

AN ORDINANCE TO AMEND ORDINANCE NO. 2000-2692, C.S. PERTAINING TO PAY PLAN FOR CITY EMPLOYEES

BE IT ORDAINED by the City of Hammond that Ordinance No. 2000-2692 C.S., shall be and is hereby modified to read as follows:

I. PURPOSE: To establish a standard method of determining the rates of Compensation for the various job function required for the City of Hammond for full-time employees, to clearly define the essential functions of each position through written job descriptions, to comply with federal, state, and local regulations, and to establish a system that is easily administered and maintained.

II. POLICY: It is the policy of the City of Hammond that all City employees, other than those specifically excluded herein, be compensated solely upon rank and seniority, ~~and, when funded, by Consumer Price Index increases.~~ Prior pay plans have based compensation on other factors, resulting in employees of equal rank and seniority being paid differently. It is the intent of the City of Hammond to implement a pay plan that would both eliminate prior pay differences among employees of equal rank and seniority within each department, and to create a uniform method of future compensation for those employees.

~~**III. EXCLUDED POSITIONS:** The following appointed positions shall not be included in this Pay Plan: the head of the Department of Administration, the head of the Public Safety Department, the head of the Police Department, the head of the Fire Department, the head of the Personnel Department, the head of the Recreation Department, the head of the Public Works Department, the head of the Utilities Department, the Assistant City Attorney / In House Attorney, the City Planner, and the Data Processing Manger.~~

~~**IIIV. SENIORITY BASED PAY PLAN:** A.—Description
Adjustments made to the pay plan All salaries shall be based upon a market survey, as defined herein and shall be rounded to the nearest \$1,000.00 increment on the date of implementation in accordance with paragraph B. herein.~~

~~Within each pay grade, and subject to appropriation by the City Council, annual seniority increases of 2% shall be given on the employee's anniversary date for a maximum of 23 0-year steps for each employee. Steps 24-30 shall reflect a 1% annual raise. For any employee for whom State law mandates an annual longevity pay increase, compliance with State law shall serve as compliance with this ordinance. A table depicting all seniority based pay grades with subsequent 2% annual increases over 30 years shall be posted annually in each department.~~

~~A table depicting these pay grades and annual increases shall be called the "grid." Furthermore, every year on July 1, this "grid" shall be increased by an amount no greater than the Consumer Price Index for the prior calendar year, except where otherwise stated herein.~~

~~Each pay grade shall be re-designated with a three digit number. The first digit shall be "1," and the last two numbers shall corresponding to the starting salary of the position divided by 1,000 (i.e. a \$17,000.00 salary shall be designated Pay Grade 117).~~

~~B.—Implementation~~

~~NON-CLASSIFIED EMPLOYEES ONLY. To implement the Seniority Based Pay Plan, all current non-classified employee starting salaries as reflected in the most recent market survey would be placed in the closest \$1,000.00 increment (i.e. \$16,400.00 becomes \$16,000.00 and \$16,500.00 becomes \$17,000.00). If, after the starting salary is rounded, and after placing the salary in the grid with years of~~

~~service, the new salary is greater than the salary the employee earns immediately prior to implementation of the Seniority Based Pay Plan, the employee shall be paid the greater salary. If, after the starting salary is rounded, and after placing the salary in the grid with years of service, the new salary is less than the salary the employee earns immediately prior to implementation of the Seniority Based Pay Plan, the employee shall continue to be paid the existing salary, and shall receive 2% annual increases, but shall not receive Consumer Price Index increases until such time as the employee's salary is equal to that depicted by the grid based upon rank and seniority.~~

~~For the three fiscal years including and following implementation of this pay plan, one percentage point shall be added to the Consumer Price Index increase for those employees eligible to receive the Consumer Price Index increase.~~

~~CLASSIFIED EMPLOYEES ONLY. Classified employees, as of the effective date of this pay plan, shall have been implemented into the Seniority Based Pay Plan as described above, which implementation shall continue in effect hereafter.~~

~~C. ——— Limitations on Consumer Price Index increases~~

~~Notwithstanding anything herein to the contrary, the City of Hammond specifically reserves the right to at any time, by Ordinance, lower or eliminate the Consumer Price Index salary increases for a fixed period of time, or indefinitely.~~

IV. GENERAL TERMS AND CONDITIONS: The following definitions of words, terms, and phrases shall apply to this ordinance and shall be used in the interpretation of the various rules, procedures, formulas, and practices necessary to implement, monitor, and maintain the compensation structure of the City of Hammond.

~~A1.~~ Anniversary Increases: An increase of an employee's annual salary occurring on that employee's anniversary date ~~and which shall equal 2% per year~~ and which shall equal one step in the pay grid.

~~B2.~~ Beginning Salary ~~(Non-Exempt Employees)~~: The rate of pay depicted in the grid for each job classification based upon zero (0) years of experience as indicated by the Salary Survey.

~~C3.~~ Call Back Pay: Employees required to return to duty after normal work hours due to an emergency situation that involves clear and present danger to life and property, ~~he or she~~ shall be granted a minimum of two hours of pay at the overtime rate. Such emergencies do not include post activities or duties handled after the incident has occurred or when there is no threat to life and property. Call Back Pay on a holiday shall be at the standard holiday rate.

~~D4.~~ City: City of Hammond

~~E5.~~ Classified Employee: An employee working under the rules and regulations of the Municipal Fire and Police Civil Service Board and state Civil Service law. All City policies not in conflict with local Civil Service rules or regulations or state Civil Service law shall apply to all classified employees.

~~F6.~~ Effective Hire Date (Non-Classified Employees): The original hire date advanced to include the length of any separation of service. ~~An e~~Employees who leaves employment with the City and who ~~is~~are rehired within one year of ~~his/her~~their separation, shall be eligible for re-instatement of ~~his/her~~their previous seniority status if, at the time of separation, the ~~employee~~s left the City voluntarily and in good standing with no pending or active disciplinary action at the time of separation. The length of time of

separation shall be determined, and that separation shall be added to the original hire date in order to determine the effective hire date. ~~An e~~Employees shall not be eligible for re-instatement of seniority benefits if ~~his/her~~their time of separation exceeds one year. ~~Anyone~~ Employees rehired after one year of separation ~~will shall~~ forfeit all rights and previously earned benefits, and shall begin employment ~~just~~ as if ~~he/she~~they were a new employee. ~~A r~~Returning employees shall be allowed to purchase ~~his/her~~their previously earned retirement years, in accordance with current rules and regulations of the Municipal Employees Retirement System (MERS). All other benefits shall remain unaffected.

7. Emergency Situation: An event, involving a clear and present danger to life and property, identified by a Department Head, and approved by the Mayor.

~~8G.~~ Employee (Full-Time): Someone ~~that who~~ has been hired according to the procedures outlined in the ~~City's~~ Policies and Procedure Manual and the Rules and Regulations of the Municipal Fire and Police Civil Service Board, to serve in a position identified in the list of job functions of the City and ~~to~~ work ~~a minimum and/or average forty hours per week~~the required hours as described in Section V and ~~are is~~ not considered ~~a~~ temporary or seasonal employees.

~~9H.~~ Exempt Employee: An employee not eligible for overtime pay, grant pay, call back pay, or other pay under the Federal Labor Standards Act and City policies.

~~10.~~ Grant Pay: For that time actually worked as part of a formal grant that has been received and allocated for a specific purpose(s), and which time has been documented in accordance with the regulations of the granting agency, ~~the rate of pay shall be at one and one half times the granting agency,~~ the rate of pay shall be at one and one half times (time and a half) the normal rate of pay. It shall be the responsibility of the grant administrator to provide to the Accounting/Payroll Department, sufficient documentation to justify payment of grant ~~overtime pay~~. Grant pay shall not be paid until, in the opinion of the Accounting Supervisor, that documentation is sufficient and in keeping with generally accepted accounting procedures. Exempt employees are not eligible for grant pay.

~~11.~~ Grid or The Grid: A ~~mathematical~~ table depicting annual rates of pay for all job classifications, ~~including pay grades and steps for each year of service for employees within the Seniority Based Pay Plan~~

~~12.~~ Hire Date (Anniversary Date): The date (month and day) that an employee actually becomes a City employee. In the event there is a separation in service, the latest rehire date shall become the anniversary date.

~~13.~~ Holiday Pay: For that time actually worked on a holiday, the holiday rate of pay shall be at two times (double time) the normal rate of pay, or compensation at ~~his or her regular~~the employee's normal rate of pay for hours worked and time off for hours equal to holiday hours worked.

~~14.~~ Holiday: ~~The intent of a holiday is to allow employees to have time off with their families.~~ Holidays are days designated by the ~~City's Personnel Policies and Procedures Manual~~City Council (Non-Classified Employees) or by the local Civil Service rules (Classified Employees) as official days off where full-time active employees will be compensated, even though they do not actually work. Anyone required to work on a holiday shall ~~be compensated at a rate two times his or her normal pay, or compensated for hours worked and time off at hours equal to holiday hours worked~~earn holiday pay. Anyone not scheduled to work and who is required to report to work due to unforeseen circumstances,

shall be paid a minimum of two hours pay, ~~or compensatory time~~, at two times the normal rate of pay.

~~N15.~~ Non-exempt Employee: An employee eligible for overtime pay under the FLSA and City policies.

~~Q16.~~ Non-Government Grant Funded Employee: An employee that works as an employee of the City and whose position is wholly funded from a grant from any non-government not-for-profit organization. The employee's salary and all related expenses including but not limited to income and other taxes, workman's compensation expense, health insurance, retirement contributions, sick pay, holiday pay, vacation pay, and any other employment related expenses shall be borne by the grant. The employee shall remain employed contingent upon the availability of the grant funds. Loss of any or all of the funds shall result in a reduction in pay and benefits in the same proportion of the reduction. In the case of elimination of the funds, the position occupied by that employee may be eliminated.

~~P17.~~ Offer of Employment: A written proposal prepared by the Personnel Department detailing the specifics of the job offer, i.e. the title of the job being offered, the beginning salary, and the proposed effective date that employment will begin.

~~Q18.~~ Overtime Pay: Paid at one and one half the normal rate for those hours actually worked in excess of a minimum of forty (40) hours for eligible non-classified employees, in excess of a minimum of eighty (80) hours for eligible classified Police, Fire Prevention, and Fire Dispatch employees, and in excess of a minimum of one hundred and six (106) hours for eligible classified Fire employees, during a standard work period. Overtime will be paid in accordance with the Fair Labor Standards Act and with current state and local Civil Service rules and guidelines for classified Police Department and Fire Department employees. All state mandates and prohibitions shall apply.

~~R19.~~ Pay Period: ~~A standard pay period is fourteen (14) days.~~ There are twenty-six (26) pay periods per year.

~~S20.~~ Promotion: Conceptually, the assumption of job duties and responsibilities that are higher in character and scope than in the previous job. For the purpose of salary administration, a promotion occurs when the new job is a higher pay grade than the prior job.

~~T21.~~ Retirement: When employees terminate their employment with the City, and meet the age requirement and/or service requirements outlined in the personnel policies and procedures manual, and/or of the applicable retirement beard, and guidelines administered by the Social Security Administration, they may be eligible for retirement benefits immediately.

~~U22.~~ Salary Survey: A survey conducted at least every two (2) years, under the direction of the Director of Administration and accomplished by the Personnel Department, of rates of pay for the various identified and authorized positions within the City. The objective of the survey shall be to determine the comparative job values of all jobs within the City in relation to the surveyed markets in order to determine whether the City should consider adjusting the salary pay ranges. The survey shall be accomplished during the second quarter of a ~~calendar-fiscal~~ year and the results tabulated and made available to the members of the Hammond City Council during the third quarter of the same ~~calendar~~ fiscal year. The survey shall include, but is not limited to:

a. Numerical salary information

~~b.~~

~~c.~~ b. An explanation of the targeted survey base

- ~~d.c.~~ Any pertinent information that may be deemed appropriate to assist in a full understanding of the survey results
- ~~e.d.~~ Details of the findings that include any changes in the minimum and maximum salary ranges for the positions surveyed
- ~~f.e.~~ A list of those positions where the survey indicated the pay grade has either moved up or down.

The survey shall include cities of comparable size and possessing demographics similar to the demographics of the City. The survey shall include information from no ~~less-fewer~~ than six cities from within the State of Louisiana. Upon completion of the survey, the results and recommendations of the Administration shall be forwarded to the Hammond City Council for consideration.

~~23v.~~ Sick Leave for Classified Employees: Sick leave for classified employees shall be in accordance with current state and local Civil Service rules and guidelines for classified Police Department and Fire Department employees. All state mandates and prohibitions shall apply.

~~24w.~~ Sick Leave for Non-Classified Employees: Sick leave shall be calculated at the rate of 3.6923 hours per pay period. Sick leave time may be carried over and accumulated from year to year for up to a maximum of ~~960-1440~~ hours.

~~x.~~ ~~25.~~ Supplemental Pay: Pay received by eligible Police and Fire department ~~personnel employees~~ that is provided by the State of Louisiana and is in addition to compensation provided by the City.

~~26y.~~ Vacation Earned and Maximum Accrual: Vacation shall be calculated and accumulated at the rates indicated in the personnel policies and procedures manual and in accordance with current state and local Civil Service rules and guidelines for classified Police Department and Fire Department employees. All state mandates and prohibitions shall apply.

~~27z.~~ Witness Pay: An employee who is required to attend court, or a classified employee ordered or subpoenaed to a Civil Service Hearing other than the appellant, when outside their normal work hours, is entitled to a minimum of two hours of pay at the overtime rate. Witness pay on a holiday shall be at the standard holiday rate.

VI. REQUIRED WORK HOURS: All work schedules for City departments are to be approved by the Mayor or Director of Administration. A time keeping system for all City employees has been established to ensure accurate recording of time worked.

A. Exempt Employees (Non-~~C~~lassified and Classified): Exempt employees are not eligible for overtime pay, ~~or~~ call-back pay, ~~or compensatory time accrual~~, and shall work the necessary hours required to accomplish their job.

B. Non-exempt Employees (Non-~~C~~lassified)

1. 8 hour shifts - 40 hours per each seven day work week
2. 10 hour shifts - 40 hours per each seven day work week

C. Non-exempt Employees (Classified/Police)

1. 8 hour shifts - 40 hours per each seven day work period
2. 12 hour shifts - 80 hours per each fourteen day work period
- ~~3. 12 hour shifts - 40 hours per each seven day work period~~

D. Non-exempt Employees (Classified/Fire)

1. 8 hour shifts - 40 hours per each seven day work period
2. 12 hour shifts - ~~48~~0 hours per each ~~seven~~fourteen day work period
3. 24 hour shifts - 106 hours per each fourteen day work period

VII. PROMOTIONS AND ADJUSTMENTS:

A. PROMOTIONS

Promotions are subject to a six-month to one-year probationary period. During this period, the employee's performance in the new position will be reviewed and evaluated. The employee's Department Head or supervisor will complete a written performance appraisal at the end of the probationary period. The results of the appraisal, as approved by the Mayor, will determine whether the promotion shall be considered confirmed.

All promotions must be coordinated between the Department Head and the Director of Personnel, and approved by the Mayor and Director of Administration.

A lateral transfer occurs when an employee is transferred from one job class to another in the same, or substantially equivalent, pay grade. When there is no change in pay grade, there shall be no adjustment in base salary. A lateral transfer is not considered a reclassification or promotion.

~~1. Non-Classified Employees - Upon promotion, a non-classified employee shall be paid the salary indicated in the Grid for the position to which the employee is promoted.~~

12. Fire Personnel in the Civil Service Pay Plan - Classified Employees classified in the Fire department shall follow State law governing promotions within classes, and shall, subject to the following, shall be paid the salary indicated in the Grid for a particular rank. Step placement shall be to the closest step position that includes the new salary in the new pay grade.:

- a. The starting rank for classified Fire Personnel shall be "Firefighter." ~~The position of "Firefighter Recruit" shall be and is hereby eliminated.~~ Upon promotion to the position "Firefighter First Class," ~~the employee shall be paid a salary not less than 5% above the starting salary for "Firefighter."~~ employees shall be paid 5% above their current pay grade and step of "Firefighter."
- b. Upon promotion to the position "Operator," ~~the employee shall be paid a salary not less than 10% above the starting salary of "Firefighter."~~ employees shall be paid 5% above their current pay grade and step of "Firefighter First Class."
- c. Upon promotion to the position "Captain," "Fire Alarm Operator," or "Fire ~~Alarm~~-Inspector," ~~or any other person doing this type of work for the fire department, the employee shall be paid a salary not less than 25% above the starting salary of "Firefighter."~~ employees shall be paid 15% above their current pay grade and step of "Operator."
- d. Upon promotion to the position "District Chief," ~~the employee shall be paid a salary not less than 40% above the starting salary of "Firefighter."~~ employees shall be paid 15% above their

current pay grade and step of "Captain," "Fire Alarm Operator," or "Fire Inspector," or any other person doing this type of work for the fire department.

- e. Upon promotion to the position "Assistant Chief," ~~the employee shall be paid a salary not less than 50% above the starting salary of "Firefighter."~~ employees shall be paid 10% above their current pay grade and step of "District Chief."

3. Police Personnel in the Civil Service Pay Plan—~~Classified E~~ employees ~~classified~~ in the Police department shall follow the concept of state law governing promotions within classes, and shall, subject to the following, ~~shall~~ be paid the salary indicated in the Grid for a particular rank. Step placement shall be to the closest step position that includes the new salary in the new pay grade.:

- a. The starting rank for classified Police Personnel shall be "Police Officer." ~~The position of "Police Recruit" shall be and is hereby eliminated.~~ Upon promotion to the position "Sergeant," ~~the employees shall be paid a salary not less than 10% above the starting salary for "Police Officer."~~ 10% above their current pay grade and step of "Police Officer."
- b. Upon promotion to the position "Lieutenant," ~~the employees shall be paid a salary not less than 15% above the starting salary of "Police Officer."~~ 5% above their current pay grade and step of "Sergeant."
- c. Upon promotion to the position "Captain," ~~the employees shall be paid a salary not less than 25% above the starting salary of "Police Officer."~~ 10% above their current pay grade and step of "Lieutenant."
- d. Upon promotion to the position "Assistant Chief," ~~the employees shall be paid a salary not less than 40% above the starting salary of "Police Officer."~~ 15% above their current pay grade and step of "Captain."

All Other Employees—When an employee is promoted, as a result of a job change or job progression, to a higher pay grade position, within the same or to a different salary schedule, the salary placement within the new pay grade shall be determined as follows: apply 5% on the salary of the current grade and step for promotions of one pay grade, and an additional 2.5% for each additional pay grade up to a maximum of 10%. Step placement shall be to the closest step position that includes the new salary in the new pay grade. The resulting pay will be no less than the minimum of the new pay grade and no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade.

In circumstances where the uniqueness of an individual job and level or necessary skills are required by the City, but not only those skills possessed by the incumbent, a higher pay grade placement may be justified. Under such circumstances, the Mayor may recommend a higher salary placement within the assigned pay grade.

B. ADJUSTMENTS

Employees may be adjusted downward due to failure to perform the duties of their present jobs, lack of a suitable job at their pay levels, reorganization, lack of work, or because of the City's need to manage the work force.

A demotion is an assignment to a lower paying job classification and a work assignment within the lower classification with lesser responsibilities.

An employee, who is demoted to a classification with a lower pay grade or lower maximum salary, shall be compensated at a rate that mirrors the guidelines for promotions, and/or reflects a decrease in pay within the limits of the lower pay range.

A written notice of demotion must be given to the employee that describes the deficiency or the infraction involved and which also must state the likely consequences of further unsatisfactory performance or conduct.

The demotion shall be permanently entered into the employee's personnel file, but the employee shall not be disqualified for future promotions.

C. REASSIGNMENTS

An employee who is reassigned to another position, as determined by the best interest of the City, will not suffer any reduction in his current salary, but may be "redlined" for future anniversary increases.

In the instance of an involuntary reassignment due to an employee's inability to perform the functions required of the position assigned to, such reassignment will result in a reduction of duties and in pay, if the reassignment is to a lower job classification than that of the employee's current position.

All reassignments must be coordinated between the Department Head and the Director of Personnel, and approved by the Mayor through the Director of Administration.

VIII. — SALARY SCHEDULES. ~~The salary schedules contained as attachments to Ordinance No. 2622-1 and ordinance no. 2000-2691 shall be and are hereby continued in effect, and are incorporated by reference hereto.~~

Be it further ordained by the City of Hammond that the effective date of this Ordinance shall be July ~~31,~~ 200015.

SIGNATURES