

Civil Service Rule V: Compensation Plan

Section 1. Preparation of Compensation Plan:

The Director, after consultation with appointing authorities, representatives of employee organizations, including union representatives, and such other measures of investigation and research as he shall deem necessary, shall cause to be prepared and submitted to the Commission for approval, prior to its recommendation to the Mayor and Board of Aldermen, a compensation plan in ordinance form for the classified service, providing for uniform scales and rates of pay for all positions of the several classes and related benefits that are compensation in nature. Each scale of pay shall be determined with due regard to scales of pay for other classes, and to the relative difficulty and responsibility of the characteristic duties of positions of the class, the requirements requisite therefore, the prevailing rates of pay for similar employment outside the City Service, economic considerations, and any other factors that may properly be considered to have a bearing on the fairness and adequacy of the rates of the compensation plan.

Section 2. Content of the Compensation Plan:

The compensation plan, as prepared by the Director, shall include provisions for:

- (a) Scales of compensation for each class providing a minimum and a maximum rate and such other forms and rates of compensation as shall be necessary to meet the needs of the Service.
- (b) The rate at which appointment to a class shall be made.
- (c) The manner in which salary increases and salary decreases shall be made.
- (d) The manner in which salaries of incumbents shall be adjusted upon the adoption of the compensation plan.
- (e) The manner in which allowances for salary in kind, such as food and lodging, shall be computed and applied to the compensation plan.
- (f) The manner in which compensation from more than one source shall be treated.
- (g) Terms and conditions of employment and other benefits that are compensation in nature, such as but not limited to, hours of work, leave, Workers' Compensation, and various insurance and death benefits.
- (h) Any other rules deemed necessary by the Director for the establishment and administration of an equitable compensation plan.

Section 3. Form of Compensation Plan:

The compensation plan, as prepared by the Director, and submitted to the Commission, shall be in the form of an ordinance.

Section 4. Adoption of the Compensation Plan:

The Commission shall, upon receipt of the recommended compensation plan or of proposed amendments thereto, conduct such investigations as it deems expedient and hold a public hearing open to citizens, city employees, representatives of unions and other employee organizations, appointing authorities and other city officials to provide an open forum for free and public discussion of the recommended compensation plan. The Commission shall further confer with the fiscal authorities of the City, namely the Mayor, Comptroller and President of the Board of Aldermen, to discuss the provision of the recommended compensation ordinance. At the conclusion of its deliberations, and after such revisions as it deems necessary, the Commission shall adopt a compensation plan or proposed amendments thereto in ordinance form and submit it to the Mayor and Board of Aldermen for their action.

Section 5. Amendment of the Compensation Plan:

(a) The Director shall, whenever he deems it advisable in the light of changing economic conditions or other factors, and after due investigation as provided for in Section 1 of this rule, prepare a revised compensation plan, or amendment thereto, and present it to the Commission.

(b) The Director shall, at the expressed desire of the Commission, prepare such revised or amended compensation plan. He shall, however, be permitted a minimum period of three months to prepare such revisions.

(c) Such changes, revisions, alterations, or amendments as are finally approved by the Commission pursuant to the procedure set out in Rule V, Section 4 above, shall be submitted to the Mayor and Board of Aldermen for their action.

Section 6. Administration of the Compensation Plan:

Upon the effective date of the ordinance adopting the compensation plan, the Director shall be charged with its administration and enforcement. He shall institute such procedures and establish such means for administration and enforcement of the ordinance as he shall deem necessary to insure the effective operation of its provisions.