



## Internal Policy Regarding Beginning Wages and Step Increases for Hourly Employees

The following guidelines have been established to insure consistency between departments.

### Starting Wage

The first step of the pay range will generally apply to hourly employees upon original hire. However when experience, education, or special circumstances warrant, the Department Head may authorize an original appointment as high as the third step. Original appointment of an hourly employee above the third step must be authorized by the City Manager.

### Step Increase

All hourly employees (*except those belonging to the Recreation job classes listed below*) may, with Department Head approval, receive step increases based on the following guidelines:

- Employees hired at step 1 or step 2 must work a minimum of 400 hours before advancement.
- An employee hired at step 3 must work a minimum of 800 hours before advancement.
- Employees hired above step 3 must work 1040 hours before advancement.

Hours worked shall be cumulative if the time lapsed between periods of employment for the City does not exceed 6 months.

Hourly employees in the following Recreation job classes may be advanced after 200 hours worked

Recreation Leader  
Recreation Specialist  
Assistant Recreation Supervisor  
Gymnastic Assistant  
Gymnastic Instructor I  
Gymnastic Instructor II  
Gymnastic Supervisor  
Program Supervisor

Sports Officials may be eligible for a step increase after officiating a minimum of 60 games

Step increases may be given, at the discretion of the Department Head, if job-related certification is achieved during the course of employment.

**Hourly employees may not receive more than one step increase in a 12-month period.**