

**RESOLUTION NO. 4400**

**A RESOLUTION ESTABLISHING 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: Wage Increase Requests attached as Exhibit "A"
2. Such policy shall become effective April 27, 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 27<sup>TH</sup> DAY OF APRIL, 2021.**

  
\_\_\_\_\_  
John Hollowell, Mayor

ATTEST:

  
\_\_\_\_\_  
Mary Rowe, City Clerk

 <p style="text-align: center;"><b>EXHIBIT "A"</b></p> <p style="text-align: center;"><b>CITY OF MILES CITY PERSONNEL POLICY</b></p>	Section 3:	Employment Information
	Effective:	
	Last Revised:	04/27/2021
<b>NON-UNION WAGE SCALE MATRIX</b>		
<b>Resolution #4399</b>		

- **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 establish a wage scale matrix for non-union staff to aid in the retention of staff.

**POLICY**

The City of Miles City shall provide step increases for non-union staff as described in the matrix once each fiscal year as the health of the City budget allows.

**PROCEDURE**

Step Increases

1. On initial employment an employee will be placed on the schedule at the beginning probationary wage.
  - a. A current City employee transferring to a new position will either be placed at the probationary wage or a step commensurate with education and experience.
2. Each fiscal year, in conjunction with the performance evaluation process the step increase may be recommended when the individual performs at a satisfactory level.
3. When an employee has progressed to the last step of the schedule for that position no further increases will be granted.
4. The Human Resources Committee forward recommendations to the Finance Committee by June 1, each year.
5. The Human Resources Committee recommendations shall be tracked on the Wage Increase Requests – Signature Sheet & Tracking Form.

Non-Union Wage Matrix  
Wage Scale  
Resolution #4389  
Effective Date: 07/01/2021

% of Prior Step	1.0%	1.0%	1.0%	1.0%	1.0%	2.0%	2.0%	2.0%	2.0%	2.5%	2.5%	2.5%	2.5%	2.5%	3.0%	4.0%
Probationary Wage	7th Month	1	2	3	4	5	6	7	8	9	10	15	20			
<b>Director/Professional Classification</b>																
Airport Manager	\$ 4,384.48	\$ 4,488.87	\$ 4,593.26	\$ 4,697.65	\$ 4,802.04	\$ 4,906.43	\$ 5,010.82	\$ 5,115.21	\$ 5,219.60	\$ 5,324.00	\$ 5,428.39	\$ 5,532.78	\$ 5,637.17	\$ 5,741.56	\$ 5,845.95	\$ 5,950.34
City Clerk	\$ 3,872.43	\$ 3,911.54	\$ 3,950.65	\$ 3,989.76	\$ 4,028.87	\$ 4,067.98	\$ 4,107.09	\$ 4,146.20	\$ 4,185.31	\$ 4,224.42	\$ 4,263.53	\$ 4,302.64	\$ 4,341.75	\$ 4,380.86	\$ 4,419.97	\$ 4,459.08
Dispatch Supervisor	\$ 3,551.47	\$ 3,587.35	\$ 3,623.23	\$ 3,659.11	\$ 3,695.00	\$ 3,730.88	\$ 3,766.77	\$ 3,802.65	\$ 3,838.54	\$ 3,874.42	\$ 3,910.31	\$ 3,946.20	\$ 3,982.08	\$ 4,017.97	\$ 4,053.85	\$ 4,089.74
Fire Chief / EMT	\$ 5,054.52	\$ 5,105.57	\$ 5,156.62	\$ 5,207.67	\$ 5,258.72	\$ 5,309.77	\$ 5,360.82	\$ 5,411.87	\$ 5,462.92	\$ 5,513.97	\$ 5,565.02	\$ 5,616.07	\$ 5,667.12	\$ 5,718.17	\$ 5,769.22	\$ 5,820.27
Human Resources Officer	\$ 3,442.54	\$ 3,477.31	\$ 3,512.08	\$ 3,546.85	\$ 3,581.62	\$ 3,616.39	\$ 3,651.16	\$ 3,685.93	\$ 3,720.70	\$ 3,755.47	\$ 3,790.24	\$ 3,825.01	\$ 3,859.78	\$ 3,894.55	\$ 3,929.32	\$ 3,964.09
Library Director	\$ 3,370.40	\$ 3,404.44	\$ 3,438.48	\$ 3,472.52	\$ 3,506.56	\$ 3,540.60	\$ 3,574.64	\$ 3,608.68	\$ 3,642.72	\$ 3,676.76	\$ 3,710.80	\$ 3,744.84	\$ 3,778.88	\$ 3,812.92	\$ 3,846.96	\$ 3,880.99
Police Chief	\$ 5,395.51	\$ 5,450.01	\$ 5,504.51	\$ 5,559.01	\$ 5,613.51	\$ 5,668.01	\$ 5,722.51	\$ 5,777.01	\$ 5,831.51	\$ 5,886.01	\$ 5,940.51	\$ 5,995.01	\$ 6,049.51	\$ 6,104.01	\$ 6,158.51	\$ 6,213.01
Public Utilities Director	\$ 4,825.78	\$ 4,874.53	\$ 4,923.27	\$ 4,972.02	\$ 5,020.77	\$ 5,069.52	\$ 5,118.27	\$ 5,167.02	\$ 5,215.77	\$ 5,264.52	\$ 5,313.27	\$ 5,362.02	\$ 5,410.77	\$ 5,459.52	\$ 5,508.27	\$ 5,557.02
Public Works Director	\$ 5,054.52	\$ 5,105.57	\$ 5,156.62	\$ 5,207.67	\$ 5,258.72	\$ 5,309.77	\$ 5,360.82	\$ 5,411.87	\$ 5,462.92	\$ 5,513.97	\$ 5,565.02	\$ 5,616.07	\$ 5,667.12	\$ 5,718.17	\$ 5,769.22	\$ 5,820.27
Director - Hourly	\$ 16.10	\$ 16.26	\$ 16.42	\$ 16.59	\$ 16.75	\$ 16.91	\$ 17.07	\$ 17.23	\$ 17.39	\$ 17.55	\$ 17.71	\$ 17.87	\$ 18.03	\$ 18.19	\$ 18.35	\$ 18.51
<b>Administrative/Technical Classification</b>																
Svc	\$ 15.98	\$ 17.15	\$ 17.32	\$ 17.49	\$ 17.67	\$ 17.84	\$ 18.01	\$ 18.18	\$ 18.35	\$ 18.52	\$ 18.69	\$ 18.86	\$ 19.03	\$ 19.20	\$ 19.37	\$ 19.54
Animal Caretaker (Minimum Wage)	\$ 8.75	\$ 8.84	\$ 8.93	\$ 9.02	\$ 9.11	\$ 9.20	\$ 9.29	\$ 9.38	\$ 9.47	\$ 9.56	\$ 9.65	\$ 9.74	\$ 9.83	\$ 9.92	\$ 10.01	\$ 10.10
City Planner-in-Training	\$ 2,648.52	\$ 2,877.29	\$ 2,906.35	\$ 2,935.41	\$ 2,964.47	\$ 2,993.53	\$ 3,022.59	\$ 3,051.65	\$ 3,080.71	\$ 3,109.77	\$ 3,138.83	\$ 3,167.89	\$ 3,196.95	\$ 3,226.01	\$ 3,255.07	\$ 3,284.13
City Planner I	\$ 3,189.52	\$ 3,189.52	\$ 3,221.74	\$ 3,254.20	\$ 3,287.07	\$ 3,320.22	\$ 3,353.63	\$ 3,387.29	\$ 3,421.21	\$ 3,455.39	\$ 3,489.74	\$ 3,524.35	\$ 3,559.11	\$ 3,594.02	\$ 3,629.08	\$ 3,664.29
Deputy City Clerk - Hourly	\$ 17.00	\$ 17.17	\$ 17.34	\$ 17.51	\$ 17.68	\$ 17.85	\$ 18.02	\$ 18.19	\$ 18.36	\$ 18.53	\$ 18.70	\$ 18.87	\$ 19.04	\$ 19.21	\$ 19.38	\$ 19.55
Utilities/Public Works Assistant	\$ 3,185.71	\$ 3,217.86	\$ 3,250.39	\$ 3,283.14	\$ 3,316.30	\$ 3,349.80	\$ 3,383.66	\$ 3,417.89	\$ 3,452.40	\$ 3,487.20	\$ 3,522.29	\$ 3,557.67	\$ 3,593.34	\$ 3,629.30	\$ 3,665.55	\$ 3,702.00
General Office Clerk - Hourly	\$ 11.49	\$ 11.60	\$ 11.86	\$ 11.72	\$ 11.84	\$ 11.96	\$ 12.20	\$ 12.44	\$ 12.69	\$ 13.01	\$ 13.33	\$ 13.66	\$ 14.07	\$ 14.64	\$ 15.21	\$ 15.78
Police Lieutenant/Detective	\$ 4,457.87	\$ 4,502.09	\$ 4,547.57	\$ 4,593.42	\$ 4,639.62	\$ 4,686.17	\$ 4,733.07	\$ 4,780.32	\$ 4,827.92	\$ 4,875.87	\$ 4,924.07	\$ 4,972.52	\$ 5,021.22	\$ 5,070.17	\$ 5,119.27	\$ 5,168.52
Police Captain	\$ 4,609.25	\$ 4,857.83	\$ 4,906.90	\$ 4,956.34	\$ 5,006.14	\$ 5,056.30	\$ 5,106.83	\$ 5,157.73	\$ 5,209.00	\$ 5,260.64	\$ 5,312.65	\$ 5,365.03	\$ 5,417.77	\$ 5,470.87	\$ 5,524.33	\$ 5,578.15
Water/Wastewater Plant Supervisor	\$ 4,006.94	\$ 4,047.41	\$ 4,088.29	\$ 4,129.48	\$ 4,171.20	\$ 4,213.33	\$ 4,255.87	\$ 4,298.92	\$ 4,342.47	\$ 4,386.52	\$ 4,431.07	\$ 4,476.12	\$ 4,521.67	\$ 4,567.72	\$ 4,614.27	\$ 4,661.32
<b>Swimming Pool Classification</b>																
Monthly	\$ 2,213.10	\$ 2,235.48	\$ 2,258.04	\$ 2,280.79	\$ 2,303.83	\$ 2,327.10	\$ 2,374.59	\$ 2,423.05	\$ 2,472.50	\$ 2,521.95	\$ 2,571.40	\$ 2,620.85	\$ 2,670.30	\$ 2,719.75	\$ 2,769.20	\$ 2,818.65
Lifeguard - Hourly	\$ 10.00	\$ 10.31	\$ 10.65	\$ 11.00	\$ 11.35	\$ 11.70	\$ 12.05	\$ 12.40	\$ 12.75	\$ 13.10	\$ 13.45	\$ 13.80	\$ 14.15	\$ 14.50	\$ 14.85	\$ 15.20
Hourly	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50
<b>Part Paid Firefighters Classification</b>																
Part Paid Firefighter	\$ 10.00	\$ 12.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
24-Hr shift	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
EMT Certification - Add Upon Certification	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
AEMT Certification	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Paramedic	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Critical Care Paramedic	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Firefighter I - Add Upon Certification	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00

Non-Union Wage Matrix  
 Wage Scale  
 Resolution #4399  
 Effective Date: 07/01/2021

	\$ 3.00	\$ 4.00	\$ 1.00	\$ 1.00
Firefighter II - Add Upon Certification	\$ 3.00	\$ 4.00	\$ 1.00	\$ 1.00
Driver/Operator	\$ 4.00	\$ 1.00	\$ 1.00	
<b>Elected Officials</b>	Monthly Wage			
Mayor	\$ 1,833.99			
City Court Judge	\$ 1,833.99			
Treasurer	\$ 1,833.99			
Councilperson	\$ 333.34			
<b>Contract Positions</b>	Wage			
City Attorney	\$ 150.00			
Deputy City Attorney	\$ 3,000.00			