

RESOLUTION NUMBER R17-016

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA, TRANSFERS.

WHEREAS, the City Council wishes to update the Transfers policy; and,

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, that staff shall update the Transfers policy as follows; and further, all previous resolutions or statements of policy concerning the Transfers policy hereby rescinded and superseded by this resolution. Updates will be as follows:

This policy applies to employee position Transfers in the City of Safford except for Department Director level positions. All lateral transfers, changes to lower grades and promotions are subject to availability of vacant positions authorized to be filled by the City Manager.

LATERAL TRANSFERS

A Lateral Transfer is defined as an employee moving to a position with an entry level wage of less than 5% lower or higher than the entry level wage of the employee's current position. Lateral transfers may be within or between departments. No person shall be transferred to a position for which they do not meet the minimum qualifications.

When an employee is transferred to a position which would result in a Lateral Transfer, the employee's wage will remain the same as the wage of the position from which they are transferring.

Temporary or Permanent Lateral Transfers are based on; training, staff shortages, work load demands, position funding, department re-organization, or other reasons deemed by management to be in the overall best interest of the City of Safford.

In non-critical situations, the employee will receive an advanced notice of the temporary or permanent Lateral Transfer one (1) full pay period prior to the event.

Temporary Lateral Transfers: At the discretion of Department Heads, they may temporarily lateral transfer an employee with a Not To Exceed (NTE) date of (30) calendar days. Prior written approval from the City Manager is required if the date extends beyond this 30-day period.

Permanent Lateral Transfers: All Permanent Lateral Transfers must receive prior written approval from the City Manager.

CHANGE TO LOWER GRADE (CTLG)

A Change to Lower Grade is defined as an employee moving to a lower pay graded position and the employee's wage will be adjusted accordingly. A CTLG may be within or between departments. All CTLG's must receive prior written approval from the City Manager.

Change to Lower Grade - Re-organization Based: If the employee's base wage at the time

of the CTLG exceeds the new grade, the employee's base wage will match their current wage as long as it does not exceed the maximum range.

Change to Lower Grade (Demotion) - Performance/Conduct Based: The employee's base wage will change to the minimum wage of the new position. The employee will be required to serve a six (6) month probationary period for the new position.

Change to Lower Grade - Employee Request Based:

- When an employee voluntarily elects to a CTLG to a position they have not previously occupied, the employee's new base wage will be determined by calculating the difference between the employee's current wage and their range minimum. This difference will be converted into a percentage which will be used to establish the starting wage in the new range.
- When an employee voluntarily elects to a CTLG to a position they previously occupied, the employee will revert to their previous base wage held in that position.

PROMOTIONS

A promotion is defined as an employee moving to a higher pay graded position and the employee's base wage will be adjusted accordingly. A promotion may be within or between departments. No person shall be promoted to a position for which they do not meet the minimum qualifications. All promotions must receive prior written approval from the City Manager.

Promotion - Non-Supervisory: When an employee is promoted to fill a non-supervisory position, the employee may receive a base wage increase as follows:

1. If the employee's current base wage falls within the pay range of the new position, the employee may receive a maximum base wage increase of five (5) percent if that increase does not move the employee's wage outside the pay range for the new position.
2. If the employee's current base wage is less than five (5) percent below the minimum wage for the new position, the employee may receive a maximum base wage increase of five (5) percent.
3. If the employee's current base wage is five (5) percent or more below the minimum wage for the new position, the employee will receive a base wage increase which results in the employee's base wage being the minimum of the range of the new position.

Promotion - Supervisory: A supervisory position is defined as one who supervises other employees and has genuine input into other employees' job status (hiring, firing, assignments, performance evaluations, etc.).

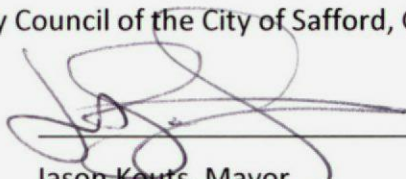
1. If the employee's current base wage falls within the pay range of the new position, the employee may receive a maximum base wage increase of ten (10) percent if that

increase does not move the employee's wage outside the pay range for the new position.

2. If the employee's current base wage is less than ten (10) percent below the minimum wage for the new position, the employee may receive a maximum base wage increase of ten (10) percent.
3. If the employee's current base wage is ten (10) percent or more below the minimum wage for the new position, the employee will receive a base wage increase which results in the employee's base wage being the minimum of the range of the new position.
4. To avoid pay compression issues between a supervisor and their subordinates, the supervisor will receive a base wage increase to match the base wage of the highest paid subordinate.

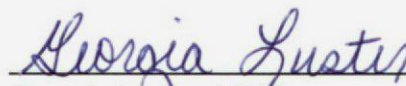
Reference: Probationary Employment Period Policy

PASSED AND ADOPTED by the City Council of the City of Safford, Graham County, Arizona this 14th day of August, 2017.




Jason Kouts, Mayor
City of Safford

ATTEST:



Georgia Luster, MMC
City Clerk

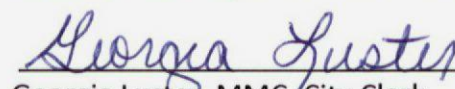
APPROVED AS TO FORM:


William J. Sims, III
City Attorney

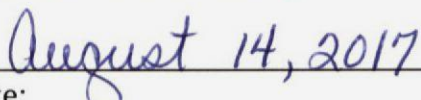
State of Arizona)
) ss
County of Graham)

CERTIFICATION

I HEREBY CERTIFY, that the foregoing Resolution Number R17-016 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a Council Meeting held August 14, 2017, and that a quorum was present at the meeting.



Georgia Luster, MMC, City Clerk



Date: