

ORDINANCE NUMBER 124 Repealed by 162A

AN ORDINANCE TO PROVIDE A  
SYSTEMATIC PLAN FOR SALARY  
ADMINISTRATION.

SECTION I. RESPONSIBILITY

A. The City Council shall establish and maintain a systematic plan for salary administration that includes, entry level and maximum salary steps and such intermediate steps as the City Council deems appropriate, for each employment position in the city. The various salary steps shall reflect the differences in responsibilities among the various salaried positions.

SECTION II. ADMINISTRATION

A. Salary Ranges

1. The City Council shall establish, by resolution, the entry level and maximum salary steps for each paid employment position within the city.

B. Entrance Salary

1. Employees shall normally be employed at the entry level salary step established for the position to which he or she is employed.

2. Under special circumstances, such as a potential employee with exceptional previous experience, the City Council may authorize the employment of an individual at a higher than entry level salary step.

C. Annual Step Increases

1. The City Council may grant a one-step salary increase to each employee effective July 1st of each year after the employee has completed twelve full calendar months of continuous employment. No employee shall receive more than ten step increases during his or her employment in a single position.

2. The City Council shall establish by resolution a policy governing annual one-step salary increases.

D. Promotion

1. A promoted employee shall receive a salary equal to the lowest salary step of the new position that is equal to or greater than the salary step of the employee's position prior to promotion.

a. All promoted employees shall be placed in a probationary status for a period of six months from the date of his or her promotion. The city shall not be obligated to return a promoted employee who fails probation, to his or her position prior to his or her promotion.

E. Reclassification

1. When an employee is reclassified to another position, he or she shall receive a salary equal to the

salary step nearest his salary prior to the reclassification that does not result in a salary reduction.

F: Demotion

1. When an employee is demoted the City Council may reduce that employee's salary to any step it deems appropriate ✓

G. Re-Employment

1. Re-employment salaries shall be set in accordance with Section II.B.

H. Part-Time Permanent Positions

1. Permanent employee's working less than full time shall receive a salary reflecting their current salary step but prorated to reflect a percentage of that salary corresponding to the percent of full time employment for which they were employed.

The forgoing Ordinance was duly adopted by the Lakeside City Council on May 21, 1987; effective date of June 20, 1987.

ATTEST:

Bruce N. Stennett

Bruce N. Stennett, Administrator/Recorder

APPROVED:

Pat Bernier 5-22-87

Pat Bernier, Mayor Date

The vote was: Yeas 7 Nays -0- Absent -0-