

Resolution #24-0454
2024 Resolution Book 2, Page 162

**RESOLUTION AMENDING ARTICLE II, SECTION 30 OF THE PERSONNEL
RESOLUTION OF THE CITY OF WINSTON-SALEM REGARDING
COMPENSATION**

WHEREAS, the City of Winston-Salem Personnel Resolution (“Personnel Resolution”) contains policies regarding Compensation; and

WHEREAS, city staff wish to streamline the provisions in the Personnel Resolution regarding classification and compensation plans and the evaluation and promotion processes.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Winston-Salem City Council that the Personnel Resolution is amended as follows:

Section 1. Article II, Section 30. General policy-Pay. Is hereby deleted in its entirety as it currently reads and replaced with a new Section 30. General policy-Pay. to read as follows:

“Sec. 30. General policy—Pay.

It is the policy of the City of Winston-Salem to provide employee compensation plans that are externally competitive and internally equitable. In order to maintain the competitiveness of the plans, the city manager from time to time will recommend to the city council adjustments in the pay grades. In addition to maintaining competitive compensation plans, individual employee's pay will be based to a large measure on job performance. In order to provide for the above, the city has developed five (5) distinct pay plans: Unified, Public Safety (Fire), Public Safety (Police), Civilian Public Safety, and Flat Rate. The city has also developed certified ladder compensation programs for departments that will allow the city to retain and attract valuable talent and continue to enhance the services that the city provides. The city manager shall administer, and, where necessary, make appropriate adjustments to the city's position classification plan and accompanying compensation, and shall allocate and reallocate positions to classes based on the type and level of duties and responsibilities. The human resources director shall maintain the city's position classification plan and implement the administrative policies developed by the city manager in administering and adjusting the city's position classification plan and related compensation.

(a) *Pay Plan Compliance.* Each pay grade shall have a minimum, midpoint, and maximum rate of pay established by the city manager. Except as otherwise provided by law or city council, the city manager may delegate any authority granted herein as the city manager deems appropriate.

(1) *Performance evaluations; merit increase consideration.* Employees appointed to full-time positions or part-time positions will be scheduled for evaluation and merit increase consideration in accordance with the amount/percentage and schedule adopted by the city council for that fiscal year. Merit increase consideration will be effective based on the amount/percentage and schedule adopted by city council for that fiscal year. Salary increases, if any, for promotions, transfers, and other personnel actions, and reductions in salary in the case of demotions, will be determined in accordance with the aforementioned schedule, the provisions set forth herein and/or administrative policies issued by the city manager. The city manager is authorized to establish the performance evaluation dates for all city employees. No internal employment movement shall change an employee's evaluation schedule. Supervisors may schedule employees for additional performance reviews as deemed necessary. Eligibility for pay changes; however, will be in accordance with the previous schedule and as provided below.

(i) *Basis for allowable amount of increase.* The allowable amount of an employee's pay increase will be based upon his/her overall performance rating. The city manager, upon recommendation of the human resources department, will annually set the allowable pay adjustments and type of award (cash award, base salary change or a combination of both) for each of the overall performance ratings not to exceed the amount/percentage adopted by the city council for that fiscal year. No base pay changes will be made to employees above the maximum of their pay grade with the adoption of this pay plan. Prospectively, the employee may be entitled to the one-time payment referenced in (vi) below.

(ii) *Marginal performance rating.* Employees who fail to meet expectations will not receive an increase in pay. Employees receiving a marginal performance rating will be placed on a performance improvement plan and will be re-evaluated within three (3) months with eligibility for a pay increase upon full compliance with the performance improvement plan. The effective date of increase will be the date the performance improvement plan has been completed to the satisfaction of the rater. The evaluation date will be retained.

(iii) *Other compensation.* the city provides a performance appraisal and merit pay system to reward employees for overall meritorious job performance. However, when employees have exhibited performance that warrants immediate monetary recognition or in order to address market compensation issues, documented by the human resources department for individual positions, the city manager may initiate or act upon the supervisor's recommendation to initiate an increase in an individual employee's compensation. In these instances, only the city manager is

authorized to approve market or merit increases and the authorized increase shall not exceed ten (10) percent of the recipient's annual salary. Additionally, the increase shall not exceed the maximum of their pay grade. Employees are eligible for such increases once in a twelve-month period and recipients of such increases shall retain their evaluation date. A record of any such increases will be made and retained in the human resources department.

- (iv) *Managed competition incentive pay.* The city manager may authorize additional payment to employees subject to managed competition for exceeding performance goals, for obtaining additional training and certification levels, and meeting/exceeding attendance goals. The city manager is authorized to develop and administer an appropriate incentive pay program. The total payout to an employee, excluding payments attributable to overtime, may not exceed fifty (50) percent of the employee's base rate of pay during the contract period.
- (v) *Competitive retention offers.* The city manager is authorized to develop and implement a competitive retention offer policy offering up to five (5) percent higher than the presented offer to retain employees who present a bona fide offer of employment with an outside agency in a position similar to the employee's current position.
- (vi) *One-time payment(s).* Any authorized base pay increase, which may result in an employee exceeding the maximum of their assigned pay grade, shall be addressed by first increasing the base pay to the maximum of the assigned pay grade, followed by a one-time payment for that evaluation period, without changing the actual maximum dollar amount of the assigned pay grade, to the employee in a dollar amount that equals that amount by which the employee's base pay would exceed the maximum of the assigned pay grade.
- (2) *Promotion.* Promotions occur when an employee is moved from a classification in a lower pay grade to a classification with a higher pay grade. Employees promoted will receive at least a ten percent increase in compensation or an amount sufficient to place the promoted employee at the minimum of the newly assigned pay grade. Under special circumstances, the city manager has the authority to approve increases in excess of ten percent for purposes other than to reach the minimum of the newly assigned pay grade. The city manager has the authority to enact procedures to initiate and manage promotional assignments by the city.
- (3) *Demotion.* Demotions occur when an employee is moved from one (1) classification to another classification pay grade for inadequate job performance or conduct. Compensation for demoted employees will be reduced fifteen (15) percent but in no case shall the salary be less than the minimum of the pay grade for the lower classification nor exceed the maximum of the newly assigned pay grade. The city manager has the authority to enact procedures to initiate and manage demotions by the city.
- (4) *Reassignment.* Reassignments occur when an employee is moved from one (1) classification to another classification at a lower pay grade for non-disciplinary reasons. Employees reassigned in this manner shall not, under any circumstances, receive an increase in compensation nor shall the reassigned employee's pay exceed the

- maximum of the assigned pay grade. The city manager has the authority to enact procedures to initiate and manage the various types of employment reassignments by the city.
- (5) *Lateral transfer.* In the case of lateral transfer (same pay grade transfers), the employee's pay rate will remain unchanged at the time of transfer, and the evaluation date will be retained.
- (6) *Reclassification.* Employees who are reclassified to a higher pay grade to recognize actual changes in duties and responsibilities, will receive a sufficient percentage increase to place their salary at the minimum of the new pay grade point but not less than five (5) percent. If the salary, prior to reclassification, is within the newly assigned pay grade, a five (5) percent increase in pay will be granted provided five (5) percent will not exceed the maximum of the assigned pay grade. Such employees will retain their anniversary date. Reclassification to a lower pay grade is described in subsection (b)(10) of this section, "Reduction in Classification."
- (7) *Competitive market range/pay grade adjustment.* When a competitive market range/pay grade adjustment occurs to reflect a general change in the external and/or internal compensation market level of a class, employees in the assigned class will receive a sufficient percentage increase to place their salary at the minimum of the new pay grade but not less than five (5) percent. If the salary, prior to grade adjustment, is within the newly assigned pay grade, a five (5) percent increase in pay will be granted provided five (5) percent will not exceed the maximum of the newly assigned pay grade. Such employees will retain their anniversary date. The city manager has the authority to enact procedures to initiate and manage competitive market range/pay grade adjustments.
- (8) *Administrative transfer.* Movement in assigned classification initiated by the department head or as a result of a classification study by the human resources department, may be exercised when such action will promote morale or serve budgetary, staffing or general organizational needs. Such movements do not represent disciplinary action. Employees administratively transferred in this manner will be notified by the department head in writing with a copy to the human resources department and the office of the city manager. Employees moved as described in this policy will not have their pay rate or anniversary date changed. When special circumstances warrant and with approval of the city manager, an employee may be considered for a monetary increase if the new assignment will result in placing the employee in a training and development stage for more than ninety (90) days to learn the methodology, procedures, policies and/or technology of the new assignment. Employees transferred in this manner will retain their anniversary date.
- (9) *Reduction in classification.* Reduction in assigned classification initiated by the department head or as a result of a classification study by the human resources department may be exercised when such action will promote morale, or serve budgetary, staffing or general organizational needs. Such reductions do not represent disciplinary action. Employees who are reduced in classification to a lower pay grade will retain their present pay and their old anniversary date, with this exception: If their present pay is above the maximum of the new pay grade, they will retain their pay one

(1) month for each full year of full-time service with the city, after which they will be moved to the maximum of the new pay grade. Employees reduced in classification in this manner will be notified by the department head in writing with a copy to the human resources department and the office of the city manager. Except in the instance noted above employees moved as described in this policy will not have their pay rate or anniversary date changed.

(10) *Military incentive.* Sworn police and certified fire personnel, who are active military or have been honorably discharged from the Army, Navy, Air Force, Marines and Coast Guard, their Reserve units, and the National Guard, after at least one (1) year of service, shall be eligible for a five (5) percent military incentive added to the employee's base pay. All eligible sworn police and certified fire personnel who are on the city's payroll as of July 1, 2017 will receive a five (5) percent military incentive adjustment to their base pay. The sworn police and certified fire pay schedules are hereby revised to include the military incentive for eligible sworn police and certified fire personnel hired or promoted after July 1, 2017.

(11) Pay Grades. The following pay grades shall be effective for the pay plans and position classifications associated with each pay grade, which pay plans and position classifications have been adopted by city council and are subject to adjustments per the authority conveyed by city council to the city manager: Unified Pay Plan, Public Safety (Fire), Public Safety (Police), Civilian Public Safety, and Flat Rate Pay Plan.

Unified Pay Plan

<u>Grade</u>	<u>Annual Minimum</u>	<u>Midpoint</u>	<u>Annual Maximum</u>
<u>305</u>	<u>\$37,357</u>	<u>\$47,619</u>	<u>\$57,882</u>
<u>306</u>	<u>\$39,225</u>	<u>\$50,000</u>	<u>\$60,776</u>
<u>307</u>	<u>\$41,187</u>	<u>\$52,500</u>	<u>\$63,814</u>
<u>308</u>	<u>\$43,246</u>	<u>\$55,125</u>	<u>\$67,005</u>
<u>309</u>	<u>\$45,408</u>	<u>\$57,882</u>	<u>\$70,355</u>
<u>310</u>	<u>\$47,679</u>	<u>\$60,776</u>	<u>\$73,873</u>
<u>311</u>	<u>\$50,062</u>	<u>\$63,815</u>	<u>\$77,567</u>
<u>312</u>	<u>\$52,566</u>	<u>\$67,005</u>	<u>\$81,445</u>
<u>313</u>	<u>\$55,194</u>	<u>\$70,356</u>	<u>\$85,517</u>
<u>314</u>	<u>\$57,954</u>	<u>\$73,873</u>	<u>\$89,793</u>
<u>315</u>	<u>\$60,851</u>	<u>\$77,567</u>	<u>\$94,283</u>
<u>316</u>	<u>\$63,894</u>	<u>\$81,445</u>	<u>\$98,997</u>
<u>317</u>	<u>\$67,089</u>	<u>\$85,518</u>	<u>\$103,947</u>
<u>318</u>	<u>\$70,443</u>	<u>\$89,794</u>	<u>\$109,144</u>
<u>319</u>	<u>\$73,965</u>	<u>\$94,283</u>	<u>\$114,601</u>
<u>320</u>	<u>\$77,663</u>	<u>\$98,997</u>	<u>\$120,332</u>
<u>321</u>	<u>\$81,546</u>	<u>\$103,947</u>	<u>\$126,348</u>
<u>322</u>	<u>\$85,624</u>	<u>\$109,145</u>	<u>\$132,666</u>
<u>323</u>	<u>\$89,905</u>	<u>\$114,602</u>	<u>\$139,299</u>
<u>324</u>	<u>\$94,400</u>	<u>\$120,332</u>	<u>\$146,264</u>
<u>325</u>	<u>\$99,120</u>	<u>\$126,349</u>	<u>\$153,577</u>
<u>326</u>	<u>\$104,076</u>	<u>\$132,666</u>	<u>\$161,256</u>
<u>327</u>	<u>\$109,280</u>	<u>\$139,299</u>	<u>\$169,319</u>
<u>328</u>	<u>\$114,744</u>	<u>\$146,264</u>	<u>\$177,785</u>
<u>329</u>	<u>\$120,481</u>	<u>\$153,578</u>	<u>\$186,674</u>
<u>330</u>	<u>\$126,505</u>	<u>\$161,256</u>	<u>\$196,007</u>
<u>331</u>	<u>\$132,831</u>	<u>\$169,319</u>	<u>\$205,808</u>
<u>332</u>	<u>\$139,472</u>	<u>\$177,785</u>	<u>\$216,098</u>
<u>333</u>	<u>\$146,446</u>	<u>\$186,674</u>	<u>\$226,903</u>
<u>334</u>	<u>\$153,768</u>	<u>\$196,008</u>	<u>\$238,248</u>
<u>335</u>	<u>\$161,456</u>	<u>\$205,808</u>	<u>\$250,160</u>
<u>336</u>	<u>\$169,529</u>	<u>\$216,099</u>	<u>\$262,669</u>
<u>337</u>	<u>\$178,006</u>	<u>\$226,904</u>	<u>\$275,802</u>

Winston-Salem City Council
APPROVED
September 16, 2024

Public Safety (Fire) Pay Plan

<u>Grade</u>	<u>No Degree</u>			<u>Associate's</u>			<u>Bachelor's</u>		
	<u>Minimum (No Degree)</u>	<u>Military</u>	<u>Maximum (No Degree)</u>	<u>Minimum (Degree)</u>	<u>Degree + Military</u>	<u>Maximum (Degree)</u>	<u>Minimum (Degree)</u>	<u>Degree + Military</u>	<u>Maximum (Degree)</u>
<u>101</u>	<u>\$ 43,864</u>	<u>\$ 46,057</u>	<u>\$ 65,796</u>	<u>\$ 46,057</u>	<u>\$ 48,360</u>	<u>\$ 69,086</u>	<u>\$ 48,360</u>	<u>\$ 50,778</u>	<u>\$ 72,540</u>
<u>102</u>	<u>\$ 46,057</u>	<u>\$ 48,360</u>	<u>\$ 69,086</u>	<u>\$ 48,360</u>	<u>\$ 50,778</u>	<u>\$ 72,540</u>	<u>\$ 50,778</u>	<u>\$ 53,317</u>	<u>\$ 76,167</u>
<u>103</u>	<u>\$ 48,360</u>	<u>\$ 50,778</u>	<u>\$ 72,540</u>	<u>\$ 50,778</u>	<u>\$ 53,317</u>	<u>\$ 76,167</u>	<u>\$ 53,317</u>	<u>\$ 55,983</u>	<u>\$ 79,975</u>
<u>104</u>	<u>\$ 50,778</u>	<u>\$ 53,317</u>	<u>\$ 76,167</u>	<u>\$ 53,317</u>	<u>\$ 55,983</u>	<u>\$ 79,975</u>	<u>\$ 55,983</u>	<u>\$ 58,782</u>	<u>\$ 83,974</u>
<u>105</u>	<u>\$ 53,317</u>	<u>\$ 55,983</u>	<u>\$ 79,975</u>	<u>\$ 55,983</u>	<u>\$ 58,782</u>	<u>\$ 83,974</u>	<u>\$ 58,782</u>	<u>\$ 61,721</u>	<u>\$ 88,173</u>
<u>106</u>	<u>\$ 55,983</u>	<u>\$ 58,782</u>	<u>\$ 83,974</u>	<u>\$ 58,782</u>	<u>\$ 61,721</u>	<u>\$ 88,173</u>	<u>\$ 61,721</u>	<u>\$ 64,807</u>	<u>\$ 92,581</u>
<u>107</u>	<u>\$ 58,782</u>	<u>\$ 61,721</u>	<u>\$ 88,173</u>	<u>\$ 61,721</u>	<u>\$ 64,807</u>	<u>\$ 92,581</u>	<u>\$ 64,807</u>	<u>\$ 68,047</u>	<u>\$ 97,211</u>
<u>108</u>	<u>\$ 61,721</u>	<u>\$ 64,807</u>	<u>\$ 92,581</u>	<u>\$ 64,807</u>	<u>\$ 68,047</u>	<u>\$ 97,211</u>	<u>\$ 68,047</u>	<u>\$ 71,450</u>	<u>\$ 102,071</u>
<u>109</u>	<u>\$ 64,807</u>	<u>\$ 68,047</u>	<u>\$ 97,211</u>	<u>\$ 68,047</u>	<u>\$ 71,450</u>	<u>\$ 102,071</u>	<u>\$ 71,450</u>	<u>\$ 75,022</u>	<u>\$ 107,175</u>
<u>110</u>	<u>\$ 68,047</u>	<u>\$ 71,450</u>	<u>\$ 102,071</u>	<u>\$ 71,450</u>	<u>\$ 75,022</u>	<u>\$ 107,175</u>	<u>\$ 75,022</u>	<u>\$ 78,773</u>	<u>\$ 112,533</u>
<u>111</u>	<u>\$ 71,450</u>	<u>\$ 75,022</u>	<u>\$ 107,175</u>	<u>\$ 75,022</u>	<u>\$ 78,773</u>	<u>\$ 112,533</u>	<u>\$ 78,773</u>	<u>\$ 82,712</u>	<u>\$ 118,160</u>
<u>112</u>	<u>\$ 75,022</u>	<u>\$ 78,773</u>	<u>\$ 112,533</u>	<u>\$ 78,773</u>	<u>\$ 82,712</u>	<u>\$ 118,160</u>	<u>\$ 82,712</u>	<u>\$ 86,848</u>	<u>\$ 124,068</u>
<u>113</u>	<u>\$ 78,773</u>	<u>\$ 82,712</u>	<u>\$ 118,160</u>	<u>\$ 82,712</u>	<u>\$ 86,848</u>	<u>\$ 124,068</u>	<u>\$ 86,848</u>	<u>\$ 91,190</u>	<u>\$ 130,271</u>
<u>114</u>	<u>\$ 82,712</u>	<u>\$ 86,848</u>	<u>\$ 124,068</u>	<u>\$ 86,848</u>	<u>\$ 91,190</u>	<u>\$ 130,271</u>	<u>\$ 91,190</u>	<u>\$ 95,749</u>	<u>\$ 136,785</u>

Public Safety (Police) Pay Plan

<u>Grade</u>	<u>No Degree</u>			<u>Associate's</u>			<u>Bachelor's</u>		
	<u>Minimum (No Degree)</u>	<u>Military</u>	<u>Maximum (No Degree)</u>	<u>Minimum (Degree)</u>	<u>Degree + Military</u>	<u>Maximum (Degree)</u>	<u>Minimum (Degree)</u>	<u>Degree + Military</u>	<u>Maximum (Degree)</u>
<u>201</u>	<u>\$50,264</u>	<u>\$52,777</u>	<u>\$75,396</u>	<u>\$52,777</u>	<u>\$55,416</u>	<u>\$79,166</u>	<u>\$55,416</u>	<u>\$58,187</u>	<u>\$83,124</u>
<u>202</u>	<u>\$52,777</u>	<u>\$55,416</u>	<u>\$79,166</u>	<u>\$55,416</u>	<u>\$58,187</u>	<u>\$83,124</u>	<u>\$58,187</u>	<u>\$61,096</u>	<u>\$87,280</u>
<u>203</u>	<u>\$55,416</u>	<u>\$58,187</u>	<u>\$83,124</u>	<u>\$58,187</u>	<u>\$61,096</u>	<u>\$87,280</u>	<u>\$61,096</u>	<u>\$64,151</u>	<u>\$91,644</u>
<u>204</u>	<u>\$58,187</u>	<u>\$61,096</u>	<u>\$87,281</u>	<u>\$61,096</u>	<u>\$64,151</u>	<u>\$91,645</u>	<u>\$64,151</u>	<u>\$67,359</u>	<u>\$96,227</u>
<u>205</u>	<u>\$61,096</u>	<u>\$64,151</u>	<u>\$91,644</u>	<u>\$64,151</u>	<u>\$67,358</u>	<u>\$96,226</u>	<u>\$67,358</u>	<u>\$70,726</u>	<u>\$101,038</u>
<u>206</u>	<u>\$64,151</u>	<u>\$67,359</u>	<u>\$96,227</u>	<u>\$67,359</u>	<u>\$70,726</u>	<u>\$101,038</u>	<u>\$70,726</u>	<u>\$74,263</u>	<u>\$106,090</u>
<u>207</u>	<u>\$67,359</u>	<u>\$70,726</u>	<u>\$101,038</u>	<u>\$70,726</u>	<u>\$74,263</u>	<u>\$106,090</u>	<u>\$74,263</u>	<u>\$77,976</u>	<u>\$111,394</u>
<u>208</u>	<u>\$70,726</u>	<u>\$74,263</u>	<u>\$106,090</u>	<u>\$74,263</u>	<u>\$77,976</u>	<u>\$111,394</u>	<u>\$77,976</u>	<u>\$81,875</u>	<u>\$116,964</u>
<u>209</u>	<u>\$74,263</u>	<u>\$77,976</u>	<u>\$111,394</u>	<u>\$77,976</u>	<u>\$81,875</u>	<u>\$116,964</u>	<u>\$81,875</u>	<u>\$85,968</u>	<u>\$122,812</u>
<u>210</u>	<u>\$77,976</u>	<u>\$81,875</u>	<u>\$116,964</u>	<u>\$81,875</u>	<u>\$85,968</u>	<u>\$122,812</u>	<u>\$85,968</u>	<u>\$90,267</u>	<u>\$128,953</u>
<u>211</u>	<u>\$81,875</u>	<u>\$85,968</u>	<u>\$122,812</u>	<u>\$85,968</u>	<u>\$90,267</u>	<u>\$128,953</u>	<u>\$90,267</u>	<u>\$94,780</u>	<u>\$135,400</u>
<u>212</u>	<u>\$85,968</u>	<u>\$90,267</u>	<u>\$128,953</u>	<u>\$90,267</u>	<u>\$94,780</u>	<u>\$135,400</u>	<u>\$94,780</u>	<u>\$99,519</u>	<u>\$142,170</u>
<u>213</u>	<u>\$90,267</u>	<u>\$94,780</u>	<u>\$135,400</u>	<u>\$94,780</u>	<u>\$99,519</u>	<u>\$142,170</u>	<u>\$99,519</u>	<u>\$104,495</u>	<u>\$149,279</u>
<u>214</u>	<u>\$94,780</u>	<u>\$99,519</u>	<u>\$142,170</u>	<u>\$99,519</u>	<u>\$104,495</u>	<u>\$149,279</u>	<u>\$104,495</u>	<u>\$109,720</u>	<u>\$156,743</u>
<u>215</u>	<u>\$99,519</u>	<u>\$104,495</u>	<u>\$149,279</u>	<u>\$104,495</u>	<u>\$109,720</u>	<u>\$156,743</u>	<u>\$109,720</u>	<u>\$115,206</u>	<u>\$164,580</u>
<u>216</u>	<u>\$104,495</u>	<u>\$109,720</u>	<u>\$156,743</u>	<u>\$109,720</u>	<u>\$115,206</u>	<u>\$164,580</u>	<u>\$115,206</u>	<u>\$120,966</u>	<u>\$172,809</u>

Civilian Public Safety Pay Plan

<u>Grade</u>	<u>Annual Minimum</u>	<u>Midpoint</u>	<u>Annual Maximum</u>
<u>507</u>	<u>\$39,225</u>	<u>\$50,000</u>	<u>\$60,776</u>
<u>508</u>	<u>\$41,187</u>	<u>\$52,500</u>	<u>\$63,814</u>
<u>509</u>	<u>\$43,246</u>	<u>\$55,125</u>	<u>\$67,005</u>
<u>510</u>	<u>\$45,408</u>	<u>\$57,882</u>	<u>\$70,355</u>
<u>511</u>	<u>\$47,679</u>	<u>\$60,776</u>	<u>\$73,873</u>
<u>512</u>	<u>\$50,062</u>	<u>\$63,815</u>	<u>\$77,567</u>
<u>513</u>	<u>\$52,566</u>	<u>\$67,005</u>	<u>\$81,445</u>
<u>514</u>	<u>\$55,194</u>	<u>\$70,356</u>	<u>\$85,517</u>
<u>515</u>	<u>\$57,954</u>	<u>\$73,873</u>	<u>\$89,793</u>
<u>516</u>	<u>\$60,851</u>	<u>\$77,567</u>	<u>\$94,283</u>
<u>517</u>	<u>\$63,894</u>	<u>\$81,445</u>	<u>\$98,997</u>
<u>518</u>	<u>\$67,089</u>	<u>\$85,518</u>	<u>\$103,947</u>
<u>519</u>	<u>\$70,443</u>	<u>\$89,794</u>	<u>\$109,144</u>
<u>520</u>	<u>\$73,965</u>	<u>\$94,283</u>	<u>\$114,601</u>
<u>521</u>	<u>\$77,663</u>	<u>\$98,997</u>	<u>\$120,332</u>
<u>522</u>	<u>\$81,546</u>	<u>\$103,947</u>	<u>\$126,348</u>
<u>523</u>	<u>\$85,623</u>	<u>\$109,144</u>	<u>\$163,093</u>
<u>524</u>	<u>\$89,905</u>	<u>\$114,602</u>	<u>\$139,299</u>
<u>526</u>	<u>\$99,120</u>	<u>\$126,349</u>	<u>\$153,577</u>

Flat Rate Pay Plan

Flat Rate Pay Plan. The city manager may approve, as needed, classifications to be used on a per event/activity basis. No ranges or evaluation schedule shall be used for the classifications assigned to this plan as the positions and work are considered temporary and sporadic in nature. The city manager is authorized to implement an administrative policy governing the allocation of flat rate workers and applicable pay which shall not be lower than \$15.45 per hour.

(b) Certification/Career Ladder Programs.

(1) Planning and Development Services—Inspectors within Planning and Development Services. This certification ladder program will focus on employees performing inspection related work under the NC State Building Code G.S. 143-138. This certification ladder will: (1) increase the city's competitiveness within the job marketplace; (2) provide a tool to aid in retention of existing employees; and (3) offer an incentive for inspectors to become more efficient in their work by obtaining additional certifications.

(i) Inspectors: Inspectors will be eligible for a three (3) percent increase to their annual salary for Level 2 and Level 3 certifications within their respective trade. They will also be eligible for three (3) percent increases to their annual salary for

each certification (and level there within) outside of their trade area. Inspectors will not receive additional compensation for their Level 1 certification in their specific trade because it is a requirement of the job itself.

- (ii) *Senior inspectors:* Senior inspectors will be eligible for a three (3) percent increase to their annual salary for each certification (and level there within) outside of their trade area. Senior inspectors will not receive additional compensation for Level 1, 2, or 3 certifications in their specific trade because they are requirements of the job itself.
- (iii) *Plan review staff:* Plan review staff perform inspections in addition to their plan review responsibilities. Plan review staff will be eligible for a three (3) percent increase to their annual salary for each certification (and level there within) outside of their trade area. Plan review staff will not receive additional compensation for Level 1, 2, or 3 certifications in their specific trade because they are requirements of the job itself.
- (2) Inspectors who receive compensation for additional certifications outside of their job requirements will be required to perform all inspections on a job site within their certifications.
- (3) As a city-county function, costs of the inspection division are shared between the city and the county. Forsyth County's share of inspection division expenses is calculated annually using a formula defined in the city/county Cooperative Governmental Services Funding Agreement between the City of Winston-Salem and Forsyth County, which established the combined city-county department.
- (4) *Winston-Salem Police Department.* After June 21, 2022, the title of each sworn law enforcement officer, up to but not including corporal and above, will be changed based upon years of service and the classification designations indicated below. This will simply occur only as a change in title. The opportunity for advancement and increases may occur based upon the promotional process identified within each designated classification set forth below.

The appropriate one-time career ladder pay adjustment, compression adjustment, and the July 2022 and January 2023 step plan adjustments will occur as indicated below. After January 2023, the two (2) percent step plan adjustments will occur every January and July for the positions from police officer to captain, provided the employee receives an acceptable performance appraisal rating as defined in Article II, Section 30.b.ii of this Resolution, unless a higher percentage is otherwise provided in the annual budget adopted by city council as in the case of FY24 when the affected employees received a 3% increase in both July 2023 and January 2024. All of the increases and adjustments set forth herein are subject to the city council making the annual appropriations sufficient to finance the increases and adjustments set forth herein.

The positions of assistant chief through chief are on the Unified Pay Plan and remain eligible for consideration for merit pay adjustments.

- (i) This career ladder program will focus on employees: (a) hired as police officer trainees who successfully complete Basic Law Enforcement Training (BLET) and become a sworn law enforcement officer, and/or (b) hired into police officer classifications after successfully completing BLET and, become a sworn law enforcement officer. Employees subject to this career ladder will receive annual performance appraisals as scheduled by the city manager but will not be subject to any merit increase provisions approved by city council. Any eligible increase will be based upon the step plan provided below.
- (ii) Employees: (a) hired as police officer trainees who successfully complete Basic Law Enforcement Training (BLET) and become a sworn law enforcement officer or (b) hired into police officer classifications after successfully completing BLET and become sworn law enforcement officers will be entitled to regular promotional opportunities on the following schedule, provided the employee receives an acceptable performance appraisal rating as defined in Article II, Section 30.b.ii of this Resolution:
- (a) *Police officer trainee to police officer.* Employees hired into the Police Officer Trainee classification must successfully complete BLET and take the oath of office to become a sworn law enforcement officer. Employees who successfully complete BLET and become sworn law enforcement officers will become immediately eligible for a one-time five (5) percent base salary increase, subject to criteria established by the Winston-Salem Police Department. Change in salary will become effective the first pay period of the month following the change in status from trainee to sworn officer.
- (b) *Police officer to police officer II.* Sworn law enforcement officers who have served in the position of Police Officer with the City of Winston-Salem for at least three (3) years shall become eligible for promotion to Police Officer II. Police Officers who have received an acceptable rating on their most recent performance appraisal will receive a promotion to Police Officer II and will become immediately eligible for a one-time five (5) percent base salary increase, subject to criteria established by the Winston-Salem Police Department, effective within two (2) pay periods of reaching the third year of employment.
- (c) *Police officer II to master police officer.* Sworn law enforcement officers who have served in the position of Police Officer II with the City of Winston-Salem for at least three (3) years shall become eligible for promotion to Master Police Officer. Police Officer II employees who have received an acceptable rating on their most recent performance appraisal will receive a promotion to Master Police Officer and will become immediately eligible for a one-time five (5) percent base salary increase, subject to criteria established by the Winston-Salem Police Department, effective within two (2) pay periods of reaching the third year of classification as Police Officer II.
- (d) *Police officer to Master Police Officer.* Police Officers hired prior to July 1, 2022, who have served for at least six (6) years as a Police Officer with the

Winston-Salem Police Department shall be eligible for promotion directly to Master Police Officer, subject to criteria established by the Winston-Salem Police Department, and will become immediately eligible for a one-time five (5) percent base salary increase effective within two (2) pay periods of reaching the third year of classification as Master Police Officer.

(e) *Police step plan and compression adjustments.* To support parity in the Winston-Salem Police Department, the employees in the following classifications will see one-time career ladder pay adjustments effective the first pay period following July 1, 2022, a step plan adjustment the first pay period following July 1, 2022 and a step plan adjustment the first pay period following January 1, 2023, all subject to criteria established by the Winston-Salem Police Department:

<u>Classification/ Year of Service</u>	<u>Career Ladder Adjustment</u>	<u>July Step Plan Adjustment</u>	<u>January Step Plan Adjustment</u>
<u>Police Officers with 0-3 Years</u>	<u>0%</u>	<u>2%</u>	<u>2%</u>
<u>Police Officers with 3-6 Years</u>	<u>5%</u>	<u>2%</u>	<u>2%</u>
<u>Police Officers with 6+ Years</u>	<u>10.25% (total increase for two steps for the July, 2022 career ladder adjustment only)</u>	<u>2%</u>	<u>2%</u>
<u>Corporal through Captain</u>	<u>Compression Adjustment 10%</u>	<u>2%</u>	<u>2%</u>

(5) *Winston-Salem Fire Department.* After June 21, 2022, the title of each firefighter, up to but not including engineer, and above, will be changed based upon years of service and the classification designations indicated below. This will simply occur only as a change in title. The opportunity for advancement and increases may occur based upon the promotional process identified with each designated classification set forth below.

The appropriate one-time career ladder pay adjustment, compression adjustment and the July, 2022 and January 2023 step plan adjustments will occur as indicated below. After January 2023, the two (2) percent step plan adjustments will occur every January and July for the positions from firefighter to division chief, provided the employee receives an acceptable performance appraisal rating as defined in Article II, Section 30.b.ii of this resolution, unless a higher percentage is otherwise provided in the annual budget adopted by city council as in the case of FY24 when the affected employees received a 3% increase in both July 2023 and January 2024. All of the increases and adjustments set forth herein are subject to the city council making an annual appropriation sufficient to fund the increases and adjustments set forth herein.

The positions of assistant chief through chief are on the Unified Pay Plan and remain eligible for consideration for merit pay adjustments .

- (i) This career ladder program will focus on employees: (a) hired as firefighter trainees who successfully complete the Fire Academy and become certified firefighters and/or (b) hired into firefighter classifications having already become certified firefighters. Employees subject to this career ladder will receive annual performance appraisals as scheduled by the city manager but will not be subject to any merit increase provisions approved by city council.
- (ii) Employees hired as firefighter trainees or who are hired after successfully becoming a certified firefighter will be entitled to regular promotional opportunities on the following schedule, provided the employee receives an acceptable performance appraisal rating as defined in Article II, Section 30.b.ii of this resolution:
 - (a) *Firefighter trainee to firefighter.* Employees hired into the Firefighter Trainee classification must successfully complete the Fire Academy and become a certified firefighter. Employees who successfully complete the Fire Academy and become certified firefighters will become immediately eligible for a one-time five (5) percent base salary increase, subject to criteria established by the Winston-Salem Fire Department. Change in salary will become effective the first pay period of the month following the change in status from trainee to sworn officer.
 - (b) *Firefighter to firefighter II.* Certified firefighters who have served in the position of firefighter with the City of Winston-Salem for at least three (3) years shall become eligible for promotion to Firefighter II. Firefighters who have received an acceptable rating on their most recent performance appraisal will receive a promotion to Firefighter II and will become immediately eligible for a one-time five (5) percent based salary increase, effective within two (2) pay periods of reaching the third year of employment, subject to criteria established by the Winston-Salem Fire Department.
 - (c) *Firefighter II to master firefighter.* Certified firefighters who have served in the position of Firefighter II with the City of Winston-Salem for at least three (3) years shall become eligible for promotion to Master Firefighter. Firefighter II employees who have received an acceptable rating on their most recent performance appraisal will receive a promotion to Master Firefighter and will become immediately eligible for a one-time five (5) percent based salary increase, effective within two (2) pay periods of reaching the third year of classification as Firefighter II, subject to criteria established by the Winston-Salem Fire Department.
 - (d) *Firefighter to master firefighter.* Firefighters hired prior to July 1, 2022, who have served for at least six (6) years as a Firefighter with the Winston-Salem Fire Department shall be eligible for promotion directly to Master Firefighter, and will become immediately eligible for a one-time five (5) percent based salary increase, subject to criteria established by the Winston-Salem Fire Department.

(e) Fire step plan and compression adjustments. To support parity in the Winston-Salem Fire Department, the employees in the following classifications will see one-time career ladder pay adjustments effective the first pay period following July 1, 2022, a step plan adjustment the first pay period following July 1, 2022, and a step plan adjustment the first pay period following January 1, 2023, all subject to criteria established by the Winston-Salem Fire Department:

<u>Classification/ Year of Service</u>	<u>Career Ladder Adjustment</u>	<u>July Step Plan Adjustment</u>	<u>January Step Plan Adjustment</u>
<u>Firefighter with 0-3 Years</u>	<u>0%</u>	<u>2%</u>	<u>2%</u>
<u>Firefighter with 3-6 Years</u>	<u>5%</u>	<u>2%</u>	<u>2%</u>
<u>Firefighter with 6+ Years</u>	<u>10.25% (total increase for two steps for the July, 2022 career ladder adjustment only)</u>	<u>2%</u>	<u>2%</u>
<u>Engineer Through Division Chief</u>	<u>Compression Adjustment</u> <u>10%</u>	<u>2%</u>	<u>2%</u>

Section 2. Except where indicated otherwise within the body of this resolution or where certain career ladder and other adjustments have been previously approved, this Resolution shall become effective October 1, 2024.