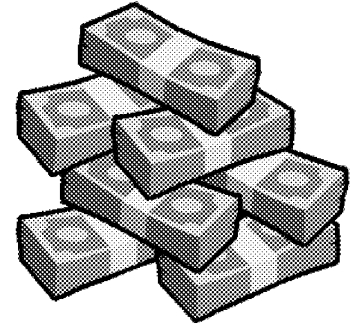


Chapter 4 Compensation



Salary System

Salaries for represented employees are negotiated with the employee organizations for each job classification. Each position has several salary steps within the assigned salary range.

Salary Steps

GENERAL EMPLOYEES have the following six-step system:

STEP	1	2	3	4	5	6 (M-Step)
TIME PERIOD (MONTHS)	6	12	12	12	Top Step	---
APPROXIMATE % INCREASE FROM PREVIOUS STEP *	—	5.5	5.5	5.5	5.5	5.5

* Actual percentage amounts may vary slightly. Salaries paid are those stated in the City of Glendale Salary Ordinance.

The first four step increases are rewarded to employees who have performed satisfactorily in their present positions, based on their performance evaluations. Step 6, also known as the Merit Step, or M-Step, is reserved for rewarding exceptional performance. You will only be considered for this step after the completion of one year at Step 5, with an "exceeds standards" or "outstanding" summary rating on your performance evaluation. (Merit Step provisions do not apply to sworn Fire, nor to Executive, Management, or Mid-Management employees.)

MID-MANAGEMENT and MANAGEMENT employees have the following five-step system:

STEP	1	2	3	4	5
TIME PERIOD (MONTHS)	6	12	12	12	Top Step
APPROXIMATE % INCREASE FROM PREVIOUS STEP *	—	5.5	5.5	5.5	5.5

* Actual percentage amounts may vary slightly. Salaries paid are those stated in the City of Glendale Salary Ordinance.

There is no Merit Step (M-Step) increase for Executive, Management and Mid-Management employees, although they are eligible for a merit bonus payout for exceptional service to the organization. Executive salary ranges vary from a single-step to a five-step plan.

Entry-level Police Officer and Firefighter classifications may have an additional entry-level "recruit" salary step, below the official A-Step, for the duration of any academy and training periods.

Assignment/Skill Pay

Individual employees may be eligible for additional pay, above their base salaries, depending upon particular assignments or the possession of certain skills which may be utilized on the job. Such programs would include motorcycle or helicopter pay for Police Officers, foreign language skill pay, or sign language interpreter skill pay. Information concerning specific pay assignments may be found in the appropriate Memorandum of Understanding for represented employees, and the City's Supplemental Benefits Ordinance for management employees.

Pay Periods/Pay Days

All City employees are paid twice a month. Pay periods are the first through the 15th (paid on the 21st), and the 16th through the end of the month (paid on the 6th of the following month). If a regular payday falls on a weekend, you will be paid on the preceding Friday (or Thursday if the preceding Friday is an alternate Friday off).

Overtime

Occasionally you may be asked to work overtime. Non-management employees receive one and one half (1 1/2) times their normal hourly rate for hours worked beyond their normal schedule. Employees may be compensated for overtime worked either by receiving overtime pay or by accumulating compensatory time, which can be used for time off. The amount of time off (compensatory time) you may accumulate, as well as more detailed overtime provisions affecting specific classifications, are set forth in the appropriate Memorandum of Understanding. In lieu of overtime compensation, Executive, Management, and Mid-Management employees are given Management Leave as authorized by their division head.

Acting Pay

A general non-safety employee who has been performing the duties of a higher level vacant position for at least ten consecutive calendar days is provided with acting pay. Your division head must assign you to the acting position in writing.

Court Time

Court time is time required of an employee to testify in response to a subpoena about knowledge acquired in the course of employment with the City. You will be paid at your regular rate of pay for time you spend at the location specified in the subpoena. If you are required to be in court beyond your normally scheduled work hours and overtime results, you will be paid at a rate of one and one-half (1 1/2) times your normal rate of pay.

Sworn police and fire employees are compensated for court time in a different manner. Please consult the appropriate Memorandum of Understanding for specific details.

Payroll Deductions

The following are items which may appear on your paycheck as deductions:

Mandatory

Federal Withholding Tax.

State Withholding Tax.

Public Employees Retirement System (PERS).

Survivor Benefit (\$2 per month).

Medicare Tax (only for employees hired after 1986).

Voluntary

Credit Union loan payment or savings.

Deferred Compensation.

Flexible Benefit Plan (Section 125).

Glendale City Employees' Association membership costs.

Glendale Fire Fighters' Association membership costs.

Glendale Police Officers' Association membership costs.

Long-Term Disability Insurance.

Medical Insurance (employee's portion of premium).

U.S. Savings Bonds.

United Way or Glendale Community Foundation charitable contribution.



*"Help people reach
their potential.*

*Catch them doing
something right."*