



MEMORANDUM

**DATE:** March 7, 2014  
**TO:** Shawn Hamilton, City Manager  
**FROM:** Emily Reilly, Administrative Intern  
**RE:** Compensation Policy

Here is the compensation policy information you requested.

Compensation procedures and policy are set principally through three documents:

- 1) Municipal Code
- 2) Employee Manual
- 3) Human Resources Policies & Procedures

**1) Municipal Code:**

Article 3, Chapter 6 outlines the office of the City Manager and its duties and authority.

Article 3, Chapter 6, Section 6, Paragraph E states:

“As part of the budget process, the City Manager shall recommend to the Mayor and the City Council the compensation to be paid for each individual job or position in the City government. If compensation adjustments are contemplated for any job or position after the budget is adopted, such adjustments shall also be presented to the City Council for review. The only exception to this requirement is compensation for job positions covered by a collective bargaining agreement previously approved by the City Council.”

**2) Employee Manual:**

The City’s Employee Manual (Chapter 8, Your Pay Program) outlines the City’s Performance Award and Merit Plan. These are two instruments which provide employees with fair and equitable pay programs. This specific chapter is attached here.

**3) Human Resources Policies & Procedures:**

The City’s Classification, Compensation and Performance Evaluation Policy put forth guidelines for a systematic arrangement and inventory of the City’s positions. This policy is attached here as well.