



**Department of Employee Relations
2017 Salary Adjustment Guidelines for Group A
Common Council File # 161034**

February 24, 2017

I. ADMINISTRATION OF SALARY INCREASES

The Department of Employee Relations is authorized under provisions of the Salary Ordinance to develop guidelines and procedures for the administration of pay progression practices established under Common Council File #161034. These guidelines are established to carry out the intent of the Salary Ordinance as interpreted by the Department of Employee Relations.

II. AMOUNT OF SALARY ADJUSTMENTS

Eligible employees will receive pensionable and base building adjustments up to the maximum of their pay ranges.

Group A

*Employees in good standing as defined in guidelines established by DER, who receive a “Meets Job Requirements” in **all** factors will receive a salary adjustment of 2% of the employee’s biweekly base rate of pay.*

Rating for each factor	Rating defined	2017 Salary Adjustment/Lump sum calculation
Meets Job Requirements (MJR)	Performance consistently meets the standards and expectations of the position.	2%
Needs Improvement (NI)	Performance on the job is inadequate and does not consistently meet the standards and expectations of the position.	0%

III. REVIEW PERIOD, EFFECTIVE DATES AND TIMING OF THE INCREASES/LUMP SUM PAYMENTS

In 2017, the review period for employee assessments (Group A) will be the 26 pay periods prior to the salary anniversary date. Please note, the review period should include actual service and any absences of 10 unpaid whole work days will result in an adjusted salary anniversary date. In addition, any unpaid individual whole work days will be counted and will result in an adjusted salary anniversary date once 10 days has been accumulated.

For Group A, a determination of an employee’s eligibility for a salary adjustment (either base building or a lump sum payment) will be made near or on the employee’s anniversary date.

IV. ELIGIBILITY CONSIDERATIONS

Employees who are in positions that are part of an approved Career Ladder or who are represented by a certified bargaining unit are not eligible for the salary adjustment provisions approved by the Common Council per File# 161034. In general, employee groups covered by the proposals are:

Group A

Eligible employees who are in “good standing” as defined by the guidelines developed by the DER and documented on an employee assessment form for non-career ladder positions in one of the following sections of the Salary Ordinance:

Section 3 – Technicians

Section 5 – Paraprofessionals

Section 6 – Administrative Support

Section 7 – Skilled Craft

Section 8 – Service & Maintenance

To be in good standing a Group A employee must receive a “meets job requirements” rating in the all of the applicable assessment factors as documented on an employee assessment form. The form, similar to the City’s current probationary form, requires an assessment of an employee’s performance and behavior in five areas: productivity, knowledge, initiative, dependability, and interpersonal skills.

Departments will be able to add up to two additional factors that may be relevant for specific jobs.

Note: all positions with the same title should have the same factors.

Exclusions

The following classification groups are ineligible for salary adjustments allowed under Common Council File #161034 include:

- Employees holding positions in approved Career Ladders
- Fixed term employees
- Assistant City Attorneys
- Intermittent and Hourly employees
- Members of Boards and Commissions
- Elected Officials
- Employees of the Employee’s Retirement System whose compensation is determined by the Pension Board
- Represented sworn members of MPD and MFD

Disqualifiers:

- Probationary employees are not eligible to receive salary adjustments until they have successfully completed their probationary period and have completed 26 pay periods of service. Under the rules of the City Service Commission, employees serve probationary periods when regularly appointment, or when transferred, promoted or demoted to a position.
- Employees who are under the terms of a Performance Improvement Plan.

- Employees who have received discipline during the review period.
Note: written warnings are considered disciplinary action for Group B only.
Note: if the disciplinary action is overturned as a result of a disciplinary grievance process, the employee may be eligible provided that he or she is otherwise qualified.
Note: if the disciplinary action is held in abeyance, the employee is eligible for the adjustment.
- Managers and supervisors who have failed to complete employee assessments and/or performance appraisals for direct reports will not be eligible for salary adjustments until completion of all required forms.

V. EMPLOYEES AT OR NEAR THE MAXIMUM OF THEIR PAY RANGE

Salary increases are base building and pensionable but are capped by pay range maximums and the Mayor's salary.

Employees near the max are eligible to receive a base building pensionable salary adjustment up to the maximum of the pay range. In 2017, the difference will be paid in a lump sum non-pensionable non-base building amount retroactive to pay period 1, 2017. The lump sum payment amount will be prorated based on actual hours paid in certified titles (i.e. regular appointment) only and do not include overtime hours for Fair Labor Standard Act (FLSA) covered employees.

Employees at or above the max are eligible for non-pensionable lump sum payments. These payments are to be paid on or near the salary anniversary date and will include pay period 1, 2017 to the pay period immediately prior to the salary anniversary date. The lump sum payment amount will be prorated based on actual hours paid in certified titles (regular appointment) only and do not include overtime hours for Fair Labor Standard Act (FLSA) covered employees.

VI. NOTIFICATION OF SALARY ADJUSTMENT FORM

At the close of each pay period, departments shall complete and forward to DER a copy of the "Notification of Salary Adjustment Form" for all employees with anniversary dates for the pay period. The form shall document salary adjustments granted or denied by the department during that pay period. This includes employees who do not receive an adjustment based on disqualifiers.

VII. SALARY ANNIVERSARY DATES

An employee's salary anniversary date is established after meeting both of the following criteria:

- Having passed probation in the current job title, *and*
- After completion of 26 pay periods on payroll in the current job title.

Salary anniversary dates for employees exempt from the Rules of the Civil Service Commission or the Fire and Police Commission are established after the employee has completed 26 pay periods on payroll in the position.

Changes to a Salary Anniversary Date:

- A change in job title (promotion / demotion) or transfer to a different department (same title or pay range with no change in rate of pay) will require a new salary anniversary date after completion of 26 pay periods on the payroll in the new job title or department.
- A transfer to a different assignment within the same department and in the same job title will require a new salary anniversary date.
- The salary anniversary date is adjusted for time off payroll (10 full work days off payroll, excluding approved compensatory time and vacation, will move the salary anniversary date into a later pay period).

VIII. EFFECTIVE DATE OF SALARY ADJUSTMENTS

For Group A employees who are in good standing as a result of the Employee Assessment, and who are otherwise eligible for a salary adjustment:

Group A	When Salary Anniversary Date Established / Re-Established	When Receive Salary Adjustment
No discipline or PIP within the review period	Established upon completion of 26 pay periods on payroll	At time of successful Employee Assessment on salary anniversary date

IX. SALARY ADJUSTMENT DENIALS

Departments are required to implement an administrative review procedure when employees are deemed ineligible for salary adjustments based on a determination that the employee is not in good standing. Employees who are denied an adjustment based on a “needs improvement” or “unsatisfactory” performance evaluation may ask for an administrative review from the DER.

Employees must first follow their department’s appeal procedure. Once official notification of a denial has been received from the employee’s department, the employee must submit a Pay Progression Appeal Form to the Department of Employee Relations along with supporting documentation (i.e. the employee assessment form) no later than 10 business days following the date of notification. DER will render a decision within 15 business days of receiving an appeal.