

ORDINANCE NO. 2018-12

AN ORDINANCE AMENDING AND ADOPTING THE CENTERVILLE CITY SALARY ADMINISTRATION GUIDELINES, POSITION PAY GRADE SCHEDULE AND SALARY SCHEDULE.

WHEREAS, the City Council has previously prepared and adopted the Centerville City Salary Administration Guidelines, Position Pay Grade Schedule and Salary Schedule; and

WHEREAS, the City Council has reviewed the Centerville City Salary Administration Guidelines, Position Pay Grade Schedule and Salary Schedule and has held appropriate public hearings regarding the same; and

WHEREAS, the City Council desires to amend, update and adopt the Centerville City Salary Administration Guidelines, Position Pay Grade Schedule and Salary Schedule as more particularly set forth herein for the purpose of providing guidelines for employee pay raises in FY 2019;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Adoption. The "Centerville City Salary Administration Guidelines – FY 2019" is hereby adopted in its entirety as set forth in Exhibit "A," attached hereto and incorporated herein by this reference, for the Fiscal Year 2019, effective with the payroll period beginning July 1, 2018.

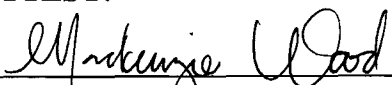
Section 2. Adoption. The "Centerville City Position Pay Grade Schedule" is hereby adopted in its entirety as set forth in Exhibit "B," attached hereto and incorporated herein by this reference, for the Fiscal Year 2019, effective with the payroll period beginning July 1, 2018.

Section 3. Adoption. The "Centerville City Salary Schedule" is hereby adopted in its entirety as set forth in Exhibit "C," attached hereto and incorporated herein by this reference, for the Fiscal Year 2019 effective with the payroll period beginning July 1, 2018.

Section 4. Severability. If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, THIS 21st DAY OF JUNE, 2018.

ATTEST:


Mackenzie Wood, City Recorder

CENTERVILLE CITY


Mayor Clark A. Wilkinson

Voting by the City Council

	"AYE"	"NAY"
Councilmember Ince	<u>X</u>	_____
Councilmember Ivie	<u>X</u>	_____
Councilmember Fillmore	<u>X</u>	_____
Councilmember McEwan	<u>X</u>	_____
Councilmember Mecham	<u>X</u>	_____

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provisions of the U.C.A. 9 10-3-713, as amended, I, the municipal recorder of Centerville City, hereby certify that foregoing ordinance was duly passed by the City Council and published, or posted at: (1) 250 North Main; (2) 655 North 1250 West; and (3) RB's Gas Station, on the foregoing referenced dates.

Mackenzie Wood
MACKENZIE WOOD, City Recorder

DATE: 27 JUNE 2018

RECORDED this 26 day of JUNE, 2018.

PUBLISHED OR POSTED this 26 day of JUNE, 2018.

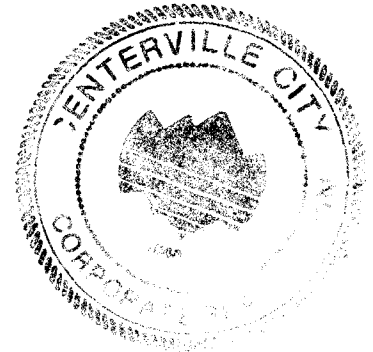


EXHIBIT "A"

**CENTERVILLE CITY SALARY ADMINISTRATION
GUIDELINES – FY 2019**

CENTERVILLE CITY SALARY ADMINISTRATION GUIDELINES – FY 2019

The City's compensation program is designed to compensate employees fairly, to maintain a pay position which is competitive, and to reward for performance. To carry out this philosophy, the City seeks to establish salaries that are fair externally, internally, and individually.

External Fairness

External fairness means employees will be paid fairly compared to people doing comparable work in the local job market area. The City determines fairness by comparing its salaries for certain jobs, such as police officer or water system maintenance worker, with the salaries other employers pay for those jobs. Those jobs are grouped into levels of pay called salary grades. Each salary grade is assigned a pay range. In order to achieve a competitive advantage in the job market, the City generally bases the midpoint of pay ranges on the third quartile of the midpoints of pay ranges for related jobs in the job market, although this is subject to change by the City Council.

To keep salaries in line with its job market target, the City adjusts its salary ranges using data from local market salary surveys. The salary ranges (i.e., the minimum and maximum of each pay range) that were in effect for FY 2018 will not change for FY 2019.

Internal Fairness

Internal fairness means that jobs equivalent in value to the City are assigned similar salary grade levels, regardless of the department involved. Each position's salary grade level is based on the job description for that position, so accurate job descriptions are essential. Supervisors should update job descriptions when job duties change significantly and should review them at least annually in conjunction with performance appraisals. If there is a significant difference between the job description and current duties, the supervisor and the employee should normally rewrite the description for review so the City Manager can determine if the job is assigned the correct salary grade level, subject to Council approval. A revised job description does not mean that the assigned salary grade will change, only that it will be reviewed.

Individual Fairness

Individual fairness means an employee will be rewarded for individual performance relative to that of his/her peers. Based on that performance, an employee can move to higher positions in the current salary range or, if the employee earns a promotion, a higher salary range.

Salary Ranges

The City has assigned each job a salary range, with a minimum, midpoint, and maximum salary. The salary range allows employees to receive different salaries based on performance appraisals, levels of experience, and labor market conditions.

Note the following features of salary ranges:

1. Currently the Council's intent is to base the midpoints of salary ranges on the third quartile of the midpoints of pay ranges for related jobs in the job market. This will not be an exact match due to the need to maintain internal equity in the compensation plan.

2. Salary ranges are divided into four equal parts, called quartiles. The lowest salaries are in the first quartile, and the highest salaries are in the fourth quartile. For example, if a job has a minimum annual salary of \$30,000 and a maximum of \$42,000, the first quartile would range from \$30,000 to \$33,000; the second quartile would range from \$33,000 to \$36,000 and so on.
3. Salary ranges overlap extensively, so an experienced, high-performing employee in one grade level can earn the same as or more than a less-experienced or lower-performing employee in a higher grade level.
4. Normally salary ranges move higher each year to keep in line with conditions in the job market. Normally these adjustments do not result in cost-of-living raises for employees; however, the City Council reserves the right to approve cost-of-living increases in lieu of or in conjunction with merit increases.

Merit Increases

At the beginning of the Fiscal Year, an employee may receive a merit increase, or raise. This increase is based on the employee’s performance and is affected by the quartile that the employee’s salary is in, market salary conditions, and budget availability. The chart below shows the potential raise available in Fiscal Year 2019 (effective with the payroll period beginning July 1, 2018), depending on the employee’s performance and where the employee’s current salary falls within the pay range assigned to his/her position. **The percentages in this chart may change from year to year. An employee’s base pay cannot exceed the maximum of the pay range for their position. Therefore, employees at or near the maximum may not be eligible for the percentages shown in the 4th quartile below.**

	1 st Quartile	2 nd Quartile	3 rd Quartile	4 th Quartile
Consistently Exceeds Expectations (“sustained outstanding performance”)	>4%	>3.5%	>2.5%	>2.0%
Merit Range (most employees)	1.0 – 4%	1.0 – 3.5%	1.0 – 2.5%	1.0 – 2.0%
Needs Significant Improvement	0%	0%	0%	0%

Department heads are to use the following guidelines when determining an appropriate pay raise for each eligible employee:

Guidelines for Categories within the Pay Matrix

Consistently Exceeds Expectations (“sustained outstanding performance”)

- Overall performance is continually above the standard
- Performance has been exceptional and usually exceeds job requirements
- Consistently takes on additional assignments without affecting other work
- Makes suggestions for continuous improvement in both personal and organizational areas
- Requires minimal supervision and follow-up

Merit Range (most employees)

- Upper end of range:
 - o Overall performance consistently meets job requirements
 - o Good, solid performance that meets all critical requirements of the position
 - o Capable in all activities within the respective position
 - o Productive team member, can handle any assignment within the scope of the position
- Lower end of range:
 - o Overall performance occasionally falls below job requirements
 - o Needs improvement to meet standards
 - o Capable in most activities within the respective position
 - o Meets some, but not all position requirements; needs to improve in specified areas

Needs Significant Improvement

- Overall performance falls far below job requirements; unacceptable
- Only occasionally produces the quantity, quality and timeliness of work expected

“Consistently Exceeds Expectations” is funded with a sum equal to 1.0% of the department’s salaries (not including the department head). This 1.0% can be used to increase the amount of raise for one or more employees within the department, subject to approval of the City Manager and Mayor and limited by the funding made available by the 1.0%. This means an employee could possibly receive more than a 1.0% additional increment. The 1.0% can also be used to give lump sum bonuses. Bonuses could be given, for example, for the following purposes:

- to recognize sustained outstanding performance by an employee who is at the top of the pay range (i.e., “maxed out”)
- to compensate an employee for significant additional responsibility undertaken for a limited period, for which the employee was not otherwise adequately compensated
- to recognize significant efforts by employees to upgrade their knowledge and skills

When using the 1.0% for additional base pay increases, normally this would be for the purpose of rewarding employees who consistently or significantly exceed expectations (i.e., “sustained outstanding performance”), or who have significantly increased their value to the City through education or training beyond that required for their position. However, the 1.0% might also be used to address a salary inequity within a department, or for employee retention. A

department head may also request permission from the City Manager to use up to 10% of the 1.0% sum for minor incentive awards throughout the fiscal year.

Any part of an employee's pay raise may be delayed or postponed as an incentive to improve performance. Likewise, the 1.0% departmental pool may be used at any time during the fiscal year to fund an additional increase in base pay or to award a lump sum bonus. However, base pay raises given later in the fiscal year and funded by the 1.0% pool would be annualized when determining how much of the 1.0% pool is consumed to fund that raise.

Department heads will be considered as a "department" under the City Manager and Mayor in regard to the guidelines above. In other words, the City Manager and Mayor will decide the amount of raise for each department head, subject to the guidelines and funding limitations. Any base pay increase or lump sum bonus for the City Manager will be determined by the Mayor and City Council.

EXHIBIT "B"

CENTERVILLE CITY POSITION PAY GRADE SCHEDULE

Centerville City
Position Pay Grade Schedule
6/21/2018

Index Code	Department	Job Title	Pay Grade
100	Administration	City Manager	28
105		City Attorney	27
110		City Prosecutor	NC
115		City Engineer	NC
130		City Recorder	12
151		Secretary III	8
152		Secretary II	6
153		Secretary I	5

200	Community Development	Community Development Director	23
203		Planner II	13
206		Planner I	11
216		Planning & Zoning Technician	9
205		Chief Building Official	17

300	Justice Court	Justice Judge	NC
305		Court Clerk Supervisor	11
310		Court Clerk III	8
311		Court Clerk II	7
312		Court Clerk I	5

400	Parks & Recreation	Parks & Recreation Director	20
405		Parks Supervisor	14
410		Parks Maintenance Specialist III	11
411		Parks Maintenance Specialist II	9
412		Parks Maintenance Specialist I	7
415		Recreation Coordinator	10
420		Building Custodian	5
421		Recreation Instructor	NC

500	Police	Police Chief	25
505		Assistant Chief/Lieutenant	21
510		Sergeant	18
515		Police Officer III	16
516		Police Officer II	14
517		Police Officer I	13
518		IT Lead/Police Records Officer	16
519		Evidence Tech/Community Liaison	10

524		Dispatch Supervisor/Court Liaison	11
520		Dispatcher III	10
521		Dispatcher II	8
522		Dispatcher I	6
523		EM Assistant/Dispatcher	8
525		Crossing Guard	NA

600	Public Works	Public Works Director	23
610		Water Supervisor/Deputy Public Works Dir	17
612		Drainage Utility Supervisor	14
615		Street Supervisor	15
611		GIS Coordinator/IT Support	15
621		Journey Mechanic	11
622		Apprentice Mechanic	10
624		Electrician	14
625		Water Maintenance Operator III	12
626		Water Maintenance Operator II	10
627		Water Maintenance Operator I	8
630		Street Maintenance Operator III	12
631		Street Maintenance Operator II	10
632		Street Maintenance Operator I	8
640		Meter Reader	7
645		Laborer	6

700	Management Services	Management Services Director	21
725		City Treasurer	15
731		Accountant III	14
732		Accountant II	12
733		Accountant I	10
735		Accounting Technician	7
745		Office Technician	3

800	Whitaker Museum	Museum Director	9
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EXHIBIT "C"
CENTERVILLE CITY SALARY SCHEDULE

Centerville City Salary Schedule
6/5/2018

Grade	First Quartile		Second Quartile		Third Quartile		Fourth Quartile	
1	\$ 10.75	to \$ 11.96	\$ 11.97	to \$ 13.16	\$ 13.17	to \$ 14.37	\$ 14.38	to \$ 15.58
2	\$ 11.29	to \$ 12.56	\$ 12.57	to \$ 13.83	\$ 13.84	to \$ 15.10	\$ 15.11	to \$ 16.37
3	\$ 11.86	to \$ 13.20	\$ 13.21	to \$ 14.53	\$ 14.54	to \$ 15.86	\$ 15.87	to \$ 17.20
4	\$ 12.46	to \$ 13.86	\$ 13.87	to \$ 15.27	\$ 15.28	to \$ 16.66	\$ 16.67	to \$ 18.07
5	\$ 13.09	to \$ 14.57	\$ 14.58	to \$ 16.04	\$ 16.05	to \$ 17.51	\$ 17.52	to \$ 18.99
6	\$ 13.76	to \$ 15.30	\$ 15.31	to \$ 16.85	\$ 16.86	to \$ 18.39	\$ 18.40	to \$ 19.95
7	\$ 14.45	to \$ 16.08	\$ 16.09	to \$ 17.70	\$ 17.71	to \$ 19.32	\$ 19.33	to \$ 20.96
8	\$ 15.18	to \$ 16.89	\$ 16.90	to \$ 18.60	\$ 18.61	to \$ 20.30	\$ 20.31	to \$ 22.02
9	\$ 15.95	to \$ 17.75	\$ 17.76	to \$ 19.54	\$ 19.55	to \$ 21.33	\$ 21.34	to \$ 23.13
10	\$ 16.76	to \$ 18.65	\$ 18.66	to \$ 20.53	\$ 20.54	to \$ 22.41	\$ 22.42	to \$ 24.30
11	\$ 17.61	to \$ 19.59	\$ 19.60	to \$ 21.57	\$ 21.58	to \$ 23.55	\$ 23.56	to \$ 25.53
12	\$ 18.50	to \$ 20.58	\$ 20.59	to \$ 22.66	\$ 22.67	to \$ 24.74	\$ 24.75	to \$ 26.82
13	\$ 19.44	to \$ 21.62	\$ 21.63	to \$ 23.81	\$ 23.82	to \$ 25.99	\$ 26.00	to \$ 28.18
14	\$ 20.42	to \$ 22.72	\$ 22.73	to \$ 25.01	\$ 25.02	to \$ 27.31	\$ 27.32	to \$ 29.61
15	\$ 21.45	to \$ 23.87	\$ 23.88	to \$ 26.28	\$ 26.29	to \$ 28.69	\$ 28.70	to \$ 31.11
16	\$ 22.54	to \$ 25.08	\$ 25.09	to \$ 27.61	\$ 27.62	to \$ 30.14	\$ 30.15	to \$ 32.68
17	\$ 23.68	to \$ 26.34	\$ 26.35	to \$ 29.01	\$ 29.02	to \$ 31.67	\$ 31.68	to \$ 34.34
18	\$ 24.88	to \$ 27.68	\$ 27.69	to \$ 30.48	\$ 30.49	to \$ 33.27	\$ 33.28	to \$ 36.08
19	\$ 26.14	to \$ 29.08	\$ 29.09	to \$ 32.02	\$ 32.03	to \$ 34.96	\$ 34.97	to \$ 37.90
20	\$ 27.46	to \$ 30.55	\$ 30.56	to \$ 33.64	\$ 33.65	to \$ 36.73	\$ 36.74	to \$ 39.82
21	\$ 28.85	to \$ 32.10	\$ 32.11	to \$ 35.34	\$ 35.35	to \$ 38.58	\$ 38.59	to \$ 41.84
22	\$ 30.31	to \$ 33.72	\$ 33.73	to \$ 37.13	\$ 37.14	to \$ 40.54	\$ 40.55	to \$ 43.95
23	\$ 31.85	to \$ 35.43	\$ 35.44	to \$ 39.01	\$ 39.02	to \$ 42.59	\$ 42.60	to \$ 46.18
24	\$ 33.46	to \$ 37.22	\$ 37.23	to \$ 40.99	\$ 41.00	to \$ 44.75	\$ 44.76	to \$ 48.52
25	\$ 35.15	to \$ 39.11	\$ 39.12	to \$ 43.06	\$ 43.07	to \$ 47.01	\$ 47.02	to \$ 50.97
26	\$ 36.93	to \$ 41.09	\$ 41.10	to \$ 45.24	\$ 45.25	to \$ 49.39	\$ 49.40	to \$ 53.55
27	\$ 38.80	to \$ 43.17	\$ 43.18	to \$ 47.53	\$ 47.54	to \$ 51.89	\$ 51.90	to \$ 56.26
28	\$ 40.77	to \$ 45.35	\$ 45.36	to \$ 49.94	\$ 49.95	to \$ 54.52	\$ 54.53	to \$ 59.11
29	\$ 42.83	to \$ 47.65	\$ 47.66	to \$ 52.47	\$ 52.48	to \$ 57.28	\$ 57.29	to \$ 62.10
30	\$ 45.00	to \$ 50.06	\$ 50.07	to \$ 55.12	\$ 55.13	to \$ 60.18	\$ 60.19	to \$ 65.25

Centerville City Salary Schedule
6/5/2018

Grade	First Quartile	Second Quartile	Third Quartile	Fourth Quartile
1	\$ 22,352.51 to	\$ 24,887.97 to	\$ 27,402.63 to	\$ 29,906.88 to
2	\$ 23,484.00 to	\$ 26,146.75 to	\$ 28,788.70 to	\$ 31,420.24 to
3	\$ 24,672.76 to	\$ 27,469.24 to	\$ 30,244.93 to	\$ 33,010.21 to
4	\$ 25,921.69 to	\$ 28,858.68 to	\$ 31,774.87 to	\$ 34,680.66 to
5	\$ 27,233.85 to	\$ 30,318.45 to	\$ 33,382.26 to	\$ 36,435.67 to
6	\$ 28,612.42 to	\$ 31,852.12 to	\$ 35,071.02 to	\$ 38,279.52 to
7	\$ 30,060.79 to	\$ 33,463.42 to	\$ 36,845.26 to	\$ 40,216.70 to
8	\$ 31,582.46 to	\$ 35,156.29 to	\$ 38,709.32 to	\$ 42,251.94 to
9	\$ 33,181.17 to	\$ 36,934.85 to	\$ 40,667.73 to	\$ 44,390.21 to
10	\$ 34,860.80 to	\$ 38,803.44 to	\$ 42,725.28 to	\$ 46,636.72 to
11	\$ 36,625.45 to	\$ 40,766.61 to	\$ 44,886.98 to	\$ 48,996.94 to
12	\$ 38,479.43 to	\$ 42,829.17 to	\$ 47,158.10 to	\$ 51,476.64 to
13	\$ 40,427.26 to	\$ 44,996.13 to	\$ 49,544.19 to	\$ 54,081.86 to
14	\$ 42,473.69 to	\$ 47,272.78 to	\$ 52,051.07 to	\$ 56,818.96 to
15	\$ 44,623.71 to	\$ 49,664.67 to	\$ 54,684.84 to	\$ 59,694.61 to
16	\$ 46,882.56 to	\$ 52,177.65 to	\$ 57,451.93 to	\$ 62,715.82 to
17	\$ 49,255.75 to	\$ 54,817.82 to	\$ 60,359.10 to	\$ 65,869.17 to
18	\$ 51,749.08 to	\$ 57,591.65 to	\$ 63,413.42 to	\$ 69,203.99 to
19	\$ 54,368.62 to	\$ 60,505.89 to	\$ 66,622.36 to	\$ 72,707.63 to
20	\$ 57,120.76 to	\$ 63,567.64 to	\$ 69,993.73 to	\$ 76,409.41 to
21	\$ 60,012.21 to	\$ 66,784.38 to	\$ 73,535.76 to	\$ 80,276.73 to
22	\$ 63,050.03 to	\$ 70,143.16 to	\$ 77,257.08 to	\$ 84,339.81 to
23	\$ 66,241.62 to	\$ 73,693.80 to	\$ 81,166.78 to	\$ 88,608.57 to
24	\$ 69,594.77 to	\$ 77,424.18 to	\$ 85,274.39 to	\$ 93,093.41 to
25	\$ 73,117.66 to	\$ 81,343.39 to	\$ 89,589.93 to	\$ 97,805.27 to
26	\$ 76,818.87 to	\$ 85,461.00 to	\$ 94,123.92 to	\$ 102,755.64 to
27	\$ 80,707.45 to	\$ 89,787.03 to	\$ 98,887.42 to	\$ 107,956.61 to
28	\$ 84,792.86 to	\$ 94,332.05 to	\$ 103,892.05 to	\$ 113,420.84 to
29	\$ 89,085.07 to	\$ 99,107.14 to	\$ 109,150.01 to	\$ 119,161.68 to
30	\$ 93,594.56 to	\$ 104,123.94 to	\$ 114,674.13 to	\$ 125,172.32 to
				\$ 129,173.35 to
				\$ 135,712.11 to