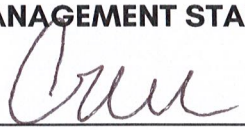
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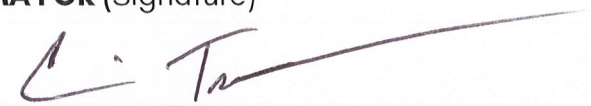
ITEM TITLE	AGENDA NO.
Resolution to Adopt Updated Compensation Policy Manual	AGENDA DATE:

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

MANAGEMENT STAFF REVIEW (Signature)



MAYOR (Signature)



ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Removing specific references to JESAP as the previous company has merged and there is potential for the City of Bryant to use a different study in the future.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

motion to approve

RESOLUTION NO. 2025 - _____

RESOLUTION REGARDING AN UPDATED COMPENSATION POLICY HANDBOOK FOR THE CITY OF BRYANT

WHEREAS, The City Council of the City of Bryant desires to adopt the updated Compensation Policy Handbook. This update includes removing specific references to the JESAP salary study.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the attached Compensation Policy Handbook.

PASSED AND APPROVED this _____day of _____, 2025.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

City of Bryant
Compensation Policies

Adopted 08/31/2021
Resolution 2021-23

The City desires to encourage work performance and remain a competitive employer to attract and retain competent employees. To achieve this goal, the City will endeavor to conduct annual compensation surveys for all employees. The purpose of such surveys and this administration plan is to ensure that:

1. The City remains a competitive employer in terms of the compensation and benefits that it offers.

2. The City funds budgeted for labor costs are equitably distributed relative to each employee's contributions and performance.

3. The likelihood of compensation inequities is reduced or minimized, with a goal towards eliminating the same, if feasible.

4. A framework for the consistent management of compensation is established and followed to assist in correctly managing salaries.

The City's Salary Administration Policy will be updated following each annual Compensation survey conducted, to provide a framework for adequately compensating all City employee positions, based on the annual Compensation Survey. The city recognizes that various factors, such as market conditions and budgetary constraints, will affect the viability of its compensation. Therefore, this compensation plan may be revised at any time, at the request of the Mayor or City Council. The Director of Human Resources and the Mayor shall review this document on an annual basis to determine if any modifications need to be made, make the revisions, and present any proposed revisions to the council.

Filling Vacancies

Job Descriptions

The City maintains written descriptions for each position. These descriptions are subject to periodic revision by Department Heads, Supervisors and Human Resources. Requests for the preparation or revision of a new or existing job description shall be submitted to the Human Resources Director, who will work with the supervisor and/or Department Head, under whose leadership the position will fall, in preparing or revising the job description. The proposed new or amended job descriptions will be presented to the Mayor for review and consideration. If the changes result in a new position or a change in the compensation range, the job description will be submitted to the City Council for final approval.

Job Openings

All requests to fill any new or existing position must be submitted to the Human Resources Director for proper classification, hourly wage range, posting, and media notification. No position should be advertised until the Human Resources Director approves the release.

Hiring Letters

All new employees will be given a letter stating the hourly or annual wage, any additional compensation provided, and the date to report for work. The letter will be signed by the employee and Human Resources Director or Mayor and placed in the employee's personnel file.

Budgetary Constraints

No one may be hired for any full-time position with the City unless that position has been established, funded, and listed in the annual budget approved by the City Council. The City Council must approve any position not listed and funded, and the budget must be amended to reflect the additional job position.

No one may be hired for any part-time position unless the position has been established and funded with a specific hourly wage in the annual budget approved by the City Council or unless a state of emergency is declared by the Mayor or their designated representative.

The approval of all personnel actions is subject to the City's budgetary constraints. Therefore, no action can be implemented that, in the sole opinion of the majority of the City Council, would exceed the City's budgetary constraints.

Basic Pay Provisions

Pay Ranges

Each position in the City is assigned a pay range that provides the minimum, mid-point, and maximum compensation rates for that position. These rates are based on similar employment in the defined labor market as defined by the approved labor market salary survey and are intended to be competitive with rates in the external labor market and within the City's budgetary constraints while maintaining equity within its workforce. The rated positions and their corresponding pay ranges and quartile rankings are located in the currently adopted annual compensation survey.

The City Council may determine that the recommended pay ranges for given positions should be adjusted and make such adjustments. However, salaries may not be adjusted to exceed the maximum limits recommended by the current adopted salary survey without prior Council approval.

Elected and Appointed Officials

Compensation for all elected officials has been established by ordinance (2009-24, 2011-27), but in no event shall fall below the minimum range established for their elected position by the most recently adopted salary study. Salaries for commissioners and committee members, if applicable, will be determined by the amount set in the annual budget approved by the City Council. Salaries for elected officials shall be increased above the minimum established by the most currently adopted salary survey, based on Table 1 below.

Table 1
Elected Officials Salary Adjustments

Extenuating Factors	Percentage Increase Above Minimum
3-5 years of experience as an elected official	5%
Over 5 years of experience as an elected official	5%
Associate degree or higher.	5%

Full-Time Employees
Generally, full-time employees will be hired at a salary at the discretion of the Department Head, with direction from the Human Resources Director and approval of the Mayor. The proposed salary will fall between the established salary minimum and midpoint. Supervisors or Department Heads seeking to offer a starting salary exceeding the midpoint shall present a proposed starting salary and provide justification for the proposed starting salary to Human Resources and the Mayor for approval.

Salary Revisions
Salary ranges may be revised in order to provide competitive rates that will attract and retain qualified employees.

Salary increases resulting from revisions to pay ranges are not intended to reward job performance or assumption of additional responsibilities, but to maintain competitive pay levels.

If a Department Head, together with the Human Resources Director, determines that an amount above the minimum range will be necessary to attract an applicant because of his/her qualifications or experience, then an increase above the minimum range and up to the midrange as established by the currently adopted salary survey may be offered. The initial salary cannot exceed the established salary midpoint without the approval of the Mayor

In no event shall a supervisor or Department Head communicate a starting salary figure to any applicant without first obtaining approval for such salary. Prior to the communication of the starting salary to the applicant, the Department Head must obtain written approval from the Director of Human Resources and the Mayor.

Part-time and Temporary/Seasonal Employees
To the extent applicable, employees holding part-time positions shall be paid a proportionate annual rate.

The minimum hourly rate as required by Federal and State law shall usually be paid to temporary and seasonal employees for their respective positions.

Adjustments to Salary

Merit Increases

Pursuant to City policy, all non-uniform employees will be evaluated on their past year's performance using the City's current standardized evaluation form. The employee's annual evaluation rating will determine whether and to what extent they will receive up to a 3% merit increase for that year. The merit increase program is available based on the city budgeting process and under the assumption that the funds are available and permissible by law.

Employees will be evaluated on a scale of 1-5 in four different weighted categories. Annual percentage increases will be based on the average of the ratings.

- Employees who receive a performance rating of less than 1.99 will not receive a merit increase for that year.
- Employees who receive a performance rating between 2-2.99 are eligible for a 1% increase.
- Employees who receive a performance rating between 3-3.99 are eligible for a 2% increase.
- Employees who receive a performance rating between 4-5 are eligible for a 3% increase.

To the extent they are earned and appropriated as described above, Merit increases will commence on the anniversary date of the employee's hiring.

All employees will receive a performance evaluation annually during the month of the anniversary date of their hiring. However, at the Department Head's discretion, employees transferring to another position may be evaluated before having occupied the new position for one year. In some circumstances, Department Heads may find that an employee's performance warrants the necessity of more than one evaluation per year; however, additional evaluations will not be considered for additional merit increases. Merit increases will only be applied to the evaluation given on the anniversary date.

Across-the-Board Increases

The Finance Director, Human Resources Director, and the Mayor will study the City's finances during the budgeting process of each year to determine whether to recommend "across-the-board" pay increases to the City Council. The Council, in its sole discretion, may elect to give across-the-board pay increases to all, some, or no City employees.

Discretionary Salary Increases

In addition to merit increases, the respective Department Heads have the ability to grant discretionary increases. This increase must be approved by the Department Head, the

Director of Human Resources, and the Mayor. Before such increases can occur, the respective Department Heads must show that their budget can withstand the salary increase and provide additional justification for the necessity of the increase to the Director of Human Resources and the Mayor. Discretionary increases may not exceed the midpoint for the position unless approved by Council.

Additionally-Assigned Work Responsibilities and Temporary Promotions
Suppose an employee is assigned significant additional work responsibilities. In that case, those additional responsibilities may be formally integrated into his/her official job description. That employee may be given a pay increase of up to 10% with the approval of the Mayor. Increases exceeding 10% or that increase beyond the midpoint of the position will require Council approval.

Temporary promotions may be made when an employee is placed in an "acting" capacity for a specified period of time. In such situations, a promotional salary increase will be given with the understanding that the salary will revert to the original salary when the temporary promotion ends. The salary increase for temporary promotions shall be determined by taking into consideration the additional responsibilities which are being assumed. Salary increases that are above the midpoint for the position must have council approval.

Promotions
A promotion is an upward change in position which results from an assignment to a position assigned a higher salary grade in the same department.

In no event shall a supervisor or Department Head communicate a promotional increase to any applicant without first obtaining approval for such salary, pursuant to the guidelines set forth in this policy.

Exceptions to Promotional Pay Increases
No increase shall be given, which would result in a salary above the maximum of the higher salary grade. If the employee's salary is already above the maximum, no increase can be given, but the salary may remain above the maximum for that particular employee.

Employees who have been promoted within twelve months of having been reduced to a lower salary grade through demotion, reassignment, or salary range revision, but without a corresponding reduction in salary, will not receive a promotional increase unless the promotion is to a position with a grade higher than that held prior to the reduction.

Employees who have been promoted after twelve months of having been reduced to a lower salary grade through demotion, reassignment, or salary range revision, but without a corresponding reduction in salary, may receive a promotional increase if the promotion is to

a position which is the same or lower than the position from which the employee was reduced. If the promotion is to a higher position than that which the employee previously held, then the employee shall receive a promotional increase.

Demotions or Reassignments

A demotion is an assignment to a position with a lower salary grade as a result of disciplinary action or inefficiency in performance. A reassignment is an assignment to a position with a lower salary grade resulting from a mutual agreement between employee and employer due to the employee's choice, a reduction in force, an organizational restructuring, or some other arrangement that is not disciplinary-based.

When the employee's pre-demotion/reassignment salary is above the maximum for the range of the lower position, the salary shall be reduced to one falling within the pay range for the demoted position. If the employee's salary falls within the range of the demoted position, it may be reduced to a lower one falling within the pay range for the demoted/reassigned position, or it may remain the same, except when an employee has been promoted or reallocated upward and is being demoted or reassigned to a lower position within one year.

Payment of Wages

Payment to Current Employees

The City shall pay its employees all wages earned and accruing to that employee on the regular designated payday, less all applicable withholdings, unless extenuating circumstances preclude payment on such date. In such circumstances, payment shall be made as soon as possible.

To process payroll on time, employees are required to submit completed and signed timesheets by 10:00 a.m. on the Monday following the end of the pay period. Holidays or other office closings may require Human Resources to change the timesheet deadline. If this happens, the Human Resources Director shall notify all departments of such change. Given the volume of paperwork involved in processing payroll, employees who fail to submit completed and signed timesheets by the specified deadline place themselves at risk of having their compensation for that pay period delayed past the regular payday. Payment, however, will be made as soon as possible thereafter.

This policy shall not be construed to require agencies to pay FLSA exempt employees for overtime or compensatory time.

Payment to Separated Employees
Employees who separate from the City's employment will be paid all wages due, less applicable withholdings, by the next scheduled payday after separation. If the date of separation precludes payment on that date, then payment will be made as soon as possible. Compensation for sick leave and vacation pay will be paid in accordance with the current employee manual.

Money may be withheld from a final paycheck for the following inclusive but not exclusive reasons:

- To recover the cost of property, equipment, uniforms, tools, or other items owned by the City and not returned to the City upon an employee's separation.
- For overdrawn sick or vacation leave or other financial obligation to the City arising out of the employment relationship outstanding at the time of the employee's separation.

Human Resources will notify the employee in writing of any deductions to be made from the final paycheck pursuant to this plan. The notice shall specify the amounts to be deducted and the basis for each deduction.

Additional Compensation Programs

Longevity Pay
Longevity pay is awarded for an employee's years of continuous full-time service with the city. Longevity pay will be based upon the employee's start date with the city. Breaks in service (employees who leave the city and return to employment at a later date) will restart the longevity pay unless appealed to and approved by the Mayor. Only extenuating or unique circumstances shall be considered. Longevity pay will be calculated at the rate of $2.50 per month for each month of service. Longevity pay is awarded following 12 consecutive months of employment with the City. Any employee who does not provide at least 12 months of consecutive work is ineligible for longevity pay. Longevity pay is capped at $1000.00 per employee. Longevity pay will be paid out in a lump sum in the first payroll of the month following an employee's anniversary date.

Education Compensation
All full-time city employees (Uniformed and Non-Uniformed) who have been employed with the city for at least one year and who have a college degree will receive compensation per the table below titled Table EDUCATION. The benefit will cover college degrees from an Associate's Degree through a Doctorate. Employees must provide a copy of their transcripts, official or unofficial, to start receiving the compensation. Payment will be included in the first paycheck of every month for the duration of the employee's employment

with the City. Only one degree per level will be paid for, and only the highest level obtained will be compensated. For example, if an employee has a Bachelor's and a Master's degree, only the Master's degree will be paid. Suppose an employee has been employed for a minimum of one year and obtains a degree. In that case, payment will begin on the first check of the month following the submission of proper documentation. If an employee receives a higher degree than is currently being compensated for, increased compensation will begin on the first check of the month following submission of proper documentation. This additional benefit will not be included in the hourly rate for hourly employees.

Table EDUCATION
Employee Education Compensation

Degree Earned	Monthly Amount	Yearly Amount
Associate Degree	$50	$600
Bachelors Degree	$100	$1,200
Masters Degree	$150	$1,800
Doctorate Degree	$200	$2,400

Non-uniformed Employee Certification Compensation

The City will not compensate for a certificate or license unless said compensation is expressly permitted in this policy. The City will not compensate for certifications outside of the employee's current department. The City may be responsible for covering the cost to obtain and maintain certifications listed in this document and are deemed necessary by the department head for the efficient operation of the respective departments.

Full-time employees will be eligible for certification pay after one consecutive year of full-time employment with the city. The compensation will be paid monthly and will be included in the first check of every month following the employee's one-year anniversary. Supervisors and Department Heads are responsible for maintaining copies of employee certifications as well as for notifying HR of certificate pay due upon the employee's one-year anniversary. The maximum certification pay that an employee will be able to collect is $3,000/year. If a certification has multiple levels, non-uniformed employees will be compensated for the highest level obtained up to $3,000. The certifications that are eligible for compensation are listed in the respective department tables below. For example, employees of Animal Control are only eligible for the certifications in **Table ANIMAL**

CONTROL. In addition, if an employee changes departments before an anniversary date, the employee will only be eligible for the certification compensation that they are in on their anniversary date.

Table ANIMAL CONTROL
Animal Control Certification Compensation*

Certification	Monthly Rate	Yearly Rate
Arkansas Euthanasia Technician Certification* (required)	$35	$420
National Animal Control Officer Certification Level I & II	$50	$600
Certified Cruelty Investigator	$40	$480
Certified Humane Educator	$25	$300
Certified Animal Welfare Administrator	$125	$1500
Chemical Capture Certificate	$50	$600

*Recertification and any required CEUs must be obtained by the individual employee and submitted as required to qualify for compensation.

Table COURTS
Courts Certification Compensation

Certification	Monthly Rate	Yearly Rate
Certified Court Clerk	$60	$720

Table CITY PLANNING
City Planning Certification Compensation

Certification	Monthly Rate	Yearly Rate
ICC Building Inspectors license - Residential	$50	$600
ICC Building Inspectors license - Commercial	$50	$600
State HVAC Inspectors license	$50	$600
State Plumbing Inspectors license	$50	$600
State Electric Inspectors license	$50	$600
Plans Examiner License	$50	$600
Code Enforcement	$50	$600
Certified Floodplain Manager	$175	$2,100
American Institute of Certified Planners	$125	$1,500
CNU-Accredited	$125	$1,500
Professional Community & Economic Developer	$125	$1,500
Geographic Information Systems Professional	$125	$1,500
Professional Transportation Planner	$125	$1,500
Certified Economic Developer	$125	$1,500
Certified Planning Official	$50	$600

Table ENGINEERING
Engineering Department Certification Compensation

Certification	Monthly Rate	Yearly Rate

Class B Commercial Drivers License	$80	$960
Class A Commercial Drivers License	$100	$1,200
Water Class I	$175	$2,100
Water Class II	$200	$2,400
Water Class III	$225	$2,700
Water Class IV	$250	$3,000
Wastewater Class I	$175	$2,100
Wastewater Class II	$200	$2,400
Wastewater Class III	$225	$2,700
Wastewater Class IV	$250	$3,000
Certified Floodplain Manager	$175	$2,100

Table FINANCE
Finance Department Certification Compensation

NACPB Certifications (for dept. applicable bookkeeping, including payroll) CPB, CAA, CAP, etc.	$50	$600
AML's Cert. Municipal Official or Personnel. Level 1	$50	$600
AML's Cert. Municipal Official or Personnel. Level 2	$83	$996
AML's Cert. Municipal Official or Personnel. Level 3	$100	$1200

Certified Public Procurement Officer	$100	$1200
Certified Professional Procurement Buyer (requires an Assoc.)	$50	$600
Certified Government Financial Officer (requires a Bachelors)	$100	$1200
Certified Public Finance Officer (through GFOA)	$83	$996
Certified Public Accountant (requires a Bachelors)	$100	$1200

Table HR
Human Resources Department Certification Compensation

Certification	Monthly Rate	Yearly Rate
SHRM-CP (Certified Professional)	$150	$1,800
SHRM -SCP (Senior Certified Professional)	$200	$2,400

Table IT
Information Technology Certification Compensation

Certification	Monthly Rate	Yearly Rate
Cisco certifications in Design, Data Center, Routing & Switching, or Security		
Associate Level	$50	$600

Professional or Expert Level	$75	$900
Microsoft certifications in Windows Server or Core Infrastructure		
Associate Level	$50	$600
Professional or Expert Level	$75	$900
VMware certifications in Network Virtualization or Data Center Virtualization		
Professional Level	$50	$600
Advanced or Design Expert Level	$75	$900

Table PARKS
Parks Department Certification Compensation

Certification	**Monthly Rate**	**Yearly Rate**
NRPA - Professional Certifications		
Certified Parks and Recreation Professional	$50	$600
Certified Parks and Recreation Executive	$50	$600
Certified Playground Safety Inspector	$50	$600
Aquatics Facility Operator	$50	$600
Aquatics Facility Operator Instructor	$50	$600
Certificates		
Lifeguard Instructor	$50	$600
Water Safety Instructor	$50	$600
Certified Pool Operator	$50	$600

STMA Certified Sports Field Manager	$50	$600
Arkansas Certified Nursery & Landscape	$50	$600
Playground Maintenance	$25	$300
Leadership	$25	$300
Marketing and Communications	$25	$300
Splash Pad	$25	$300
Sports Field Management	$25	$300

Table PUBLIC WORKS
Public Works Certification Compensation

Certification	Monthly Rate	Yearly Rate
Class B Commercial Drivers License	$80	$960
Class A Commercial Drivers License	$100	$1,200
Water Class I	$175	$2,100
Water Class II	$200	$2,400
Water Class III	$225	$2,700
Water Class IV	$250	$3,000
Wastewater Class I	$175	$2,100
Wastewater Class II	$200	$2,400
Wastewater Class III	$225	$2,700
Wastewater Class IV	$250	$3,000

Professional Asset Management Planner	$175	$2,100
Certified Stormwater Inspector	$200	$2,400
Certified Inspector for Sediment & Erosion Control	$200	$2,400
Diesel Technician	$175	$2,100
IMSA Level 1	$100	$1,200
IMSA Level 2	$175	$2,100

Uniformed Employee Certification Compensation

The minimum certifications required to be a firefighter are Firefighter 1, Firefighter 2, Medical First Responder, and Hazardous Materials- Operations Level. As these are the minimum requirements for the job position, these certifications will not receive additional compensation. However, **Table FIRE** details the various certifications that can be obtained as a firefighter and the associated compensation for each certification. The certifications listed in **Table FIRE** are cumulative, meaning that a firefighter can be compensated for any and all of the certifications they earn up to an annualized maximum payout of $3000. Full-time employees will be eligible for certification after one consecutive year of full-time employment with the city. The compensation will be paid on a monthly basis and will be included in the first check of every month following the employee's one-year anniversary.

Table FIRE
Bryant Fire Department Certification Compensation

Certificate	Monthly Rate	Annual Rate
Driver/Operator	$19	$228
Fire Officer I	$19	$228
Fire Officer II	$19	$228

Fire Instructor I	$19	$228
Fire Instructor II	$19	$228
Fire Inspector I	$19	$228
Fire Inspector II	$19	$228
Fire Inspector III	$19	$228
Fire Arson Investigator	$19	$228
Hazardous Materials - Technician	$19	$228
CORE Rescue	$19	$228
Chief Fire Officer	$19	$228
Emergency Medical Technician	$45	$540

Uniformed Officers will be eligible for compensation for the certifications that are listed in **Table POLICE.** Civilian employees working in the Police Department will be eligible for compensation for the certifications that are listed in **Table CIVILIAN.** Each certificate will be reimbursed at a rate of $35.72 per month or $428.64 per year. Certifications are cumulative, and certification pay for Police Officers has a maximum of $3,000 annually. Full-time employees will be eligible for certification after one consecutive year of full-time employment with the city. The compensation will be paid on a monthly basis and will be included in the first check of every month following the employee's one-year anniversary.

Table POLICE
Bryant Police Department Certification

Certificate	Monthly Rate	Yearly Rate
Basic	$35.72	$428.64
General	$35.72	$428.64
Intermediate	$35.72	$428.64
Advanced	$35.72	$428.64
Senior	$35.72	$428.64

Field Training Officer	$35.72	$428.64
Instructor	$35.72	$428.64
Firearms Instructor	$35.72	$428.64
Taser Instructor	$35.72	$428.64
Drug Recognition Expert (DRE)	$35.72	$428.64
DRE Instructor	$35.72	$428.64
BAC Senior Operator	$35.72	$428.64
Crime Scene Technician	$35.72	$428.64
Advanced Crime Scene Technician	$35.72	$428.64

Table CIVILIAN
Bryant Police Department Civilian Certification

Certificate	Monthly Rate	Yearly Rate
ACIC 1	$35.72	$428.64
ACIC 2	$35.72	$428.64
Crime Scene Technician	$35.72	$428.64
Advanced Crime Scene Technician	$35.72	$428.64
Notary	$35.72	$428.64
Google Workspace	$35.72	$428.64
Microsoft Office Suites	$35.72	$428.64

Bryant Police Department Certification

Compensation Policies for Uniformed Employees

Uniform Employees Annual Pay Increases

The Step and Grade program will be based on actual years of service worked for the City of Bryant Police Department or Fire Department. Steps within rank will be awarded on the employee's anniversary date of hire and in accordance with the years employed with the City's Police or Fire Department. For example, if an employee receives a promotion, steps within rank will be awarded on the anniversary of the promotion. If an employee leaves employment with the Police or Fire Department and returns at a later time, the employee will start at the beginning of the step and grade scale.

Any uniformed employee that caps out in a position will be paid an annual bonus of $50.00 per year starting the year they max out. The maximum bonus will not exceed 20 years and/or $1,000.00.

Police Specific Policies

Compensation for K-9 Handlers

Officers who perform the duties of K-9 handler may claim thirty (30) minutes a day to care for their dog. On days that the handler is not scheduled to work, i.e., regular days off, the thirty (30) minutes will count towards regular hours worked unless they have reached overtime. In these cases, the hours will count towards overtime or comp time. These situations will be worked out with the supervisor and final written approval of the Chief.

On days that the handler is scheduled to work, i.e., regularly scheduled workdays, the thirty (30) minutes will be utilized within the scheduled work time. The handler will work out how this will be accomplished with the supervisor and final written approval of the Chief.

Police Uniform Pay

The City will pay up to $30.00 per month for police officers to have their City uniforms cleaned.

The City will replace any uniform damaged or destroyed in the line of duty. The Chief of Police will seek reimbursement if the uniform is damaged or destroyed due to an unlawful act or an act that violates any City policy.

New hire officers will be hired in accordance with one of the following pay scales:

- ***Uncertified*** Officers will start at year 1 for Officers **without their basic certificate**. They will follow the uncertified scale until year 7 or promotion regardless of the City requirement to obtain certification within one year of service.
- ***Certified*** Officers will start at year 1 for Officers **with their basic certificate**. They will follow the certified scale until year 6 or promotion.

Within Rank Lateral Transfer

Officers who change positions within the same rank will be considered *lateral transfers* and will stay in their current year of service.

Detective and K-9 positions are paid extra miscellaneous hours due to being on-call and having added responsibilities.

Promotions

If an Officer earns a *promotion*, they will begin at year 1 of that rank regardless of years of service in the lower rank.

Promotions only apply to upwards movement between the following ranks:

- Sergeant
- Lieutenant
- Captain
- Assistant Chief
- Chief

Fire Specific Policies

New hire officers will be hired in accordance with one of the following pay scales:

- ***Uncertified*** Firefighters will start at year 1 of the uncertified scale if the Firefighter does not have IFSAC Firefighter I and II certifications. Once the Firefighter earns these certifications, they will move to the Certified Firefighter pay scale in accordance with years of service.

- ***Certified*** Firefighters will start at year 1 if the Firefighter has already obtained IFSAC Firefighter I and II certifications

Promotions

Any time a Firefighter gets promoted to a higher ranking position, they will start at year 1 for that position regardless of years of service in the lower ranking position.

Miscellaneous

Reservation of Rights

The City reserves the right to reduce, waive, abolish, or otherwise adjust any and all compensation discussed herein, at any time for any reason. Nothing in this Plan shall or is intended to abrogate this right in any way.

Repealer

Any and all resolutions and parts thereof in conflict herewith are hereby repealed.

Severability

If any provision of these policies or the application thereof to any person or circumstance is held invalid by the City Council or a court of law, such invalidity shall not affect other provisions or applications of these policies which can be given effect without the invalid provision or application, and to this end, the provisions of these policies are declared to be severable.