

RESOLUTION NO. 4387

A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING NON-UNION STAFF COST OF LIVING INCREASES

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 new policy: Section 3, Employment Information, Non-Union Staff Cost of Living Increases attached as Exhibit "A"
2. Such policy shall become effective February 1, 2021 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 26TH DAY OF JANUARY, 2021.




John Hollowell, Mayor



ATTEST:



Mary Rowe, City Clerk

 <p style="text-align: center;">CITY OF MILES CITY PERSONNEL POLICY</p>	Section #: 3:	Employment Information
	Effective:	02/01/2021
	Last Revised:	02/01/2021
NON-UNION STAFF COST OF LIVING INCREASES		
Resolution #4387		

- **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.**

PURPOSE

To support the retention of experienced, highly-qualified City staff.

POLICY

The City of Miles City will provide all non-union staff, including department managers and supervisors, a cost of living adjustment (COLA) once each fiscal year when the City’s budget is sufficient to fund it.

PROCEDURE

1. A COLA may be provided when budgetary constraints permit them. The City is not required to provide a COLA every fiscal year.
2. A COLA increases every salary/wage in the Non-Union Salary/Wage Schedule by the same percentage, irrespective of individual position.
3. In determining the amount of a COLA, the following may be considered: published Consumer Price Index, State’s cost of living recommendation, cost of living increases in the local, regional and national economies, the City’s current and projected budgetary restraints, and the City’s overall financial health.
4. The Human Resources (HR) Committee will consider the amount of COLA adjustments during the fourth quarter of each fiscal year (April, May June). The Mayor may participate in the consideration of the amount of any COLA.
5. HR Committee’s COLA recommendations will pertain to the City’s upcoming fiscal year. Adjustments are not retroactive to the current or prior fiscal years.

6. The HR Committee will forward its COLA recommendation to the Chair of the Finance Committee by June 1 of each fiscal year for its consideration.
7. The Finance Committee will make a final recommendation concerning a COLA to the City Council by including its recommendation in its Draft Budget for the Fiscal Year beginning July 1.