RULE 4. APPROPRIATE SALARY

Section 4.0 The pay plans for the City of Anaheim shall be as provided in the various Salary Resolutions.

CONFIDENTIAL CLASSES:

Section 4.1 Regular, full-time confidential employees shall be eligible for consideration for merit pay increases as follows:

4.1.1 To the 2nd step of the salary schedule after completion of six months of service in the 1st step.
4.1.2 To the 3rd step after completion of six months of service in the 2nd step.
4.1.3 To the 4th step after completion of six months of service in the 3rd step.
4.1.4 To the 5th step after completion of six months of service in the 4th step.
4.1.5 To the 6th step after completion of six months of service in the 5th step.
4.1.6 To the 7th step after completion of six months of service in the 6th step.
4.1.7 To the 8th step after completion of twelve months of service in the 7th step.
4.1.8 To the 9th step after completion of twelve months of service in the 8th step.

Section 4.2 In such cases as may occur wherein an employee shall demonstrate exceptional ability and proficiency in performance of his assigned duties, said employee may be given a special merit advancement to the next higher step without regard to the minimum length of service provisions contained in these rules upon the approval of the employee's Executive Manager. Probationary employees shall not be considered for a special merit.

Section 4.3 For purposes of Rule 4, "six months" shall be construed to mean thirteen complete biweekly pay periods; and "twelve months" shall be construed to mean twenty-six biweekly pay periods.

Section 4.4 Certain job classes, upon recommendation of the Human Resources Director and approval of the City Council shall be designated in the Resolution establishing rates for job classes by an "S" before schedule numbers. Employees in these classes shall be eligible for consideration for merit pay increases to the 8th step after completion of six months of service in the 7th step. They shall be eligible for consideration for merit pay increases to the 9th step after completion of six months of service in the 8th step.

Section 4.5 Merit pay increases shall be granted upon approval of the employee's Executive Manager for continued meritorious and efficient service and continued improvement by the employee in the effective performance of the duties of his position.

4.5.1 The effective date of the merit pay increases shall be the first day of the pay period following approval as provided in Section 4.4 and completion of the minimum required service in the next lower step as provided in Section 4.1.

Section 4.6 An employee may be reduced by one or more steps on the basis of unsatisfactory work performance or conduct. Such action shall require the specific recommendation of the employee's Executive Manager.

4.6.1 The employee shall be notified by his Executive Manager not later than two calendar weeks prior to the effective date of the action. The notice shall contain a statement of the substantial reasons for the action and shall inform the employee that he may file a reply with the Executive Manager.

4.6.2 The employee may be returned to his former salary step at such time as deemed appropriate by his Executive Manager.

Section 4.7 Newly hired employees shall normally be compensated at the lowest step of the salary schedule of the job class for which they were hired. The City may hire at a higher step in the salary schedule through the 6th step without approval of the City Manager. Salary steps 7th, 8th, and 9th require approval of the City Manager.

4.7.1 The provisions of this rule shall also apply to re-employed and reinstated employees.
Section 4.8 An incumbent employee reclassified with his position to a lower job class shall retain his rate of pay and his anniversary date for purposes of merit pay increases, or shall be placed in the step of the lower salary schedule closest to his rate of pay. If the 9th step of the salary schedule of the lower job class is lower than the incumbent’s rate of pay, the rate of pay shall be identified as the “Y” step of the lower salary schedule. An employee compensated at the “Y” step because of a downward reclassification shall remain in the “Y” step until such time as his job class is assigned to a salary schedule in which the 9th step is equivalent to or higher than the “Y” step, at which time the employee shall be placed in the 9th step.

4.8.1 An incumbent employee reclassified with his position to an equivalent job class shall retain his rate of pay and his anniversary date for purposes of merit pay increases.

Section 4.9 An employee who is promoted or reclassified with his position to a higher job class shall be placed in the step of the higher salary schedule that will provide a pay increase of not less than 4% except when the “E” step of the higher salary schedule provides a pay increase of less than 4% or, when the lowest step of the higher salary schedule is more than 4% higher than the employee’s current rate of pay, the new rate of pay shall be the lowest step of the higher salary schedule. The employee shall be given a new anniversary date for purposes of merit pay increases in accordance with the provisions of Section 4.1.

Section 4.10 An employee who is demoted shall be placed in the step of the lower salary schedule that will provide a reduction in pay of not less than 4%. The employee shall be given a new anniversary date for purposes of merit pay increases in accordance with the provisions of Section 4.1.

Section 4.11 An employee in a job class which is assigned to a different salary schedule as a result of a pay adjustment shall retain his same salary step status in the newly authorized salary schedule and shall retain the same anniversary date for purposes of merit pay increases.

MANAGEMENT CLASSIFICATIONS:

Section 4.12 Management job classes shall be allocated to salary ranges providing annual compensation according to the salary structure listed in the salary resolutions.

Section 4.13 Management employees shall be covered by Pay Policies established by Resolution.

Section 4.14 The City Manager, City Attorney, City Clerk and City Treasurer shall also be subject to the provisions of this RULE.

PART TIME CLASSIFICATIONS:

Section 4.15 Part-time employees in job classes designated in the Resolution establishing rates for job classes by an “A” before schedule numbers shall be eligible for consideration for merit pay increases as follows:

4.15.1 To the 2nd step of the salary schedule after completion of 520 work hours in the 1st step.
4.15.2 To the 3rd step after completion of 520 work hours in the 2nd step.
4.15.3 To the 4th step after completion of 520 work hours in the 3rd step.
4.15.4 To the 5th step after completion of 520 work hours in the 4th step.
4.15.5 To the 6th step after completion of 520 work hours in the 5th step.
4.15.6 To the 7th step after completion of 520 work hours in the 6th step.
4.15.7 To the 8th step after completion of 520 work hours in the 7th step.
4.15.8 To the 9th step after completion of 520 work hours in the 8th step.

Section 4.16 In such cases as may occur wherein an employee shall demonstrate exceptional ability and proficiency in performance of his assigned duties, said employee may be given a special merit advancement to the next higher
Section 4.16  Part-time employees in job classes designated in the Resolution establishing rates for job classes by a "B" before schedule numbers shall be eligible for consideration for merit pay increases as follows:

4.16.1 To the 2nd step of the salary schedule after completion of 1040 work hours in the 1st step.
4.16.2 To the 3rd step after completion of 1040 work hours in the 2nd step.
4.16.3 To the 4th step after completion of 1040 work hours in the 3rd step.
4.16.4 To the 5th step after completion of 1040 work hours in the 4th step.
4.16.5 To the 6th step after completion of 1040 work hours in the 5th step.
4.16.6 To the 7th step after completion of 1040 work hours in the 6th step.
4.16.7 To the 8th step after completion of 2080 work hours in the 7th step.
4.16.8 To the 9th step after completion of 2080 work hours in the 8th step.

Section 4.18  In such cases as may occur wherein an employee shall demonstrate exceptional ability and proficiency in performance of his assigned duties, said employee may be given a special merit advancement to the next higher step without regard to the minimum length of service provisions contained in these rules upon the approval of the employee’s Executive Manager. Probationary employees shall not be considered for a special merit.

Section 4.17  Part-time employees in job classes designated in the Resolution establishing rates for job classes by a "C" before schedule numbers shall be eligible for consideration for merit pay increases as follows:

4.17.1 To the 2nd step of the salary schedule after completion of 1040 work hours in the 1st step.
4.17.2 To the 3rd step after completion of 1040 work hours in the 2nd step.
4.17.3 To the 4th step after completion of 1040 work hours in the 3rd step.
4.17.4 To the 5th step after completion of 1040 work hours in the 4th step.
4.17.5 To the 6th step after completion of 1040 work hours in the 5th step.
4.17.6 To the 7th step after completion of 1040 work hours in the 6th step.
4.17.7 To the 8th step after completion of 2080 work hours in the 7th step.
4.17.8 To the 9th step after completion of 2080 work hours in the 8th step.

Section 4.20  In such cases as may occur wherein an employee shall demonstrate exceptional ability and proficiency in performance of his assigned duties, said employee may be given a special merit advancement to the next higher step without regard to the minimum length of service provisions contained in these rules upon the approval of the employee’s Executive Manager. Probationary employees shall not be considered for a special merit.

Part-time employees in job classes designated in the Resolution establishing rates for job classes by a "D" before schedule numbers shall be eligible for consideration for merit pay increases as follows:

4.18.1 To the 2nd step of the salary schedule after completion of 780 work hours in the 1st step.
4.18.2 To the 3rd step after completion of 780 work hours in the 2nd step.
4.18.3 To the 4th step after completion of 780 work hours in the 3rd step.
4.18.4 To the 5th step after completion of 780 work hours in the 4th step.
4.18 21.5 To the 6th step after completion of 780 work hours in the 5th step.

4.18 21.6 To the 7th step after completion of 780 work hours in the 6th step.

4.18 21.7 To the 8th step after completion of 780 work hours in the 7th step.

4.18 21.8 To the 9th step after completion of 780 work hours in the 8th step.

Section 4.22 In such cases as may occur wherein an employee shall demonstrate exceptional ability and proficiency in performance of his assigned duties, said employee may be given a special merit advancement to the next higher step without regard to the minimum length of service provisions contained in these rules upon the approval of the employee’s Executive Manager. Probationary employees shall not be considered for a special merit.

Section 4.23 An incumbent employee reclassified with his position to a lower job class shall be placed in the step of the lower salary schedule closest to his rate of pay without providing an increase. An incumbent employee in a part-time management job class shall be covered under the provisions as stated in the appropriate salary resolution covering the equivalent full-time classification.

Section 4.24 A part-time employee who is promoted or reclassified with his position to a higher part-time job class shall be placed in the step of the higher salary schedule that will provide a pay increase of not less than 4% except when the 9th step of the higher salary schedule provides a pay increase of less than 4% or, when the lowest step of the higher salary schedule is more than 4% higher than the employee’s current rate of pay, the new rate of pay shall be the lowest step of the higher salary schedule. The employee shall be given a new anniversary date for purposes of merit pay increases in accordance with the provisions of Section 4.1.

4.24 1 An employee who is promoted into a part-time management classification from another part-time classification or from a part-time management job class to another part-time management job class shall be covered under the provisions as stated in the appropriate salary resolution covering the equivalent full-time classification.

Section 4.25 When more than one personnel action involving changes in an employee’s salary step status become effective on the same day, all such changes shall be in accordance with the provisions of the preceding sections of the Rule, and shall take place in the following order of precedence: (1) adjustment to same salary step in newly authorized salary schedule; (2) merit pay advancement or reduction in salary step; and (3) promotion, demotion, or reclassification. This section shall apply to all confidential, management and non-represented part-time employees.