

AN ORDINANCE NO. 85-213-202

ADOPTED AUG 26 1985

To amend the pay plan adopted by Ordinance No. 84-284-253, on November 19, 1984, effective January 5, 1985, as heretofore amended, by amending §§ 4 and 20 in Article III, concerning compensation of officers and employees, to authorize payment of bonuses to employees in the classified system possessing rare qualifications and rendering outstanding service (§ 4), and to clarify entitlement to increased compensation when work is performed that would normally be done by an employee assigned to a higher pay range (§ 20)

Patron - City Manager

Approved as to form and legality
by City Attorney

1. THE CITY OF RICHMOND HEREBY ORDAINS:

2. I. That §§ 4 and 20 of Article III, of Ordinance
3. No. 84-284-253, adopted November 19, 1984, as heretofore
4. amended, be and are hereby amended as follows:

5. ARTICLE III

6. Compensation of Officers and Employees

7. § 4. Notwithstanding any other provisions of this
8. ordinance to the contrary, an appointing authority may
9. recommend to the Director of Personnel that an employee in
10. the classified service be advanced by no more than two
11. additional pay steps or receive an individual bonus to be
12. paid in a lump sum. [~~Upon the recommendation of the~~
13. ~~Director of Personnel that he is satisfied that the employee~~

1. ~~has rare qualifications and that he has rendered outstanding~~
2. ~~service over and above the call of duty to the City for an~~
3. ~~extended period of time, he may recommend to the City~~

4. ~~Manager that such employee be so advanced.]~~ Based upon the
5. recommendation and documentation that an employee has
6. demonstrated outstanding performance during designated
7. evaluation year or has rare qualifications and has rendered
8. outstanding service over and beyond the call of duty to the
9. City for an extended period of time the Director of
10. Personnel may recommend the employee be advanced or receive
11. a bonus. Upon receipt of such recommendation the City
12. Manager may authorize such advancement or a bonus. In no
13. event shall any employee be so advanced more than one time
14. in twelve consecutive months, nor shall such employee be
15. advanced more than two steps beyond the pay range to which
16. the position he holds is assigned.

17. In no event will a bonus be added to the base pay of
18. recipients but will constitute a one time only bonus for
19. which an individual must annually meet specified criteria in
20. order to qualify. The qualifications for and the amount of
21. the bonus may be adjusted from year to year. Bonus payments
22. will be made without regard to the maximum of a given salary
23. range.

1. § 20. Whenever any employee in the classified service
2. is required to work in a position in a higher pay range
3. during a vacancy in that position or during the absence of
4. the incumbent in that position, and when such assignment
5. extends beyond fifteen consecutive work days, he shall
6. receive compensation retroactive to the date he commenced
7. acting in such position equal to the step in the higher pay
8. range to which he would have been assigned if he had been
9. promoted to this higher classification. No employee shall
10. be assigned this temporary upgrade for more than ninety work
11. days except as approved in special cases or in temporary
12. upgrades to unclassified classifications. On the date the
13. employee is no longer performing such temporary upgrade
14. duties, his compensation shall return to the step of the
15. range of his permanent position as formerly assigned. All
16. such temporary upgrades shall be approved by the Director of
17. Personnel and the City Manager. Pursuant to authority
18. granted the City Manager to transfer or appoint employees to
19. perform special assignments, the Director of Personnel will
20. make recommendations to the City Manager to determine and
21. fix compensation for such assignments where appropriate.

22. II. This ordinance shall be in force upon adoption and
23. effective as of July 1, 1985.

ORDINANCE OR RESOLUTION SUMMARY CITY OF RICHMOND, VIRGINIA

Resolution Ordinance No. 85-213	Subject
Requested by City Manager	To Amend Pay Plan
Received City Manager's Office	
Summarized 8/20/85	

SUMMARY

This ordinance would amend the pay plan to authorize payment of bonuses to employees in the classified system possessing rare qualifications and rendering outstanding service (§ 4), and to clarify entitlement to increased compensation when work is performed that would normally be done by an employee assigned to a higher pay range (§ 20).

COUNCIL ACTION

On Docket 8-26-85
Amended
Adopted
Rejected