

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-15-39 LGL 2008-17
TITLE: WAGE AND POSITION CHANGES EFFECTIVE DATE: April 1, 1993 REVISION EFFECTIVE DATE: January 1, 2015	

1.0 GENERAL

1.1 This policy provides the City's administrative procedures for handling wage and position changes.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments.

3.0 REFERENCES

City Charter section 26
SMC section 7.09.010
City collective bargaining agreements

4.0 DEFINITIONS

4.1 "Quarters" are:

- | | |
|--------------------------|---|
| 1 st Quarter: | January 1 st through March 31 st |
| 2 nd Quarter: | April 1 st through June 30 th |
| 3 rd Quarter: | July 1 st through September 30 th |
| 4 th Quarter: | October 1 st through December 31 st |

5.0 POLICY

- 5.1 It is the policy of the City that certain employee wage and position changes shall be processed on a quarterly basis by emergency budget ordinances that must be approved by the city council.

Changes that require an emergency budget ordinance (EBO) are:

- *Range Change:* When a department or labor group requests a change in range for a job classification and it is approved by both labor and management.

- 5.2 Other employee wage and position changes shall be processed administratively on a pay period basis by a budget transfer (BT-2). Changes which require a budget transfer only are:

- *Reclassification:* The result of a Civil Service job survey moving the employee to a higher level classification and salary range.
- *Additional Step Increase:* An increase to a higher step outside of the normal step increase period, or an increase of more than one step at the normal step increase period. These changes require the concurrence of the supervisor, Department Head, and the Human Resource Director. In the case of classified employees, the concurrence of the appropriate bargaining unit is also required.
- *Certification Advancement:* When an employee holds a certified job classification and meets the rules to advance to a new certified job classification (i.e., Building Inspectors and Plan Examiners) as provided for in the Civil Service Class Specs.
- *Certification Promotion:* When an employee obtains or renews a certificate (i.e., Heavy Equipment Mechanics to Certified Heavy Equipment Mechanics or Enforcement Specialist to Certified Enforcement Specialist) as provided for in the Civil Service Class Specs.
- *Progressive Promotion:* The movement of an employee from a lower job classification to a higher job classification based on a previously negotiated memorandum of understanding (i.e., PW Inspector to Journey Level PW Inspector; Police Radio Dispatcher I & II to III; Planner I to II; Urban Designer I to II; Buyer I to II; Laborer I to II in Solid Waste Management and Parks; and Recycling Collector to Refuse Collector II).

- *Service Advancement:* For Police Officers Only. All entry level Police Officers with five (5) or more years of service as commissioned officers in the department will be entitled to an advance at the beginning of the next quarter following completion of five (5) years service with no probation period. For lateral Police Officers, advancement occurs with three (3) or more years. (For Police Officers to Senior Police Officers).
- *Special Promotions:* Occurs after a job surveyed by the Civil Service Department is determined to be at the higher level but is also deemed "assigned", the incumbent must test on a competitive basis. Special promotions are considered on a case-by-case basis.

5.3 Normal promotions resulting from an existing vacancy, progressive promotions, certification advancements, or reclassifications governed by Civil Service rules or bargaining unit contracts will be effective at the beginning of the pay period following the selection process.

6.0 PROCEDURE

- 6.1 Position changes are processed in as timely a manner as possible. However, if an employee misses the initial timeframe of his/her job upgrade due to not having completed the test, the test not being available yet to take, time in class not yet served, or job survey results not received before the cut-off time, or for any other reason, there will be no upgrade until the beginning of the following pay period or quarter depending upon type of change.
- 6.2 Notice of a proposed change, including all supporting documentation must be completed and sent to the Office of Management and Budget no later than the cut off dates set by the Director of Management and Budget. The Director of Management and Budget will provide a Pay/Position Change Schedule every year with that year's quarterly cut off dates.
- 6.3 Out-of-grade pay during an interim waiting period may be authorized by approval of the Human Resources Director. Notification of action will be supplied to the appropriate bargaining unit, if requested. If approved, date in class may also be adjusted with the approval of the Human Resources Director.
- 6.4 Range changes that have been approved by labor and management may be processed outside the normal quarterly cycle, depending on specific circumstances as approved by the Human Resources Director.

6.5 Wage and position changes shall be computed as follows:

RECLASSIFICATION

Step to step for salary
Change date in class & step date (if any steps left) to effective date of reclass
No probationary period

CERTIFICATION ADVANCEMENT

Step to step for salary
Step increase date does not change
Date in class changes to date of Certification Advancement
No probationary period

CERTIFICATION PROMOTION

Use promotional rule for salary
Do not change dates for step increase or date in class
No probationary period

PROGRESSIVE PROMOTION

Use promotional rule for salary
Change step increase date and date in class to date of promotion
Six months probation

RANGE CHANGE

Use step to step for salary
No change in step increase date

ADDITIONAL STEP INCREASES

Step is negotiated by Human Resources Department
Unless otherwise noted, change step increase date to effective date of additional step increase

SERVICE ADVANCEMENT

Not a promotion; enter at respective City longevity level
No probationary period
No change to date in class

7.0 RESPONSIBILITIES

The Office of Management and Budget, in cooperation with the Human Resources Department, shall administer this policy.


8.0 APPENDICES

None

APPROVED BY:



City Attorney



Management and Budget Director



Human Resources Director



City Administrator

12/30/2014
Date