

NEW CAREER SERVICE PAY ADMINISTRATION RULE

PLEASE READ AS SOON AS POSSIBLE

TO: Appointing Authorities, Managers, and Employees

FROM: Don Cordova
CSA Director

DATE: May 19, 2006

SUBJECT: Revisions to Career Service Rule 9 PAY ADMINISTRATION

The Career Service Board has approved revisions to sections 9-50 E. and 9-61 of Career Service Rule 9 governing pay adjustments within a salary range and shift differential. **THESE REVISIONS WILL BE RETROACTIVELY EFFECTIVE TO APRIL 1, 2006.** Please provide a copy of these new rules to employees who do not have access to a City e-mail account.

These revisions to Rule 9 contains the following substantive changes to Career Service pay administration rules:

- **Pay adjustment within salary range:** Now may be applied when there is pay inequity between employees in an agency who are in the same classification, classification series, or occupational group (if in the same career path, performing similar duties). Any adjustments will take effect at the beginning of the pay period following approval by the Personnel Director.
- **Shift incentive differential:** Restores much of the previous rule's provisions regarding shift differential. No longer requires that shifts be scheduled for at least eight hours. At least 50% of a shift must fall between 3 p.m. and 11 p.m. to be eligible for the evening rate, and between 11 p.m. and 7 a.m. to be eligible for the night rate.

If you have questions about the revised rule, please contact Employee Relations at (720) 913-5710.

MEMORANDUM

REVISION 9, SERIES C

TO: Holders of CSA Rule Books

FROM: Career Service Board

DATE: May 19, 2006

SUBJECT: Revision of Career Service Rule 9 PAY ADMINISTRATION

The Career Service Board has revised sections 9-50 E. and 9-61 of Career Service Rule 9 PAY ADMINISTRATION. The effective date of this revision is April 1, 2006.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove	9-1 9-8 through 9-10	May 3, 2006 April 1, 2006
Replace	9-1 and 9-1.1 9-8 through 9-10	May 19, 2006

PLEASE NOTE THAT THESE CHANGES HAVE AN EFFECTIVE DATE OF APRIL 1, 2006

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

RULE 9
PAY ADMINISTRATION

(Effective April 1, 2006; Rules Revision Memos 7C and 9C)

Purpose statement

The purpose of this rule is to explain the establishment and administration of pay practices, except merit increases, and hours of work.

Section 9-5 Definitions

- A. Classification series: The arrangement in sequence of classes that are alike in the kind but not in level. For the purposes of a market adjustment within the salary range, a classification series shall include first line supervisors and lead workers. (Revised effective April 1, 2006; Rules Revision Memo 9C)
- B. Demotion: An appointment of an employee to a position in a classification in which the entry rate of the pay grade of the new classification is lower than the entry rate of the classification previously held.
- C. Employee Internship Appointment: An appointment of an employee to an entry level position in a new classification in accordance with the provisions of the Employee Internship program established by the Career Service Personnel Director ("Personnel Director").
- D. Entry Rate: The first step in a pay range.
- E. Market Conditions: Factors and trends in the market as determined by a compensation analysis that may affect compensation rates such as the supply and demand of workers.
- F. Promotion: An appointment of an employee to a position in a classification in which the entry rate of the pay range for the new classification is higher than the entry rate of the pay range for the employee's current classification.
- G. Re-allocation: The formal process of assigning an existing position to its proper classification on the basis of the duties performed and the responsibilities exercised. (Revised effective May 3, 2006; Rules Revision Memo 8C)
- H. Promotional re-instatement: A promotion of an employee resulting from certification from a re-instatement list.
- I. Re-instatement: An appointment of a laid off employee resulting from certification from a re-instatement list.

- J. Re-promotion: A promotion of an employee to a position in a higher classification in which the employee was previously employed within the preceding five (5) years, or to a successor classification; or to any classification for which the employee is qualified, with the same entry rate or an intervening entry rate as the former classification. Appointments that meet the definition of a promotional re-instatement are not re-promotions.

- K. Transfer: For the purposes of these rules, an appointment of an employee to one classification from another, if the entry rate of the pay range for the new classification is the same as the entry rate of the pay range for the classification previously held.

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
(Revised effective April 1, 2006; Rules Revision Memo 9C)

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 which has resulted in the existing employee being in a lower pay step than a subsequent hire in the same classification; or the same classification series or a classification in the same occupational group within the same career path performing similar types of duties, up to and including the applicable first-line supervisor classification.
2. 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
(Revised 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.

- B. A work shift is a period of work regularly scheduled by a department or agency. The four work shifts that may be used are the:
1. Day shift;
 2. Evening shift;
 3. Night shift; and
 4. Snow emergency shift.
- C. To be considered eligible for shift incentive differential, a shift must:
1. Be regularly scheduled as part of the normal business operations of the department or agency, or part of a pre-established plan to deal with snow emergencies; and
 2. Meet the following definitions of night or evening shifts:
 - a. A night shift must have at least fifty percent (50%) of its hours occur between 11:00 p.m. and 7:00 a.m.
 - b. An evening shift must have at least fifty percent (50%) of its hours occur between 3:00 p.m. and 11:00 p.m., unless the other half of the shift occurs between 11:00 p.m. and 7:00 a.m., in which case it shall be considered a night shift.
- D. Shifts that are scheduled as a result of a snow emergency shall be considered an eligible night or evening shift if they meet the requirements of 9-61 C.
- E. An appointing authority must provide written notification to the Personnel Director of the start and end times of evening, night, and snow emergency shifts.
- F. Eligibility:
1. Shift incentive differentials shall be paid to eligible employees who are assigned to work an eligible shift for all hours worked during such eligible shift.
 2. Employees are eligible for shift incentive differential if they are not in a position in the short range or community rate pay schedules, and either:
 - a. In a position in a non-exempt classification, unless eligible for the Health Care Differential as provided in this rule; or

- b. In a position in an exempt classification where;
 - i. The Board has approved overtime based on community practice, unless eligible for the Health Care Differential as provided in this rule; or
 - ii. The primary duties of the employee include the supervision of overtime eligible employees who have no subordinate supervisors and are working an eligible shift.

G. Effect of paid leave on eligibility:

A shift incentive differential shall not be paid during any period of leave, including but not limited to vacation leave, sick leave, compensatory time off, or holidays.

H. Rate:

EVENING RATE: Seven percent (7%) of the current hourly rate of pay for the hours worked during the entire evening shift.

NIGHT RATE: Twelve percent (12%) of the current hourly rate of pay for the hours worked during the entire night shift.

9-62 Equipment Differential

A. Eligibility:

- 1. Equipment differential shall be paid to employees who are temporarily assigned to operate equipment, which is at a higher level classification than the employee's current classification, and who are not receiving additional pay for a work assignment outside of job classification.
- 2. Employees in on-call positions and in classifications listed in the short-range pay schedule shall be entitled to equipment differential.

B. Equipment differential shall be paid under the following conditions:

- 1. The equipment being operated is on the Board's approved equipment list for payment of equipment differential.
- 2. Assignment in the higher level classification must last for less than thirty (30) days. If all authorized limited positions for a term of nine (9) months or less are filled, the thirty-(30) day limit is waived.

C. The pay shall be ten percent (10%) of the current hourly rate of pay for each hour worked in the next higher level classification. The pay shall be fifteen percent (15%) of the current hourly rate of pay for each hour worked in the second higher level classification and above.

D. The total base pay for any pay period, excluding overtime and shift differential, shall not exceed the last step of the higher level classification.