City of Winder Personnel Policy Manual
Title: Pay Plan and Compensation
Date Issued: 03/2013
Policy: 020

Mayor

City Administrator

20.10 **Purpose**

The Pay Plan is the allocation of classes of positions to pay ranges in the salary schedule. The objective of the pay plan is to establish and maintain equitable and realistic relationships between levels of classes based on the merit principles of providing equality.

20.11 **Administration and Maintenance of Pay Plan**

A. The City Administrator shall be responsible for administration and maintenance of the Pay Plan.

B. Entry Salary- The salary of a new employee shall be set based on experience and market demands. When applicable a starting employee should not exceed 10% above base. A starting salary above the 10% point shall be reviewed by the Personnel Officer and recommendations made to the City Administrator for approval or further recommendations.

C. Cost-of-Living-Adjustments – Cost-of-Living increases are awarded when the Mayor and Council have determined that the pay must be adjusted to compensate for overall increases in the cost-of-living. Accordingly, the City Administrator should review the salary schedule annually and recommend such adjustments as deemed necessary and appropriate based on allocations in the budget. An adjustment to cost-of-living does not automatically change the minimum or maximum within the pay grade.

D. Merit Increases- Annually based on performance evaluations, employees that overall meets expectations may be eligible for a merit increase. Increases are not automatic and may be suspended based on department or City constraints. All merit increases are subject to the supervisor's recommendation and approval of the City Administrator based on budgetary limitations.

E. An increase in pay other than outlined above shall be considered only upon the recommendation of the department head subject to approval by the City Administrator in accordance with the budget and position classification.

F. The approval of all salary increases of any kind, are subject to the availability of funds. No action can be implemented that would exceed the funds available.

20.12 Pay Grade Structure

Each year during the budgeting process, the City Administrator, will make a determination regarding the movement of the grade structure. This determination will be based upon:

A. The percentage and salary with which other comparable cities or organizations are moving their grade structures and the supply of specific positions within the market.

B. The current competitive status of the pay plan minimums, midpoints, and maximums.

C. The financial means of the city.

20.13 Transition to New Salary Plan

The following four principles shall govern the transition to a new salary plan.

A. All employees being paid at a lower rate than the minimum rate established for their respective position shall have their salaries raised to the new minimum for their position.

B. Employees with less than ten (10) years of service with the City that are being paid at a rate above the maximum rate established for their respective position shall be moved to the maximum within the new pay grade.

C. Employees who are above the maximum rate established for their pay grade and have been with the City for ten (10) or more years will be set at one pay grade higher. The new salary will be frozen, so as not to exceed the maximum rate of the new pay grade.

20.14 Communicating Pay Information

Information concerning job classifications and pay ranges is made available to all employees through the Human Resources Department upon request. Managers and supervisors are also expected to refer employees to Human Resources to discuss the following areas with each employee and any employee whose position has been or in the process of being reevaluated:

A. The position description covering the employee's duties and responsibilities.

B. The employee's potential for progression within his pay range.

C. Performance and its relation to pay increases.

20.15 Adoption of Pay Plan

The Pay Plan as adopted by the Mayor and Council shall be the official Pay Plan for the City of Winder career service. The Pay Plan may be amended or revised only by action of the Mayor and Council or authority provided to the City Administrator.

20.16 Record Keeping

A. Records of hours worked are required to be submitted for every non-exempt employee prior to the release of a pay check through the department's chain of command.

B. Exempt employees are responsible for submitting their time through the time entry program.

20.17 Payroll Deductions

The law requires deductions from each employee's paycheck to cover federal, state, and local income taxes. These deductions are made automatically. Other voluntary deductions for various insurances or policies will be made upon the written authorization of the employee.

20.18 Pay Period

All City employees will be paid on a bi-weekly basis. The work week will begin on Thursday and end on Wednesday. The actual pay date will be the next Wednesday following the end of a pay period. When a pay date falls on an official City holiday, employees may be paid on the date preceding the holiday.

20.19 Direct Deposit

A. Participation in the direct deposit program is mandatory for all City employees. All pay-related items, such as allowances will flow through the regular pay cycle. An employee's final check upon the end of employment will not be a direct deposit check, but a paper check picked up in person by the employee or mailed upon request.

B. Employee's not on direct deposit at the time of adoption of this policy, may be provided a reasonable period of time to move towards direct deposit.

C. The Personnel Officer may wave this requirement for an employee who can present reasonable evidence why they cannot obtain an account that can receive a direct deposit from the City. All non-direct deposit checks will be mailed to the employee's address on file.