

**ORDINANCE NO.** \_\_\_\_\_

AN ORDINANCE PROVIDING FOR THE ADOPTION OF A CLASSIFICATION AND PAY PLAN FOR THE EMPLOYEES OF THE CITY OF NEWPORT NEWS.

WHEREAS, City Council appropriated funding for the implementation of the City of Newport News employee Classification and Compensation Plan in its Fiscal Year 2024 Operating Budget.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Newport News pursuant to Section 4.02(D) of the Charter of the City of Newport News:

1. That the City Manager is hereby authorized to develop, administer and implement the Classification and Pay Plan for all classes of City of Newport News officers and employees effective Fiscal Year July 1, 2023 and thereafter.

2. All employees of the City of Newport News shall be included in the classification plan with the exception of the following:

(a) Officials elected by the people and persons appointed to fill vacancies in elective offices, and employees of Constitutional Officers unless inclusion of employees of Constitutional Officers in the Classification and Pay Plan is specifically approved by the City Manager;

(b) Members of boards and commissions, the City Manager, the City Attorney, the City Clerk, and other positions appointed by City Council, the City Registrar, and persons appointed by the Judges of the Circuit Court;

(c) The Assistant City Managers, the City Manager's Executive staff and attorneys and other employees in the City Attorney's Office;

(d) Employees of the school board;

(e) Licensed physicians and veterinarians employed by the City in their professional capacities;

(f) Persons temporarily employed in a professional or scientific capacity, or to conduct a special inquiry, investigation or examination if the Council or the City Manager certifies that such employment is temporary and that the work shall not be performed by employees in the classified service; and

(g) Persons employed in temporary or regular part-time jobs which are not equivalent to jobs included in the classification plan.

3. Employees of agencies for which the City acts as fiscal agent are not employees of the City of Newport News.

4. The City Manager is authorized to promulgate and administer all provisions which govern salary and classification adjustments for all employees made necessary through the implementation of the Classification and Pay Plan.

5. The City Manager is responsible for the overall development and implementation of the City's Classification and Pay Plan and for promulgating policies and procedures for the equitable administration of the plan.

6. The City Manager is hereby authorized to establish policies governing the award of any additional compensation to employees in positions exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and the circumstances under which such compensation may be made.

7. Notwithstanding any provision of this ordinance, the City Clerk, with the prior approval of the City Council, shall have responsibility for the administration of the Classification and Pay Plan as it relates to her respective deputies.

8. This ordinance shall be in effect on and after July 1, 2023.