
Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Compensation

POLICY NUMBER: 2150

The compensation plan is intended to provide fair compensation for all positions classified within the District. The compensation plan may take into consideration rates of pay for similar employment in private industry and local government, cost of living data, and the financial condition of the District.

The compensation plan shall cover all positions within the District except the General Manager. Those positions that are substantially similar with respect to duties, responsibilities, authority and character of work are included within the same salary range, and the same schedules of compensation shall apply with equity under like working conditions. The schedule of compensation for each salary range shall consist of five steps.

Administration of Position Classification

It is the duty of the General Manager or designee to administer the position classifications so that they reflect all positions within the District fairly and accurately. The General Manager shall examine and review the classifications periodically and, if necessary, recommend appropriate changes. The General Manager may amend, combine or revise a position classification in accordance with the attached rules and regulations.

Use of Salary Ranges

All increases in salary within any range shall be made on the basis of fully satisfactory performance. Increases shall be neither automatic nor a matter of right. Increases in salary may only be authorized by the General Manager. The following provisions shall govern the granting of salary increases:

- All newly appointed employees shall normally be paid at the first step of the salary range for the position to which the employee is appointed.
- If the General Manager finds that qualified applicants cannot be successfully recruited at the first step or a person to be hired has significant skill and experience above the minimum qualifications for the position, he/she may authorize an appointment at a higher step. Appointment of an employee to an initial step higher than Step 3 shall require Personnel Committee approval.
- The General Manager shall authorize a step increase only after a satisfactory evaluation of the employee's performance. The employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible for a step increase:
 - After successful completion of a minimum of six months probation of service, employees shall advance to the next higher step within the range;
 - After successful completion of a minimum of 12 months of service, employees shall advance to the next higher step within the range;

- After successful completion of a minimum 2 years of service, employees shall advance to the next higher step within the range;
- After successful completion of a minimum of 3 years of service, employee shall advance to the top step.
- The General Manager may accelerate the step advancement of any employee with the recommendation of the Department Head provided:
 - The written request for acceleration certifies that the employee has performed his or her work in an outstanding and exceptionally meritorious manner and is substantiated by the performance evaluation. The Department Head must set forth in detail the reasons for the request.
 - At least six (6) months have elapsed since the employee's appointment to the position.
 - Not more than two (2) salary steps are recommended.
 - The employee has had no previous step advancement acceleration during employment in the particular classification.

Pay Adjustments

Promotions

Employees promoted to a position in a higher salary range shall be placed at step one for the range or such higher step as is necessary to provide not less than a five percent (5%) increase in salary. Subsequent increases will be based on the date of the promotion and follow the guidelines shown above.

Demotions

Employee demoted to a position in a lower salary range for reasons other than unsatisfactory performance shall be placed at the highest step in the new range that does not exceed his/her current rate of pay and shall retain the step increase eligibility date to which entitled prior to the demotion.

Employees demoted for reasons of unsatisfactory performance shall be reduced one (1) step or be placed at the maximum step of the new salary range, whichever is lower. The new step increase eligibility date will be the date of the demotion with a minimum of twelve (12) months of satisfactory performance to advance to a higher step.

Reclassification

Employees whose position is reclassified to a lower salary range shall stay at his/her current rate of pay, but will not be eligible for any increases, except longevity, until the highest step of lower salary range exceeds his/her current rate of pay.

Employees, reclassified position is, to a higher salary range, shall be placed at a step that ensures they receive a minimum of 5% increase.

Longevity

Employees who have worked for the District for twenty (20) years or longer will receive an increase in salary, above the maximum step, for the current position, the amount of the increase is determined by the Board.

Out of Class Assignment

The District shall have the right to temporarily transfer or assign employees to another classification to cover employees who are absent, to fill temporary vacancies, or to take care of unusual conditions or situations that may arise. In no case shall the temporarily transferred employee suffer a loss in pay as a result of the transfer. Employees who are temporarily transferred or assigned to perform the duties of an employee in a higher salary range shall

receive the same rate of pay as if the employee were promoted. Employees temporarily promoted shall not acquire any permanent title or right to the position.

Temporary (Part time and Seasonal) Employees

Temporary employees may be eligible for a merit increase. Not all tasks or jobs will merit an increase even though the employee is doing an excellent job. In considering a wage increase above the top step the following conditions must be met:

- The employee must be at the top step of the wage scale;
- The employee may not have received an increase within one year;
- The employee must have a satisfactory or better evaluation;
- The increase must be approved by the General Manager;
- The budget must be able to support the increase;
- The maximum increase an employee may receive is 5% above the wage scale.

Effective date

The effective date for new employees will be the first day of employment. Step, merit, and longevity increases, promotions, demotions, and reclassifications shall take place on the first day of the pay period in which the increase/decrease date falls. Temporary out of class assignments shall take place as set forth in the Memorandum of Understanding applicable to the particular bargaining group or as determined by the General Manager.

Paydays

Paydays are bi-weekly on Friday or the day before if payday falls on a holiday.

Pay Advances

The General Manager shall not allow or approve of payment for time not yet worked. On occasion for emergency purposes, the General Manager may allow a paycheck only, to be released prior to payday for time already worked by the employee but not paid.