



# Huntsville, Alabama

308 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

---

**Meeting Type:** City Council Regular Meeting **Meeting Date:** 6/22/2023

**File ID:** TMP-3055

---

**Department:** Human Resources

**Subject:**

**Type of Action:** Introduction

Introduction of an Ordinance to amend Section 8.2, 8.7, 8.9 and 22.13 of Ordinance No. 04-315, Personnel Policies and Procedures Manual.

Ordinance No.

**Finance Information:**

**Account Number:** NA

**City Cost Amount:** NA

**Total Cost:** NA

**Special Circumstances:**

**Grant Funded:** NA

**Grant Title - CFDA or granting Agency:** NA

**Resolution #:** NA

**Location: (list below)**

**Address:** NA

**District:** District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

**Additional Comments:**

**ORDINANCE NO. 23-\_\_\_\_\_**

**BE IT ORDAINED** by the City Council of the City of Huntsville, Alabama, that Ordinance No. 19-1192, Ordinance No. 19-1193 and Ordinance No. 21-1179 shall be repealed and shall be null and void.

**BE IT FURTHER ORDAINED** that Section 8.2. 8.7, 8.9 and 22.13 of Ordinance No. 04-315 (Personnel Policies and Procedures Manual), as adopted and approved on December 16, 2004, as amended, is hereby further amended as follows:

**8.2 APPOINTMENT RATE (ORD. 06-593) (ORD. 08-776) (ORD. 15-530) (ORD. 21-1180) (ORD. 22-1032)**

(A) Upon initial appointment to a regular, full-time or regular, part-time position, the entrance rate of new hires shall normally be the minimum rate of the salary grade for the position classification involved. However, the Mayor or his/her designee may authorize an initial entrance rate above the minimum rate in the following instances:

(1) When an applicant for a regular, full-time or regular, part-time position may have qualifications distinctly above and beyond the minimum qualifications required for the position classification; or

(2) When recruiting efforts have failed to fill a regular, full-time or regular, part-time position at the minimum rate. In cases of inability to recruit new hires at the minimum rate, any current employees in positions of the same class and grade, within the same department, and with the same or substantially similar qualifications and experience as the new hire, whose rates are below the rate established as the entrance rate for the new hire shall have their rates adjusted to the rate at which the position is finally filled.

The Director of Human Resources shall be designated the authority to make necessary salary adjustments for similarly situated employees to ensure equity in compensation, if necessary.

All other provisions of Section 8.2 shall remain unchanged.

**8.7 GENERAL SALARY INCREASES (ORD. 10-922) (ORD. 11-257)**  
(Also See Section 11 PERFORMANCE EVALUATION)

(A) Step Progression

## **ORDINANCE NO. 23-\_\_\_\_\_**

The pay plan is designed to provide for progressive step increases to employees as a reward for continual growth and development in their career, thereby increasing their value to the City.

Authorization for progressive increases is dependent upon appropriation by the City Council.

### **1. Regular, Full-Time Employee**

Upon request by the Department Head or Division Manager, eligible regular, full-time employees shall be authorized the progressive increase of one step, effective on the employee's established anniversary date (employment date, date of regular, full-time status, or other date established by Ordinance). However, progression within an established range shall not be automatic, but shall require certification by the Department Head or Division Manager that the employee is performing at a satisfactory level of competence.

An employee who is not considered eligible for a progressive step increase due to failure to perform at a satisfactory level of competence, as indicated by the Department Head, Division Manager, or supervisor during the annual performance evaluation, shall not receive the progressive increase nor be eligible for such until a performance evaluation of "satisfactory" or better is rendered. Upon receiving a performance evaluation of "satisfactory" or better, such employee will become eligible for the progressive increase effective the date on which the evaluation of "satisfactory" or better is rendered. The employee's anniversary date will remain unchanged.

In addition, an employee who is on imposed probation is not eligible for a progressive step increase until such time as the employee has satisfactorily completed the imposed probationary term and has received a performance evaluation of "satisfactory" or better. Upon receiving a performance evaluation of "satisfactory" or better, such employee will become eligible for the progressive increase effective the date on which the evaluation of "satisfactory" or better is rendered. The employee's anniversary date will remain unchanged.

### **2. Regular, Part-Time Employee**

Upon request by the Department Head or Division Manager, eligible regular, part-time employees shall be authorized a progressive increase of one step, effective every two years. The two-year period for the progressive increase of one step shall commence for current regular, part-time employees, upon the date of adoption of this ordinance. For

## **ORDINANCE NO. 23-\_\_\_\_\_**

regular, part-time employees, hired after the adoption of this ordinance, the progressive increase of one step shall be effective two years from the date of hire.

However, progression within an established range shall not be automatic, but shall require certification by the Department Head or Division Manager that the regular, part-time employee is performing at a satisfactory level of competence.

A regular, part-time employee who is not considered eligible for the progressive step increase, every two years, due to failure to perform at a satisfactory level of competence, as indicated by the Department Head, Division Manager, or supervisor, shall not receive the progressive increase nor be eligible for such until a performance evaluation of "satisfactory" or better is rendered. Upon receiving a performance evaluation of "satisfactory" or better, such regular, part-time employee will become eligible for the progressive increase effective the date on which the evaluation of "satisfactory" or better is rendered.

### **(B) Cost of Living Adjustments**

Cost of living adjustments shall be made to the pay plan and an employee's rate of pay adjusted according to the new wage for the employee's grade and step. Authorizations for cost of living increases are dependent upon appropriation by the City Council.

## **8.9 PART-TIME RATES (ORD. 05-158)**

An employee who is employed to work less than forty (40) hours per workweek shall be paid at the established minimum rate for the regular, full-time classification, or the approved entrance rate, as authorized by the Mayor or his/her designee, which is above the established minimum rate for the regular, part-time classification.

Upon placement or promotion of a regular, part-time employee into a regular, full-time position of higher grade, the new salary rate (step) shall be established in accordance with Section 8.4 and upon placement or demotion of a regular, part-time employee into a regular, full-time position of lower grade, the new salary rate (step) shall be established in accordance with Section 8.5 of the City's Personnel Policies and Procedures Manual.

**ORDINANCE NO. 23-\_\_\_\_\_**

**22.13 LONGEVITY BANQUET/EMPLOYEE APPRECIATION LUNCHEON  
(ORD. 18-1037) (ORD. 23-75)**

The City of Huntsville will provide as an additional benefit to all eligible employees:

**(A) Longevity Banquet**

A longevity banquet shall be scheduled and held preferably in the first (1st) quarter of each calendar year, for all regular, full-time employees and regular, part-time employees, who have been employed by the City for exactly 25, 30, 35, 40, 45 or 50 years, between January 1 and December 31 of the preceding year.

The longevity banquet shall include dinner and a plaque of nominal value that may be presented to each such eligible employee.

All other provisions of Section 22.13 shall remain unchanged.

**ADOPTED** this the \_\_\_\_ day of \_\_\_\_, 2023.

\_\_\_\_\_  
President of the City Council  
of the City of Huntsville, Alabama

**APPROVED** this the \_\_\_\_ day of \_\_\_\_, 2023.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama