I. Initial Appointment

The initial appointment to any classification shall normally be at the minimum compensation rate in that schedule. The department head may approve appointment at a higher rate within the schedule if the department head finds that the person is reasonably entitled thereto because of experience, ability or impracticality in obtaining qualified appointees at the established minimum rate. In no instance shall the rate paid for any classification for a regular employee be less than the minimum provided therefor.

II. Promotion

A. When an employee is promoted from one classification to another classification with a higher salary schedule, the employee shall advance to the lowest step in such higher salary schedule that will provide an amount equal to or nearest to a one-step increase in compensation. The one-step increase will be measured by the compensation schedule from which the employee is being promoted.

B. Notwithstanding anything in this section, the department head may approve a promotion at a higher step within the schedule if the department head finds that the person promoted is reasonably entitled thereto because of experience, ability or impracticality in obtaining qualified appointees at the established minimum rate.

C. The provisions of this subsection shall not apply to employees transferred to an apprenticeship or trainee classification established by the City Manager by administrative regulation.

III. Advancement in Compensation Within Any Schedule

Employees shall be considered for compensation adjustments within their respective compensation schedule, based upon performance.

IV. Re-employment of Former Employees

A. An employee who has been laid off because of lack of work or funds, or who has resigned in good standing, and who is reinstated or reemployed by the City , may receive a rate of compensation within the schedule in excess of the minimum for the classification.

B. Former employees who completed their initial probationary periods and who separate employment with the City and subsequently are rehired to begin a second employment phase with the City may be provided credit for prior service with the City. Such prior service credit shall be used to calculate vacation and sick leave entitlements. Approval by the department head shall be based upon such considerations as labor market conditions, length of prior service with the City, length of time away from City employment, and past performance.

V. Part-Time Employees

Unless otherwise provided in a memorandum of understanding, regular part-time employees regularly scheduled to work an average of 30 hours or more hours per week are entitled to full insurance benefits in addition to one half leave benefits for vacation, sick leave, holidays and bereavement. Part-time employees who are members of the Public Employees Retirement System who are regularly scheduled to work 20 or more hours per week may also be eligible to enroll in the PERS Medical Program.

VI. Appointment Date

A. For computation of wage increase, evaluations and supplemental benefits (vacation, sick leave, etc.) for newly-hired employees, the date of appointment is the date the employee was first appointed to a classification on a regular basis, including the probationary period in such classification.

B. If an employee is hired on a non-regular status into a classification, and without a break in service is subsequently appointed to a classification on a "regular" status, the date of first hire on the temporary status is the Date of Appointment for current year computations as indicated in "A" above.

C. Temporary employees are not eligible for vacation, holiday, sick leave, insurance programs or other supplemental benefits.

VII. Pay Periods

A. The biweekly payroll system has 26 cycles or pay periods per calendar year. There are 2088 total work hours per year for 40-hour full-time employees, and 2923 total hours per year for full-time Fire shift employees. Each pay period begins on Monday and ends on Sunday. Pay day falls on a Wednesday, ten days after the close of the pay period. Thus a pay check is received every other Wednesday.

B. The Federal and State taxes, deferred compensation deductions, and the retirement deduction are programmed over the entire 26 cycles. Voluntary deductions are calculated on a monthly basis but deducted over 24 pay periods per year. Thus two of the 26 periods have no voluntary deductions. Every eleventh calendar year will have 27 pay checks.

IX. Payroll Deductions

A. The Director of Finance shall deduct and withhold from the compensation or salary paid to each City officer or employee the amount required by law for income tax, medicare, or other purposes; by either the Public Employee's Retirement System or the Public Agency Retirement System, or Fire and Police Retirement System as the Officer's or employee's contribution; by the amount pledged by such employee as an authorized charitable contribution. The City may, by motion, or resolution, authorize the Director of Finance to deduct dues and assessments of employee associations or organizations and to deduct for the purchase of shares in or payment of obligations to any regularly chartered credit union.

B. Voluntary employee deductions from compensation shall be authorized by the employee in a form approved by the Director of Human Resources, shall be signed by the officer or employee, and delivered to the Director of Human Resources. It shall thereafter be effective until cancelled or revoked by the officer or employee.

C. The payment to any officer or employee of a payroll check equal to the difference between the compensation earned and the deductions made pursuant to the provisions of this subsection shall discharge all claims and demands whatever for the services rendered by such officer or employee during the period covered by such pay check.