

# CHAPTER VI

## POSITION CLASSIFICATION AND COMPENSATION PLAN

The Position Classification and Compensation Plan (PCCP) provides a systematic arrangement of the positions in the municipal service. The plan groups similar positions into “classes” according to the duties, responsibilities and level of work performed and directly relates the positions to the basis of compensation for employees in the municipal service. The plan includes a Salary Schedule showing salary grades and ranges within grades

The plan contains job descriptions for every position authorized by the Village Council, except for the positions of Village Attorney, Village Clerk and Village Manager, as these are Charter Officials. The job descriptions in the plan illustrate the essential functions and detail the duties and responsibilities of every position as well as the suggested minimum qualifications; however, the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for the classification.

Job descriptions are not unalterable. Organizational structure, job content, and Federal and State law changes will occur and subsequently, require the revision and updating of the job descriptions.

The Classification Identification for each position is an alphanumeric representation of the position as it is classified according to the Fair Labor Standards Act. Each position is determined to be either, Executive Exempt, Administrative Exempt, Professional Exempt, or Non-Exempt. Furthermore, each position is designated a work status of full-time or part-time. The numeric portion of the classification identification series represents the consecutive workweek for each position and is necessary for categorizing positions within the timekeeping and payroll systems.

### **Rule 6.1 CONTENT AND USE**

The PCCP groups positions into classes on the basis of approximately equal difficulty and responsibility, which require the same general qualifications and can be equitably compensated within the same range of pay. Classifications will be used for promotion, developing employee training, determining qualifications, uniform terminology of jobs and in the preparation of interview questions and examinations.

### **Rule 6.2 IMPLEMENTATION**

All positions shall be included among classes in the PCCP with the exception of the Village Manager and Village Clerk, which are Charter appointments. The Human Resources Manager shall have the responsibility for maintaining the PCCP and periodic reviews of all classes shall be made. Employees may be required to perform duties in a higher or lower classification for periods of time due to the nature of departmental work.

### **Rule 6.3 RECLASSIFICATION**

If a Department Head has facts, which indicate that a position or positions are improperly classified, the Department Head may request the Human Resources Manager to review the classification of the position. Such requests shall be in writing. The Human Resources Manager shall conduct an analysis of the essential functions of the position and submit a written recommendation to the Village Manager.

#### **A. APPEALS OF POSITION RECLASSIFICATIONS**

Whenever an employee affected by a reclassification feels that his or her position has been classified incorrectly, he or she may appeal the reclassification to the Human Resources Manager.

# CHAPTER VI

## POSITION CLASSIFICATION AND COMPENSATION PLAN

### **B. RECLASSIFICATION OF A POSITION TO A HIGHER LEVEL**

Should the position be reclassified to a job classification with a higher pay grade than that of the original classification, such change shall be considered a promotion for the incumbent employee(s). Should an incumbent employee whose position has been reclassified to a job classification with a higher pay grade not be promoted to fill the reclassified position, the Village Manager, in accordance with applicable Employee Policies and Procedures Manual rules, may lay-off or demote the employee to any other existing vacancy for which the employee may be qualified.

### **C. RECLASSIFICATION OF A POSITION TO THE SAME PAY GRADE**

Should the position be reclassified to a job classification with the same pay grade as that of the original classification, the position, if vacant, shall be filled by the incumbent employee(s). The incumbent employee reclassified shall maintain his or her same pay, step, grade and date in class. Should an incumbent employee whose position has been reclassified to a job classification with the same pay grade not be qualified to fill the reclassified position, the Village Manager, in accordance with applicable Employee Policies and Procedures Manual rules, may lay off or demote the employee to any other existing vacancy for which the employee may be qualified.

### **D. RECLASSIFICATION OF A POSITION TO A LOWER PAY GRADE**

Should the position be reclassified to a job classification with a lower pay grade than that of the original classification, the position, if vacant, shall be filled in the appropriate manner as prescribed by policy. If the position is filled, the incumbent employee shall be offered transfer to a vacancy if one exists, in the original classification in the same or other department. In the absence of such vacancy, the incumbent employee shall remain in the reclassified position, but shall be frozen at the employee's current pay rate until such time as the pay plan meets or surpasses the current (frozen) pay rate. Rule 6.4 Compensation Plan Administration.

## **Rule 6.4 COMPENSATION PLAN ADMINISTRATION**

Each employee shall be paid at the rates set forth in the pay plan for the classification in which he or she serves.

### **A. NEW EMPLOYMENT**

New appointments shall be made at the beginning rate of the salary range for each classification, unless otherwise approved by the Village Manager. New appointments above the minimum rate shall only occur when there is a lack of qualified candidates for recruitment at the minimum rates; or when a qualified candidate possesses skills, experience and qualifications, which warrant starting above the minimum rate. The need to make appointments in excess of this beginning rate requires specific approval from the Village Manager.

### **B. SALARY INCREASES**

Salary increases within the established range shall be dependent upon recommendation of the Department Head and Human Resources Manager with approval by the Village Manager. No salary increase shall be granted above the maximum rate fixed for the classification concerned.

### **C. COST OF LIVING ADJUSTMENT**

Based on the availability of funds, full-time employees may receive a salary increase based on a cost-of-living adjustment. The cost-of-living adjustment takes into consideration changes to the

# CHAPTER VI

## POSITION CLASSIFICATION AND COMPENSATION PLAN

Consumer Price Index. The cost-of-living data and trends are a guide in making pay level adjustments. When the employee's anniversary date falls on the same date as the cost-of-living adjustment, the adjustment will be calculated prior to any other applicable increases such as the merit increase. Effective date of COLA increases shall be the first day of the corresponding pay period.

### **D. MERIT INCREASES**

Merit increases are not automatic and should be based upon formal Performance Evaluations that are made annually or on the employee's anniversary date following a promotion, demotion, transfer, etc., and as approved by the Department Head.

1. An employee whose overall performance is rated "satisfactory" or better shall be eligible for a merit increase upon approval by the Department Head and as proposed by the Village Manager and adopted by the Village Council as part of the annual budget.
2. An employee whose overall performance is "conditional" or less shall not be eligible to a merit raise. However, if subsequent performance evaluations rate the employee satisfactory or better, they shall receive the merit increase at that time.
3. If an employee's merit increase falls on the same date as the cost-of-living increase, the merit increase will be calculated based on and after the cost-of-living adjustment or pay grade adjustment.
4. The effective date of a merit increase shall be the first day of the corresponding pay period.

### **E. PROMOTION**

Employees promoted to a classification with a salary range higher than that of the previous classification shall be increased to the minimum in the new range. If the employee's current rate of pay falls within the pay range of the classification being assumed, his or her pay rate shall be increased five percent (5%) so long as the resultant rate is still within the new range. The action of promotion shall establish a new anniversary date for the purpose of future performance evaluations and salary considerations. Employees in a new position will receive a performance evaluation after the initial six (6) months in the new position and once a year on the new anniversary date thereafter. The effective date of a promotional salary increase shall be the actual date in the new position.

### **F. TRANSFER**

A transfer is a change in position to one that is in the same salary range. When an employee applies to a posting for a vacant position that does not involve a promotion, the situation will be reviewed by the Department Heads involved to determine whether such as transfer would be to both the employee's and the Village's best interest. The action of transfer shall not change an employee's rate of pay. It will establish a new anniversary date for the purpose of future performance evaluations and salary considerations. Employees in a new position will receive a performance evaluation after the initial six (6) months in the new position and once a year on the new anniversary date thereafter.

### **G. TSOR (TEMPORARY SERVICE OUT OF RANK)**

A full-time employee who has been continuously assigned on a temporary basis to another classification for more than five (5) consecutive, regularly scheduled work days will be temporarily transferred to that classification and may, as outlined below, have his or her pay temporarily

# CHAPTER VI

## POSITION CLASSIFICATION AND COMPENSATION PLAN

adjusted for each continuing work day beyond the initial five (5) day period during which the temporary assignment continues as follows:

1. An employee temporarily transferred to a position classified at a higher pay grade will be paid at the minimum rate of that higher grade. However, if their regular rate of pay is higher than that minimum, the rate of pay will be temporarily increased by five percent (5%) up to the maximum of the pay grade of the classification to which they are being temporarily transferred.
2. An employee temporarily transferred to a position classified at the same or lower pay grade will not have his or her pay rate adjusted because of the temporary transfer.

The duration of any temporary transfer will be of the minimum length necessary to meet the needs of the Village but shall not exceed six (6) consecutive calendar months for any one such transfer. Each such period of temporary transfer will be treated as a new event and be subject to the above guidelines.

### H. DEMOTION

Upon demotion, if the employee's rate of pay in the previous class was more than the maximum rate established for the new class or position, the rate of pay shall be reduced to the maximum rate or to such intermediate step in the new pay range as may be determined by the Department Head and subject to the approval of the Village Manager. The action of demotion shall establish a new anniversary date for purpose of future salary consideration. Employees in a new position will receive a performance evaluation after the initial six (6) months in the new position and once a year on the new anniversary date thereafter. The effective date of a salary decrease shall be the actual date in the new position.

### Rule 6.5 PAY GRADE ADJUSTMENTS

The Human Resources Manager, under the direction of the Village Manager, shall conduct a periodic review of salary ranges and present the results to the Village Manager. When necessary to remain competitive in the market, the Village Manager may revise the minimum and/or maximum salary of a pay grade.

- a. Changes in the pay grades shall become effective on October 1.

### Rule 6.6 EFFECTIVE DATE OF PAY CHANGES

- a. Anniversary Dates & Eligibility: The anniversary date for determining an employee's eligibility for a pay increase shall be the date of employment or the date of his or her last pay rate adjustment.
- b. Effective Date of Separation: The effective date of separation from the Municipal Service shall be at the close of business the last day an employee reports for duty, the date specified in the employee's written resignation, or the last day of leave granted should an employee fail to report for duty on the first working day following the expiration of leave. Employees separated shall receive lump sum payment for earned annual leave credits and other credits accumulated which are so payable.

### Rule 6.7 OVERTIME AND COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

- a. It shall be the policy of the Village to keep overtime work to a minimum. However, when employees are directed by their authorized supervisor to work extra hours in addition to the regular hours or normal work of the department in which they are assigned, they shall be

## CHAPTER VI

### POSITION CLASSIFICATION AND COMPENSATION PLAN

compensated in accordance with the provisions of the Fair Labor Standards Act. This means that employees who are not exempt from the overtime provision of the FLSA will be paid overtime at the rate of time and one-half for all hours actually worked in excess of forty (40) hours in the established seven (7) day workweek.

- b. This rule does not apply to those positions determined to be exempt from overtime under the Fair Labor Standards Act and detailed in the PCCP.
- c. No paid absences shall be counted in the computation of overtime. Overtime is based on "actual hours worked", therefore, vacation, sick, holiday, personal day, compensatory time and other such leaves will not be used in the computation of overtime worked.
- d. There shall be no duplication or pyramiding in the computation of overtime pay and nothing in this manual shall be construed to require the payment of overtime or other premium pay more than once for the same hours actually worked.
- e. Employees shall be given as much advance notice as practicable when overtime is required.
- f. Employees who are not exempt from the overtime provisions of the FLSA are to work overtime hours only when assigned and authorized. "Volunteered time", though well intentioned and appreciated, is not permitted. This includes early and late work hours and working through lunch periods.
- g. Overtime shall, whenever practicable, be distributed in a fair and equitable manner among all employees qualified to perform the work.
- h. Non-exempt employees may accrue a maximum of one-hundred twenty (120) hours compensatory time during a fiscal year. Any unused compensatory time at the end of the fiscal year (September 30), shall be paid out in cash as overtime. Compensatory time is defined as paid time off earned and accrued at one and one-half the employee's straight time rate of pay.
- i. Compensatory time may be taken as operational conditions permit with prior approval by the Department Head.

#### **Rule 6.8 COURT TIME**

- a. Police Officers required to attend court in connection with their official duty during scheduled off-duty hours shall be compensated for all hours during which his or her attendance is required at the applicable rate of pay (straight time or overtime).
- b. The officer will be paid a minimum of four (4) hours pay for an off-duty court appearance except when the off-duty court appearance is contiguous with the beginning or ending of the employee's scheduled tour of duty.
- c. Multiple court appearances in the same calendar day shall be credited separately or as one continuous appearance, whichever is least expensive to the Department.
- d. Whenever an officer is subpoenaed for criminal trial, he or she will place himself or herself on standby with the victim/witness coordinator at the State Attorney's Office. It will be the officer's responsibility to check on the status of the case no later than the day prior to the actual trial date. Standby shall not be compensable, but in the event the case goes to trial and the officer is called to appear, he or she shall be compensated as described in this rule.
- e. Pay for witness fees shall be returned to the Village.

## CHAPTER VI

---

### POSITION CLASSIFICATION AND COMPENSATION PLAN

- f. Employees may be permitted to accrue compensatory time for off-duty court appearances in lieu of cash payments.

#### **Rule 6.9 CALL BACK**

If an employee is called back to work at a time outside normal working hours, and at least three (3) hours before the beginning of the shift and one (1) hour after the end of the shift, the employee shall be paid for the actual time worked or a minimum of two (2) hours, whichever is greater. However, an employee who has not worked a forty (40) hour workweek will be compensated for the call back at straight time up to forty (40) hours and then compensated at time and one-half for all time over forty (40) hours. Pay for court appearance, however shall be governed exclusively by the provisions of Rule 6.8.

#### **Rule 6.10 SEPARATION PAY**

Should a full-time employee be laid off from service with the Village because of reduction of personnel, reorganization of departmental structure, or other consideration necessitating layoffs, and such employee is in good standing, he or she shall, in addition to the payment for accrued annual leave earned, receive separation pay equal to two (2) weeks' salary. Employees dismissed for other reasons shall not be entitled to separation pay.