

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4.1

Subject: Compensation

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Approved By: Kyle Hayes | 05/01/2021
City Manager | Date

Chris Catalina | 05/01/2021
Personnel Director | Date

I. PURPOSE

The purpose of this policy is to establish reasonable and systematic guidelines, which allow employees to be paid fair and equitable wages for services rendered in the performance of their job duties for the City. Salary ranges and grades will be established for all job groups.

II. RULES/PROCEDURES

- A. A department director may request that a salary offer be extended to an applicant up to twelve (12%) percent above the base of the salary range established for that grade.
- B. No applicant or employee will be extended a salary offer at less than the base of the salary range for that grade.
- C. Generally, an employee is eligible for consideration of a salary increase after satisfactory completion of an introductory and/or training period.
- D. The introductory and/or training period for an employee is six (6) or twelve (12) months. An introductory and/or training period for an employee may be extended for a period not to exceed ninety (90) days upon approval of the department director.
- E. A **promotion** is the assignment of an employee to a position with a higher salary grade.
- F. When an employee is promoted, the department director may request that a salary offer be extended to an employee up to ten percent (10%) above the employee's current salary or twelve percent (12%) above the base of the salary range, if the employee's current salary is below the base of the new range.
- G. An employee may be eligible for a salary increase consideration at six (6) and/or twelve (12) months from the date of promotion.
- H. Any employee who is temporarily appointed to a higher salary grade in excess of ten (10) working days may be paid up to ten percent (10%) above his/her existing salary, but not less than the base rate for the new grade subject to the approval of the department director. If the promotion is made permanent, no additional increase is warranted until the date that a regular increase would occur.

- I. From time-to-time jobs may be redesigned due to a Reduction-in-Force, RIF. When a position is assigned additional duties as a result of a RIF, the new job will be analyzed. The study analysis will determine if the job should be re-titled and/or reclassified. In the event that the job does not meet the criteria for reclassification to a higher pay grade, the employee assigned the additional duties will receive a pay increase of up to 10%.
- J. A transfer, promotion or demotion will result in the employee being subjected to satisfactory completion of the introductory and/or training period.
- K. Any employee who transfers will be eligible for an increase twelve (12) months from the date of the last increase.
- L. A **reclassification** of a position to a higher salary grade may result in a salary increase. The employee's salary may not be less than the base of the new salary grade. A title change is not considered a reclassification and may not warrant an increase in salary.
- M. In cases where an employee reverts back to a position of a lower grade following a promotion (generally within one year), the employee's salary shall revert back to the salary which the employee would have received had the promotion not occurred. The employee may be considered for an annual rate increase twelve (12) months from the date of the last increase prior to the promotion. For Transfers/Demotions refer to section F of Policy 4.2
- N. Regardless of whether the new job duties warrant a pay grade change, upon the recommendation of the department director and approval of the City Manager, the employee in question may be granted an equity salary adjustment of up to 6%. This shall apply when an employee has been permanently assigned responsibility for a special project or program which entails substantial job duty changes, and said employee demonstrates exceptional accomplishment in the performance of the new assignment.
- O. A personnel action form must be completed whenever a demotion, termination, administrative transfer, salary increase or salary adjustment occurs. The personnel action form must be approved by the department director to effect the change.
- P. A salary increase not submitted within twelve (12) months of the last increase will be considered retroactive but only to the original increase due date.
- Q. In no case will an employee be eligible to receive a salary increase which exceeds the maximum of the range for that salary grade.
- R. A salary increase may not exceed the established annual percentage.
- S. Each employee will receive his/her base rate of pay if their normal shift begins between 6:00 a.m. to 3:00 p.m. A ten cents (\$.10) shift differential shall be paid for normal shifts which begin between 3:00 p.m. to 11:00 p.m. A twenty cents (\$.20) shift differential shall be paid for normal shifts which begin between 11:00 p.m. to 6:00 a.m.
- T. Any exception to this policy is subject to the approval of the City Manager.