

COMPENSATION

Revised September 2026

SECTION: 9

A. PURPOSE

This Section establishes and communicates Tooele City's compensation program, promotes consistent administration of common compensation matters, and supports compliance with the Fair Labor Standards Act and applicable federal and state laws. Tooele City reserves the right to administer compensation matters not expressly covered by this Section in a manner consistent with applicable law and the City's operational needs.

B. DEFINITIONS

1. De Minimis Work Time - Work time up to seven (7) minutes may be disregarded for pay purposes, but longer periods in a single instance or in total throughout the work day must be recorded on the time report.
2. Flex/Flex-time – A scheduling practice in which an employee's work schedule is adjusted within the standard workweek (or, for police officers, the standard 14-day pay period) to offset additional hours worked on another day and avoid the accrual of comp-time or payment of FLSA-required Overtime.
3. FLSA Non-Exempt / FLSA Exempt / Not Covered – An employee's classification under the Fair Labor Standards Act as non-exempt, exempt, or not covered by the applicable FLSA provisions. FLSA Non-exempt employees are subject to the recordkeeping and overtime provisions of the FLSA. FLSA Exempt employees are salaried and not subject to the overtime provisions of the FLSA. Not Covered means the job is not covered under the provisions of the FLSA.
4. Green-Circled – Employee rate of pay is temporarily below their job's salary grade minimum making them eligible for larger or more frequent pay increases, as approved by the department head and the Mayor, until rate of pay reaches the minimum.
5. Hours Worked - Time an employee is required, permitted, or suffered to work that is compensable under the FLSA. Hours worked are distinguished from paid leave, holiday pay, administrative pay, and other paid hours that do not constitute hours worked under the FLSA.
6. Job Description - A job description outlines the main duties, responsibilities, and qualifications needed. It describes the typical duties and responsibilities. It is not a complete list and other duties may be assigned. It may be changed at any time.
7. Reclassification – A change to a job's salary grade on the salary schedule.
8. Red-Circled - Employee rate of pay is temporarily above their job's salary grade maximum, making them ineligible for pay increases until the salary grade maximum equals or exceeds the employee's rate of pay.

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9. Regular Rate of Pay for FLSA Overtime - The rate used to calculate FLSA-required Overtime. The regular rate generally includes all remuneration for work performed, including the employee's regular wages and applicable nondiscretionary payments, bonuses, and on-call pay, unless specifically excluded by the FLSA. The Regular Rate of Pay may be higher than the hourly rate when these other forms of pay are included.
10. Salary Review Date - Scheduled date to review an employee's pay.
11. Standby Status (Unrestricted Alert or "Waiting to be Engaged") – A status in which an employee is notified that a call-out may occur (such as a winter snow storm, potential emergency, or special community event), but is otherwise free to use their time effectively for their own purposes subject to reasonable requirements to remain reachable and responding when called.
12. Transfer - A move from one job to another. Transfers may be lateral transfers, demotions, or promotions. Transfers may be voluntary or involuntary.
13. Underfill - Employee assignment to a lower salary grade because they do not yet meet the minimum qualifications for the job. The employee works to gain the required training and/or experience to become fully qualified and move to the job's salary grade.

C. COMPENSATION OBJECTIVE & JOB CLASSIFICATION

1. Tooele City's goal is to maintain a compensation program that balances the City's ability to attract and retain qualified employees with the City's fiscal goals.
2. A salary schedule, approved with the fiscal budget, specifies the minimum and maximum pay for each salary grade, broken into incremental steps. Generally, jobs are assigned a salary grade as follows:
 - a. **Grades 1-12.** Jobs within these grades are generally filled from the local market and the primary compensation objective is to maintain internal equity.
 - b. **Grades 13-18.** Jobs within these grades generally represent middle management, specialized craft or skilled occupations, senior level licensed and/or certified occupations, and professional occupations that often require a college degree, a formal two-to-four-year certification, or extensive vocational training. While internal equity is the primary goal for these grades, the City recognizes that circumstances may necessitate deviation from internal equity. With Mayoral approval, a salary grade can be assigned based on the market conditions to address specific issues such as recruitment difficulty or high turnover.
 - c. **Grades 19-25.** Jobs within these grades generally represent upper management, appointed staff, experienced professionals, or highly specialized and skilled jobs. Tooele City recognizes the prevailing market

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often impacts the ability to hire and retain employees in these jobs so it is generally the primary consideration when assigning a salary grade. Internal equity is generally a secondary consideration. The City reserves the right to adjust salary grades based on budget limitations. Market comparisons for these jobs are generally completed every two years but may be done more frequently or less frequently as deemed appropriate.

- d. **Grades 50-60.** Jobs within these grades represent the salary schedule for sworn law enforcement officers.
 - e. **Not on Scale.** Jobs designated as “Not on Scale” generally have highly unique circumstances or market factors making it unreasonable to place them on the standard salary schedule due to competitive market pressures.
 - f. **Grade Assignment for Contingent Jobs.** Contingent employees (temporary, seasonal, and on-call) are generally not assigned a salary grade. Pay plans for such jobs are established to meet the unique recruitment and retention needs and are generally reviewed each fiscal year.
3. Final salary grade assignment is recommended by the department head and the director of human resources. The Mayor makes the final approval.

D. APPOINTED EMPLOYEES' COMPENSATION

Appointed employees' compensation is generally consistent with the pay plans for regular status employees, with pay ranges established following the notice and public hearing requirements of Utah Code and City Council adoption. The Mayor, with approval of the City Council, reserves the right to deviate from established standards or make adjustments at any time. However, any change to a salary range after the required public hearing has concluded would necessitate a new public hearing and adoption.

E. ELECTED OFFICIALS' COMPENSATION & ALLOWANCES

1. The Mayor's salary is established by ordinance of the City Council. In addition, the Mayor may receive a vehicle and phone allowance, the amounts of which are established by the City Council. The vehicle allowance is provided to cover all costs of maintaining a safe and reliable vehicle for City use. This includes all aspects of vehicle ownership, such as registration, a personal automobile insurance policy that meets or exceeds the City's minimum coverage requirements, and all operating costs. This allowance also covers the cost of vehicle rentals for all in-state City business.
2. City Council members' salaries are established by ordinance of the City Council. In addition, City Council members may receive a phone allowance in an amount established by the City Council.

F. STEP ASSIGNMENT UPON HIRE

1. Newly hired regular status employees are assigned to step zero of their job's salary grade.

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2. With consideration to internal equity, the Mayor may approve a higher starting step under these specific circumstances:
 - a. **Difficulty Recruiting.** If a qualified applicant cannot be recruited at the initial pay step, a higher starting step may be approved.
 - b. **Exceptional Qualifications.** If the applicant possesses highly exceptional and unique qualifications that are measurable and provide a significant benefit to the City, such as reducing the need for standard training or providing the immediate ability to address critical, high-priority work.
 - c. **Legal Compliance.** If the job is classified as FLSA exempt and placement at step zero does not meet the required minimum salary under FLSA.

G. STEP INCREASES

When approved in the fiscal budget, regular status employees may be eligible to receive a step increase in pay up to the maximum step for their job's salary grade. The following are the most common forms of step increases:

1. **Completion of Orientation Period -** Employees completing the required orientation period receive a step increase in pay and their salary review date is reset to one year.
2. **Merit Increase –** Employees receiving a score of at least 3.0 on their performance evaluation receive a one-step increase in pay on their salary review date, and their next salary review date is reset to one year. A merit increase may be delayed for up to six months if an employee receives a 1 or 2 on any performance factor and is provided a corrective action plan or other written notification. The next salary review date remains based on the original salary review date.

H. TENURED SERVICE PERFORMANCE BONUS (TSPB)

When approved in the fiscal budget, a Tenured Service Performance Bonus (TSPB) of \$1,000 may be given to an employee who has reached the maximum step of their job's salary grade, is not red-circled, and has received a minimum of 3.0 on their most recent performance review. TSPB payment is included in the Regular Rate of Pay when calculating FLSA Overtime for the period of time the bonus covered, generally the prior one-year review period. *(The TSPB Amount was approved retroactively, effective June 21, 2026)*

I. COST OF LIVING ADJUSTMENT

When approved in the fiscal budget, the salary schedule is adjusted to reflect cost of living adjustment (COLA). Salary review dates are not reset.

J. LATERAL TRANSFER

A lateral transfer is a move from one job to another at the same salary grade. No change in pay is granted for lateral transfers and the salary review date is not reset.

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K. PROMOTION

1. A promotion is a move from one job to another job at a higher salary grade. Promotions generally occur by selection or by advancement through a career ladder (e.g. Operator I, II, and III). Career ladder promotions are not guaranteed to any employee. The supervisor has the discretion to determine if an employee meets the minimum qualifications, possesses the required knowledge, skills, and abilities for the higher-level job, and whether the employee will be assigned the duties associated with the promotion.
2. Upon promotion, an employee's pay is adjusted by a 5% increase to their current pay. The employee is then placed at the closest salary step for the new job's salary grade that is equal to or higher than this calculated amount. This may result in a pay increase greater than 5% due to rounding and/or the structure of the salary schedule. The salary review date is reset to one year. Promoted employees are generally not placed at Step zero, as this step is reserved for new hires completing their orientation period. Exceptions apply when an employee is promoted while still completing their orientation period, or for an internal promotion to a police officer, in which case the employee may be placed at step zero and complete any required orientation period (including police officer FTO completion). The original salary review date for completion of orientation is not reset.
3. With consideration to internal equity, the Mayor may approve placement at a higher step under these specific circumstances:
 - a. **Difficulty Recruiting.** If a qualified applicant cannot be recruited after completing a competitive external recruitment, a promoted employee may be placed at a higher step.
 - b. **Exceptional Qualifications.** If the employee possesses highly exceptional and unique qualifications that provide a clear and substantial benefit to the City, such as a reduced need for standard training or the immediate ability to address a critical, high-level project need. The knowledge gained from a standard career path is not considered an exceptional qualification.
 - c. **Underfill Pay Assignment.** For jobs that require specialized certifications or licenses by law or industry and are difficult to fill, a promoted employee may be placed at a higher step upon initial promotion to ensure their pay remains competitive with the market rate once they complete the required training and are fully certified. This is done to retain the employee and protect the City's investment in their development.
 - d. **Pay Compression.** When a supervisory employee (but not a lead) would earn substantially less than a direct subordinate. This exception requires careful Citywide analysis to ensure internal equity and equitable consideration for all employees.
 - e. **Legal Compliance.** If the job is classified as FLSA exempt and the calculated promotion pay does not meet the FLSA required minimum salary.

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L. TEMPORARY PROMOTION

An employee who is temporarily promoted for one calendar month or more may receive a temporary pay increase. This adjustment will be reversed when the temporary promotion ends, is not considered a demotion, and does not affect the employee's regularly scheduled salary review date.

M. DEMOTION

A demotion is a move from one job to another with a lower salary grade.

1. **Reduction in Force** – When a demotion occurs due to a reduction in force, the employee will be placed in the new job's salary grade at the step the employee would have been at if they had been in that grade since their most recent hire date, not to exceed the maximum step. The salary review date is not reset.
2. **Disciplinary Demotion** – When a demotion occurs due to disciplinary reasons, the employee's pay will be reduced by a minimum of 5%. Depending on the circumstances, the City reserves the right to impose a greater pay reduction. The salary review date is reset to one year.
3. **Involuntary Demotion for Other Reasons** – When a demotion occurs due to other involuntary reasons, the employee's pay will be determined by the City, considering the reason for the demotion and internal pay equity. The salary review date is reset to one year.
4. **Voluntary Demotion** – When an employee requests a demotion, their pay will normally be reduced by at least 5% and may be reduced more. The final salary will be set on a case-by-case basis, considering factors such as the change in job responsibilities, internal pay equity, comparison to similarly situated employees, and the employee's experience, certifications, specialized training, and potential step the employee likely would have attained had they been in that job. The salary review date will be determined based on the circumstance of the demotion.

N. RECLASSIFICATION

A job may be considered for reclassification due to significantly changed duties, qualification requirements, or market pressures, generally during the fiscal budget process. Requests made after the budget has been approved are generally held for consideration in the next fiscal budget process.

1. **Upgrade** - When a job is upgraded, the employee's pay is increased by 5%. The employee is then assigned to the step equal to that amount or, if no exact step exists, the next higher step. Because of this step placement, the final raise may actually exceed 5%. While this change usually resets the employee's salary review date to one year later, those still in their orientation period keep their current salary review date. If the department lacks the budget to cover the raise, affected employees may be "green-circled," with a specific plan developed to eventually bring their pay to the minimum of the salary grade.

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2. Downgrade - When a job is downgraded, employees are moved to the new salary grade at the step closest to their current pay, ensuring they do not receive a pay cut. If an employee's current salary is already higher than the maximum step allowed for the new grade, they are "red-circled." The salary review date is not reset. An employee may not grieve a downgrade.
3. Market-Based Reclassification - Market-based reclassifications are generally considered during the fiscal budget process and typically follow the standard calculations for an Upgrade or Downgrade. However, if a specific job faces heavy market pressure, an "in-range" pay adjustment may be used instead. To meet a targeted market position or address internal equity issues among employees, the Mayor may approve unique pay amounts or varied effective dates. Salary review dates may be reset to account for the market adjustments or internal equity.

O. OVERTIME (FLSA-REQUIRED)

1. Overtime/FLSA-required Overtime is compensation required under the Fair Labor Standards Act (FLSA) for eligible FLSA non-exempt employees. FLSA-required Overtime compensation is separately reported as required by federal tax law such as the *One Big Beautiful Bill Act*, effective January 1, 2025.
2. Overtime is calculated at a multiplier of 1.5 times the Regular Rate of Pay for hours actually worked over 40 in the 7-day workweek, or over 84 in the 14-day work period for police officers. In calculating FLSA-required Overtime, only hours actually worked are counted to determine the hours worked threshold for overtime.
3. Overtime budgets are approved with the fiscal budget. The default for Overtime compensation is earned comp-time, unless a specific budget line item for Overtime pay has been approved.
4. Supervisors should manage schedules to minimize unnecessary overtime and should use flex-time when appropriate and permitted.
5. Before working Overtime, approval from the employee's supervisor or designee is required, unless otherwise pre-approved for given circumstances.

P. PREMIUM PAY (PP 1.5)

1. Premium Pay is additional compensation provided to FLSA non-exempt employees for specific assignments or situations, regardless of total hours actually worked. Premium Pay may also be referred to as "guaranteed Overtime," but this pay is distinct from, and reported separately from FLSA-required Overtime.

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2. Premium Pay is calculated at a multiplier of 1.5x the hourly rate of pay.
3. To receive Premium Pay, an employee's combined regular hours worked and paid leave must equal their standard base schedule (typically 40 hours per week, or 84 hours per 14-day period for police officers). The only exceptions are periods of approved unpaid leave, including Uniformed Services Employment and Reemployment Rights Act (USERRA), Family and Medical Leave Act (FMLA), or City-approved Leave of Absence without Pay.
4. For purposes of the One Big Beautiful Bill (OB BB), actual hours worked under a Premium Pay code are counted to determine the hours worked threshold for the reclassification as FLSA-qualifying Overtime.

Q. COMPENSATORY TIME (COMP-TIME)

1. FLSA non-exempt employees may be granted comp-time off in lieu of Overtime or other Premium Pay, as determined by the department head. This is a condition of employment due to varying departmental budgets. Comp-time is earned at a rate of 1.5 hours for every hour of Overtime or Premium Pay earned.
2. Employees can accrue up to a maximum of 200 hours of comp-time. Any hours earned beyond this limit are paid as Overtime or Premium Pay.
3. Requests for comp-time off are made like other leave. Requests should be approved and permitted within a reasonable timeframe, unless doing so would unduly disrupt the workplace. Supervisors may schedule an employee off on comp-time as needed.
4. Comp-time must be exhausted prior to using sick leave, annual leave, or leave with reduced or no pay.
5. Employees may carry over a maximum of 80 hours of comp-time beyond the annual use-by deadline. Any comp-time balance in excess of 80 hours must be used by the end of the pay period that includes March 31. Any hours remaining in excess of this carry-over limit after that deadline will be paid out, unless one of these approved exceptions applies:
 - a. Snow Removal - Comp-time earned from snow removal between December and March may be carried over until the last day of the pay period following September 30 upon written request from the employee.
 - b. Work Prevented Use - The Mayor may authorize an amount to carry-over up to the last day of the pay period following September 30 when work prevents an employee from using it.
6. Seasonal/Cyclical Status Employees - Comp-time is paid out upon seasonal layoff or with the final paycheck in the calendar year, whichever date occurs first in the calendar year.

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R. HOLIDAY PAY, PATROL OFFICER HOLIDAY BUY-BACK, & HOLIDAY WORKED
The Holiday Policy, herein this Manual, identifies the holidays Tooele City recognizes for pay purposes.

1. Holiday Pay (Benefit Hours) – Holiday pay for eligible full-time employees equals their hourly rate multiplied by their regularly scheduled hours for that day. Eligible part-time employees paid holiday hours are prorated based on the average hours worked and paid leave used during the pay period that includes the holiday.
2. Patrol Officer Holiday Buy-back - Sworn law enforcement officers assigned to patrol for whom a recognized City holiday falls on their regularly scheduled day off are paid for the holiday at their straight-time rate of pay. This is also known as a "patrol officers' holiday buy back" and is provided in lieu of paid holiday leave time off. These hours are not included when calculating Overtime, do not affect the Regular Rate of Pay for any Overtime earned during that pay period, and cannot be used incrementally or banked for later use.
3. Holiday Worked – In addition to receiving holiday pay, the City may pay hours worked under pay codes:
 - a. Holiday Worked – Overtime (FLSA-Required)
 - b. Holiday Worked – Premium Pay 1.5 (PP 1.5)
 - c. Holiday Worked – Earned Comp-Time

S. SPECIAL DUTY ASSIGNMENT PAY

1. FLSA non-exempt employees may be paid at a higher rate of pay for assignments designated as Special Duty Assignment. Examples include, but are not limited to, assignments funded by a specific grant, performed under a special contract with the school district, performed for Saturday funeral services, performed for snow plow safety purposes (when employees are restricted in their personal time), to meet unique work requirements as approved by the Mayor, or special assignment for City-sponsored event such as working on the 4th of July. The City may pay hours worked on Special Duty Assignment under pay codes:
 - a. Special Duty Assignment – Overtime (FLSA-Required)
 - b. Special Duty Assignment – Premium Pay 1.5 (PP 1.5)
 - c. Special Duty Assignment – Earned Comp-Time
2. FLSA exempt employees may be paid at a higher rate of pay for Special Duty Assignments when 100% of their wages are reimbursed to the City by an outside agency. Hours worked on Special Duty Assignment may be paid under pay code:
 - a. Special Duty Assignment – Premium Pay 1.5 (PP 1.5)

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T. CALL-OUT PAY

1. Full-time regular, FLSA non-exempt employees earn Call-out pay when a supervisor or authorized individual requires that they physically return to the workplace with less than 24 hours' notice, or when completing designated weekend on-call duties. It does not apply to remote work, holdover after a shift, voluntary shift swaps, schedule changes with at least 24 hours' notice, or incidental assistance while present in the workplace for non-work reasons.
2. When an eligible employee is called-out, the City may pay hours worked under pay codes:
 - a. Call-out – Overtime (FLSA-Required)
 - b. Call-out – Premium Pay 1.5 (PP 1.5)
 - c. Call-out – Earned Comp-Time
3. The first Call-out in a day pays a minimum of two hours at the applicable code, regardless of actual time worked. Multiple calls handled during the same response are part of that initial Call-out. Once the assignment ends and the employee returns home, any new requirement to return to the workplace is treated as a separate Call-out eligible for a new two-hour minimum, even within the original two-hour window.

U. ON-CALL ROTATION PREMIUM PAY / ON-CALL EMPLOYEE

1. To ensure continuous, 24-hour response capabilities for critical infrastructure, public safety, and emergencies directly impacting public life, health, and safety, Tooele City requires designated employees in specific divisions (Water, Wastewater, Streets, and Investigations) to participate in an On-call rotation. This program is strictly reserved for essential, time-sensitive safety responses and is not utilized for general customer service response. While the City promotes scheduling flexibility through voluntary employee agreements, management reserves the right to make On-call service assignments if required coverage is not achieved by voluntary agreement.
2. FLSA non-exempt employees assigned to On-call duty receive a daily On-call payment, the amount of which is established in the fiscal budget. This payment is included in the employee's Regular Rate of Pay for the calculation of Overtime as required by the FLSA.
3. Time spent On-call is not considered work time. While On-call, employees may engage in personal activities but must be prepared to respond. While on-call, employees must:
 - a. Carry a City-provided communication device and answer all calls from Tooele County Dispatch or City officials promptly.

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- b. Remain in a condition to respond safely, abstaining from substances (e.g., alcohol) that would impair the ability to do so.
 - c. When a response to a worksite is necessary, the employee must be on-site within thirty minutes, unless a longer response time is explicitly approved by a supervisor.
 - 4. Failure to meet On-call requirements, including a failure to respond as required, may result in disciplinary action, up to and including termination.
- V. **TIPS & GRATUITIES**

Golf Course cook/concessions employees are authorized to accept tips given voluntarily by customers and to be paid gratuities that are billed for catering. Employees must report tips on their time card and are paid gratuities through regular payroll processing.
- W. **COURT APPEARANCE HOURS WORKED FOR POLICE OFFICERS**

Police officers required to appear at court in their official capacity under subpoena will be compensated for actual time worked, with a guaranteed minimum of two (2) hours. All time paid under this provision counts as regular hours worked toward the calculation of overtime.
- X. **SCHOOL RESOURCE OFFICER (SRO) RETENTION BONUS**

Subject to budget approval and administrative terms for the school year, a retention bonus may be offered to School Resource Officers as a single lump-sum payment at the end of the school year. To comply with FLSA standards, a bulk overtime recalculation will be performed across the entire bonus period (generally August through May), incorporating total hours and total Overtime worked to pay any retroactive overtime adjustment earned. The bonus amount will be prorated for officers entering or leaving the assignment mid-year when initiated or required by the City without cause. Officers who voluntarily vacate the SRO position (such as for transfers, promotions, or personal requests) are removed for cause, or separate from employment prior to the end of the school year forfeit all eligibility for the lump-sum bonus.
- Y. **DAYLIGHT SAVING TIME**
 - 1. Employees working through the 2:00 a.m. transition from Daylight Saving Time to Standard Time in the fall will record and be paid for the extra hour worked. This hour counts toward the calculation of Overtime.
 - 2. Employees working through the 2:00 a.m. transition from Standard Time to Daylight Saving Time in the spring will work one fewer hour and will receive one hour of Administrative Pay for the lost scheduled hour. This hour is considered paid time off and does not count toward the calculation of Overtime.
- Z. **UNIFORM ALLOWANCE FOR POLICE OFFICERS AND FIREFIGHTERS**

Subject to budget approval, a uniform allowance is authorized for full-time police officers and firefighters to cover the cost of replacing, maintaining, laundering, and repairing required uniforms and gear.

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AA. PHONE ALLOWANCE & AFTER-HOURS USE OF TECHNOLOGY

1. The Mayor may authorize a phone allowance in lieu of a City-issued cell phone.
2. FLSA Non-exempt Employees - Modern technology may create circumstances where FLSA non-exempt employees perform work outside of their regular schedule. This includes situations where an employee uses a technological device to check and respond to work messages after hours, accesses the City network remotely to complete a task, or is called at home and asked to complete a work task or relay information. Off-duty work consisting of more than de minimis time must be recorded as hours worked on their time card in accordance with time-rounding policies.
3. Supervisors may restrict or prohibit off-duty technology use. However, the lack of prior approval does not render compensable work non-compensable; unapproved off-duty work will be paid but may subject the employee to disciplinary action.

BB. FLSA EXEMPT EMPLOYEES' COMPENSATION

1. General Policy - FLSA-exempt employees are paid on a salary basis and receive a predetermined salary each week. While public sector regulations (29 CFR § 541.710) permit salary reductions for partial-day absences, it is City policy not to reduce an exempt employee's salary or accrued leave balances for partial-day absences, provided the employee performs work during that day, unless one of the specific partial-day exceptions listed below applies.
2. Permitted Salary Deductions and Leave Charges – Deductions from an exempt employee's salary - or required charges against accrued paid leave - are restricted to full-day increments, with limited partial-day exceptions:
 - a. **Standard Full-Day Absences.** FLSA exempt employees must use accrued paid leave (sick or annual) to cover full-day absences. If an employee's accrued paid leave is exhausted - or if the employee has no available leave balance - salary will be reduced in full-day increments for any full-day absence.
 - b. **Partial-day Absence Exceptions.** Deductions to accrued paid leave or salary in partial-day increments will only occur under the following specific circumstances:
 - 1) FMLA Leave - For actual hours missed during FMLA-protected full day or reduced schedule FMLA leave.
 - 2) City-sponsored Disability Benefit Integration – For partial-day payroll adjustments when an employee is receiving City-sponsored short-term or long-term disability benefits running concurrently with medical leave.

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- 3) Budget-required Furloughs – For actual hours missed resulting from an authorized budget-required furlough.
 - c. **Voluntary Leave Supplementation (Disability)** - For absences covered by City-sponsored Short-Term or Long-Term Disability (e.g., paying 70% of base salary), employees may elect—but are not required—to use available accrued paid leave to supplement their insurance benefit up to 100% of standard base pay. If accrued leave is not used or is exhausted, City payroll will be adjusted to reflect only actual hours worked or paid leave used.
 - d. **Initial Hire and Termination Weeks.** Salary will be prorated based on actual days worked during an employee's initial or final week of employment.
 - e. **Full-Week Absences.** Salary is not paid for any full workweek in which an employee performs no work (e.g., full-week unpaid leaves of absence).
 - f. **Public Service Offsets.** Salary deductions are permitted to offset fees received by an employee for jury duty, witness appearances, or temporary military pay.
 - g. **Disciplinary Suspensions.** Unpaid disciplinary suspensions are permitted in full-day increments for infractions of written workplace conduct policies or safety rules, imposed in good faith.
 - h. **Permitted by Law.** Any other deduction authorized under state or federal law is permitted.
3. FLSA Safe Harbor and Complaint Procedure - The City prohibits improper deductions from the salaries of FLSA exempt employees. City policy and payroll procedures are intended to comply fully with the salary basis requirements of the FLSA and applicable state and federal laws. If an FLSA exempt employee believes that an improper deduction has been made from their salary, or if they have questions regarding the pay status, the employee should report the issue immediately by submitting a written complaint to the Human Resources Department specifying the pay period(s) and nature of the suspected improper deduction. The City will review the complaint, and if a reduction is found to be improper, it will be corrected and the City will take good-faith measures to prevent it from recurring.

CC. LEAP YEAR

In fiscal years with 27 pay periods rather than the standard 26, additional compensation may be approved through the fiscal budget to maintain employees' regular bi-weekly paycheck amounts.

DD. PAY ADVANCEMENTS

The City will not issue advances for unearned wages or permit the early release of paychecks for active employees.

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EE. SEVERANCE PAY

1. Regular Employees - Regular status employees who have completed their orientation period and are laid off due to a reduction in force (through no fault of their own) will receive two (2) weeks of severance pay if they are separated immediately without a two-week notice. If a two-week notice is provided, no severance is paid.
2. Appointed Employees - Appointed employees who are dismissed without good cause - or are asked to resign or retire in lieu of dismissal - will receive severance pay equal to (90) ninety-working days pay. To receive this payment, the employee must sign a legal release of all claims against the City, coordinated through the City Attorney's Office or designee. For employees aged 40 and older, this release must comply with federal requirements (such as the ADEA and OWBPA) to be valid, which include specific notice periods and the right to consult an attorney.

FF. WORK PERIOD & WORK DAY

1. General Workforce - The normal work period for employees is 40 hours in a 7-calendar-day period. The standard work period begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.
2. Police Officers - The normal work period for police officers is 84 hours in a 14-calendar-day period pursuant to the FLSA Section 7(k) exemption. The work period begins at 12:01 a.m. Sunday and ends at midnight on the second Saturday of the period. For pay purposes, all hours worked are recorded and counted on the day the officer's shift started. For example, if an officer's 12-hour shift started at 5:00 p.m. on Monday, the officer records 12 hours on Monday even though the shift continued past midnight and into Tuesday.

GG. PAY DAY

Employees are paid every two weeks, on or before the Friday following the end of the pay period.

HH. APPROVING PAY CHANGES

A change in employee pay is made by the use of a Personnel Action Report (PAR). A PAR is not considered valid until it has approval by at least two authorized individuals. Global pay adjustments, such as COLA adjustments or those made in the fiscal budget, do not require the use of a PAR and may be documented by alternative means.

II. TIME REPORT (TIME CARD)

1. Employees and supervisors are responsible for accurate time reports. While the City primarily uses electronic timekeeping, employees should use paper time cards if the system fails. Off-the-clock work, clocking in/out for another employee, and falsification of records is prohibited.

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2. Time is recorded in quarter-hour increments, rounded to the nearest quarter-hour (for example, 8:07 rounds to 8:00, and 8:08 rounds to 8:15). The exception is for FLSA exempt police officers whose time is recorded based on 8.4 hours per day.
3. Both supervisors and payroll administrators have the authority to make or correct time entries to ensure compliance with City policies or procedures. The electronic system keeps a record of edits. Employees and supervisors/authorized designees must approve time reports by 12:00 p.m. the Monday following the end of the pay period, unless the City publishes an alternate approval deadline on the official annual payroll schedule (i.e., due to a holiday closure) or gives other notice. Late approvals may result in a delay in payment. As needed, payroll administrators may approve time reports, or aspects of time reports, to expedite payroll processing.

JJ. DIRECT DEPOSIT

Direct deposit is a condition of employment and requires a completed authorization form prior to the first paycheck. In limited circumstances—such as initial onboarding, account changes, one-time payments, or situations in the City’s best interest—the City may issue a paper check.

KK. EMPLOYEE VERIFICATION OF PAYCHECK ACCURACY

Employees are responsible for reviewing their paystubs every pay period to ensure that hours, wages, benefit deductions, and tax withholdings (W-4 status) are accurate. Suspected errors must be reported to the Human Resources Department immediately. The City will promptly correct administrative or wage errors in accordance with applicable state and federal wage laws. The City is not liable for tax penalties, personal tax obligations, or financial losses resulting from an employee’s failure to verify their tax withholding status or payroll deductions.

LL. PAYMENTS UPON DEATH

Final wages and eligible leave payments will be paid to the employee's estate or other legally authorized recipient in accordance with applicable law and City records.