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Salary Administration Policy	B-8	01/2023	12/2022	Page 1 of 4
Prepared By: Human Resources			Approved By: Will Aycock, Greenlight General Manager	

1.0 Purpose

To establish guidelines for hiring, advancement and promotion within the City of Wilson.

2.0 Scope

All employees of the City of Wilson are covered under this policy.

3.0 Policy

The City of Wilson endeavors to provide career enhancement opportunities to prospective employees and employees based on factors deemed indicative of potential career success, including but not limited to, experience, level of competence, skills and abilities, with previous budgetary approval.

4.0 Definitions

- 4.1 **Position:** A group of essential duties and responsibilities requiring the employment of one person on a full time, part-time or temporary basis, to be processed through the City of Wilson's payroll system. Positions are assigned to pay grades within the official pay plan. (See City of Wilson policy B-1: The Classification Plan for more information).
- 4.2 **Job Description:** A written description of essential duties, skills, experience, responsibilities, qualification requirements, physical and other relevant aspects of a position.
- 4.3 **Pay Plan:** The overall structure of pay within the organization, showing position titles, pay grades, pay ranges (annual minimum and maximum), and annual, bi-weekly and hourly pay rates.
- 4.4 **Pay Grade:** A level on a pay scale, defined by specific minimum and maximum pay ranges.
- 4.5 **Pay Range:** The minimum and maximum annual pay assigned to a pay grade.
- 4.6 **New Hire Compensation Offer:** The pay grade, range and salary offered to an applicant for an approved open position.
- 4.7 **Promotion:** An employee is selected to fill a position in a higher pay grade, based on approved justifications.
- 4.8 **Reclassification:** An employee's current position is changed to a higher pay grade based on an approved justification that may include, but is not limited to, increase in job duties, increase in level of responsibility and/or other factors deemed to justify the action.
- 4.9 **Demotion:** An employee is moved into to a position at a lower pay grade. May be voluntary or involuntary.
- 4.10 **Lateral Transfer:** An employee moves into a position at the same pay grade and salary in a different division/department.
- 4.11 **Acting/Interim Pay:** Temporary increase in pay received for serving in an interim capacity in a role that is in a higher pay grade than the employee's budgeted position.
- 4.12 **New Hire Probationary Period:** A required period of twelve (12) months from date of hire to determine employee's ability to effectively perform the essential functions of the position and satisfactorily fit with the team and the organization.
- 4.13 **Promotional Probationary Period:** A period of six (6) months from effective date of promotion to assess employee's ability to effectively perform the essential functions of their new position and fit with the team.

5.0 Procedures

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- 5.1 New Hires
 - 5.1.1 Newly hired employees will generally start at the minimum of the pay range.
 - 5.1.2 All newly hired employees must complete a 12-month probationary period.
 - 5.1.3 Newly hired employees starting above minimum will generally start at the grade and pay that is:
 - 5.1.3.1 Commensurate with documented experience, level of competence, skills and abilities.
 - 5.1.3.2 Commensurate with any existing like positions within the organization that require a similar level of documented experience, competence, skills and abilities.
 - 5.1.3.3 Authorized within the current budget with documented fund availability.
 - 5.1.4 All salary proposals more than 5% above minimum, including any probationary increase, must be submitted to and approved by Human Resources and Finance **prior to** extending a verbal salary offer. (See **Appendix A: Salary/Position Request Authorization Form**).
 - 5.1.4.1 All salary proposals above 50% of minimum must be approved by the City Manager **and** the Chief Financial Officer and Human Resources **prior to** making a verbal salary offer.
- 5.2 Promotions/Reclassifications
 - 5.2.1 Employees who are promoted into a position at a higher pay grade than their current position may be eligible for a pay increase up to 10% above their current pay or to the minimum of the new job classification, whichever is greater.
 - 5.2.2 The new salary may not exceed the maximum amount authorized for that pay grade; internal parity with others in the pay grade should also be evaluated.
 - 5.2.3 Departments may opt to devise skill-based salary increase systems with prior approval from the Director of Human Resources and Chief Financial Officer.
 - 5.2.3.1 Skill based salary progressions may not exceed a total of 10% for each position within the progression.
 - 5.2.3.2 Positions participating in skill based progressions are not eligible for promotion and probationary increases.
 - 5.2.4 From time to time the City may conduct market analysis of position grading. When market analysis results in position reclassification to a higher grade incumbents shall be eligible for a pay increase up to the minimum of the new range.
 - 5.2.5 Reclassifications should generally be implemented through the annual budget process. Reclassifications occurring outside of the budget process must be approved by the City Manager and Chief Financial Officer.
 - 5.2.6 All promotions and related salary increases are contingent upon fund availability.
 - 5.2.7 All salary proposals more than 10% or to minimum of new range must be submitted to and approved by Human Resources and Finance **prior to** extending a verbal salary offer. (See **Appendix A: Salary/Position Request Authorization Form**).
- 5.3 Supplemental pay

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- 5.3.1 Department leadership may from time to time identify skill sets, degrees, licenses, duties, or certifications that are valuable to the Department’s operations but are not part of any position’s core requirements as eligible for supplemental pay.
- 5.3.2 Supplemental pay amounts shall be set by Finance and Human Resources with input from Department heads.
- 5.3.3 Supplemental pay shall be authorized based on the City’s actual need for the certification and certain categories may be capped at a specific number of employees.
- 5.3.4 Supplemental pay shall not be applied to employee’s base pay.
- 5.4 Transfers
 - 5.4.1 Employees who move into positions with the same pay grade as their current position are not eligible for a salary increase at the time of the transfer.
- 5.5 Demotions
 - 5.5.1 In the case of a demotion, the employee’s pay may remain the same or may be reduced, based on collaboration between the department and Human Resources, with consideration of factors including, but not limited to, reason for demotion, departmental compensation integrity and pay range compliance.

6.0 Administrative Guidelines

- 6.1 Development, maintenance and oversight of the City of Wilson’s pay plan is governed by the City’s Leadership Team, with administrative responsibility managed by Finance and Human Resources.
- 6.2 Human Resources will work with departments in establishing new job titles/job descriptions, eliminating/revising old job titles/descriptions, and in managing hiring, promotions, demotions, transfers and reclassifications, to ensure proper approvals are obtained, as applicable, and to ensure compliance with budgetary, pay plan and other constraints.
 - 6.2.1 Job descriptions for positions will be reviewed and updated by hiring managers, in collaboration with Human Resources, prior to posting a position for hiring.
 - 6.2.2 All job descriptions will be reviewed and updated as needed by Human Resources no less than every three years, to ensure continuing alignment with the official pay plan.
- 6.3 To be eligible for promotion or transfer to a different department, employee may be required to complete his/her new hire or probationary period of employment and must meet the minimum requirements of the position as identified on job descriptions.
- 6.4 Official job titles (as listed on the pay plan), must be used on all official City of Wilson documentation, including payroll, budget, and Human Resources related documents (e.g., Employee Status Change and Correction Notice forms).
- 6.5 See policy *B-1: The Classification Plan*, for general information about the City’s pay and classification plan.

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Salary/Position Authorization Request Form

(Form must be completed and signed off prior to any communication with the employee/applicant about salary)

Department Head (Please Print): _____

Division to which request applies: _____

Please check ALL that apply:

New Hire for Budgeted Position:

New Position: New Position Title: _____

Promotion:

Reclassification:

Change made to Title: From: _____ To: _____

Pay Grade: From: _____ To: _____

Leadership Team Member Signature*: _____ Date: _____

Chief Financial Officer (Requests of any amount over pay range minimum, up to 50%):
Note: Form must be forwarded to CFO along with an Employee Status Change Form, as applicable, no later than the first Monday of each pay period.

Approved: _____ Denied: _____

CFO Signature: _____ Date: _____

City Manager: (Requests over 50% of range minimum; other requests as deemed advisable by the CFO).

Approved: _____ Denied: _____

City Manager Signature: _____ Date: _____

CFO Signature: _____ Date: _____

Human Resources: _____ Date: _____

**** Upon receipt of the signed approval form, Human Resources will coordinate implementation of the request, as applicable. ****