

RESOLUTION NO. 4374

A RESOLUTION REVISING CITY OF MILES CITY PERSONNEL POLICIES REGARDING WAGE INCREASE REQUESTS


WHEREAS, the City of Miles City has established certain personnel policies for employees of the City of Miles City, which are set forth in the City of Miles City Personnel Manual;

AND WHEREAS, the City Council finds that certain revisions to such policies should be adopted;

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:

1. That the following revised policy: Section 3, Employment Information, Wage Increase Requests attached as Exhibit "A"
2. Such changes to the policy shall become effective immediately upon the passage of this resolution.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 13th DAY OF OCTOBER, 2020.



John Hollowell, Mayor

ATTEST: 

Lorrie Pearce, City Clerk



**CITY OF MILES CITY
PERSONNEL POLICY**

Section 3:	Employment Information
Effective:	06/27/2017
Last Revised:	10/13/2020

**Wage Increase Requests
Resolution #4374**

- This policy supersedes all previous policies and/or handbooks published by the City of Miles City.
- Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

POLICY

It is the policy of the City of Miles City ("City") that all requests for wage increases by staff who are represented by a Union shall be made to the City Council through the elected Union representative, in accordance with the policies and procedures of that Union.

It is the policy of the City of Miles City ("City") that all staff requests for a wage increase that is not related to the annual longevity wage increase afforded all City employees shall follow the process detailed below.

PURPOSE

- To ensure that wage increases for unionized City staff are presented and requested by the elected Union representative;
- To establish a standardized process for City staff and directors to request staff wage increases.

PROCEDURE

1. When an employee is not represented by a union and believes a substantial change in duties, certifications/formal education, accountabilities or expected outcomes justifies a wage increase which is separate and distinct from the City's annual longevity increase, the employee shall submit to his/her immediate supervisor a written request for a wage increase which includes:
 - the dollar value of the increase requested;
 - a complete copy of the current Position Description;
 - the most recent performance evaluation (completed within the past year).
2. Upon receipt of a staff request for a wage increase and all of the required supporting documentation, the immediate supervisor will:
 - review the request and supporting documentation;

- provide a written recommendation concerning the request, sign and date it;
 - forward the request and all supporting documentation to the Department Director.
3. Upon receipt of the request and all of the required supporting documentation, the Department Director shall:
 - review the request and all supporting documentation;
 - provide a written recommendation concerning the request, sign and date it;
 - forward the request and all supporting documentation to the Mayor.
 4. Upon receipt of the request and all required supporting documentation, the Mayor shall:
 - review the request and all supporting documentation
 - make a written recommendation for action to the City Council Human Resources (HR) Committee, sign and date it;
 - all documentation shall be submitted to the Human Resources Officer by May 1;
 - forward the request and all supporting documentation to the HR Committee.
 5. Upon receipt of the request and all supporting documentation, the HR Committee shall:
 - a. review the request and all supporting documentation;
 - b. take action on the request, sign and date it;
 - when the action includes a recommendation of a wage increase, whether the same as or different from the increase requested, the HR Committee will forward the request and all supporting documentation to the City Finance Committee for action. The recommendations of the HR Committee and City Finance Committee will be sent to City Council for final approval.
 - When the action does NOT include a recommendation for a wage increase, the HR Committee provides a written copy of its action to the Mayor. The Mayor will then communicate the action to the Department Director; Director will inform the immediate supervisor; immediate supervisor will inform the requesting staff.
 - Notes: a change in Position Title only is not adequate justification for an increase in wage rate.
 6. No wage increase will be paid without following this established procedure.