

CHAPTER 7 – COMPENSATION AND WORK HOURS

7.1 Compensation Philosophy

Cedar City Corporation is committed to providing quality service in all operations. To meet the expectations of the community, the city needs to recruit retain and motivate a quality workforce.

- 7.1.1 To be effective, compensation including salary and benefits must be fair and competitive.

Enacted by Ordinance 0909-15

7.2 Compensation Plan

- 7.2.1 In 2015 Personnel Systems and Services conducted a salary survey and provided the city a compensation plan that was based on internal equity and external market data. The City selected approximately fifteen other municipal agencies as market participants. All City job descriptions were evaluated on a set of common factors (responsibility, job knowledge, difficulty of work, and work environment) and were assigned a point value using the point value matrices. Each position's point value and market salary data determined the salary range for the position. All employees hired for regular full-time or regular part-time will receive compensation according to the range of the position for which they are hired.

Amended by Ordinance 0909-15

- 7.2.2 The City compensation plan for regular full time and regular part-time employees consists of a salary ranges for each position that has been adopted by the City Council. Merit and Cola increases are determined by the Mayor and approved by the City Council in conjunction with the City's Budget Process. The range an employee is assigned is determined by the job description as valued through the point value method.

Amended by Ordinance 0909-15

- 7.2.3 In order to provide organizational consistency, a compensation committee will review all new job descriptions and reclassification requests. The committee will consist of three Department Heads (assigned by the Mayor), Human Resources, and the City Manager. The Department Head making the request for a new job description or reclassification will be part of the evaluation process for that position. The committee will evaluate each position using the common factors and assign a point value to the position to determine the positions salary range. Increased compensation for the reclassification will be granted as the budget allows.

Enacted by Ordinance 0909-15, updated by resolution 17-0111-1

7.2.4 Cost-Of-Living - Cost-of-living adjustments shall be considered each year using Cost of Living information provided by Utah Retirement Systems and municipal agencies research. When it is determined that such an adjustment is warranted, a proposal will be made through the city budget.

Amended by Ordinance 0909-15

7.3 Non-exempt Employees.

7.3.1 The normal work week shall be forty (40) hours, unless otherwise specifically provided in departmental working rules.

7.3.2 An employee unable to report to duty on a work day shall notify the Department Head or his/her agent as soon as practicable before the beginning of work.

7.3.3 Time spent by employees which will be counted as hours worked for the purpose of determining overtime will include:

- A. Rest breaks of fifteen (15) minutes or less within each continuous four (4) hour work period;
- B. Hours over and above the designated number of hours authorized in a work period, during which an employee is engaged in required attendance at lectures or meetings and the travel time associated with such attendance; and
- C. City Holidays.

7.3.4 Time spent by employees which will not be counted as hours worked for the purpose of determining overtime include:

- A. Paid leave (this includes, but is not limited to vacation sick leave, and comp. time);
- B. Meal periods when relieved of duty; and
- C. Travel time between home and work.

7.3.5 Employees who have completed their work shift and have left the premises and then are required to return to work shall receive a minimum of one (1) hour of overtime. Hours worked in excess of the one (1) hour shall be compensated at the overtime rate.

7.3.6 Supervisors may determine that employees must remain at work or return to work for a work related emergencies. Employees shall receive overtime for hours worked in excess of the 40 hour work week.

7.3.7 Hours worked (up to 40) and leave time used during the 7-day work week shall be compensated at the employees regular pay rate. Overtime hours worked shall be paid at time and a half.

Amended by Resolution Number 18-0214-2.

7.4 Exempt Employees.

7.4.1 Exempt employees are those who are in positions which have been determined to be exempt from overtime according to FLSA criteria. Exempt employees are salaried and shall be paid according to the salary schedule adopted by the City Council. Exempt employees are expected to work the hours required to complete their assignments and responsibilities.

7.5 Overtime.

7.5.1 Any time worked over forty (40) hours a week will be considered overtime, unless otherwise specifically provided. Overtime will be compensated at the rate of one and one-half the regularly hourly rate. Method of compensation, either monetary or comp-time off, shall be at the discretion of the supervisor. It is the City's policy to discourage the use of overtime. Supervisory personnel should, if possible, organize their department workload to avoid overtime payment. Overtime will be permitted in very exceptional circumstances, but should be kept to a minimum. Overtime work must have the prior approval of the supervisor.

7.6 Compensatory Time.

7.6.1 Compensatory time in lieu of monetary overtime compensation shall be earned at the rate of one and one-half hours of compensatory time for each hour of overtime worked. Employees may accrue up to 240 hours of comp time; (since comp time is accumulated at time and one-half, this is only 160 hours of actual overtime work). Employees who work in a public safety activity or emergency response activity may accumulate up to 480 hours of comp time. The 480-hour accrual limit does not apply to office personnel or other civilian employees who perform public safety activities in emergency situations, even if they spend substantially all of their time in a particular week on public safety activities.

7.7 Classification of Positions

7.7.1 Working out of Classification. An employee may be assigned or temporarily appointed to an out-of-classification position for a period of at least forty five (45) days upon recommendation of the Department Head and approval of the City Manager or designee. The out-of-class period may be adjusted due to unique circumstances, as approved by the City Manager.

Amended by Ordinance 0909-15

7.7.2 Out-of-class compensation may be granted to an employee assigned to work in a higher classification for an extended period of time. Prior approval of the Department Head and City Manager is required. The pay shall be within the range for the new classification.

Amended by Ordinance 0909-15

7.8 Employee Performance and Salary Advancement.

7.8.1 New Employees. New Employees shall be assigned the minimum salary of their range for their position. Unless otherwise provided for herein. The City Manager and the Mayor may approve appointment higher within the range if: (1) an employee cannot be recruited for the position at the minimum range; (2) the qualifications of the individual selected exceed the minimum requirements and the individual can be expected to perform at a higher level.

Amended by Ordinance 0909-15, 21-1208

7.8.2 Performance Appraisals. Performance Appraisals shall be completed for all probationary and regular full and part-time employees at regular intervals described herein. Also, additional performance appraisals may be conducted during the course of employment due to specific problems with performance or behavior of an employee. The purpose is to record recent job performance, setting goals and objectives, recognizing accomplishments and noting particular strengths and/or deficiencies. Performance appraisals shall also serve to assist the employee in improving performance and behavior as necessary.

7.8.3 Performance Appraisals shall be prepared by the employee's supervisor. The appraisal shall be discussed with the employee and he/she shall be given an opportunity to make written comments.

7.8.4 All performance appraisals shall be turned into Human Resources and then filed

with the City Recorder. The employee shall be given a copy of the appraisal by the supervisor.

Amended by Ordinance 0909-15, and 0127-16

7.8.5 Pay Advancement. The City will not make pay advances to employees.

Amended by Ordinance Number 13-1023-1

7.9 Probationary Employees/Non Exempt.

7.9.1 Probationary employees will have a performance appraisal (with form) by their supervisor at the completion of the sixth (6th) month from the date of employment. During the probationary period, supervisors are encouraged to provide meaningful employment feedback to the probationary employee. At the completion of the six (6) month probationary period, an employee who has established a satisfactory performance record will be eligible for regular status.

7.10 Regular Full and Regular Part Time Employees/Non Exempt & Exempt

7.10.1 Regular full and regular part time employees shall receive a performance appraisal by May 31st each year. It is the goal of the City to grant a minimum 2.5% merit increase annually after satisfactory performance has been achieved (3.0 or higher on annual evaluation). Once the City Council has approved a budget and upon commencement of the budget period supervisors may grant the budgeted merit increase to employees who have achieved satisfactory performance. If an employee receives an unsatisfactory evaluation (2.99 or below on annual evaluation) the merit increase will be withheld for up to six months, at the discretion of the department head. If, at any time during the six (6) month period satisfactory performance has been achieved, the employee will be eligible for a merit increase (merit increases will not be retroactive). If the employee doesn't meet satisfactory performance, supervisors shall follow the progressive discipline policy. Salary adjustments are effective for all non-probationary employees the next fiscal year budget. Probationary employees hired before the start of the fiscal year will be eligible for an increase after they successfully complete probation. Employee's hired after the start of the fiscal year will be eligible for an increase the next fiscal year budget.

Amended by Ordinance 0909-15, 0127-06, and 21-0714-2

7.10.2 In addition to the aforementioned minimum performance evaluation interviews, a supervisor may evaluate an employee at any time, especially if some noteworthy incident occurs, either good or bad. The information should be added to the

employee's file.

7.11 ON-CALL COMPENSATION POLICY

7.11.1 PURPOSE

- A. It is the purpose of this policy to establish guidelines relating to compensation for on-call employees that need to respond to unforeseen, unplanned, or emergency situations.
- B. The purpose of the On-Call Compensation Policy is to provide a cost effect way for Cedar City to provide fair compensation to those whose job duties require the employee to be on-call to respond to unforeseen services that may occur outside of normal working hours and/or above normal staffing levels.

7.11.2 ON-CALL

- A. On-call is defined as being required to respond to any call that necessitates an employee to respond or to report to work.
- B. On-call time will be paid pursuant to the City's Policies and Procedures.

7.11.3 POLICY

- A. The Department Heads will designate the personnel with on-call assignments.
- B. An employee's participation for on-call assignments will be voluntary or by assignment if necessary. When multiple employees in a department are willing to accept on-call assignments, the available on-call shifts will be assigned by the department head equally among the willing employees.
- C. The employee designated to be on-call will be compensated at the rate of one (1) hour for each weekday and one and one half (1 ½) hours for each weekend day and holiday. Compensation will be set at the employee's regular pay rate.
- D. An employee responding to a call-out, that has to return to work, will be compensated at the rate set in 7.3.5 of the City's Personnel Policy.
- E. When the employee on-call is call out to work, the employee must be in compliance with all City Policy, including by not limited to Chapter 12 of the Personnel Policy which details the City's Drug/Alcohol Policy.
- F. Employees accepting on-call assignments may participate in personal activities while on-call, but will carry a notification device and remain available to be called out, and will respond within a time set by the employee's department head. Failure to respond in a timely manner could negate the on-call pay for that week.

Resolution 17-0111-1

7.12 SHIFT DIFFERENTIALS

7.12.1 Police - A non-exempt sworn officer who actually works between 10pm and 5am is eligible for a 5% shift differential. Hours worked outside of 10pm and 5am will be paid the normal hourly rate.

7.12.2 Holiday – Employees who are required to work a city designated holiday are eligible for a 5% shift differential for hours actually worked.

Enacted by Resolution 21-1208