

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REV	EFFECTIVE DATE	SUPERSEDES
Employee Status Changes	B-2		January 1, 2010	Pay Plan: Admin. & Maint. (B-2)

Approved By: Grant Goings  
City Manager

1.0 Purpose

To establish a policy that governs the City of Wilson's Pay Plan and the employee status changes that occur within the plan in conjunction with all applicable federal regulations. The City shall provide a pay plan that is externally competitive, internally comparable and serves as the basis for employee status changes as a result of changes in employee's duties and responsibilities.

2.0 Policy

The City shall provide a consistent method of determination of position classification in compliance with the Fair Labor Standards Act and will establish procedures to change existing positions, classifications, supervisory responsibilities as well as any other changes related to job descriptions. When there are significant changes in duties and responsibilities of a position or an incumbent, it will be appropriate to redefine the position or move the incumbent to a position that best fits his/her current duties and responsibilities.

3.0 Scope

All City employees are covered by this policy.

4.0 Definitions

- 4.1 Pay Plan. It is the official document of the City of Wilson that includes all position titles within assigned pay grades along with the designated FLSA exemption status.
- 4.2 Pay Grade. It is the pay range, including a minimum salary and maximum salary, in the pay plan that a position is assigned to.
- 4.3 Pay Plan Adjustment. It is a percentage adjustment to the minimum and maximum salary in the pay grade.
- 4.4 Employee Status Change Form. It is the form that should be used to make any status changes to an employee.
- 4.5 Exempt. The term "exempt" is used to categorize employees performing certain types of work for which FLSA does not apply. The City of Wilson is not required to pay overtime compensation to exempt employees. Exempt status is determined by FLSA categories as defined in the federal law.
- 4.6 Non-exempt. The term "non-exempt" is used in FLSA to categorize employees who are subject to FLSA overtime compensation pay or compensatory time at a rate of time and one-half of the employee's regular rate of pay for time worked over the hours included in a standard work week.
- 4.7 Probationary Period. The initial 12-month period following an employee's (full-time and permanent part-time) date of hire.
- 4.8 Service Probationary Period. The 6-month period following an employee's status change.

- 4.9 Promotion. The movement of an employee from a position in one pay grade to a position in a higher pay grade.
- 4.10 Demotion. The movement of an employee from a position in one pay grade to a position in a lower pay grade.
- 4.11 Transfer. The movement of an employee from a position in one pay grade to a position within the same pay grade.
- 4.12 Reclassification. The movement of an employee as a result of a classification study to another position based on current duties, responsibilities and qualifications.
- 4.13 Employee Performance Review. The annual review of an employee's work performance.
- 4.14 Vacation Conversion. For those positions that are subject to vacation conversion, please refer to departmental SOP.

5.0 Procedures:

- 5.1 The City Manager will designate annual Pay Plan adjustments based on budgetary considerations.
- 5.2 An employee is hired in accordance with the City's Pay Plan and assigned to a position within the pay plan. New Hires will be initiated by submitting the necessary paperwork along with an Employee Status Change Form which can be found on the City's public drive. The employee is subject to a 12-month probationary period. Because the probationary period is used to determine whether an employee meets the operational needs of the organization, there will be no grounds for appeal in the event the employee is terminated during the probationary period. The employee may apply for and receive promotional opportunities within the probationary period.
- 5.3 Employees may be hired below minimum at a trainee status which will be determined by the supervisor and will be based on the need to receive certifications and/or education that is required for certain positions. Trainee status should be recorded on the Employee Status Change Form.
- 5.4 Upon satisfactory completion of the probationary period, an employee is eligible to receive up to a 5% salary increase and be removed from probationary status. Probations may be extended on an as need basis should the supervisor be unable to determine the employee's ability at the end of the initial 12-month period. Employees will be removed from probationary status by submitting an Employee Performance Review to Human Resources.
- 5.5 Employee status changes should be initiated with an Employee Status Change Form which includes all promotions, demotions, transfers and/or salary changes that result from these recommendations.
- 5.6 Promotions may result in a salary increase up to 5% or the new minimum, whichever is greater. Increases greater than 5% must be approved by the City Manager. Promotions should be initiated with an Employee Status Change Form. Promotions will be followed by a 6-month Service Probationary Period.

At the end of the Service Probationary Period, the department head has the discretion to offer the employee an additional increase. (Note: Employees going from temporary part-time to permanent part-time or full-time are considered new hires and are subject to an initial 12-month probationary period and employees going from permanent part-time to full-time will be considered promotions and are subject to a 6-month service probationary period.)

- 5.7 Transfers must be initiated with an Employee Status Change Form; however, no salary increase will be associated with a transfer. While transfers will be followed by a 6-month Service Probationary Period, no salary increase is granted at the end.
  - 5.8 Demotions may be voluntary or involuntary and should be initiated with an Employee Status Change Form. If voluntary, the employee may keep their current salary if it falls within the pay grade for the demoted position at the discretion of the new supervisor. If involuntary, the employee's salary may be adjusted at the discretion of the demoting supervisor. Involuntary demotions will be followed by a 6-month Service Probationary Period with no salary increase granted at the end.
  - 5.9 Reclassification changes will be recommended as a result of classification studies and changes will be recommended by Human Resources and handled in accordance with promotional procedures..
  - 5.10 Employee performance reviews will be conducted on an annual basis and will be initiated by submitting an Employee Performance Evaluation Form which can be found on the City's public drive. The employee performance review will determine any applicable merit pay that is awarded based on budgetary considerations.
  - 5.11 Employee salaries are not allowed to go beyond the maximum salary for a given pay grade. Any, and all, applicable salary increases may be granted up to the maximum.
  - 5.12 Temporary part-time and seasonal employees will be hired based on hourly rates that meet or exceed the FLSA minimum wage requirements.
- 6.0 Upon submission of Employee Status Change forms, Human Resources and Payroll will review the changes to make sure that all applicable changes are made to the employee in relation to the position change including, but not limited to, employee status, schedule, FLSA status, salaries – annual and hourly, benefits and accruals with any required vacation accrual adjustment.

The City of Wilson will comply with the Uniform Services Employment and Re-employment Rights Act (USERRA). This act applies to all employees who voluntarily or involuntarily perform services in the Armed Forces, Army National Guard, Public Health Services, or any other category of service designated by the President in time of war or emergency. Please refer to The City of Wilson Military Policy (C-16) for more information.