

## RESOLUTION TO AMEND THE NON-UNION PERSONNEL POLICY

BE IT RESOLVED by the City of Rapid City to amend the Non-Union Personnel Policy as follows:

Amend 6.01 as reads "Each employee shall be granted one personal holiday per year; however, to be eligible, the employee during his first calendar year must have completed his full probationary period prior to October 15 and shall not take a personal holiday before that date." To read:

"Each employee shall be granted one personal holiday per calendar year. To be eligible, the employee must complete his 90 day probationary period prior to October 15. The employee may not take the personal holiday prior to completion of the 90 day probationary period."

Amend the following to Article VII to clarify eligibility for use of the Short Term Disability Plan:

~~7.06 as reads "The City employee Health and Safety Committee shall conduct a comprehensive review of each worker's compensation case at the end of each 60 calendar day period that the employee remains on worker's compensation benefits."~~

7.09 An employee who become eligible for benefits under the City's Short Term Disability Plan (Part B) and whose Part A sick leave balance shall be reduced to less than 40 hours as a result of such disability, shall retain this 40 hours or less of the remaining balance in his Part A sick leave account and shall receive sick leave under the Short Term Disability Plan (Part B). *An employee must be off work for 3 consecutive work days prior to receiving the Short Term Disability Benefit and that time will be charged to Sick A, Vacation or Leave Without Pay.*

Amend Section 7.15 as reads "Any employee appointed by the Mayor who is terminated from employment or not reappointed for other than just cause as determined by the City Council, shall be paid an amount equal to the entitlement of sick leave of the affected employee under the provisions of the City of Rapid City Short-Term Disability Plan." To read:

"Any employee appointed by the Mayor *by and with the advice and consent of the city council and* who is terminated from employment or not reappointed for other than just cause as determined by the City Council, shall be paid an amount equal to the entitlement of sick leave of the affected employee under the provisions of the City of Rapid City Short-Term Disability Plan."

Amend Appendix B

~~In addition to rates of pay established by resolution of the city Council, an employee's regular rate of pay shall include longevity pay based on the following schedule:~~

~~After three years of continuous service — four and one half cents per hour. For each year of continuous service after three year as of continuous service — one and one half cents per hour.~~

~~No employee paid under the 15-step Pay Plan shall receive longevity pay.~~

Add:

### *Guidelines for Placing Employees within the Compensation System for Promotion, Transfer, Reclassification, or Out-of-Class Pay*

*The following guidelines are provided to Division Managers and Department Directors for placing Non-union employees "on-step" within Grade for a new position. These guidelines establish a maximum percentage for placement. The minimum step within any Grade shall be no lower than Step A. Directors*

may request an exception to these guidelines by providing a written justification to the Finance Officer and Mayor.

***Transfer or Promotion into a Grade less than Grade 18 (Grade 17 and below)***

*If an employee is promoted or transfers to a position no higher than a Grade 17, the employee will be placed on the wage scale at a step within the appropriate grade that provides the closest to a five percent (5%) increase in pay.*

***Promotion into a Grade 18 or higher***

*If an employee is promoted to a position in Grade 18 or higher, the employee will be placed on the wage scale at a step within the appropriate grade that provides the closest to a seven and one-half percent (7.5%) increase in pay.*

***Same Grade/Lateral Transfer***

*If an employee transfers from a position higher than Grade 18 to another position at the same grade the employee will be placed on the wage scale at a step within the appropriate grade that provides the closest to a five percent (5%) increase in pay.*

***Out-of-Class (Out-of-Grade) Pay for Temporary Assignment***

*If an employee is temporarily assigned to perform out-of-class duties in a position in a higher grade, the employee will be placed on the wage scale at a step within the appropriate grade that provides the closest to a five percent (5%) increase in pay.*

Amend Appendix D as reads " Temporary Employment at Rushmore Civic Center" and

"The provision of this Appendix shall apply to those fire and police employee who request supplemental employment at the Civic Center provided such employment is consistent with other provisions of this Non-Union Personnel Policy. " To read:

"Temporary Employment" and

"The provision of this Appendix shall apply to those fire and police employee who request supplemental employment at the Civic Center *and the Rapid City Regional Airport*, provided such employment is consistent with other provisions of this Non-Union Personnel Policy."

Dated this 15 day of April, 2002.

CITY COUNCIL

*Jerry Munson*

Mayor

ATTEST:

*Christina Schmidt*  
Finance Officer

(SEAL)