

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: PAY PRACTICES
	NUMBER: EMP 6-0	REVISIONS:	EFFECTIVE DATE: 7-18-2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:  7/25/11 A. Max Bacon, Mayor Date  7/25/11 Eric Taylor, City Administrator	

PURPOSE: To provide an overview of all aspects of the City's pay practices.

STATEMENT OF POLICY

The City of Smyrna strives to ensure all employees are fully aware of all pay practices.

Paydays - All employees are paid every other Thursday. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the 1st day of work before the regularly scheduled payday.

Incentive Proficiency Pay - The City of Smyrna provides Incentive Proficiency Pay to employees who achieve additional or special degrees and/or certifications required or directly applicable to their respective position with the City. Such pay will be paid as a one-time bonus as a percentage of his/her current rate of pay. (Ref: *Incentive Proficiency Pay Policy*).

Supplemental Pay - The City may provide supplemental pay to employees who receive certification and perform specialized duties as required by the job description. Such pay will be paid as a salary increase. Failure to maintain required certification shall result in demotion and a minimum five percent (5%) reduction in pay.

Progression Pay - A progression pay increase takes place when a City employee fully meets all required criteria to progress to the next highest level in a bona fide, established Career Path Professional Series (as certified by the respective department head and the Human Resources Director). An employee's rate of pay will increase to the minimum of the new pay grade or by five percent (5%), whichever is greater.

Acting Pay - An temporary increase in salary, upon approval of the City Administrator and/or Mayor and Council, to a City employee when he or she has been officially designated by the Mayor and Council, City Administrator or department head to serve in an acting capacity for a vacant position or for an incumbent who has been or is expected to be absent for an extended period of time (i.e., longer than 30 consecutive days). Acting status and pay shall not extend beyond three (3) months without the expressed written consent of the City Administrator. Mayor and Council approval is required for acting status and pay extending beyond six (6) months. Acting pay increases shall be five percent (5%) or minimum of the new pay grade, whichever is greater and shall be retroactive to the date placed in acting status. The Mayor and Council shall have the discretion of establishing the rate of pay other than that stated above as deemed warranted by Mayor and Council.

Direct Deposit - Employees may elect to have their pay deposited directly into their bank account through Direct Deposit. Direct deposit funds will be available on the regularly scheduled payday.

Overtime - Non-exempt employees will be paid at the rate of one and one-half (1-1/2) the normal rate for all hours worked over forty (40) hours per week. 207(k) Public Safety employees will establish

work periods and overtime policies separately as a part of the departmental operating policies. All overtime provisions follow the guidelines of the *Fair Labor Standard Act (FLSA)*. (Ref: *Overtime and Compensatory Time Policy*)

Compensatory Time - Compensatory time earned by non-exempt employees for hours worked over the maximum number of hours permitted by the *Fair Labor Standards Act* will at the rate of one and one-half (1-1/2) the actual overtime hours worked.

Non-exempt, non-public safety employees may accumulate compensatory leave at the rate of 1.5 hours credit for each hour worked over his/her regularly scheduled hours each pay period. Employees who receive compensatory time shall not accrue in excess of eighty (80) hours total.

Exempt employees may be given time off at the discretion of their respective department head upon careful consideration of departmental workload and needs. When time off is granted, such time shall not exceed half-day increments. Exempt employees do not accrue nor receive pay for compensatory time.

Notwithstanding the foregoing, no employee shall accrue overtime, compensatory time, or receive time off as provided for in this policy without the prior approval of the employee's Department Director. (Ref: *Overtime and Compensatory Time Policy*)

Time Reporting Accuracy - Nonexempt employees must accurately record the time they begin and end work, including meal periods and any split shift or departure from work for personal reasons.

Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including discharge.

Administrative Pay Corrections - The City of Smyrna takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her Department Director or supervisor.

Underpayments will usually be corrected in the next regular paycheck. Excessive underpayments will be handled on an individual basis.

Overpayments will be corrected in the next regular paycheck unless it presents a burden to the employee (where there is a substantial amount owed). In that case, the City will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

Garnishments/Child Support - The City is required to deduct from an employee's pay garnishments and/or child support payments which are ordered by the Court. Multiple garnishments may be viewed adversely and may lead to disciplinary action.