

INTRODUCITON

It is the policy of the City of Taft to pay salaries competitive with those paid in comparable municipalities for individuals possessing identical or similar skills, training and ability, subject to constraints of municipal finance.

To accomplish this objective, the City has established a merit salary system designed to attract, motivate and reward qualified personnel.

The merit salary system includes four primary functions:

1. To establish and maintain a classification plan which includes position titles and descriptions consistent with actual job function.
2. To establish and maintain salary ranges properly related to functions included in the classification plan and to each other.
3. To administer salaries in an equitable manner consistent with employees performance.
4. To periodically examine, evaluate and adjust the classification plan and salary range structure to reflect changes in position function, economic condition and other controlling factors.

The success of the merit salary system depends upon the skill and effectiveness of administration and control. Sound salary structures combined with proper operating procedure and consistent, uniform administration will provide maximum results from this system.

EMPLOYMENT

1. Under normal circumstances, individuals employed by the City of Taft shall be hired at the minimum step of the salary range in which the position is classified.
2. in those instances in which a potential employee possesses exceptional skill, training or ability in which qualified candidate cannot reasonably be hired at the minimum step of the salary range, employment offers may be at any step between the minimum and middle step of the salary range in which a position is classified subject to approval of the City Manager.
3. Employment offers exceeding the middle step of the salary range in which a position is classified shall require approval of the City Council.
4. Individuals employed at the minimum step of the salary range in which a position is classified shall be eligible for merit salary increase upon completion of six

months of active service, a merit increase after 12 months of active service, and at twelve month intervals thereafter, until the employee reaches the top step of the salary range in which the employee's position is classified.

5. Individuals employed at other than the minimum step of the salary range in which a position is classified shall be eligible for merit salary increase upon completion of twelve months of active service and at twelve month intervals thereafter, until the employee reaches the top step of the salary range in which the employee's position is classified.
6. Part-time employees hired at the minimum step of the salary range in which a position is classified shall be eligible for merit salary increase upon completion of 1040 hours of active service and at intervals of 2080 hours of active service thereafter, until the employee reaches the top step of the salary range in which the employee's position is classified.
7. Part-time employees hired at other than the minimum step of the salary range in which a position is classified shall be eligible for merit salary increase upon completion of 2080 hours of active service and at intervals of 2080 hours of active service thereafter, until the employee reaches the top step of the salary range in which the employee's position is classified.
8. Should an employee be placed on an approved leave of absence other than Military Leave, the date of eligibility for such employee's merit salary increase shall be postponed by the number of days in which the employee was in an approved leave of absence status.
9. Should an employee's performance not merit a salary increase on the scheduled merit salary increase eligibility date, the employee's immediate supervisor may defer a salary increase, subject to approval of the appropriate department head. Employees failing to perform adequately in the ensuing period shall be subject to disciplinary action in accordance with the Personnel Policies and Procedures of the City of Taft.
10. Employees exhibiting OUTSTANDING performance on a continuing basis shall be eligible for merit salary increase after serving a minimum of six months of any step of the salary range in which a position is classified until the employee reaches the top step of the salary range in which the employee's position is classified. Such salary increases shall be initiated only at the discretion of the appropriate Department Head in accordance with provisions of the Personnel Policies and Procedures of the City of Taft.

PROMOTION

1. For purpose of this policy, promotion shall be defined as movement from one position to another position having a higher salary range.
2. Employees promoted to a new position shall be placed at that step of the salary range in which the position is classified which represents a nominal five percent increase in the employee's current salary and the employee's merit salary increase eligibility date shall not change.
3. Employees promoted to a new position having a maximum salary range higher than a five percent increase over the employee's current salary shall be placed at the minimum step of the salary range in which the position is classified. Such employees shall be eligible for merit salary increase in accordance with the Employment section of this policy.
4. Employees appointed to an "Acting" position shall not acquire any probationary or permanent status or rights, and time spent under Acting appointment shall not contribute to the probationary period of the employee is subsequently appointed to the position.

TRANSFER

1. Should an employee be transferred from one department or division to an identical position in another department or division, such employee shall continue at the same salary with the same merit salary eligibility date.
2. Employees transferred from one position to another position having the same salary range classification shall continue at the same salary with the same merit salary increase eligibility date, provided such transfer is initiated by the City of Taft.
3. Employees transferred from one position to another position having the same salary range classification shall be placed between the minimum and the middle step of the salary range in which the position is classified provided such transfer is initiated at the employee's request. Such employee shall be eligible for merit salary increase in accordance with the Employment section of this policy.

DEMOTION

1. For purpose of this policy, demotion shall be defined as movement from one position to another position having a lower salary range.
2. Employees demoted at their own request shall be placed between the minimum and middle step of the salary range in which the new position is classified and

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shall be eligible for merit salary increase in accordance with the Employment section of this policy. Should an employee fail to perform satisfactorily during the probationary period, such employee may be discharged in accordance with the City's Termination Policy.

3. Employees demoted due to unsatisfactory performance following a promotional opportunity or a City initiated transfer shall be returned to their former salary and to their former merit salary increase eligibility date. Such demotions, however, are limited to the probationary period in the newly occupied positions.
4. Employees may be demoted as a disciplinary measure in accordance with provisions of the Personnel Policies and Procedures of the City of Taft. In such instance, the employee may be assigned a new position in accordance with the Employment provisions of this policy or may be reduced in pay in accordance with the Salary Reduction provisions of this policy.
5. Employees demoted in lieu of layoff shall continue at the same salary and with the same merit salary increase eligibility date in the new position. Should the employee's current salary exceed the maximum step of the salary range in which the position is classified, the salary of such employee shall be designated as a red circle rate and shall not be increased through either general increase or merit increase until the maximum step of the salary range in which the position is classified exceeds the employee's current salary.

RECLASSIFICATION

1. For purpose of this policy, reclassification shall be defined as movement of a position from one job classification to another job classification based upon a change or evolution in the duties of the position or upon a change in the needs of the City.
2. Should an employee be reclassified to a position having higher salary range, the employee shall be placed at the step of the salary range in which the position is classified which represents a nominal five percent increase in the employee's current salary and the employee's merit salary increase eligibility date shall not change.
3. Those employees reclassified to a position having a minimum salary range higher than a normal five percent increase over the employee's current salary shall be placed at the minimum step of the salary range in which the position is classified. Such employees shall be eligible for merit salary increase in accordance with the Employment provisions of this policy.

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4. Should an employee be reclassified to a position having a lower salary range, the employee shall continue at the same salary and with the same merit salary increase eligibility date provided that such action does not result in a salary exceeding the maximum step of the salary range in which the position is classified. Should the employee's current salary exceed the maximum step of the salary range in which the position is classified, the salary of such employee shall be designated as a red circle rate and shall not be increased through either general increase or merit increase until the maximum step of the salary range in which the position is classified exceeds the employee's actual salary.

SALARY RANGE ADJUSTMENT

1. For purpose of this policy, a salary range adjustment shall be defined as a change in the salary range assigned to a particular job classification.
2. Should a salary range be adjusted upward, the employee shall be placed at that step of the adjusted salary range which is equivalent to a nominal five percent increase in the employee's current salary and the employee's merit salary increase eligibility date shall not change.
3. Should a salary range adjustment result in a position having a minimum salary range higher than a five percent increase over the employee's current salary, the employee shall be placed at the minimum step of the salary range in which the position is classified. Such employees shall be eligible for merit salary increase in accordance with the Employment Provisions of this policy.
4. Should a salary range be adjusted downward, the employee shall continue at the same salary and with the same merit increase eligibility date provided that such action does not result in a salary exceeding the maximum step of the salary range in which the position is classified. Should the employee's current salary exceed the maximum step of the salary range in which the position is classified, the salary of such employee shall be designated as a red circle rate and shall not be increased through either general increase or merit increase until the maximum step of the salary range in which the position is classified exceeds the employee's actual salary.

SALARY REDUCTION

Employees may be reduced in salary as a disciplinary measure in accordance with the Personnel Policies and Procedures of the City of Taft. In such instances, the employee may be reduced in pay to any step on the salary range in which the position is classified. Merit salary increase eligibility date shall not be affected by such action unless the employee is placed in the minimum step of the salary range in which the

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position is classified, in which case, such employee shall be eligible for merit salary increase in accordance with the Employment provisions of this policy.

Disciplinary demotion shall be governed by the Demotion provisions of this policy.