



CITY OF LONG BEACH

PERSONNEL POLICIES + PROCEDURES

Policy 3.10

Step Placement

Effective Date: June 30, 1988

Last Revision Date: May 3, 2023

I. SCOPE

Applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

II. POLICY STATEMENT

It is the intent of the City to establish a sound and consistent step placement policy in order to equitably compensate all employees for the duties they perform.

III. PROCEDURE

A. Salary Schedule

All City employees are paid in accordance with the salary ranges designated in the Salary Resolution and adopted by the City Council.

B. New Employee/New Employee-Prior Service

A candidate may be placed at Steps 1-3 of the salary range established for the classification using the criteria identified below. Placement at Steps 2-3 require completion of the top portion of the Request for Exception to Step Placement Policy form. The completed form, signed by the Department Head/designee, must be submitted with the HR1. Step Placement at Steps 1-3 are subject to Department of Human Resources audit.

To request placement at Steps 4-7 departments must complete a Request for Exception to Step Placement Policy form and attach the candidate's resume and/or job application, proof of required/relevant certifications, and/or memorandum that outlines the basis for the request in accordance with the criteria identified below. The completed form and attachments shall be sent to the Department of Human Resources for review and approval.

The following criteria will be used to determine approval of the request:

1. City's salary range for the classification (including all hourly skill pays the candidate will be eligible for);

2. Minimum qualifications for the classification, including licenses and certificates; Departments should consider additional experience above the minimum qualifications that offers substantial preparation for the duties of the position and/or current market conditions that are affecting the staffing and recruitment needs of the Department;
3. Additional experience above the minimum qualifications that offers substantial preparation for the duties of the position may qualify candidates for advanced step placement on a year-for-step basis;
4. Ability to recruit and fill the position and;
5. Internal equity.

C. Promotions

1. Definition - An employee is considered “promoted” when reclassified, appointed, or upgraded to a position for which a higher pay rate is established by resolution. A classification change with no increase in pay rate is not a promotion. All promotions shall be effective the first day of a pay period.

An employee transferred in lieu of layoff is not considered “promoted”. The employee is placed at the step closest to his/her existing pay rate.

2. Salary Increases for Promotions: An employee is to be placed in the promotional classification’s salary range at the step equivalent to no less than a 5% increase over their current salary step, but not to exceed the highest step of the salary range for the promotional classification.

Example: Employee is currently an Administrative Analyst I at Step 2, pay rate is \$31.562. The employee is not within three months of their next step increase. Employee is being promoted to Administrative Analyst II. Below are the salary steps for Administrative Analyst II. To calculate the salary step the employee will be placed at in the new salary range, multiply the employee’s current pay rate by 1.05 to add 5% to the employee’s current pay rate. This calculated value will determine the salary step the employee will be placed at by choosing the salary step closest to but not less than the calculated value. $31.562 \times 1.05 = 33.140$. The employee will be placed at Step 2 (\$34.054) because Step 1 (\$32.430) is less than the calculated value/5%.

Salary Steps for Administrative Analyst I:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
30.062	31.562	33.403	35.157	36.931	38.879	40.863

Salary Steps for Administrative Analyst II:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
32.430	34.054	36.036	37.875	39.860	41.898	44.081

- Salary Increases for Employees Within Three Months of a Scheduled Step Increase: The Department shall give the employee credit for the upcoming step increase and utilize the rate of the upcoming step to calculate the minimum 5% increase. The salary increase is not to exceed the top step of the salary range for the promotional classification.

Example: Employee is currently an Administrative Analyst I at Step 2, pay rate is \$31.562. Employee is being promoted to Administrative Analyst II and is within three months of their next step increase. Employee is given credit for the upcoming step increase to Step 3, pay rate \$33.403, and the 5% calculation is done using the Step 3 pay rate. $33.403 \times 1.05 = 35.073$. The employee would be placed at Step 3 (\$36.036) of the new range because Step 2 (\$34.054) is less than the calculated value/5%.

Salary Steps for Administrative Analyst I:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
30.062	31.562	33.403	35.157	36.931	38.879	40.863

Salary Steps for Administrative Analyst II:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
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D. Establishment of an Anniversary Date

- Definition - An anniversary date is defined as the date upon which an employee's advancement to the next salary step shall become effective.
- New Employee - The anniversary date for a new full-time employee will be established in accordance with the following:

<u>Hiring Step</u>	<u>Anniversary Date for Step Increase</u>
Step 1, 2, or 3	6 months from date of hire
Steps 4, 5, or 6	12 months from date of hire

Anniversary dates are adjusted for all unpaid full workdays.

3. Part-Time Employee - An employee who receives a step increase on the basis of the number of qualifying hours will receive the increase effective the day following completion of the required hours. For example, an employee who reaches 2,088 hours on June 10 will be eligible to receive the next step increase on June 11.
4. Part-Time to Full-Time - When an employee is changed from a part-time position to a full-time position, the number of hours credited toward the next step increase will be converted to a new anniversary date.
5. Lifeguards - A lifeguard who receives a step increase on the basis of the number of qualifying hours will receive the increase effective the day following completion of the required hours. For example, an employee who reaches 1,200 hours on June 10 will be eligible to receive the next step increase on June 11.
6. Adjustments for Unpaid Absences - Occasionally an employee will be absent without pay, on Authorized Leave, Departmental Leave, Temporary Disability Leave, Extended Leave of Absence, Unauthorized Leave, or Suspension. In these instances, the anniversary date will be adjusted for each full workday of unpaid absence.

No adjustments will be made for unpaid Military Leave.

E. Promotions with Skill Pay

When an employee is promoted to a position with skill pay, the skill pay is not included as part of the salary increase calculation. In other words, skill pay is in addition to the increase received as a result of the promotion.

When transferring from a position with skill pay to a position with no skill pay, the skill is included when determining step placement. In determining step placement when both positions have a different skill pay, include the skill pay in the former classification, and treat the new skill pay as being in addition to the increase received as a result of the promotion.

When transferring from a position with skill pay to a position with the same skill pay (i.e. ICBO Specialty Certification, EMT), do not include the skill pay in the former position to determine step placement. Treat the new skill pay as being in addition to the increase received as a result of the promotion.

F. Reclassification

An employee who, through reclassification, is transferred to a position, for which a higher pay rate is established, is considered "promoted". When this occurs, the rules

for promotion (C) apply.

G. Demotions

An employee is considered “demoted” when reclassified, appointed, or downgraded to a position for which a lower pay rate is established by resolution. The employee shall be placed at the nearest lower step with no loss of hours previously earned toward a step increase.

H. Classification Consolidation

When two or more classifications are consolidated, employees in the positions are transferred to the new salary range with no change in step placement.

I. Seasonal and Temporary Positions

In some instances, permanent employees are temporarily promoted to seasonal or temporary positions. When the seasonal or temporary position is completed, the employees revert to their prior position. In many instances, employees are again promoted to the seasonal position the following year.

Step placement for a promotion to a seasonal or temporary position is made in the same manner as a promotion to a permanent position. Movement through the step plan for the temporary position occurs in the same manner as for a part-time employee under “D-2.”

All hours accrued in a temporary or seasonal position will count toward attainment of the next step in the temporary or seasonal position. For example, an employee who had accrued a total of 2,000 hours at step 4 by working in prior seasons will advance to step 5 in the current season after working 88 hours.

When employees revert back to their permanent position, the anniversary date is adjusted forward to reflect the hours retained in the temporary or seasonal position.

Under some circumstances, and on a case-by-case basis, the hours accrued in a temporary or seasonal position may be applied to the employee’s permanent position. This requires prior approval from the Department of Human Resources.

J. Rehabilitation and Training and Development

Employees may be temporarily assigned to perform duties not ordinarily attached to their position for the purpose of rehabilitation or training and development (see Section 63 (3), or 63 (5) of the Civil Service Rules and Regulations). They will be compensated at the salary rate that has been fixed and prescribed for the position involving duties which the temporary assignment has been made. Placement shall be

at the step most closely approximating the pay rate immediately prior to the temporary assignment.

Should the employee be permanently transferred to the new classification, hours accrued in the temporary assignment will be transferred to the new classification.

K. Step Placement for Reversion

Occasionally an employee will be downgraded, reduced to a lower classification, or request transfer to a classification of prior status. The following principles apply to these types of situations:

1. Probationary Reversion - When employees fail probation and revert to the classification in which they formerly held status, they will be returned to the position at the same step held prior to the promotion.

A new anniversary date will be established based on the number of months the employee had previously worked in that step. For example, if the employee had worked three months at step 3 in a classification, the anniversary date for the next step (step 4) will be nine months from the date the employee reverts to the former classification. Time in the classification which the employee failed probation does not count as time toward a step increase for the classification to which the employee is reverting.

2. Voluntary Reversion - On occasion, employees will voluntarily revert to a classification in which they held prior status or to a lower grade level. In these instances, the Department of Human Resources shall be contacted for step placement, which shall be based on:

- a. Seniority in the current classification or grade
- b. The step the employee was on when promoted

3. Involuntary Reversion - An employee may be reduced to another classification or to a lower grade level as a result of demotion or layoff. In these instances, employees will be placed on the appropriate step that is closest to their existing pay rate, but in no event at a higher rate. All deviations must be approved in advance by the Department of Human Resources.

4. Reversion from a Seasonal or Temporary Position - When employees revert from a temporary or seasonal position to a classification of prior status, they will be returned to the same step held prior to the promotion. Hours worked in the

seasonal or temporary position do not count for movement through the step plan in the position to which reverting. A new anniversary date will be established in accordance with the criteria established under probationary reversion.

On a case-by-case basis, hours worked in a temporary promotional position may be credited to the grade level or classification of prior status. In such instances, prior approval must be obtained from the Department of Human Resources.

5. Establishment of Anniversary Date - With the exception of probationary and seasonal reversions, the anniversary date for an employee reduced to step 1, 2, or 3 will be six months from the effective date of the transaction and one year for steps 4, 5, or 6.

These procedures cannot cover every conceivable situation that might occur throughout the City. Accordingly, the Department of Human Resources should be contacted concerning any problems or questions in the interpretation of the City's salary step-placement procedure.

L. Exceptions to Policy

When a higher pay rate is established as part of a general salary or negotiated increase, or as a result of a classification study or salary survey, advancement to the new salary range is made with no change in step placement or anniversary date.

Unusual circumstances or peculiar departmental operating requirements will occasionally require a deviation from the standard policy. Any salary increase as a result of a promotion that is not in accordance with the stated criteria, or any advancement in salary step not in accordance with the Salary Resolution and/or applicable Memorandum of Understanding, must be approved in advance by the Human Resources Director / designee, or appointing authority, which shall make the final determination of the appropriate step placement.

IV. REFERENCES

Salary Resolution: Section 24 – Temporary Assignments

V. APPENDICES/FORMS

Exception to Step Placement Policy Form (3-93)