

## **ATTACHMENT A**

New language to be included in the combined Classification and 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 10.    New Hire Salary**

New employees shall be hired at the minimum entry rate of the established grade for each classification. Full-time, part-time, and non-seasonal employees will be hired at a rate no lower than the City's established minimum entry rate of \$15.00 per hour. An employee hired into a position responsible for regularly supervising employees shall receive one additional step increase above the minimum hiring rate in accordance with the provisions of Section 20 (f) of this Ordinance if they regularly supervise a higher paid subordinate. **FOR NEW HIRES INTO CLASSIFICATIONS WITH A TOP STEP OF 17,** a department head may authorize a beginning rate up to ~~the median~~ step **14** of the pay grade after conducting an analysis with Human Resources. The City Manager and Human Resources Director may authorize a beginning rate above ~~the median~~ step **14** of the pay grade in the event of labor market requirements or due to the unusual qualifications of a candidate. ~~In cases where a pay grade has an even number of steps, the larger value shall be used as the median. If existing steps are not available to be used, they shall not be included in the determination of the median step.~~ Certified Police Officer candidates from other jurisdictions may be brought in at a higher step based upon the number of years of experience they have after receiving certification as a law enforcement officer.

## **SECTION 20. Promotion**

The following rules concerning promotions shall apply to employees:

- (a) Upon promotion to another classification as a result of competitive appointment, an employee shall receive a rate of pay that corresponds to the next step in the employee's present pay grade except that if no such rate exists, the employee shall be placed in the closest step which is not less than that amount. If the employee is currently at the top of their pay grade, but not yet receiving productivity enhancement pay, the employee shall be placed in the closest step which is not less than 4.9% above their current rate of pay.
- (b) Upon promotion, employees who are receiving productivity enhancement pay shall be moved to at least that step of the new grade which is not less than 4.9% above their combined base pay and previous productivity enhancement amount. Placement in the new grade will be limited to the maximum step in the grade.
- (c) Employees eligible to be considered for a merit pay increase within ninety (90) calendar days of the effective date of a promotion shall be entitled to receive the promotional increase based upon the amount they would have received at the next merit increase pursuant to paragraph (a) of this section.
- (d) In cases of promotions into General or Public Safety Middle Manager or Executive category classifications, employees shall receive a pay rate which is a minimum of 5% higher than their current rate, but not higher than the maximum pay rate of the new pay grade.
- (e) Part-time or job share employees who have worked at least one thousand forty (1,040) hours since their last merit increase and are promoted into a full-time position shall be entitled to receive the promotional increase based upon the amount they would have received at the next merit increase pursuant to paragraph (a) of this section.
- (f) An employee hired or promoted into a position responsible for regularly supervising employees shall receive one additional step increase above the minimum hiring rate or normal promotional increase if they regularly supervise a higher paid subordinate. The additional step increase shall not apply in the following cases: the supervisor laterally transfers into a situation where a subordinate is higher paid; a higher paid subordinate rotates into 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 21(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.

- (g) In Public Safety promotions, employees promoted to a supervisory position shall receive a rate of pay that is at least one step higher than the maximum base rate of pay of the highest paid sworn rank they may supervise, excluding any special assignment pay in the lower rank and excluding any employees paid higher than the salary range [Y-rated pursuant to the provisions of Section 21(c)].
- (h) In cases of promotion from Police Officer to Police Sergeant, employees who have been receiving Productivity Enhancement Pay shall have that amount factored along with their base pay when calculating the promotional rate.
- (i) In cases of promotions from Police Sergeant to Police Lieutenant, employees receiving a pay increase of less than 3% shall have their merit increase date set six (6) months from the date of promotion.
- (k) In cases of promotions into the sworn classifications of Police Sergeant and Police Lieutenant, employees who at the time of promotion have already completed a minimum of twenty (20) years of continuous service with the Phoenix Police Department shall receive one additional pay step above regular promotional calculations, but not higher than the maximum pay rate of the new pay grade.
- (l) Employees who receive a promotion to a higher classification and receive a pay increase of less than 3% shall have their merit increase date set six (6) months from the date of promotion.
- (m) **FOR PROMOTIONS INTO CLASSIFICATIONS WITH A TOP STEP OF 17,** a department head may authorize a promotional increase up to **the median** step **14** of the pay grade after conducting an analysis with Human Resources. The City Manager and Human Resources Director may authorize a promotional increase above **the median** step **14** of the pay grade in the event of labor market requirements or due to the unusual qualifications of a candidate. **In cases where a pay grade has an even number of steps, the larger**

~~value shall be used as the median.~~ The provisions of this paragraph shall not apply to individuals entering the classifications of Police Recruit and Firefighter, Assign: Recruit.

## SECTION 21. Reclassification or Grade Change

WHEN A POSITION IS RECLASSIFIED TO A CLASSIFICATION AT A DIFFERENT PAY GRADE, OR WHEN THE CLASSIFICATION IS ASSIGNED TO A DIFFERENT PAY GRADE, 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, t~~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 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 that grade. ~~HOWEVER, IN UNUSUAL CIRCUMSTANCES, THE CITY MANAGER MAY PERMIT AN EMPLOYEE IN A RECLASSIFIED POSITION 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 PRACTICE MAY ALSO BE FOLLOWED IN DETERMINING PAY RATES OF EMPLOYEES IN CLASSIFICATIONS WITH PAY GRADES THAT HAVE BEEN REDUCED. EMPLOYEES PAID ABOVE THE MAXIMUM STEP RATE FOR THEIR CLASSIFICATION WILL BE MOVED TO THE MAXIMUM STEP OF THE APPROPRIATE GRADE, AND THE SALARY DIFFERENCE REQUIRED TO MAINTAIN THE PRESENT RATE WILL BE ENTERED AS A PAYROLL ADJUSTMENT FOR A PERIOD NOT TO EXCEED TWO (2) YEARS FOR EACH PAY GRADE THE CLASSIFICATION IS REDUCED.~~
  - 2. ~~Affected employees~~ 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. ~~EMPLOYEES THAT~~

WERE PREVIOUSLY AT TOP STEP AND RECEIVING PRODUCTIVITY ENHANCEMENT PAY AND SUBSEQUENTLY ARE PLACED AT THE TOP STEP AFTER THE RECLASSIFICATION OR PAY GRADE CHANGE SHALL CONTINUE TO RECEIVE PRODUCTIVITY ENHANCEMENT PAY.

3. EMPLOYEES WHO HAVE BEEN AT THE TOP STEP OF THEIR PAY GRADE FOR ONE YEAR OR MORE AND NOT RECEIVING PRODUCTIVITY ENHANCEMENT PAY SHALL BE MOVED UP ONE ADDITIONAL STEP IN THE NEW PAY GRADE IF THE INCREASE IN PAY GRADE IS AN EVEN NUMBER (E.G., 2, 4, 6, ETC.).

4. 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 as described in Section 20(Fg) are not affected by this paragraph.

~~5. 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.~~

(b) EMPLOYEES WHO ARE PLACED AT LESS THAN TOP STEP FOR THEIR PAY GRADE SHALL HAVE THEIR NEXT SALARY REVIEW DATE (I.E. MERIT DATE) DETERMINED BY THE FOLLOWING RULES:

1. EMPLOYEES WHO WERE AT LESS THAN THE TOP STEP OF THEIR PAY GRADE PRIOR TO THE RECLASSIFICATION OR PAY GRADE CHANGE SHALL HAVE NO CHANGE TO THEIR NEXT SALARY REVIEW DATE.

2. EMPLOYEES WHO WERE AT THE TOP STEP OF THEIR GRADE FOR LESS THAN ONE YEAR PRIOR TO THE RECLASSIFICATION OR PAY GRADE CHANGE SHALL HAVE THEIR NEXT SALARY REVIEW DATE ESTABLISHED AT ONE YEAR FROM THEIR STEP DATE PRIOR TO THE RECLASSIFICATION OR PAY GRADE CHANGE IF THE INCREASE IN PAY GRADE IS AN EVEN NUMBER (E.G., 2, 4, 6, ETC.).

3. EMPLOYEES WHO WERE AT THE TOP STEP OF THEIR GRADE, OTHER THAN THOSE IDENTIFIED IN #2 ABOVE, SHALL HAVE THEIR NEXT SALARY REVIEW DATE ESTABLISHED BASED ON THE PERCENTAGE OF INCREASE IN PAY THE EMPLOYEE RECEIVED AT THE TIME OF IMPLEMENTATION AS SHOWN IN THE FOLLOWING TABLE.

(b) ~~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 less than the top step; the employee's next salary review date shall be 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, 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

% CHANGE	CALENDAR DAYS FROM DATE OF IMPLEMENTATION TO NEXT SALARY REVIEW DATE (NSRD)
LESS THAN 1%	30
1% TO LESS THAN 2%	90
2% TO LESS THAN 3%	150
3% TO LESS THAN 4%	210
4% TO LESS THAN 4.5%	270
4.5% OR MORE	365

- (c) It is further provided that an adjustment to an employee's NSRD for unusual circumstances may be granted upon recommendation of the employee's department head and approval by the Human Resources Director.