

CLASSIFICATION PLAN

The City Administrator shall establish and maintain a classification plan to consist of class titles and class specifications. The classification plan shall be administered and maintained by the City Administrator and employees shall be allocated by him or her to classes which best describe their duties on the basis of criteria established in the class specifications. The City Administrator shall recommend to the Council amendments and revisions in the plan from time to time to provide for new positions and changing conditions. The City Administrator shall keep a complete set of position descriptions for each position in the classification plan.

ESTABLISHMENT OF PAY PLAN

There shall be at all times a pay plan for all classes of positions included in the classification plan. Such plan shall be established, and from time to time amended, by City Council resolution upon receipt of recommendation from the City Administrator. In making such recommendations, the City Administrator shall give appropriate consideration to the following factors:

1. Maintenance of equitable relationship between classes, based on their relative duties and responsibilities.
2. The general level of rates in the appropriate labor markets for comparable work under similar conditions.
3. Current recruitment and retention experience.
4. Ability of the City of Austin to fund the positions.

CONTENT OF PAY PLAN RESOLUTION

The Pay Plan resolution shall contain the assignment of classes to pay grades, the minimum and maximum pay in each grade, the monthly or hourly rates in each grade and the method of normal progression through the pay grade.

PAY PLAN ADMINISTRATION

The City Administrator shall be responsible for administering the Pay Plan according to this section.

Beginning Salary Rate - The beginning rate for a new employee normally will be the minimum rate in the established grade for his or her classification. In unusual situations, the Employer, at its sole discretion, may approve a pay rate above the minimum rate to:

1. Meet difficult recruiting problems or to obtain a person with marked superior qualifications.
2. Correct salary inequities or give credit for prior service.

Method of Progression - After appointment or promotion an employee shall be eligible for advancement through his/her respective pay grade as specified in the collective bargaining agreement or as authorized by the City Council.

Reclassification Pay - Upon reclassification to a class having a higher pay grade, an employee shall receive no less than the minimum pay of the new grade or, at times, a greater rate depending upon the present and proposed pay rate for an employee.

JOB EVALUATION PROCEDURE

Positions are classified based upon written position evaluations reviewed by Personnel Decisions Inc. (PDI) on the following criteria: task complexity, responsibility, importance and unfavorability. It is the intent and purpose of this policy to establish a formal city-wide process for handling job evaluation requests. These guidelines outline the policies and procedure for addressing employee pay equity concerns.

Requesting a Job Evaluation - Review of a position may be requested or initiated for the following reasons:

1. A new job is being created.
2. An existing job is vacated and the Human Resources Director and/or department head determine that a full review should be conducted.
3. There has been a change in the duties or responsibilities of the job sufficient to warrant consideration.
4. At the request of an employee (for his/her own position) and/or the affected department head, but only if new information is available that was not used in previous decisions. A formal request shall be made to the Human Resources Director and the employee's department head must indicate whether the department head supports the request.

Steps in the Evaluation Process

1. Upon receipt of the review request form, the Human Resources Director and appropriate supervisor and/or department head shall review the information and request any clarification as needed.
2. If the Human Resources Director determines that a reevaluation is warranted, the employee (or in the case of a vacancy, the supervisor) will complete a new time spent profile. The profile must be approved by the supervisor and department head. The Human Resources Director will forward the TSP to PDI for processing to obtain a new job value quotient. The new job value must be reviewed by the Finance/Personnel Committee and approved by the City Council.
3. If the Human Resources Director determines that a reevaluation is not warranted, the employee may appeal that decision to the City Administrator. The City Administrator may request information of the employee, department head and Human Resources Director in order to make his/her determination.
4. If the City Administrator rejects the request, the employee may appeal to the Council Finance/Personnel Committee. The Finance/Personnel Committee decision shall be final.

PAYROLL

Time Keeping – Accurately recording time worked is the responsibility of every employee. Federal and State laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. All employees shall be responsible for submitting complete and accurate time sheets to their supervisor. Time sheets shall include vacation, sick leave, compensatory time and other leaves and hours worked. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time sheet may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time sheet to certify the accuracy of all time recorded. It is the supervisor or department head responsibility to review and confirm accuracy and then sign the time sheet before submitting it for payroll processing to the Finance Department.

Pay Periods – Employees will be paid on a regular basis as determined by the Employer and approved by the City Council. When a pay day falls on a holiday, employees shall receive their pay on the preceding day.

Direct Deposit – All employees are required to participate in a direct deposit of their payroll. Employees are required to complete the necessary direct deposit form at the time of hire, available through Human Resources or Finance Departments. Pay will not be given to an employee until the necessary paperwork is completed.

Deductions – Employee may authorize deductions from his/her pay for the following purposes, provided there are sufficient funds to cover the deductions:

- 1) City employee group insurance (s)
- 2) Flex deductions
- 3) United Way
- 4) Employee organization dues and fees
- 5) Employee credit union
- 6) Assignments and additional withholdings
- 7) Deferred compensation plan

OVERTIME AND COMPENSATORY TIME NON-EXEMPT EMPLOYEES

Definitions

Overtime is defined as hours worked by an employee in excess of 40 hours per week. Overtime hours shall be compensated at a rate of time and one half the normal hourly rate of pay. "Compensatory Time" is defined as paid time off that the employer and employee agree may be awarded to the employee in lieu of overtime compensation. Compensatory time shall be awarded at a rate of one and one half hours of paid time off for every one hour worked.

Accrual

Overtime hours or compensatory time must be approved in advance by the employee's supervisor. Any employee who works overtime or takes compensatory time without prior approval may be subject to disciplinary action.

All compensatory time must be marked as such on official sheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records.

Employees may accrue no more than 240 compensatory time hours annually. No more than 40 hours of compensatory time may be carried over from calendar year to calendar year. However, new employees may carry up to 80 hours of compensatory time over from calendar year to calendar year during the first five years of employment. Employees must notify the Finance Department by November 15 of each year of the number of hours, up to 40 (or 80 for

employees with five years or less employment); the employee chooses to carry over into the following year.

Compensatory time carried over into the following calendar year is included in the calculation of the total maximum compensatory hours that may be accrued annually.

The City Administrator may approve an additional carry over of up to 40 hours for extenuating circumstances. An employee's request for such additional carry over needs to be made in writing prior to the November 15 deadline.

Use

Employees may request and use compensatory time off, with the permission of their supervisor, in the same manner as other leave requests. The employer reserves the right to approve, or disapprove, the use of compensatory time off as well as the right to modify all other provisions of this policy.

Compensatory time off may not be used in lieu of sick leave. Any unused, accrued sick leave must be used for absences related to injury, illness or sickness before any accrued compensatory time off. If an employee has exhausted all accrued sick leave, compensatory time off may be used for injury or illness related absences.

In the event the employee receives leave under the Family and Medical Leave Act (FMLA), the employee is required to use accrued compensatory time off simultaneously with any unpaid leave granted under that Act.

Payment

For those compensatory time hours that will not be carried over from calendar year to calendar year, payment of compensatory time will be calculated using the employee's regular rate of pay and paid by December 15 of each year. For those employees who fail to make an election as to how many hours, up to 40 (or 80 for employees with five years or less employment), they will carry over into the next calendar year, the entire balance of accrued compensatory time will be paid out at the employee's regular rate of pay and paid by December 15 of that year.

Hours accrued after payment of compensatory time may be allowed to be carried over to the next calendar year provided the employee remains under the 40 hour limit (or 80 for employees with five years or less employment). Hours in excess of 40 hours (or 80 for employees with five years or less employment) will automatically be paid out at year end.

TRAVEL EXPENSES WHILE ON CITY BUSINESS

Purpose: To establish policy guidelines on reimbursement for expenses while on City business.

Statement of Policy: This policy covers all City of Austin employees and elected officials unless otherwise provided for by union labor agreement or separate employment agreement. It is the policy of the City of Austin to reimburse employees and elected officials for reasonable and necessary expenditures made while on authorized official City business. All travel requests by employees must be approved in advance by their department head or City Administrator in

the case of travel made by a department head. Any travel for the City Administrator not covered under the Council approved budget, will require advance approval by the City Council.

Attendance for League of Minnesota Cities (LMC) or Coalition of Greater Minnesota Cities (CGMC) or LMC and CGMC affiliated events by elected officials does not require prior approval as long as there are budget dollars available. Travel requests beyond LMC and CGMC events will require advance approval from the Mayor and/or City Council as appropriate. Out of state travel and international travel by elected officials must be approved in advance by the Mayor and City Council at an official council meeting.

Claims for reimbursement of travel expenses shall be accompanied by invoices and/or itemized receipts showing proof of payment of such claims. A travel claim form should be completed as soon as possible after the expenditure is incurred, but no later than thirty (30) days after the event and submitted to the correct department head or the finance department for elected officials, for consideration and approval. The City does not provide cash advances. A credit card is available for advance reservations, etc.

General Guidelines:

- 1) Lodging. Hotel expenses that cannot be billed directly to the City will be reimbursed at the completion of the authorized travel upon submission of the proper expense claim form. A reasonable class of accommodation shall be selected where choice is available along with government discount rates. The single rate should be clearly indicated on all receipts.

Charges for lodging will be paid for:

- The nights a conference, seminar, meeting, etc., is actually in session; and exceeds a seventy-five (75) mile radius (multiple day conference).
- The night prior to the event providing the starting time is before 9:00 AM and required travel time exceeds 125 miles.
- Weather emergencies

- 2) Meals. Employees/elected officials will be reimbursed for the actual cost of a meal when there is an overnight stay involved not to exceed forty dollars (\$40.00) per day. Generally, meals exceeding these maximums will not be reimbursed except as otherwise provided in the special expense policy.

The cost of a meal includes tax and a reasonable gratuity (up to 15%) but does not include alcoholic beverages.

- Breakfast \$10.00 – breakfast may be claimed only if the employee/elected official is on assignment away from home, in overnight travel status or departs from home on assigned travel before 6:00 AM.
- Lunch \$12.00 – lunch may be claimed if you are in travel and work status away from home.
- Dinner \$18.00 – dinner may not be claimed for reimbursement unless the employee/elected official are in travel status and/or city business caused them to return home after 7:00 PM or to be away from home overnight.
- Times of departure and return must be indicated for all meal reimbursement requests.
- There shall be no reimbursement for the costs of any meal where the cost of such meal is included in the lodging, transportation or conference costs.

- 3) Mileage Allowance. Employees/elected officials are encouraged to use city vehicles for city travel assignments. When a city vehicle is not available or use of a personal vehicle is authorized, the individual will be reimbursed at the current IRS rate. The actual speedometer reading from City location to destination and return to City location will be used.

The City does not provide insurance coverage for private vehicles, regardless of whether the vehicle was being operated in the course and scope of duties.

No reimbursement for mileage shall exceed the dollar amount of round trip air fare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at point of destination.

When two or more employees/elected officials are attending the same seminar, convention or meeting, carpooling shall be practiced whenever possible.

If an employee/elected official for his or her own convenience travels by an indirect route or interrupts travel by the most economical route, the employee or elected official shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

Parking fees will be reimbursed by actual cost and receipts shall be presented where possible.

Employees/elected officials who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor and to local authorities.

- 4) Spouse or Companion. With prior approval from employee's immediate supervisor employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees/elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel (such as additional meal and lodging costs) are the responsibility of the employee/elected official.
- 5) Air Travel. All air travel must be reserved in economy/coach class. It is the employee's/elected official's responsibility when making reservations to obtain the lowest logical airfare available, including those with connecting flights offering desired arrival/departure times within two (2) hours of the time specified (2-hour window). Upgrades to business or first class are the employee's/elected official's responsibility.
- 6) Rental Car. All auto expenses require original receipts for reimbursement. Employees/elected officials should accept the lowest available rate when reserving a rental car. Employees/elected officials are required to reserve rental cars in the economy/mid-size categories.
 - Rental cars should be returned with a full tank of gas.
 - Rental car upgrades may be made when more than three (3) employees/elected officials are traveling together with luggage.
 - Rental car insurance will not be reimbursed by the City.

- Should a rental car accident occur, notify the local authorities. A copy of the accident report must be turned in with your travel claim form.
- 7) Receipts. Original itemized receipts are required for reimbursement. Credit card receipts lack sufficient detail and will not be reimbursed.
- 8) Special Expenses. All special expenses, situations not addressed and/or exceptions to this policy must have the advance approval of the Human Resources Director or City Administrator. Special expenses include, but are not limited to:
- Meals exceeding the maximum allowance.
 - Lodging within the 75 mile radius.
 - Refreshments (coffee, tea or soft drinks)

Special fees or compensation, including mileage reimbursement which an employee may receive from third parties or be authorized by law to collect while in the employ of the City and performing his/her assigned duties or representing the City of Austin shall be paid to the finance department in full.

- 9) Compensation for Travel and Training Time. When attendance at a training session is voluntary, total City time is not to exceed the regular scheduled work day. Time spent traveling to and from, as well as time spent attending a required training session or conference, will be compensated in accordance with the Federal Fair Labor Standards Act.
- 10) Accountability. Abuse of the business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee/elected official, can be grounds for disciplinary action, up to and including termination of employment.