

ORDINANCE NO. 2020-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, AMENDING THE FLAGSTAFF CITY CODE, CHAPTER 1-14, *PERSONNEL SYSTEM* BY AMENDING THE EMPLOYEE HANDBOOK OF REGULATIONS RELATING TO COMPENSATION, PROMOTION AND VACATION LEAVE; PROVIDING FOR PENALTIES; REPEAL OF CONFLICTING ORDINANCES; SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City Council has authority to approve this Addendum 23 of the Flagstaff Employee Handbook of Regulations pursuant to the Flagstaff City Charter, Article IV.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. In General

The Flagstaff City Code, Chapter 1-14 *Personnel System* is amended by adopting amendments (Addendum 23) to the Employee Handbook of Regulations (“Handbook”) as follows:

The Employee Handbook of Regulations, Section 1-20-020, *Appropriate Salary*, is hereby amended by as shown below (additions are underlined and in caps, deletions are stricken):

**1-20-020 *Appropriate Salary*, Subsection B** is hereby amended as shown below:

- B. A newly hired, promoted, ~~or~~ rehired, OR RECLASSIFIED employee may be compensated between the minimum and twelve (12) percent above the minimum (i.e. minimum of the salary range x 1.12) of the salary range of the job class based on economic conditions, unusual employment conditions, or exceptional qualifications when a higher hiring rate may be in the City’s best interest. The City Manager may authorize hiring ~~above~~ AT A RATE twelve percent above the minimum based on such factors and on a recommendation by the Human Resources Director and appropriate Division Director. IN NO CASE SHOULD THE SALARY BE ABOVE THE MAXIMUM OF THE ASSIGNED RANGE.

**1-20-020 *Appropriate Salary*, Subsection F** is hereby amended as shown below:

- F. Upward Salary Adjustments. When an employee’s position is reclassified to a higher level, the following rules shall determine the affected employee’s salary:
1. In all cases, every affected employee shall be assigned to the new salary range.
  2. In no case will an employee receive a decrease as a result of a salary adjustment to a higher salary range.

- ~~3. Employees reclassified to a higher pay range that overlaps with their present range shall be placed in the new range at a salary resulting in a minimum increase of six (6) percent in pay unless the minimum increase would exceed the range maximum. If the six (6) percent increase results in a salary that is greater than the maximum of the range, the employee's increase will be limited to the maximum of the new range.~~
3. Employees shall retain their classification dates for purposes of performance evaluations and merit increases.
- ~~5.a. If a position is reclassified from classified to exempt, the employee will receive a minimum of a six (6) percent increase unless the minimum increase would exceed the range maximum. If the six (6) percent increase results in a salary that is greater than the maximum of the range, the employee's increase will be limited to the maximum of the new range.~~
4. WHEN AN EMPLOYEE'S CLASSIFICATION CHANGES FROM CLASSIFIED TO EXEMPT the employee will be eligible for any performance increase exempt positions are eligible to receive above any increase received AN INCREASE per 5a-B above.

**1-20-020 *Appropriate Salary, Subsection H*** is hereby amended as shown below:

- H. Promotion. Promotions shall be made as provided in Article 1-40, Section 1-40-010. Upon promotion to another classification, an employee shall receive a rate of pay based on the following criteria:
- ~~1. The new salary rate will be in the new range that results in a minimum of a six (6) percent increase, with flexibility for a higher amount with prior approval of the Human Resources Director and City Manager.~~
- ~~2. The new salary should be increased to at least the minimum of the new salary range.~~
- ~~3. In no case should a promotion increase place the salary above the maximum of the assigned range.~~
1. In addition to the ~~minimum of a six (6) percent increase~~ INCREASE PROVIDED IN B ABOVE, employees may continue to receive their regular merit increase if their classification date before promotion falls within three (3) months of the promotion. Thereafter, merit increases and performance evaluations will be based on the effective date of the promotion.

The Employee Handbook of Regulations, Section 1-40-010, *Promotion*, is hereby amended by as shown below (additions are underlined and in caps, deletions are stricken):

**1-40-010 *Promotion, Subsection A*** is hereby amended as shown below:

- A. – 3. Upon promotion to another range, an employee shall receive a pay rate as outlined in Section 1-20-020 B AND H.

The Employee Handbook of Regulations, Section 1-50-20, *Vacation Leave*, is hereby amended by as shown below (additions are underlined and in caps, deletions are stricken):

**1-50-20 *Vacation Leave*, Subsection A** is hereby amended as shown below:

A. Eligibility

1. ~~The City Manager or designee may authorize an employee, upon hire, to accrue vacation at any rate within the Table A or Table B below, based on years of experience.~~ UPON HIRE, REHIRE, PROMOTION OR RECLASSIFICATION AN ELIGIBLE EMPLOYEE'S RELEVANT EXPERIENCE SHALL BE DETERMINED AND THE EMPLOYEE PLACED IN THE APPLICABLE VACATION ACCRUAL WITHIN TABLE A OR TABLE B BELOW BASED ON THAT EXPERIENCE.

SECTION 2. Penalties

Any person found in violation of any provision of the Handbook may be subject to discipline, as set forth in such Handbook and Flagstaff City Code Section 1-14-001-0001, *Personnel System Adopted*.

Section 3. Repeal of Conflicting Ordinances.

All ordinances, parts of ordinances, and any sections of the Handbook in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 5. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 17th day of March 2020.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY