

ATTACHMENT A

New language to be included in the Pay Ordinance is identified in all capital letters. Deletions are indicated by strikethrough. For convenience all amendments, including formatting changes, are highlighted in yellow.

SECTION 19. Reclassification or Grade Change

The following rules concerning reclassifications or grade changes shall apply to employees in impacted positions:

(a) When a position is reclassified to a classification at a different grade, or when the classification is assigned to a different pay grade, the affected employee shall be assigned to that step of the new grade which corresponds to the employee's present pay rate except that if no such rate exists, the employee shall be placed in the ~~closest~~ step **WITH THE CLOSEST PAY RATE** which does not result in a pay decrease. **THE EMPLOYEE'S NEXT SALARY REVIEW DATE SHALL NOT BE AFFECTED BY ADJUSTMENTS UNDER THIS PARAGRAPH.**

1. Placement in the new grade will be limited to the maximum step ~~in~~ **OF** that grade.

~~2. If a position is reclassified to a classification at a different grade, or when the classification is assigned to a different pay grade, employees eligible to be considered for a merit pay increase within ninety (90) calendar days after the effective date of a reclassification or grade change shall have the calculation described in paragraph (a) of this section based on the amount they would have received at the next merit increase.~~

~~3.~~ **2.** Affected employees who are receiving productivity enhancement pay shall be moved to that step of the new grade which corresponds the closest to their combined current base pay and previous productivity enhancement amount, and which does not result in a decrease from that combined amount.

~~4.~~ **3.** When the reclassified position is changed from non-supervisory to supervisory, and the incumbent will be responsible for supervising higher paid subordinates, the employee shall be moved up one additional step in the new grade. **ANY APPLICABLE CIRCUMSTANCES DESCRIBED IN SECTION 18(G) ARE NOT AFFECTED BY THIS PARAGRAPH.** ~~The additional step shall not be granted in the following cases: the supervisor laterally transfers into a situation where a subordinate is higher paid; a higher paid subordinate rotates to the supervisor's work group; a higher paid~~

~~subordinate is hired after the supervisor is hired or promoted; the subordinate is being paid higher than the salary range [Y-rated pursuant to the provisions of Section 19(c)]; the subordinate is higher paid due to receiving special assignment pay; or the subordinate is higher paid due to specialized technical skills as determined by the Human Resources Director. The applicability of this provision shall be determined by the Human Resources Director. This section does not apply to Middle Manager or Executive employees.~~

- (b) In unusual circumstances, the City Manager may permit a reclassified employee to remain at a pay rate which is above the maximum rate of the lower classification for a period not to exceed two (2) years for each pay grade the classification is reduced. (This practice is known as "Y rating.") This procedure may also be followed in determining pay rates of employees in a classification for which the pay grade has been reduced. Employees paid above the maximum step rate for their classification will be moved to the maximum step of the appropriate grade, with the salary difference required to maintain the present rate to be entered as a payroll adjustment for a period not to exceed two (2) years for each pay grade the classification is reduced.
- (c) **IN SOME CIRCUMSTANCES, if** a position is reclassified to a classification at a different grade, **or when** the classification is assigned to a different pay grade, **AND THE AFFECTED EMPLOYEE DOES NOT HAVE A NEXT SALARY REVIEW DATE OR THE EMPLOYEE WAS PREVIOUSLY AT THE TOP STEP BUT WILL BE MOVING TO A STEP THAT IS LOWER THAN THE TOP STEP.;** **IN THESE CIRCUMSTANCES,** the employee's next salary review date shall be ~~adjusted~~ **ESTABLISHED** based on the percentage of increase in pay the employee received at the time of implementation as shown in the following table. If the employee has received a merit increase during the 30 calendar days prior to the effective date of the reclassification or grade change, **or if the employee is credited with a merit adjustment pursuant to section (a)(2) above,** the percentage of pay change for determining the next salary review date shall be calculated from the employee's pay rate prior to the adjustment.

% Change	Calendar Days from date of implementation to next salary review date (NSRD)
0	NO CHANGE TO NSRD
>0 - <.5	30
.5 - < 1	60
1 - < 1.5	90
1.5 - < 2	120
2 - < 2.5	150

2.5 - < 3	180
3 - < 3.5	210
3.5 - < 4	240
4 - < 4.5	270
4.5 - < 5	300
5 or more	330

(d) IN UNUSUAL CIRCUMSTANCES, AN ADJUSTMENT TO AN EMPLOYEE'S NSRD MAY BE GRANTED UPON RECOMMENDATION OF THE EMPLOYEE'S DEPARTMENT HEAD AND APPROVAL BY THE HUMAN RESOURCES DIRECTOR.