

REVISED CAREER SERVICE RULE 9-50 E
PAY ADJUSTMENT WITHIN THE SALARY RANGE

PLEASE READ AS SOON AS POSSIBLE

TO: Appointing Authorities, Managers and Employees

FROM: Bruce Backer and Dani Brown
Acting CSA Co-Directors

DATE: July 6, 2007

SUBJECT: Revision to Career Service Rule 9-50 E **Pay adjustment within the salary range**

The Career Service Board has approved a revision to Career Service Rule 9-50 E **Pay adjustment within the salary range.**

This revision:

- Continues the practice of allowing agencies to adjust an employee's pay within their salary range in order to eliminate pay inequities caused by market conditions.
- Eliminates the current requirement in the rule that a new hire must be at a higher pay step than an existing employee before the rule can be applied.
- Provides agencies more flexibility in adjusting salaries to address pay inequities caused by market conditions.

Please provide a copy of this rule to employees who do not have access to a City e-mail account.

MEMORANDUM

REVISION 21 SERIES C

TO: Holders of CSA Rule Books

FROM: Career Service Board

DATE: July 6, 2007

SUBJECT: Revision of Career Service Rule 9-50 E Pay adjustment within the salary range

The Career Service Board has revised Career Service Rule 9-50 E Pay adjustment within the salary range. The effective date of this revision is July 6, 2007.

| | <u>Page Number</u> | <u>Issuance Dates</u> |
|----------------|---------------------------|------------------------------|
| Remove | 9-8 | May 19, 2006 |
| Replace | 9-8 | July 6, 2007 |

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

- D. Interim market adjustments
1. The Board, following a public hearing, may make a market adjustment in a pay practice, or create a temporary pay practice, if the Board finds that all of the following conditions exist:
 - a. Numerous vacancies exist in the classification(s) that will be affected by the proposed pay practice;
 - b. Recruitment has not been effective;
 - c. Retention rate is low; and
 - d. Market driven personnel shortages in the classification(s) are causing difficulty in fulfilling an essential mission of the City.
 2. An interim market adjustment shall remain in effect for up to one (1) year. Nothing in this subsection prevents a new market adjustment from being established for the same classification(s), provided that all of the requirements of the previous subsection are met.
- E. Pay adjustment within the salary range (Rev'd eff. July 6, 2007; Rules Rev. Memo 21C)
1. An appointing authority may adjust pay for an existing employee, within that employee's current salary range, if the purpose is to eliminate pay inequity created by market conditions, so long as the existing employee's pay is being compared with the pay of a subsequent hire in the same department or agency who is:
 - a. In the same classification; or
 - b. In the same classification series or
 - c. In a classification in the same occupational group within the same career path performing similar types of duties; or
 - d. Subordinate to the existing employee in the existing employee's chain of command.
 2. Employees in or above the classification of Manager 1 are not eligible for this pay adjustment.
 3. A pay adjustment within the salary range requires the approval of the Personnel Director. The effective date of any such pay adjustment shall be the beginning of the pay period following approval by the Personnel Director.

Section 9-60 Differential Pay Practices

9-61 Shift Incentive Differential (Rev'd effective April 1, 2006; Rules Revision Memo 9C)

- A. Appointing authorities may establish different work shifts for work units, divisions or departments based on the business needs of the department or agency.