
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

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Policy No. 101: Compensation

A. General Provisions

1. Through the Personnel Ordinance, City Council has established compensation parameters for full-time, part-time and temporary positions and has provided the City Manager with the authority to administer these compensation provisions.
2. The Personnel Ordinance delineates the appropriate classification of positions within the City organization and assigns appropriate rates of pay to such positions.
3. No person shall be appointed to a position, nor compensated at a rate, which is not detailed by nor otherwise authorized through the Personnel Ordinance, except as noted in the following paragraphs number A.4 through A.6.
4. The Table of Organization in the Personnel Ordinance delineates regular part-time and part-time/temporary/seasonal and intermittent position classifications, with accompanying pay ranges. These pay ranges are controlling and establish the rates of pay for such position classifications. Separate from the Personnel Ordinance is a document entitled "Pay Rate Guidelines for Regular Part-Time and Part-Time/Temporary/Seasonal Positions." This document further delineates such position classifications, provided for in the Personnel Ordinance, into multiple sub-position classifications with position titles more specific to employees' job functions and accompanying pay ranges consistent with such job functions.
5. The Personnel Ordinance authorizes the City Manager, or his/her designee, to enter into agreements with certain employees for personnel services. Employees hired under such agreements shall be considered "Special Employees" (formally known as Contract Employees), whose compensation and benefits shall be provided for in such agreements and shall be controlled by budget dollar authorization instead of by the

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Personnel Ordinance. These Special Employees usually have unique skills, provide a unique service and/or are employed under unique circumstances.

6. Where appropriate, City Council has established Resolutions that provide for the classification and compensation for certain positions outside the authority of the Personnel Ordinance. Typically, such positions are contingent upon the receipt of funds from federal, State or other outside funding sources.

B. Table of Organization

1. Through the Personnel Ordinance, City Council has identified the organizational structure of the City, and the regular full-time, part-time and temporary employees authorized for each Department, and the maximum rate of pay for each designated position.
2. Under certain circumstances, the Personnel Ordinance provides the City Manager with the authority to modify the classification plan by overfilling or underfilling specific positions in order to optimize City operations. The Personnel Ordinance provides a description of circumstances when such modifications can be made.
3. The Personnel Ordinance also provides authority to the City Manager to underfill a vacant full-time position with a temporary or part-time employee, or a full-time employee of an equal or lower classification either from the same department or from elsewhere in the City organization. Hourly rates may not exceed the rate designated for the vacant full-time position. The City Manager may determine appropriate levels of fringe benefits in such circumstances.
4. The City Manager has the authority to fill or to leave vacant any position contained in the Personnel Ordinance.

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C. Position Classification Plan

1. Through the Personnel Ordinance, City Council provides for the appropriate classification of all positions within the City organization and for the assignment of appropriate rates of pay for all such positions, except as otherwise noted within this policy. The Position Classification Plan of the City of Kettering is therefore contained within the Personnel Ordinance.
2. The position classification titles specified in the Personnel Ordinance are the official titles for positions within the City organization. The City Manager is authorized to create new position titles to fulfill identified organizational needs. No person shall be appointed to or employed in a position, whether full-time, part-time or temporary, which has not been authorized by the City Manager or his/her designee.
3. Position classifications deemed to be in the Classified Service are subject to applicable provisions of the City of Kettering Civil Service Rules.

D. Position Reclassifications

1. A position reclassification may occur when a specific position or group of positions has undergone a significant change in the kind, difficulty or degree of responsibility, entailed in the work performed within that position. A reclassification may result in the reallocation of that position to a higher, lower or similar classification based on the type of changes in duties which have occurred.
2. A position reclassification may or may not result in a change in compensation.
3. All requests for position reclassifications should be submitted by the Department Director in writing to the Director of Human Resources, who will evaluate all such requests thoroughly prior to formulating a recommendation to the City Manager.

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4. The reclassification of positions in the Classified Service will be subject to applicable provisions of the City of Kettering Civil Service Rules.

E. Temporary Increase in Responsibility and Compensation

1. Hourly Employees

- a. When an hourly employee is temporarily assigned duties which are at a higher level of responsibility, the employee may be compensated at an appropriate, higher rate of pay.
- b. Such temporary increases in pay are rare and must be approved by the Department Director and the Director of Human Resources. Normally, this will only occur when the increase in duties and the duration of increased responsibility is significant.
- c. Temporary reassignments to a higher level of responsibility and/or pay are subject to the City of Kettering Civil Service Rules, bargaining agreements and the Personnel Ordinance.

2. Salaried Employees

- a. A professional or supervisory employee's job content includes the responsibility to fill in for an absent superior for reasonable periods of time. Therefore, under normal circumstances, such employees are not eligible for additional compensation when they assume the duties of a higher level professional or supervisory position on an interim basis.
- b. Deviation from this policy may occur when:

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- 1) There is clear evidence that the duties assumed by a salaried employee significantly exceed the duties they normally perform, even on an intermittent basis; and/or
 - 2) The assumption of the extra duties is of such an extensive duration that major policy decisions cannot be deferred until the return or replacement of the employee whose duties the salaried employee is assuming.
- c. Requests for a temporary increase in pay, due to a temporary increase in responsibilities, shall be submitted in writing to the Director of Human Resources. He/she shall give consideration to all pertinent factors, including:
- 1) The degree of assistance the salaried employee can be expected to receive in performing the higher level duties; and
 - 2) Whether or not the employee's normal rate of pay falls within the same pay range of the position to which the employee has been temporarily assigned.
- d. The Director of Human Resources shall make a determination in such matters.

F. Compensation Plan and Pay Schedules

1. The Personnel Ordinance contains Pay Schedules, which delineate the Compensation Plan for the City of Kettering, except as otherwise noted within this Policy.
2. Each Pay Schedule (or "Pay Table") consists of a series of numbered Pay Grades which specify the range of pay assigned to each position within the City. Each Pay Grade (except those for Assistant City Managers, Department Directors, and other regular

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full-time professional and supervisory employees in the 700 Pay Grade Series) contains Pay Steps or increments which delineate the specific hourly and annual pay rates applicable to positions assigned to that Pay Grade. Hourly rates are controlling.

3. The Personnel Ordinance authorizes the City Manager to determine the appropriate rate of pay for salaried supervisory and professional employees in the 700 Pay Grade Series, with the restriction that an employee may not receive more than that maximum rate assigned to the position.
4. Each Pay Table is utilized for a specific group or category of positions. This distribution is identified below.

<u>Pay Grades</u>	<u>Position Category</u>	<u>Pay Basis</u>
3 thru 13	Technical	Hourly
100 thru 112	Clerical	Hourly
200 thru 212	Public Service	Hourly
304 thru 306	Police Patrol Officer	Hourly
401 thru 406	Firefighter	Hourly
504 thru 505	Police Supervisory	* Salary
604 thru 605	Fire Supervisory	* Salary
700 thru 724	Other Supervisory/Professional	* Salary
800 thru 849	Part-Time/Temporary	Hourly
850 thru 899	Regular Part-Time	Hourly
912	Special - Fire House Janitor	Hourly

* Note: Hourly rates are controlling for computation.

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G. Pay Steps

1. New full-time employees normally enter at Step A of the Pay Grade, but the City Manager has the latitude to authorize entry at any step of the range.
2. The City Manager may authorize entry at any step of the range for part-time and temporary employees.
3. Movement from one step to a higher one (i.e., a "Step Increase") occurs at the supervisor's recommendation with the concurrence of the Department Director and the Director of Human Resources. Such movement is normally based on a combination of satisfactory performance and length of service. The service requirements for Step Increases vary from Pay Schedule to Pay Schedule and are identified in the Personnel Ordinance.
4. Step Increases or General Pay Increases are in no instance to be considered automatic or guaranteed. They may be accelerated or withheld based on the individual employee's performance.
5. In recognition of outstanding job performance, an employee may be granted a pay increase in a shorter period of time than that which has been designated in the Personnel Ordinance.

H. Normal Work Day/Normal Work Week

1. In most circumstances, the normal work day for full-time employees consists of eight (8) hours of work (plus a meal break). The normal work week consists of five (5) days and/or forty (40) hours of work. Variations to this schedule may be approved by the City Manager, consistent with the Personnel Ordinance.

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2. A paid unworked holiday, paid sick leave or paid unworked vacation leave shall count as "time worked" for all computations and considerations, except as otherwise noted in the Personnel Ordinance for certain overtime computations.
3. Employees assigned to rotating shifts work an average of forty (40) hours per week.
4. Firefighters may be assigned to a work schedule which consists of an average of forty (40) hours per week or to one which consists of an average fifty-six (56) hours per week. In the latter schedule, the normal work day consists of twenty-four (24) consecutive hours. Firefighters who work forty (40) hours per week may be scheduled for eight (8) hours per day five days per week, or for ten (10) hours per day four days per week.

I. Pay Periods and Pay Checks

1. All employees are paid bi-weekly (i.e., every other week).
2. A Pay Period normally consists of fourteen (14) calendar days or two (2) calendar weeks. There are normally twenty-six (26) Pay Periods in any one (1) calendar year. Each Pay Period starts on a Monday and ends on the Sunday of the second week. Pay checks are normally issued on alternate Fridays, five (5) days after the close of the pay period. The Finance Director is authorized to modify the schedule governing issuance of pay checks if necessary.

Example:

- o Pay Period #1 = Monday, January 1 through Sunday, January 14
 - o Pay Check #1 = Issued Friday, January 19
3. The Finance Director is authorized to compensate employees either for:

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- a) The actual number of hours worked during a pay period; or
 - b) For the average number of hours worked per pay period.
4. Overtime compensation will be paid as it is earned, and it will normally appear in the next scheduled pay check.

J. Pay Advances

1. Under emergency circumstances, and with the approval of the employee's Department Director and the Finance Director, an employee may request an advance in pay from the Finance Department, which will be paid on the closest subsequent pay period. Such advances in pay are requested via the payroll exception input process in the employee's department.
2. A pay advancement shall not exceed the unpaid balance of pay and accumulated vacation leave the employee has earned at the time the request is made.
3. Pay advancements are not encouraged and should be subject to very limited use. The Finance Director may refuse to authorize, or may restrict the amount of any pay advance. Typically, pay advances are used when an employee will be absent from work, on a particular pay date, due to being on vacation leave.

K. Garnishment of Wages

1. An employee's wages will be garnished when the Finance Director receives a Court Order mandating such action. Normally, the Court Order will contain a specified amount of money to be withheld from an employee's paycheck(s). The money which is withheld will be paid directly to the designated firm(s), individual(s), agency(ies) or court specified in the Court Order.

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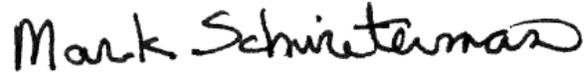
2. The affected employee receives a copy of the Notice to garnishee wages from the Court. If the employee has questions regarding the internal procedure for garnishment of wages, he/she should contact the Finance Department. The Finance Department maintains a file of all Court Orders for the garnishment of wages.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

Date



Mark Schwieterman
City Manager

Issued:

10/27/06

Date



Richard L. Strader
Director of Human Resources