scope of assigned duties and responsibilities.

Regular full-time employees may be awarded bonuses in any amount up to \$1,500.00. Recommendations for bonuses should be submitted by the Department Director to the Director of Human Resources. The Director of Human Resources will conduct a full analysis and recommend appropriate action to the City Manager.

IX. ACTING STATUS AND TEMPORARY SALARY ADJUSTMENTS

When acting status has been authorized in accordance with Section 405, the employee may receive a temporary salary adjustment, as follows:

- A. If the employee is assuming the full duties, responsibilities and accountabilities of the higher position, departments may submit a request to the Director of Human Resources for an adjustment of up to 5%. When the employee is assuming significantly higher level job responsibilities, the department may request an adjustment of up to 10%. The City Manager may authorize additional temporary adjustments for employees who are placed in Acting Status for a Department Director or similar level position. While serving in Acting Status, the employee will continue to accrue benefits and be eligible for salary increases on their base level position and salary.

- B. If the employee is assuming significantly higher level of work but with less than the full duties, responsibilities and accountabilities of the higher level position, the employee is not formally placed in acting status but may be granted a temporary salary adjustment usually limited to no more than 5% upon approval by the Director of Human Resources.

X. SUPPLEMENTAL PAYS AND ALLOWANCES

Supplemental pay may be granted to full-time employees who in addition to their regular job functions and responsibilities have been selected to perform additional duties requiring specific and additional skills, certifications or licenses. Special allowances may be authorized for unique circumstances, including specific significant professional achievements that impact department operations and the employee's contribution to accomplishing the City's objectives.

The Department Director must provide written justification to support any requests for supplemental pays or allowances to the Director of Human Resources. Recommendations will be thoroughly reviewed by Human Resources and the Director of Human Resources will make a recommendation to the City Manager. A list of approved supplemental pays and special allowances will be maintained in the Department of Human Resources.

Upon approval of a supplemental pay or allowance, Directors maintain the authority to transfer, assign and effect employee placement based on applicable policy, operational needs and requirements, and the employee's performance and conduct. Employees selected for supplemental pay will be compensated only during the periods in which they are performing the additional responsibilities.

XI. HOLIDAY COMPENSATION

As identified in PAM Section 706-Holidays, regular full-time employees are eligible for paid holidays provided they are in an active status the working day prior to the holiday. Eligible employees will receive eight hours of compensation when City offices are closed in observation of a holiday. The eight hours of holiday compensation are not included toward the computation of overtime for employees in non-exempt positions. Employees absent without pay on the working day prior to the holiday are not eligible for holiday pay.

XII. FIRE AND POLICE SALARY ADMINISTRATION GUIDELINES

The following specific provisions apply to the administration of salaries in the Fire/Police Salary Schedule:

Employees are normally hired at the entry rate for Firefighter/Medic or Police Officer Recruit, but salary consideration may be given for related education and experience.

Firefighter/Medic Recruits and Police Recruits may be administratively promoted to the next level when they meet the minimum requirements of the higher level and have sustained performance that meets or exceeds expectations. Employees who are administratively promoted may be eligible for a salary increase to the entry of the next level. When the

employee's current salary is above the entry rate for the next level, the employee is not eligible for a salary increase but will be moved to the new position title. Additionally, employees administratively promoted from Firefighter/Medic to Senior Firefighter/Medic and from Police Officer to Senior Police Officer, are eligible for a 2% salary increase, or to the entry rate of the senior level, whichever is greater.

Fire employees transferred to an administrative staff function, with a forty-hour (40) weekly assignment that is not related to a light-duty assignment, will be granted a temporary 5% increase to their base salary. When the employee returns to their regular fire suppression assignment, they will receive a 5% decrease to their base salary.

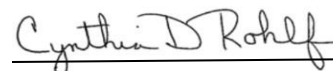
XIII. PART-TIME AND TEMPORARY RATE SCHEDULE

A rate schedule is established by the City Manager for temporary and regular part-time positions which are seasonal in nature and do not qualify for classification and compensation in the regular City salary schedules. Each rate range in the schedule consists of an entry rate with two additional steps, determined by the Director of Human Resources.

Employees who meet the minimum qualifications for the positions will be hired at the entry step. Employees who significantly exceed the minimum qualifications for the position may be hired at step 1 or step 2 in the range, depending upon qualifications. Advancement to next steps requires completion of three months (480 hours) of work time with performance that meets or exceeds expectations.

Supersedes/Amends: 604, 05/01/18

Approved:



City Manager