



PERSONNEL POLICIES AND PROCEDURES MANUAL

Dated – March 2014

Issued – August 2015

**ARTICLE II
CLASSIFICATION AND GENERAL SALARY ADMINISTRATION**

2.1 General Purpose of the Classification Plan

The Classification Plan shall serve as a tool for staffing, selecting, compensating, evaluating, training and budgeting within City government. The Director of Human Resources or designee shall be responsible for the administration of the Classification Plan.

2.2 Position Types - Positions may be categorized as:

- (1) Permanent - positions established in accordance with the annual budget for a continuous, indefinite period.
- (2) Temporary - positions established for a specific type of work or period of time. Temporary positions may be short-term, seasonal, emergency, or grant-funded.
 - a. Short-term - Any temporary position established for a specific duration other than seasonal or emergency, lasting for no more than twelve (12) months.
 - b. Seasonal - Positions are for recurring, special or seasonal work activities.
 - c. Emergency - Positions that meet emergency requirements of the City and usually exist for no more than thirty (30) calendar days.
 - d. Grant-funded - positions established by federal, state, local or private grants. All positions funded by grants are temporary. The City Manager or designee, at the establishment of the position, may designate a grant-funded position as permanent if such funding and contract conditions warrant. Should such designation occur, such permanent grant funded position shall be in the unclassified service.

2.3 Composition of the Classification Plan - The Classification Plan shall contain the following:

- (1) A grouping of positions into classes in accordance with the nature, difficulty and responsibility of its assigned duties with the same range of compensation which can equitably be applied;
- (2) Class titles descriptive of the work and which identify the class;
- (3) Written specifications for each class of position outlining general duties, responsibilities, skills, knowledge, training and educational requirements; and
- (4) An assignment of classes to appropriate series. A single class may be deemed a series if there are no other classes performing related work.

2.4 Maintenance of the Classification Plan - The Director of Human Resources or designee shall be responsible as necessary for the review of the Classification Plan. Such review shall include but is not limited to the review of duties, responsibilities, and qualification requirements of all classified positions and ensure proper classification. When the Director of Human Resources or designee finds that a substantial change has occurred in the nature or level of duties and responsibilities of an existing position resulting from a classification review, the Director of Human Resources or designee shall authorize revision of the existing class specification and reallocate the position as may be appropriate.



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The Department Head or designee shall be responsible for notifying the Director of Human Resources or designee as necessary, the need for new positions and material changes to the nature of duties, working conditions, responsibilities, or other factors affecting the classification of any existing position. New positions shall be established with the approval of the City Manager or designee and all new or authorized classifications must be approved by City Council.

- 2.5 General Purpose of the Pay Plan** - The Pay Plan, as adopted by City Council, is a complementary document to the Classification Plan. The Pay Plan includes a basic pay schedule, salary administration rules, and a schedule of pay ranges consisting of minimum and maximum rates of pay for all classes of positions included in the Classification Plan. The Pay Plan adopted by City Council shall be controlling if there is a conflict between the Pay Plan and any provision of these Policies.
- 2.6 Pay Plan Administration** - The Director of Human Resources or designee shall be responsible for the administration of the Pay Plan, including the processing of salary increases, the adjustment of pay on promotions, demotions, reinstatements, transfers and the initiation of necessary revisions in pay ranges.
- 2.7 Payment at a Listed Rate** - All employees covered by the Pay Plan shall be paid within the pay range established for their respective position classification, except those positions which are specifically exempted by City Council in the Pay Plan and those employees whose present salaries are above the established maximum rate following transition to a new Pay Plan.
- 2.8 Employment Within the Pay Range** – Department Heads may enter into salary negotiations with applicants of classified positions within the guidelines established by the Administrative Regulations for Employment at any level within the pay range.
- 2.9 Use of Pay Ranges** - The use of pay ranges is governed by the Pay Plan adopted by City Council. Unless otherwise specifically provided, no increase shall be awarded which shall result in an employee's salary exceeding the maximum of the pay range applicable to his or her class. All salary increases are calculated on base salary, and differentials shall not be included in these calculations.
- 2.10 Pay for Part-Time Employment** - A non-exempt employee employed part-time shall be compensated for the actual number of hours worked in accordance with the City's Pay Plan. An exempt employee employed part-time shall be paid for their scheduled hours; however, if an exempt employee is paid less than the weekly amount stated under the FLSA guidelines, the employee becomes non-exempt for the remainder of their tenure in that position. Employees working part-time will be paid on the same schedule as all other employees.
- 2.11 Pay of Reallocated/Reclassified Employees** - An employee whose position is reclassified to a class which is at least two ranges higher shall have the salary increased to the minimum rate for the higher class or that rate which affords the employee an increase of at least five (5) percent. If the position is reallocated to a lower pay range, the employee's salary will be reduced five (5) percent or to a level within the new pay range not to exceed the maximum.

When an employee's position is reclassified to a lower pay range and his or her salary is above the maximum for the lower range, the employee shall be permitted to continue at his or her present rate of pay during the period of incumbency (except in event of a general service-wide reduction) but shall not be entitled to a salary increase until salary range adjustments allow for an increase with the range.

If the position is reallocated to a class in the same pay range, the employee's salary will remain unchanged.



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- 2.12 Effective Date of Pay Adjustments** - All pay changes or adjustments shall become effective on the first day of the respective pay period that follows the approval of the Director of Human Resources or designee of the increase or adjustment, unless otherwise specified. If the approval date and the first day of the respective pay period coincide, the adjustment shall become effective on that date.
- 2.13 Overtime and Compensatory Time Guidelines** - It shall be the policy of the City to administer its overtime policy with applicable law, including the Fair Labor Standards Act (FLSA) and the Code of Virginia. Specific overtime and compensatory time guidelines are outlined in the applicable Administrative Regulations.
- 2.14 Payroll Deductions** - Federal and State income taxes, social security taxes, deductions for group health insurance premiums, employee credit union deductions, United Way deductions, Virginia Retirement System, deferred and flexible compensation and other deductions required by law or authorized by City Council are authorized payroll deductions. All other written requests for payroll deductions shall be evaluated by the Directors of Finance and Human Resources and approved by the City Manager or designee. An employee who believes that his or her wages have been subject to improper deductions or that his or her pay does not accurately reflect all hours worked should immediately contact their department HR Liaison.
- 2.15 Final Paychecks** - All non-exempt employees whether tenured or not, shall receive payment for all accrued compensatory time as required under FLSA. A classified employee who separates from the City service shall receive payment for time worked plus a lump-sum payment for earned and unused annual leave up to the allowed maximum at the time of immediate retirement, resignation, termination or death.

A classified employee who immediately retires from the City shall be paid in a lump sum for twenty-five percent (25%) of his or her sick leave balance not to exceed the established guidelines. Leave payments shall be computed on base salary.

The final paycheck may not be payable through direct deposit and will be subject to all applicable deductions. If an employee dies while at work, his or her pay shall be for his or her normal work shift.