

RESOLUTION NO. 18-38

RESOLUTION FURTHER AMENDING THE CITY OF MONTICELLO PERSONNEL HANDBOOK, AS ADOPTED BY RESOLUTION 13-35, AS SUBSEQUENTLY AMENDED BY RESOLUTION RS-2016-08 AND RESOLUTION RS-2017-45 IN REGARD TO A GENERAL PAY SCHEDULE FOR THE CITY OF MONTICELLO.

Whereas, due to recent changes in the Arkansas minimum wage and other reasons, the general pay schedule of the City of Monticello should be amended as provided for herein.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Monticello, Arkansas, that City of Monticello Personnel Handbook, as adopted by Resolution 13-35, is amended as follows:

"4.16 THE MUNICIPAL GENERAL PAY SCHEDULE.

- (a) The Municipal General Pay Schedule, which may be referenced using "G", is the basic pay schedule for all non-elected positions, except the Mayor, employed by the City of Monticello. Each employee is entitled to basic pay in accordance with the Municipal General Pay Schedule.

The Municipal General Pay Schedule shall be a schedule of hourly rates of basic gross pay and annual rates of basic gross pay consisting of seven grades, consecutively, with seven consecutive rates of pay for each such grade, to be known as steps. Each step shall be three percent higher in pay than the pay designated in the previous step; and the pay designated by the first step of each grade shall be equal to the pay designated by the seventh step of the previous grade.

- (b) Annual rates of basic pay shall be calculated by multiplying the hourly rate of pay by 2,080.
- (c) The Municipal General Pay Schedule may be referenced using a reference number for each rate

of basic pay; and shall include the abbreviation "G" followed by single digit number indicating the pay grade, followed by a single digit number indicating the pay grade step.

(Example: G8-7)

- (d) General pay grades G1 through G4 shall be reserved for laborer positions, general pay grades G5 through G6 shall be reserved for supervisory positions, and general pay grades G7 through G8 shall be reserved for management positions.

4.16.1 NON-UNIFORMED PAY STEPS INCREASES.

Non-uniformed employees with rates of basic pay below the seventh step in their current pay grade may, by authorization of the Mayor, earn step increases within their current pay grade under one of the two following circumstances:

- (a) Retention step increase. Non-uniformed employees shall earn step increases after serving the following prescribed periods of service, in at least a satisfactory manner without any disciplinary occurrences; after 52 weeks of service (one year), 260 more weeks of service (five years), 260 more weeks of service (ten years), 260 more weeks of service (fifteen years), 260 more weeks of service (twenty years), 260 more weeks of service (twenty-five years).
- (b) Merit step increase. Non-uniformed employees may earn step increases for outstanding performance which advances the employee one step within grade regardless of years of service. In order for employees to earn quality step increases, the employee, shall have 52 weeks without any disciplinary occurrences and shall received a written citation by the Mayor for outstanding work performance.

4.16.2 FIRE DEPARTMENT PAY STEPS INCREASES.

Fire Department employees with rates of basic pay below the seventh step in their current pay grade may, by authorization of the Mayor, earn step increases within their current pay grade under one of the two following circumstances:

- (a) Retention step increase. Fire Department employees shall earn step increases after serving the following prescribed periods of service, in at least a satisfactory manner without any disciplinary occurrences: after 24

weeks of service (six months), 24 more weeks of services (one year), 156 more weeks of service (three years), 104 more weeks of service (five years), 260 more weeks of service (ten years), 260 more weeks of service (fifteen years). Fire Department personnel that are ranked higher than regular firefighter personnel (to include but not be limited to Captains, Chiefs, and other officers) will gain retention raises based on the non-uniformed accrual rates of 0 through 25 years as stated on the pay schedule.

- (b) Merit step increase. Fire Department employees may earn step increases for outstanding work performance which advances the employee one step within grade regardless of years of service. In order for employees to earn quality step increases, the employee, shall 52 have weeks without any disciplinary occurrences and shall have received a written citation by the Mayor for outstanding work performance.

4.16.3 POLICE DEPARTMENT PAY STEP INCREASES.

Police Department employees with rates of basic pay below the seventh step in their current pay grade may by authorization of the Mayor earn step increases in their current pay grade under one of two following circumstances:

- (a) Patrolmen Retention step increase.
Patrolmen shall earn step increases after serving the following prescribed periods of service, in at least a satisfactory manner without any disciplinary occurrences: becoming certified police officers through state training academy to a G4-3, 104 weeks of service (two years) to a G4-4, 52 more weeks of service (three years) to a G4-5, 52 more weeks of service (four years), to a G4-6, and 52 more weeks of service (five years) to a G4-7.
- (b) Dispatchers Retention step increase.
Dispatchers shall earn step increases after serving the following prescribed periods of service in at least a satisfactory manner without any disciplinary occurrences: becoming certified dispatchers through the state training academy to a G4-1, 104 weeks of service (two years) to a G4-2, and 104 more weeks of service (four years) to a G4-3.
- (c) Police Department Personnel:

Police personnel that are ranked higher than regular patrolmen personnel (to include but not be limited to Captains, Chiefs, Sergeants, Lieutenants) will gain retention raises based on the non-uniformed accrual rates of 0 through 25 years as stated on the pay schedule.

- (d) Merit step increases. Police Department employees may earn step increases for outstanding work performance which advances the employee one step within grade regardless of years of service. In order for employees to earn quality step increases, the employee shall have 52 weeks without any disciplinary occurrences and shall have received a written citation by the Mayor for outstanding work performance.

4.16.4 GENERAL FULL-TIME POSITIONS DEFINED BY GRADE.

POSITIONS DEFINED BY GRADE 2019:

Position:	Pay Grade:
Finance Director	G7
Police Chief	G7
Public Works Superintendent	G7
Assistant Finance Director	G6
Police Captain	G6
Assistant Public Works Superintendent	G6
Fire Chief	G6
Water Office Director	G6
Fleet Mechanic	G6
Engineer	G6
Human Resource Director	G5
Police Lieutenant	G5
Police Sergeant	G5
Detective	G5
Dispatch Sergeant	G5
Dispatch Lieutenant	G5
Park Manager	G5
Water Operator	G5
Fire Captain	G5
Recycling Center Supervisor	G4
Firefighter	G4
Dispatcher	G4
Patrol Officer	G4
Finance Assistant	G4

Water Clerk III	G4
Meter Reader III	G4
Lead	G4
Senior Center Manager	G3
Senior Center Activities Coordinator	G3
Airport Manager	G3
Police Administrative Assistant	G3
Water Clerk II	G3
Meter Reader II	G3
Operator	G3
Finance Office Clerk	G2
Water Clerk I	G2
Meter Reader I	G2
Senior Center Administrative Assistant	G2
Senior Center Head Cook	G2
Cemetery Caretaker	G2
Seasonal Pool Manager	G2
Laborer	G2
Animal Control Field Officer	G2
Senior Center Driver	G1
Senior Center Assistant Cook	G1
Janitor	G1
Seasonal Pool Employees	G1
Seasonal Laborer	G1

4.16.5 DISTRICT COURT SALARY SCHEDULE.

Since the operations of Drew County District Court defined statutorily required agreement between the City of Monticello and the County of Drew, Arkansas, whereby the City and the County must split the costs of the Court evenly between the two entities, the City cannot require District Court positions to be compensated in line with its uniform General Pay Schedule.

4.16.6 PART-TIME ELECTED OFFICIALS COMPENSATION SCHEDULE

Part-time elected officials are compensated for their service to the city in their respective positions monthly, at the following monthly rate:

1.	Aldermen	\$355.35	\$4,264.20
2.	City Clerk	\$355.35	\$4,264.20
3.	City Attorney	\$1,946.56	\$23,358.72

NON-ALIGNED EMPLOYEES.

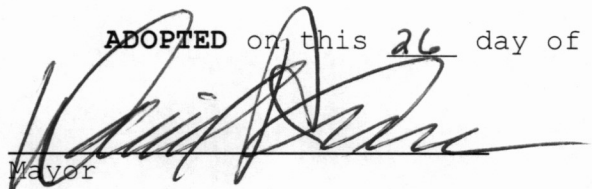
BE IT FURTHER RESOLVED, by the City Council of the City of Monticello, Arkansas, in any case where an employee's rate of pay, before the adoption of this resolution, may be greater than the rate of pay defined in this resolution, the city shall compensate said employee with a cost of living increase that is equal to the overall annual increase approved by the City Council, if any.

EFFECTIVE DATE

BE IT FURTHER RESOLVED, by the City Council of the City of Monticello, Arkansas that, this resolution shall become effective on this 26 day of November, 2018.

(END OF RESOLUTION)

ADOPTED on this 26 day of November, 2018.


Mayor

ATTEST:


City Clerk-Treasurer

Proposed changes to the Pay Scale:

Fire Department Personnel:

Fire personnel that are ranked higher than regular firefighter personnel i.e. Captain, Chiefs, etc.... will gain retention raises based on the non-uniformed accrual rates of 0 thru 25 years as stated on the pay schedule.

Firefighters will be classified in a Grade 4

Fire Captains and other levels of ranking will be classified in a Grade 5

Fire Chiefs will be classified in a Grade 6

*Section 4.16.3 (a) - Change the 6 month pay increase to Certified status to align with what the Police Department does in regards to retention increases.

Police Department Personnel:

Police personnel that are ranked higher than regular patrolman personnel i.e. Captains, Chiefs, Sergeants, Lieutenants, etc.... will gain retention raises based on the non-uniformed accrual rates of 0 thru 25 years as stated on the pay schedule.

Patrolman will be classified in a Grade 4

Sergeants and Lieutenants will be classified in a Grade 5

Police Captain will be classified in a Grade 6

Police Chief will be classified in a Grade 7

Adjustments to the verbiage of the Pay Scale:

Cut out Section 4.16.1 Municipal Minimum Wage

In Section 4.16 (a) – change “consisting of eight grades” to “consisting of seven grades”

Re-word section entitled “Non-aligned employees” – The City shall compensate said employees with a cost of living increase that is equal to the overall annual increase approved by the City Council.

RESOLUTION NO. 17-45

A RESOLUTION AMENDING THE CITY OF MONTICELLO PERSONNEL HANDBOOK, AS ADOPTED BY RESOLUTION 13-35 AND AS SUBSEQUENTLY AMENDED BY RESOLUTION NO. RS-2016-08 IN REGARD TO A GENERAL PAY SCHEDULE FOR THE CITY OF MONTICELLO

WHEREAS, the City of Monticello Personnel Handbook as adopted by Resolution 13-35 and as subsequently amended by Resolution No. RS-2016-08 be and the same is hereby amended in the following particulars, to wit:

4.16.5 General Fund Positions Defined by Grade

FOR DETAILED LIST OF 4.16.5 GENERAL
FUND POSITIONS DEFINED BY GRADE

SEE PAGE TWO

POSITIONS DEFINED BY GRADE:

Position:	Pay Grade:
Finance Director	G7
Police Chief	G7
Public Works Superintendent	G7
Assistant Finance Director	G6
Police Captain	G6
Assistant Public Works Superintendent	G6
Fire Chief	G6
Water Office Director	G6
Fleet Mechanic	G6
Engineer	G6
Human Resource Director	G5
Police Lieutenant	G5
Police Sergeant	G5
Detective	G5
Dispatch Sergeant	G5
Dispatch Lieutenant	G5
Assistant Fire Chief	G5
Park Manager	G5
Water Operator	G5
Recycling Center Supervisor	G4
Fire Captain	G4
Firefighter	G4
Dispatcher	G4
Patrol Officer	G4
Finance Assistant	G4
Water Clerk III	G4
Meter Reader III	G4
Lead	G4
Senior Center Manager	G3
Senior Center Activities Coordinator	G3
Airport Manager	G3
Police Administrative Assistant	G3
Water Clerk II	G3
Meter Reader II	G3
Operator	G3
Finance Office Clerk	G2
Water Clerk I	G2
Meter Reader I	G2
Senior Center Administrative Assistant	G2
Senior Center Head Cook	G2
Cemetery Caretaker	G2
Seasonal Pool Manager	G2
Laborer	G2
Animal Control Field Officer	G2
Senior Center Driver	G1
Senior Center Assistant Cook	G1
Janitor	G1
Seasonal Pool Employees	G1
Seasonal Laborer	G1

4.16.6 District Court Schedule

Since the operations of Drew County District Court defined statutorily require agreement between the City of Monticello and the County of Drew, Arkansas, whereby the City and the County must split the costs of the Court evenly between the two entities, the City cannot require District Court positions to be compensated in line with its uniform General Pay Schedule.

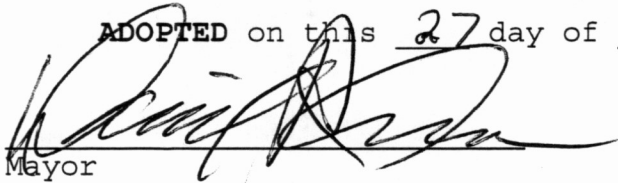
Future Changes As To Compensation.

Any changes to the compensation amount for employment positions or grade shall be approved by Monticello City Council in its budget resolutions and shall not require an Amendment of this Resolution.

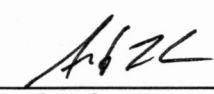
Except as amended herein, Resolution No. RS-2016-08 remains in full force and affect.

(END OF RESOLUTION)

ADOPTED on this 27 day of November, 2017.


Mayor

ATTEST:


City Clerk-Treasurer