

RESOLUTION NO. RS-2016-68

A RESOLUTION AMENDING THE CITY OF
MONTICELLO PERSONNEL HANDBOOK, AS
ADOPTED BY RESOLUTION 13-35, TO
INCLUDE A GENERAL PAY SCHEDULE FOR
THE CITY OF MONTICELLO.

WHEREAS, all too often employees of government systems become victims of pay disparity. Driven by politics, elected officials are known for rewarding loyalty with raises/benefit packages for a certain employees without considering adjustments across the board for others employees. These practices on individual bases do not seem extremely harmful to the overall management or efficacy of government, but these practices over many decades create a highly evident disparity amongst employees; and

WHEREAS, in smaller organizations, like the local governments, disparity in employee treatment and pay is more than simply a question of management ethics, as it more directly results in conflict amongst employees. This conflict, fueled by performance rewarded independent of work related merit, creates an unnecessary environment where employees are less driven to be effective and efficient with tax payer resources and offering of services to the public; and

WHEREAS, in the City of Monticello, pay disparity between individuals with the same job titles within departments, individuals with similar jobs in different departments, and

individuals receiving pay for a position with greater responsibilities than a position receiving greater compensation is an all too real reality. For example, in 2013, a garbage truck driver made more than any firefighter; or more than 56% of the police department; or Court Clerks who are entrusted with highly sensitive criminal records; and

WHEREAS, in exploring a procedure which addresses these issues, while without hindering recognition/ rewarding for years of service, a policy must be developed that properly incentivize and rewards quality performance with comparative quality pay; and

WHEREAS, in the early 1900s the federal government established a general pay schedule to establish legal standards for fair treatment in relation to promotions and pay equitably. Standard pay schedules help protect government employees from political motivated raises to a select few individuals that create harmful pay disparity. Throughout the 20th century standard pay schedules have been adopted by all 50 states and a majority of local governments; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the 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 eight 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 2,087.

(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 a 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 MUNICIPAL MINIMUM WAGE.

(a) The minimum rate of basic pay for all non-elected positions, except the Mayor, employed by the City of Monticello shall be identified as the rate of basic pay indicated in the first step of the first grade (G1-1) of the Municipal General Pay Schedule.

(b) G1-1 shall be the hourly rate of basic pay of \$8.50; and the corresponding annual rates of basic pay as calculated in §1(b) of this directive.

4.16.2 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), and 260 more weeks of service (twenty-five years).

(b) Merit step increase. Non-uniformed 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.

4.16.3 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 service (one year), 156 more weeks of service (three years), 104 more weeks of service (five years), 260 more weeks of service (ten years), and a 260 more weeks of service (fifteen years).

(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 have 52 weeks without any disciplinary occurrences and shall have received a written citation by the Mayor for outstanding work performance.

4.16.4 POLICE DEPARTMENT PAY STEPS 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 within their current pay grade under one of the 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 the 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.

(b) **Merit step increase.** 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.

4.16.5 GENERAL FULL-TIME POSITIONS DEFINED BY GRADE.

1. Accountant	G4
2. Administrative Assistant	G3
3. Airport Manager	G3
4. Animal Control Field Officer	G2
5. Assistant Chief	G5
6. Assistant Finance Director	G6
7. Assistant Public Works Superintendent	G6
8. Assistant to the Mayor/ HR Director	G5
9. Assistant Water Operator	G5
10. Cemetery Caretaker	G2
11. Chief of Police	G7
12. Detective	G5
13. Dispatcher Lieutenant	G5
14. Dispatcher Sergeant	G5
15. Dispatcher	G4
16. Finance Director	G7
17. Fire Chief	G6
18. Firefighter	G4
19. Fleet Mechanic	G6
20. Laborer	G2
21. Lead	G4
22. Mayor	G8
23. Operator	G3
24. Parks Director	G5
25. Patrol Officer	G4
26. Police Captain	G6
27. Police Lieutenant	G5
28. Police Sergeant	G5
29. Public Works Superintendent	G6
30. Recycling Center Manger	G4
31. Supervisor	G5
32. Water Clerk I	G4
33. Water Clerk II	G3
34. Water Meter Reader	G4
35. Water Office Manager	G6
36. Water Operator	G6

4.16.6 DISTRICT COURT SALARY SCHEDULE.

Since the operations of Drew County District Court defined by a statutorily required agreement

between the City of Monticello and the County of Drew, Arkansas, where the City and 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 without an agreement with the County of Drew, Arkansas. The following is the agreed salary schedule for the positions of the Drew County District Court as of January 1, 2015:

	County	City	Total
1. Judge	\$19,570.20	\$19,570.20	\$39,140.40
2. Clerk	\$18,558.54	\$18,558.54	\$37,117.08
3. Deputy Clerk	\$10,233.60	\$10,233.60	\$20,467.20
4. Part-time Deputy Clerk	\$4.50/hour	\$4.50/hour	\$9.00/hour

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:

	Monthly	Annually
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 Monticello, Arkansas that, 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 at a three percent (3%) increase in pay of their previous rate of pay.

EFFECTIVE DATE

BE IT FURTHER RESOLVED, by the City Council of the Monticello, Arkansas that, this resolution shall become effective January 24, 2016.

(End of Resolution)

ADOPTED on this 8 day of February, 2016.



Mayor

ATTEST:



City Clerk