

	<b>TOWN OF PARADISE VALLEY</b> <b>Administrative Policy</b>		
	<b>Title:</b> <b>SALARY ADMINISTRATION</b>	<b>Policy No.</b> <b>AP-04</b>	<b>Effective Date:</b> <b>07/01/2023</b>
<b>Policy Owner:</b> Gina Monger, Human Resources Director	<b>Approved By:</b> Brent Skoglund, Acting Town Manager		
<b>Revision History:</b>		<b>Authorized By:</b>	
06/30/2005, 06/04/2019, 08/31/2020, 02/01/2021		Town of Paradise Valley Resolution No. (TBD)	

## 1. Purpose

This policy will provide further guidance for the administration of the provisions of Article VIII. Salary Administration of the Town of Paradise Valley (hereinafter referred to as the "Town") Employee Handbook. In accordance with Section 803 (Salary Adjustment for Classified Employees) and Section 804 (Special Awards Programs for Classified Employees) under Article VIII (Salary Administration) of the Human Resources Policies and Procedures, this policy provides guidance for administration of salary adjustments.

## 2. Merit Increases

**2.1. Maximum Increase:** Merit increases to base compensation will only be administered up to the maximum of the salary range.

**2.2. Full Review Period:** All employees shall be eligible for an increase in base compensation commensurate with their meritorious performance during the previous review period as determined by their supervisor and/or department director. Said increase shall take effect upon the first day of the new fiscal year or retroactive to that date.

**2.3. Partial Review Period:** For those employees whose performance review period is less than one year, the employee will be eligible for a pro rata amount of the merit average set by the Town Manager in conjunction with the annual budget approved by the Town Council. The pro rata amount of the merit average will be equivalent to 1/12<sup>th</sup> of the merit average for each full month completed.

Example: In a year where the average merit is established at 4%, an employee hired August 20<sup>th</sup> shall be eligible for 10/12ths of 4% or 3.33% plus or minus the range established for exceptional or below expectation performance. Similarly, in a year where the average merit is established at 3%, an employee hired January 10<sup>th</sup> shall be eligible for 5/12ths of 3% or 1.25% plus or minus the range established for exceptional or below expectation performance.

**2.1.1.** For those employees whose performance review period is less than one year (which likely also means they have not completed the probationary period), the employee shall be eligible for a pro rata amount of the merit average set by the Town Manager in conjunction with the annual budget approved by the Town Council. The pro rata amount of the merit average shall be the equivalent of 1/12<sup>th</sup> of the merit average for each full month completed. A Personnel Action Form must be signed by the Town Manager and Human Resources to take effect.

**2.2.**

**1.1.1.** All employees whose tenure is less than six months are not required to receive the full annual evaluation but rather a general narrative for their personnel file more consistent with the mid-year evaluation.

**2.3.** Merit increases to base compensation will only be administered up to the maximum of the salary range. Merit increase amounts in excess of the salary range, will be paid out in a one-time lump sum payment.

### 3. Special Salary Adjustments

#### 3.1. General

~~3.1.3.1.1. Special \$alary adjustments pursuant to Section 803(C) of the Human Resources Policies and Procedures Article VIII. Salary Administration of the Town Employee Handbook~~ may be made by the Town Manager, subject to the following provisions:

~~3.1.1.3.1.1.1.~~ Recommendations for a ~~s~~pecial ~~s~~alary ~~a~~Adjustment must be submitted by the ~~d~~epartment ~~head/d~~irector with proper justification to the Town Manager.

~~3.1.2.3.1.1.2.~~ Special ~~s~~alary ~~a~~Adjustments shall only be made once per 12-month period per employee, and up to 5 percent (5%), not to exceed the maximum of the salary range. ~~-Any~~ adjustments will be included in the ~~employee's~~employees' base salary.

~~3.1.3. Once approved by the Town Manager a Personnel Action Form will be completed and forwarded to payroll.~~

#### ~~Special Salary Adjustment Directors~~

#### 3.2. Department Heads/Directors

3.2.1. The Town Manager may approve a special salary adjustment for ~~D~~epartment ~~heads/d~~irectors who reach the maximum of the pay range, where the Town Manager determines a salary adjustment to be necessary and appropriate, considering job responsibilities and/or extraordinary performance of the ~~department head/director, subject to the following provisions:~~

3.2.2. The ~~s~~pecial ~~s~~alary ~~a~~Adjustment of up to 5 percent% (5%) ~~shall will~~ be added to the employee's base salary for a period of not more than 12 months.

#### ~~3.1.4.~~

~~Once approved by the Town Manager a Personnel Action Form will be completed and forwarded to payroll.~~

#### 3.3. Police Department Instructors

3.3.1. Police Department personnel who deliver instructor-led training to sworn employees will be compensated an additional 10.00 dollars (\$10.00) per hour, for every hour engaged in providing instructor-led training.

#### ~~3.1.5.~~

3.3.2. Instructor-led training is defined as training where a Police Department employee facilitates a structured training session, that includes a lesson plan and training materials, for a group of sworn officers or an individual sworn officer.

#### ~~3.1.6.~~

### ~~4. Shift Differentials for Patrol Officers and Police Dispatcher~~

#### ~~4.~~

4.1. Purpose: The purpose of shift differential is to compensate employees who routinely must work nontraditional hours due to the nature of their jobs.

4.2. Definitions: For purposes of this section, the following definitions apply:

4.2.1. Employees only include Police Officers, Police Corporals, Police Sergeants, Police Dispatchers, and Detectives.

4.2.2. Nightshift includes hours worked by employees differential refers to the additional pay non-exempt Patrol Officers and Police Dispatchers receive for hours they work regularly scheduled between 6:00 p.m. to and 6:00 a.m. The purpose of shift differential is to compensate employees who routinely must work nontraditional hours due to the nature of their jobs.

4.2.3. Weekend shift includes hours worked by employees between 6:00 p.m. on Friday through 6:00 a.m. on Monday.

4.2.4. Yearly shift differential calculations for employees regularly assigned to nightshift and weekend shifts are based upon 2,080 hours a year.

### 4.3. Shift Differential Rates

4.3.1. Nightshift differential is 1.25 dollars (\$1.25) per hour for all eligible hours.

4.3.2. Weekend differential is 3.00 dollars (\$3.00) per hour for all eligible hours.

### 4.4. Eligible Hours for Shift Differential Pay

4.4.1. Employees may be eligible for both nightshift and weekend differentials for the same scheduled hours.

4.4.2. Regularly scheduled nightshift employees are entitled to the applicable shift differentials for all hours worked.

4.4.3. Employees regularly scheduled for weekend shifts are entitled to weekend differential for all hours that fall within the weekend differential designated hours.

4.4.4. Employees eligible for shift differential for their regularly scheduled shifts will receive the same proportion of shift premium for respective periods of authorized paid leave and for holidays not worked which fall within their regularly scheduled shift.

4.4.5. Employees regularly scheduled for day shift will receive shift differentials only for actual hours worked during the established nightshift and weekend shift differential hours.

A.

B. Patrol Officers and Police Dispatchers regularly scheduled to work all hours between 6:00 p.m. to 6:00 a.m. will receive \$1,040.00 (2080 hours \* \$0.50) added to their base pay.

C. Patrol Officers and Police Dispatcher regularly assigned to work shifts with hours that partially fall between 6:00 pm to 6:00 am will receive \$0.50 multiplied by the number of hours that regularly fall between those times added to their base pay.

D. Officers and Dispatchers that are regularly scheduled for day but fill in for night shift personnel are not eligible to receive the shift differential.

E. Officers and Dispatchers regularly scheduled for night shift that are placed on limited duty are not eligible to receive shift differential.

F. It is the responsibility of the Patrol Commander to notify Human Resources of any shift changes that occur to ensure that a Personnel Action Form is created to either add or remove shift differential.

**2. Town Manager's Service Quality and Performance Excellence Award**

**5.**

**5.1 Purpose:** The *Town Manager's Service Quality and Performance Excellence Award* has been established to recognize extraordinary service quality, teamwork, and performance excellence by Town employees.

**2.1.** Awards made under this program shall recognize truly extraordinary service quality, teamwork, and performance by employees carrying out their job duties.

**2.2.** Any employee may nominate another employee for a *Service Quality and Performance Excellence Award* by submitting to the Town Manager written documentation of the extraordinary performance that is to be recognized.

**5.2.**

**5.3.** All employees, other than the Town Manager and the Town Attorney, are eligible for this award.

**5.4.** Awards made under this program ~~shall will~~ be a one-time payment and ~~shall will~~ not affect the employee's ~~regular base~~ salary. -Cash awards made to Town employees are considered wages subject to ~~FICA, Arizona State Retirement and income tax withholding~~applicable local, state, and federal taxes. The Town may absorb these tax payments for grant awards that are intended as net amounts not requiring further tax payment by the employee.