



## CITY COMMISSION POLICY

<b>POLICY TITLE:</b> <i>ANNUAL SALARY REVIEW FOR APPOINTED OFFICIALS</i>		<b>CITY COMMISSION POLICY NUMBER:</b> 1002CP <b>DATE ADOPTED:</b> October 9, 1984 <b>DATE OF LAST REVISION:</b> September 10, 1997
1002.01	<b><u>AUTHORITY</u></b>  Procedures for conducting annual salary review for appointed officials were approved by City Commission on October 9, 1984.	
1002.02	<b><u>SCOPE AND APPLICABILITY</u></b>  This policy applies to the determination, by the City Commission, of annual merit increases for appointed officials.	
1002.03	<b><u>POLICY STATEMENT</u></b>  It is the policy of the City Commission to grant annual salary increases for appointed officials in the form of merit increases based on the official's job performance. The merit increase for each appointed official shall be the median of the five individual Commissioners' proposed increases for the official.	
1002.04	<b><u>DETERMINATION PROCESS</u></b>  A. Salary ranges for each appointed official are established annually as a part of the adoption of salary ranges for all employees during annual budget deliberations.  B. Salary review for appointed officials shall be scheduled on the City Commission agenda each year for the second Wednesday of October.  C. Prior to the Commission meeting, the Human Resources Department shall provide to each commission member a Salary Data Sheet for each appointed official which provides the following:  <ol style="list-style-type: none"><li>1. The salary range for each official.</li><li>2. Each official's current salary, exclusive of any amount allocated to executive management for the purchase of optional fringe benefits.</li><li>3. An explanation of the salary increase plan implemented for general employees and the merit increase plan for executives for the fiscal year.</li><li>4. A space for each commissioner to record a proposed percentage increase in base salary for merit adjustment for each official.</li></ol>	
<b>DEPARTMENT</b>  Human Resources		<b>DEPARTMENT DIRECTOR SIGNATURE</b>



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1002.05	<p>D. Human Resources will provide additional information as requested by members of the City Commission to assist them in determining salary increases for appointed officials.</p> <p>E. Each individual commissioner shall identify a proposed percentage increase in base salary for merit adjustment for each official in the space provided on the official's Salary Data Form and return the forms to the Mayor no later than noon on the second Wednesday of October meeting day.</p> <p>F. The Mayor will compile all the commissioners' responses. He/She will determine the median (i.e., midpoint) of the five proposed merit increases for each official and will report same to the Commission at its meeting that day. The Human Resources Director shall provide assistance to the Mayor in this compilation if so requested.</p> <p>G. The Commission will adopt, by motion, the reported median for each official as the merit increase for that year. An official may not receive a merit increase that is greater than the maximum merit increase available to executive management employees nor one that would result in a salary greater than the maximum of the pay range.</p>	
	<u>ADMINISTRATION</u>	
1002.06	Human Resources Department	
	<u>SUNSET REVIEW</u>	
1002.07	Sunset Review Date: October 9, 1996. This date will automatically be extended for the same time period of five years unless terminated by the Commission.	
	<u>EFFECTIVE DATE</u>	
	Established: October 9, 1984	Revised: October 1, 1994
	Revised: May 28, 1985	Revised: August 27, 1997
	Revised: August 24, 1988	Revised: September 10, 1997
	Revised: September 26, 1990	
	Revised: January 22, 1992	