

TITLE 4

MUNICIPAL PERSONNEL

CHAPTER

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CHAPTER 1

SOCIAL SECURITY

SECTION

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4-101. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of the City of Spencer, Tennessee, to extend at the earliest date, to employees and officials thereof, not excluded by law or this chapter, and whether employed in connection with a governmental or proprietary function, the benefits of the System of Federal Old-Age and Survivors Insurance as authorized by the Federal Social Security Act and amendments thereto, including Public Law 734, 81st Congress. In pursuance of said policy, and for that purpose, the city shall take such action as may be required by applicable state and federal laws or regulations. (Ord. #35, March 1953)

4-102. Necessary agreements to be executed. The Mayor of the City of Spencer, Tennessee is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section. (Ord. #35, March 1953)

4-103. Withholdings from salaries or wages. Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the state or federal agency designated by said laws or regulations. (Ord. #35, March 1953)

4-104. Appropriations for employer's contributions. There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions; which shall be paid over to the state or federal agency designated by said laws or regulations. (Ord. #35, March 1953)

4-105. Records and reports to be made. The town shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (Ord. #35, March 1953)

4-106. Exclusions. Notwithstanding any provision(s) heretofore contained in the Social Security Agreement between said parties, it is the intent and purpose of the board of mayor and aldermen of the Town of Spencer, Tennessee, to amend the Social Security Agreement by and between the Town of Spencer, Tennessee, and the State Old Age and Survivors Insurance Agency, to exclude from its coverage group under the federal system of Old Age, Survivors, Disability, Health Insurance, the services of election officials/workers if the enumeration paid for such services in a calendar year is less than \$1,000 on or after January 1, 1995, ending on or before December 31, 1999, and the adjusted amount hereafter determined under Section 218(c) (8)(B) of the Social Security Act, for any calendar year commencing on or after January 1, 2000. (Ord. #95-2, April 1995)

CHAPTER 2

PERSONNEL POLICIES AND PROCEDURES

SECTION

4-201. Personnel regulations.

4-201. Personnel regulations.¹ The City of Spencer has a system of personnel administration that is based on merit and fitness. The system shall provide means to select, develop, and maintain an effective municipal workforce through impartially applying personnel policies and procedures free of personal and political considerations and regardless of race, color, gender, age, creed, national origin or disability. (Ord. #2004-1, March 2004)

¹Personnel regulations for the City of Spencer, and all amendments thereto, are available in the office of the city recorder.

CHAPTER 3

EMPLOYEE POSITION CLASSIFICATION/COMPENSATION PLAN

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- 4-302. Job descriptions.
- 4-303. Pay grades and pay ranges.
- 4-304. Assignment of jobs.
- 4-305. Rates of pay.
- 4-306. Pay adjustments.
- 4-307. Pay structure adjustment increases.
- 4-308. Lump sum payments--employees in Step 7.
- 4-309. Promotional increases.
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- 4-311. Lateral job reassignments.
- 4-312. Demotions or reassignment to a lower pay grade.
- 4-313. Re-classification of position.
- 4-314. Light duty assignments.
- 4-315. Funding.

4-301. Purpose. (1) To provide guidelines for the administration of employee salaries, including starting pay rates, pay increases, promotional increases, and other salary adjustments.

(2) Policy objectives. This policy is intended to promote the following:

(a) Ensure competitive pay practices to allow the City of Spencer to effectively compete in the market for the talent needed to meet and exceed its performance standards.

(b) Ensure fair and unbiased treatment of employees relative to pay administration.

(c) Ensure that the City of Spencer salary expense is consistent with taxpayers' expectations for reasonable labor costs. (as added by Ord. #2004-4, June 2004)

4-302. Job descriptions. A written job description is to be developed and maintained for each position recognized by the City of Spencer. Job descriptions are to be written so as to meet the requirements of all applicable state and federal laws and regulations. Periodically (at least once each year), job descriptions are to be reviewed by incumbents and/or supervisors to ensure they are up-to-date. Supervisors are responsible for accurate, up-to-date, job documentation. (as added by Ord. #2004-4, June 2004)

4-303. Pay grades and pay ranges. (1) Number of pay grades. Pay is to be administered within eight (8) classifications, or pay grades.

(2) Pay steps. Each pay grade will be assigned a series of pay steps. There will be seven (7) pay steps for each pay grade.

(3) Adjustment of pay grade/steps. The pay table is subject to review on an annual basis and will be adjusted if necessary to ensure that the city's pay practices remain competitive with changes in labor market conditions. As appropriate, this review will consist of:

(a) Gathering comparative salary data for benchmark jobs from published sources or direct contacts with competing employers;

(b) Comparing market salary data obtained for each benchmark job with the corresponding City of Spencer pay steps (Step 4 should approximate the salary survey average for the benchmark jobs in a particular pay grade); and

(c) If necessary, adjusting the City of Spencer pay ranges so that Step 4 will approximate the market value for jobs in each pay grade. (as added by Ord. #2004-4, June 2004)

4-304. Assignment of jobs. Each job is to be assigned to the pay grade for which Step 4 best matches the competitive market value for the job. Deviations may be made if strategic business considerations dictate that certain jobs (not employees) should be valued differently than their market value. (as added by Ord. #2004-4, June 2004)

4-305. Rates of pay. (1) Starting rates. New hires possessing the minimum level of skills, knowledge, and abilities required by a job are normally hired at Step 1 for the job. Candidates with more relevant experience, more education, or higher skill level than normally required may be hired at Step 2, 3 or 4 pending approval of the city administrator. The current pay rates, qualifications, and skill levels of existing job incumbents should be carefully considered before a new employee is hired at Step 2 or above.

(2) Rates above the pay range. Step 7 of each pay range is intended to serve as a guideline for management for the highest pay rate the City of Spencer will normally pay an employee for a particular job. Instead of annual step increases, employees paid at Step 7 rate or above are eligible only for lump sum payments.

(3) Rate below the minimum. It is possible that employees' pay rates, probably for recent hires, will occasionally fall below Step 1 upon adjustment of the pay table itself. Normally, the pay rates of such employees will be immediately adjusted to the new Step 1 at the time the new pay table becomes effective. (as added by Ord. #2004-4, June 2004)

4-306. Pay adjustments. (1) Step increases. Eligibility. All regular full-time employees in good standing whose current pay rate is in Step 6 or below are eligible for a pay increase on their employment anniversary or anniversary of date-in-job (if promoted or transferred into their current position)

each year. Employees who have been placed on disciplinary status will not receive a step increase until such disciplinary action has been resolved.

(2) Step increase amount. The base pay rate of employees eligible to receive a step increase will be increased to the next step in their pay grade. An employee whose pay rate has advanced to Step 7 is not eligible to receive any step increase.

(3) Step increases--employees on leave of absence. Scheduled step increases will be postponed for employees on approved medical or personal leave of absence until they return to work. Step increases will be postponed beyond the date of return to work in cases where such absence exceeds four (4) months (will normally be postponed one (1) additional month for every month of leave beyond four (4)).

(4) Merit increases--employees on light duty. Employees in light duty positions are eligible for a step increase just like all other regular active employees. (as added by Ord. #2004-4, June 2004)

4-307. Pay structure adjustment increases. The pay table for the City of Spencer may be adjusted periodically to keep pace with the labor market. Normally this adjustment will be effective July 1 or the beginning of the fiscal year. At the time any adjusted pay table is put into effect, the pay rates of all employees will be adjusted to the same corresponding step in the new pay table. (as added by Ord. #2004-4, June 2004)

4-308. Lump sum payments--employees in Step 7. (1) Eligibility. An employee whose pay rate is in Step 7 does not receive a step increase. Instead, he/she is eligible to receive a lump sum payment. To receive a lump sum payment:

(a) The employee must be on the City of Spencer payroll as of November 30th. Eligible employees who retire before November 30th will receive a prorated portion of the payment based on the portion of the year actively employed;

(b) The employee's pay must have been adjusted to Step 7 before June 1 of the current year;

(c) The employee's job performance must be satisfactory; and

(d) The employee must not be subject to disciplinary action for violation of city policies as of November 30.

(2) Lump sum amount. The amount of lump sum payment is calculated by multiplying the employee's base hourly rate on November 30th times two thousand eighty (2,080) hours, then multiplied by three percent (3%).

(3) When paid. The lump sum payment is to be paid with the first payroll in December of each year.

(4) Tax withholding. Lump sum payments will be subject to standard tax withholding. (as added by Ord. #2004-4, June 2004)

4-309. Promotional increases. (1) Definition of promotion. Placement of an individual in a job which is in a pay grade that is higher than the individual's current pay grade will be considered a promotion. (Temporary job reassignments of less than six (6) months will not normally be considered a promotion.)

(2) Increase amount. At the time of promotion, the individual's salary is to be adjusted to reflect the increased demands and responsibility of the new position. Normally, the employee's pay rate will be increased to the step rate in the higher pay grade that represents at least a three percent (3%) increase over his/her current pay rate. (Exception for police officers and firefighters: individuals without prior (respectively) law enforcement or firefighting experience promoted to police officer or firefighter would start at Step 1 even if this means a reduction in pay.) (as added by Ord. #2004-4, June 2004)

4-310. Temporary reassignment. Adjustments to pay rates of employees assigned temporarily (for less than six (6) months) to perform work of higher level jobs will be made at the discretion of management. (as added by Ord. #2004-4, June 2004)

4-311. Lateral job reassignments. Reassignment from one job to another in the same pay grade will be considered a lateral move. No immediate adjustment to pay will be made. (as added by Ord. #2004-4, June 2004)

4-312. Demotions or reassignment to a lower pay grade. Demotions occur when an employee is returned or transferred to a position in a lower pay grade. Additionally, employees may voluntarily ask to move to a job in a lower pay grade, perhaps through the job posting/bidding process. If an employee was promoted and subsequently returns to the original (lower) job, his/her pay rate would be adjusted to the step it would equal if the promotion had not occurred. Whether or not a reduction in pay should occur in other situations depends on consideration of the following:

(1) Was the demotion related to the employee's performance or to a reduction-in-force or organization change?

(2) How will the employee's pay rate compare with pay rates of other incumbents in the lower graded job or similar jobs?

(3) How long has the employee been in the former job?

(4) Where will the employee's pay rate fall in the new (lower) pay range?

(5) What has been the city's past practice in similar situations?

It is often sound practice to reduce the employee's pay rate to be consistent with rates of pay of other incumbents in the new job who possess similar skills and tenure. (as added by Ord. #2004-4, June 2004)

4-313. Re-classification of position. Re-classification of a job may occur if warranted by significant changes in job responsibilities. Section 4-312 above would apply to re-classification of a job to a lower pay grade. For an employee whose job was re-classified to a higher pay grade, the employee's pay would be adjusted to the step in the new pay grade corresponding to the employee's step in the "old" pay grade, e.g., pay of an employee in Step 2, Grade 3 whose job is re-classified to pay Grade 4 would be adjusted to Step 2, Pay Grade 4. Re-classification of a job to a higher pay grade normally would not result in any adjustment in pay unless the incumbent's pay rate is below the minimum of the new pay range. In such cases, the employee's pay rate is to be adjusted to Step 1 of the new pay range. (as added by Ord. #2004-4, June 2004)

4-314. Light duty assignments. The pay rates of employees assigned light duty position as part of a rehabilitation program will be reduced if the light duty jobs are in a lower pay grade than their regular jobs. The pay rate will be based on the specific job description, as determined by the city administrator. (as added by Ord. #2004-4, June 2004)

4-315. Funding. Implementation and continued funding of this compensation plan is subject to availability of revenues and fiscal budgetary approval by the board of mayor and aldermen. (as added by Ord. #2004-4, June 2004)