

Kanab City Resolution 6-2-11 R

A RESOLUTION AMENDING KANAB CITY PERSONNEL POLICY

WHEREAS, the City of Kanab is desirous of amending the Personnel Policy to address cost of living adjustments to the Merit Salary Classification Plan and to address the definition of part-time employees, and

WHEREAS, said policy amending the Personnel Policy has been submitted to and reviewed by the City Council of Kanab, Utah, and found to be reasonable and acceptable.

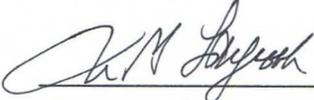
NOW THEREFORE,

BE IT HEREBY RESOLVED that the attached Personnel Policy and Procedures shall be in effect until further resolution. All resolutions, ordinances, and policies in conflict herewith, either in whole or in part, are hereby repealed.

This Resolution shall be effective immediately upon passage.

Passed by the Kanab City Council June 30, 2011.

Kanab City



Nina Laycook, Mayor

Attest



Duane Huffman, City Recorder



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E. Part-Time Employees

Employees who work ~~19~~ 32 hours or less each week shall be considered part-time employees and shall not qualify for regular benefits. Only employees working a full-time work schedule will qualify for health insurance.

F. J.T.P.E. Employees:

Employees hired under the Job Training Partnership Act (JTPA) shall not qualify for regular benefits.

Section 3-5 COMPENSATION

A. Regular Pay

Employees shall be entitled to receive only their designated salary or wages. Employees whose pay is a monthly salary may not claim amounts additional thereto, except as provided herein. Employees paid on an hourly basis shall be ineligible for pay beyond the authorized number of hours or forty hours per week, except as specifically authorized herein.

In all cases, the amount of compensation for the employee last stated in City Council minutes shall be the employee's salary or wage.

B. On-Call pay.

ON-CALL: A scheduled of On Call status employees shall be prepared in advance and maintained by the Public Works Director. On Call status may require evenings, weekends and holiday coverage or as shall be determined by the Public Works Director. Employees assigned to On Call status shall be compensated at the rate of \$1.00 per hour for such time as they are required to be On Call. Such employees serving on Call must stay within Kanab City cell phone service area and must be able to respond and arrive on scene within twenty (20) minutes from the time the call is received.

CALLBACK: All employees called back to work during their scheduled work week shall be entitled to Call Back compensation for actual time worked. But in no instance will the employee be compensated less than one hour. Comp time involving Call Backs shall be calculated on a work week basis and only the time the employee physically works in excess of their specified work week hours shall be compensated.

Police Personnel:

Night Patrol Pay – Patrolmen are also paid and extra \$2.00 per hour for every hour worked during a night shift.

C. Cost of Living

Increases for cost of living, ~~other than those covered in section V1-D,~~ may be considered each year, when it is determined from an appropriate index that such an increase is warranted, and after considering the impact of such an increase on the City's budget.

D. Time Sheets and Overtime

City of Kanab Personnel Policy

month; if the date of hire is the 16th or after, the evaluation date for computing merit increases shall be determined from the 1st day of the following month. A promotion to a new job shall establish a new evaluation date for the employee, in accordance with the foregoing rules.

C. Merit Increases

As a general rule, employees shall be hired in the "A" step of the salary range for their classification as shown in the schedule of Merit Salary Classification Plan; after an initial review period of six (6) months, and after due evaluation of the new employee's performance, if the employee receives an overall rating of "satisfactory", the employee shall be raised to step "B" of the classification range; thereafter, after completing the period of satisfactory service shown by each step, the employee may be raised to that step of the employee's classification range. In the case of an exceptional performance by an employee, after full written justification and review, the employee may be moved to a higher step upon proper City Council approval.

The department head shall evaluate, using Exhibit VI-A, and make recommendations to the City Manager regarding merit increases for employees within the departments. The City Manager shall then make recommendations to the Mayor and City Council to approve or disapprove a merit increase in accordance with the adopted schedule of Merit Salary Classification Plan. Employees receiving overall ratings of "satisfactory" shall be raised to the next step on the plan.

Department heads will conduct a mid anniversary year evaluation with each employee to determine the progress of conditions set forth in the employees annual anniversary merit evaluation. Each employees will be required to complete a Self Assessment, using Exhibit VI-B. The Department head and employee will then review the Self Assessment together to determine the course of action necessary, if any is needed. The results of the mid anniversary year assessment will be placed in the employees personnel file.

The City Manager (he/she may seek assistance from the Mayor or Council Member having responsibility over that particular department) shall evaluate each Department Head and make recommendations to the Mayor and City Council regarding performance and merit increases. Approval of merit increases for department heads shall be made by the Mayor and City Council in accordance with the established Merit Salary Classification Plan. Department Heads receiving an overall rating of "satisfactory" shall be raised to the next step on the plan. In some cases, as stated in certain employee job descriptions and employee may receive a grade advancement. (i.e. Patrolman II.)

The City Manager shall be evaluated as to performance and merited salary increases by the Mayor.

D. Merit Salary Classification Plan

The Kanab City Merit Salary Classification Plan is adopted to establish a uniform schedule of merit salary step increases to reward employees for satisfactory job performance and is attached as Exhibit VI-B. In an effort to maintain the Merit Salary Classification Plan Step & Grade schedule at a competitive level, a cost of living adjustment ~~will~~ MAY be made to the schedule at the beginning of each Fiscal Year BY THE CITY COUNCIL AFTER CONSIDERING THE IMPACT OF SUCH AN INCREASE ON THE CITY'S BUDGET. The adjustment will be the annual index change of the Consumer Price Index as ~~calculated~~ AVAILABLE on April 1 of each year and will be set forth in the necessary fiscal year operating budgets of the City. The Consumer Price Index, U.S. City Average will be used. The actual formula used is noted on Exhibit VI-A. The Merit Salary Classification Plan schedule may be amended from time to time as it becomes necessary.

Section 3-7 INSURANCE AND BENEFITS