DRAFT

RESOLUTION NO. 19-
City Council

RESOLUTION AMENDING RESOLUTION 19-124 THE CITY OF HIAWATHA EMPLOYEE AND SALARY SCHEDULE FOR FY 2019-2020 AND THE MERIT INCREASES POLICY AND PROCEDURES PLAN TO INCLUDE THE COMPENSATION COMMITTEE DESIGNATION AND PURPOSE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to amend Resolution 19-124 the City of Hiawatha Employee and Salary Schedule for FY 2019-2020 and the Merit Increases Policy and Procedures Plan to reflect the following:

- The Compensation Committee will consist of two (2) Council Members of opposite terms, the Mayor, the City Administrator, and the Finance Director

See attached "Exhibit A"

AYES:
NAYS:

PASSED AND APPROVED on this 7th day of August, 2019.

_____
Bill Bennett, Mayor

ATTEST:

_____
Amy Scheer, Deputy City Clerk

RESOLUTION NO. 19-_____
City Council

RESOLUTION AMENDING RESOLUTION 19-124 THE CITY OF HIAWATHA EMPLOYEE WAGE AND SALARY SCHEDULE FOR FY 2019-2020 AND THE MERIT INCREASES POLICY AND PROCEDURE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to amend the Merit Increases Policy and Procedures to reflect the following:

- The Compensation Committee will consist of (2) Council Members of opposite terms, the Mayor, the City Administrator, and the Finance Director.

See attached "Exhibit A"

AYES:
NAYS:

PASSED AND APPROVED on this _____ day of August, 2019.

_____
Bill Bennett, Mayor

ATTEST:

_____
City Clerk

Exhibit A

Merit Increases Policy and Procedure

Purpose

- Each year, the Compensation Committee consisting of (2) Council members of opposite terms, the Mayor, the City Administrator, and the Finance Director will determine the pool of merit increase funds available. Both the objectives of the compensation program and financial resources available will be considered in the decision-making process.

- Merit pay is used to reward successful performance. Larger merit increases will be awarded to employees who consistently exceed performance standards. Increases will not be granted to employees who's performance has been rated satisfactory or a unsatisfactory.

Procedures

Eligibility:

- To be eligible for a merit increase, an employee must be employed with at least six (6) months of continuous service before the merit award date.
- An employee whose pay is at the maximum of the salary range may not be granted an increase that would cause the base salary to exceed the maximum of the range for that position.

Determination of merit increase:

- In accordance with the City of Hiawatha guidelines, supervisors will recommend:
  - a) whether an employee should receive any merit increase based on his or her annual performance review
  - b) the amount of increase appropriate for the performance results
- The following factors are the basis for awarding merit pay to employees
  - The employee's performance as reported in the annual performance review
  - The appropriate pay level within the range for the employee considering the employee's performance and performance of others in the range.
  - Pay increase funds available
  - Recommendations of supervisors, and approve by executive officers

Review of merit increase:

- Merit increases require the recommendation of the employee's immediate supervisor and the approval of the City Administrator. Employees are to be notified of their merit increase as soon as possible after all employee merit increases for the year have been approved by the HR Director.

Performance reviews:

- Employee performance is to be formally reviewed at least once each year. The focus of the review is to discuss the employee's performance for the rating period, review standards for the position, communicate the amount of the employee's merit increase and set goals for the next rating period.