

500 Compensation Plan Procedural Rules

501.1

New employees shall be appointed at the recruiting minimum step of the salary range in effect for the particular class or position to which the appointment is made. When a new employee possesses exceptional qualifications, job skills, or job knowledge, or due to conditions in the job market for the position, the City Manager may authorize appointment at any salary amount within the range. The Department Head requesting advanced salary range appointment shall make the request in writing with full and complete justification included.

501.2

When an employee, who has left the City in good standing, is re-employed by the City after a separation of less than 1 year, such employee may, with approval of the City Manager, receive a rate not to exceed the rate paid at the time of separation providing re-employment is to the same job class. The employee shall serve a 1-year probationary period upon re-employment.

After returning to City employment, the employee is eligible for all prior service accrued at the time of the most recent separation from City service for purposes of annual leave accrual benefits. The granting of prior service credit for annual leave accrual purposes shall not be restricted due to length of absence from City service but shall be limited to only 1 instance of return to City employment.

501.3

The City Manager may grant advanced annual leave and sick leave days and establish the rate of accrual for annual leave for position appointments within the Managerial Salary Schedule in recognition of comparable prior service.

501.4

Any regular employee who leaves City service to enter active military duty for the Armed Forces of the United States and in conformity with Section 608 of this policy, returns to a position in the class previously held, shall be entitled to receive a rate of pay equivalent to the pay previously received at the time the employee entered active military duty, including service credit, for all service time before and after entering military service.

501.5

When an employee is transferred to a regular duty position not previously held by that employee and such change is either a lateral transfer or a demotion, the employee shall receive the minimum rate in the salary range established for such class or such other rate within the applicable range as the employee may be entitled to by reason of crediting prior performance increases.

The performance increase eligibility date shall remain the same, upon transfer or demotion. Both voluntary and involuntary demotions shall require a reduction in pay giving credit for prior performance increases. A voluntary demotion or transfer must be by written, joint agreement of the Department Head receiving the employee and the employee.

501.6

An employee who is promoted to a position in a class with a higher salary range shall receive the entry rate for the higher class or a 5 percent increase, or an agreed upon adjustment as appropriate to the position as determined by the City Manager.

501.7

If a position is reclassified to a class with the same salary range, the salary shall not change. If the position is reclassified to a class with a different position title and higher salary range, the performance increase eligibility date shall be treated as if the employee had been promoted as set forth in Section 401.2.

501.8

A City of Amarillo retiree (except retirees of the Amarillo Firemen's Relief and Retiree Fund) may not return to City of Amarillo regular employment until 6 months after date of retirement. The re-employed retiree shall be appointed at the recruiting minimum step of the salary range in effect for the particular class or position to which the appointment is made.

501.9

As a condition of employment, all hourly and temporary employees with less than 1,000 hours worked during a calendar year shall be required to participate in the City's defined retirement contribution plan (IRS Section 457) at the minimum contribution rate required by Federal law. Hourly and temporary employees with 1,000 or more hours worked during a calendar year shall be required to participate in the Texas Municipal Retirement System.