



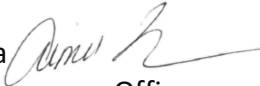
MEMORANDUM

The City of
OKLAHOMA CITY

HUMAN RESOURCES BULLETIN 23-03

(This Human Resources Bulletin supersedes
Human Resources Bulletin 21-03)

TO: All Department Directors/Division Managers

FROM: Aimee Maddera 
Chief Human Resources Officer

DATE: June 26, 2023

SUBJECT: HUMAN RESOURCES BULLETIN 23-03: STEP PLACEMENT PROCEDURE

I. PURPOSE

The purpose of this Human Resources Bulletin is to establish procedures for appropriate step placement within the City's pay plans for step progressions, involuntary/voluntary demotions, lateral transfers, promotions, career progressions, reallocations to different pay ranges, reclassifications, entrance salary exceptions, and temporary assignments.

This Human Resources Bulletin supersedes HRB 21-03 and incorporates amendment memorandum dated March 8, 1993; supersedes Personnel Services Bulletin 93-9, Section II, dated June 15, 1993; incorporates amendment memorandum dated September 15, 2000; and incorporates the Performance Evaluation Arbitration Award addressed in Memorandum dated April 9, 2002.

II. PROCEDURES

Except as may be otherwise covered by the American Federation of State, County, and Municipal Employees (AFSCME) collective bargaining agreement, the following procedures will be in effect for Management, General Non-Bargaining, and General Pay Plan employees effective upon issuance of this Human Resources Bulletin. The following procedures are to be used in determining the placement of employees at pay steps within appropriate pay ranges.

A. Step Progressions

1. Eligibility

AFSCME employees shall be provided timely feedback on their performance annually through an annual performance evaluation.

Management employees shall be provided timely performance feedback bi-annually during: (1) an annual performance evaluation and (2) a mid-year review. Management employees shall receive a mid-year review of goals and objectives six months before the employee's Performance Review Date. If a management employee is demonstrating substandard performance at the mid-year review, a development plan shall be implemented and considered when conducting a timely annual performance evaluation.

All employees shall receive a timely annual performance evaluation within 30 days prior to the Performance Review Date. An employee shall receive a step progression on their Performance Review Date if the employee's performance is at least considered to be "Fully Competent." If an employee's performance is not considered to be "Fully Competent" on their Performance Review Date as determined by a timely annual performance evaluation, a step progression shall not be awarded. Failure to address substandard performance through appropriate performance management processes in a timely manner shall not result in withholding the employee's step progression on their Performance Review Date. (Refer to Section II., A., 2. below.) Performance issues may be addressed at any time during the year.

2. Management's Responsibilities and Untimely Performance Evaluations

Department Directors, Division Managers, and Supervisors are responsible for ensuring timely performance feedback per this procedure. Untimely performance evaluations prevent employees from receiving essential feedback on their performance and can delay the opportunity for employees to improve their performance with a development plan up to six months.

If an employee's annual performance evaluation does not meet or exceed "Fully Competent" and the employee's annual performance evaluation is not completed at least 30 days prior to the scheduled Performance Review Date, the step progression will be awarded regardless of the employee's annual performance evaluation rating. The award of a step progression in this situation does not affect the requirement that a developmental plan must be

provided to the employee if the employee does not meet or exceed “Fully Competent.”

Any supervisor who fails to timely address substandard performance of an assigned employee pursuant to this procedure may be subject to corrective action including disciplinary consequences pending a pre-determination hearing.

3. Annual Performance Review Development Plan For Substandard Performance

A development plan must be provided to any employee whose overall rating on a General or Management performance evaluation is below “Fully Competent.” If the employee fails to achieve a “Fully Competent” or better rating within the timeframe stated within the employee’s development plan, appropriate corrective action will be taken pending a pre-determination hearing. It is recommended that a development plan be provided up to six (6) months prior to the employee’s Performance Review Date to give the employee sufficient time to demonstrate performance improvement. Supervisors shall ensure that a development plan with a timeline less than six (6) months provides sufficient time for the employee to demonstrate performance improvement.

4. Performance Review Dates

- a. For new hires, Performance Review Dates are established as the date of hire and do not change during employment.

Effective the issuance date of this Human Resources Bulletin, the Performance Review Dates of all City employees will be frozen and will not change going forward.

B. Demotions

1. Involuntary Demotions

An involuntary demotion is the placement of an employee in a lower job classification, without the consent of the employee. The Human Resources Department must approve involuntary demotions. The employee must meet

the job requirements for the lower job classification, and a vacant or overage (unbudgeted) position must be available.

An involuntary demotion shall result in a reduction in salary as specified below unless otherwise approved by the Chief Human Resources Officer or designee or authorized by an applicable reduction-in-force procedure or other authorized action.

- a. If an employee is involuntarily demoted within one (1) year of a promotion, the employee shall be returned to the employee's previously held job classification at the previous rate of pay or in a lower job classification for which the employee meets the job requirements and a vacant or overage (unbudgeted) position is available at the closest step of the previous rate of pay in the new pay range without a pay increase.
- b. If an employee is involuntarily demoted one (1) year or more after a promotion to either a job classification not previously held or to a previously held job classification for which the employee meets the job requirements, the employee shall be placed at the closest step in the new pay range without a pay increase. No employee may be paid above the top of the pay range. (Reference The City of Oklahoma City Personnel Policies.)

2. Voluntary Demotions

A voluntary demotion is the placement of an employee in a lower job classification at the request and consent of the employee, with approval of the Department Director and the Chief Human Resources Officer or designee. The employee must meet the job requirements for the lower job classification, and a vacant or overage (unbudgeted) position must be available.

- a. If an employee voluntarily demotes within one (1) year of a promotion, the employee shall be returned to the employee's previously held job classification at the previous rate of pay.
- b. If an employee voluntarily demotes to a job classification not previously held, the employee shall be placed at the closest step of the previous rate of pay in the new pay range without a pay increase. No employee may be paid above the top of the pay range.

- c. If an employee voluntarily demotes one (1) year or more after a promotion to either a job classification not previously held or to a previously held job classification other than the employee's last job classification held, the employee shall be placed at the closest step in the new pay range without a pay increase. No employee may be paid above the top of the pay range.
 - d. A voluntary demotion that occurs due to a reduction-in-force will be governed by the applicable reduction-in-force policies/procedures.
3. Performance Evaluations

If an employee demotes to a different division or department within 180 days of the employee's Performance Review Date, the former supervisor shall provide performance feedback. This performance feedback shall be provided to the new supervisor for use in evaluating the employee at the Performance Review Date. The former supervisor shall discuss the performance feedback with the employee prior to transmittal to the new supervisor.

C. Lateral Transfers

1. Intra/Inter-Departmental Transfers

An employee seeking a lateral transfer from one department to another within the same job classification or pay range shall be placed at the same step upon transfer. However, if the transfer is within the same department and can be demonstrated to be for the benefit of the City, a one-step progression may be authorized with the approval of the Chief Human Resources Officer.

2. Performance Evaluations

The former supervisor shall provide performance feedback if the lateral transfer is within 180 days of the Performance Review Date. This performance feedback shall be provided to the new supervisor for use in evaluating the employee at the Performance Review Date. The former supervisor shall discuss the performance feedback with the employee prior to transmittal to the new supervisor [Reference The City of Oklahoma City Personnel Policies].

D. Promotions

1. Promotional Pay Adjustments

An employee who is selected for a promotion shall receive a pay rate increase as follows:

- a. For a one-range promotion, the employee shall be moved into the identical step (step-to-step) in the new pay range.
- b. For multi-range promotions, the promotional rate shall be determined by counting the number of steps in the current pay range that correspond to the number of pay ranges promoted (a maximum of three [3] steps) and identifying the rate in the new range closest to that rate, unless Step 1 is required for placement. Exceptions must be approved by the Chief Human Resources Officer.
- c. A promotion from the General pay plan to the Management pay plan shall be treated as a three-range promotion. The rate of pay will be determined by finding the rate of pay closest to the current rate in the Management Pay Plan, then moving the number of steps corresponding to the number of ranges promoted not to exceed three (3) ranges. The rate of pay will be the rate closest to that dollar amount in the promotional pay range. Exceptions must be approved by the Chief Human Resources Officer.
- d. If the number of steps promoted exceeds the employee's step in the current pay range, the rate of pay will be determined by finding the rate of pay closest to that rate in another range that will allow moving the number of steps corresponding to the number of pay ranges promoted, not to exceed three (3) ranges. The rate of pay will be the rate closest to that dollar amount in the promotional pay range.
- e. The pay rate increase will be effective the date the employee satisfies all applicable promotional criteria (i.e., drug testing, physical examination, etc.) as verified by the Human Resources Department.

E. Career Progressions

Career progression occurs when an employee receives a non-competitive promotion to a job classification at a higher pay range, as a result of having met pre-

established licensing, certification, training and/or performance criteria approved by the Human Resources Department or AFSCME Collective Bargaining Agreement, if applicable.

1. Career Progression Pay Adjustments

An employee who is eligible for a career progression will receive a pay rate increase as in Section II., D., Promotions, above. The pay rate increase will be effective the date the employee satisfies all career progression criteria as verified by the Human Resources Department.

F. Reclassifications

1. Reclassification Pay Adjustments

- a. When the job classification of an employee is changed to a job classification with a higher pay range, as a result of a job classification audit, the affected employee will be placed in the higher pay range in accordance with Section II., D., Promotions, above.
- b. A reclassification from the General pay plan to the Management pay plan will be treated as a three-range promotion in accordance with Section II.D., Promotions, above.
- c. If the reclassification does not involve a change in the pay range, the employee's pay and step will remain unchanged.
- d. If the current job classification is changed to a job classification with a lower pay range, the employee shall be placed in the lower pay range at the closest step to the previous rate of pay, with no loss in pay. However, no employee's pay may exceed the top step of the pay range of the new job classification.

G. Reallocations

An employee whose job classification has been reallocated to a higher or lower pay range, due to an external market adjustment will move to the closest step in that range, with no loss in pay, effective the date the new pay plan is implemented.

An employee in a position with a pay range that is reallocated to a lower pay range whose salary rate exceeds the top step will have no change in pay until the new range catches up.

H. Entrance Salary Exceptions

Entrance salary exceptions to this Step Placement Procedure must comply with City of Oklahoma City Personnel Policies. Entrance salary exceptions above Step 1, up to and including Step 7 (mid-range), require the approval of the Chief Human Resources Officer or designee. Entrance salary exceptions at Step 8 and above (above mid-range) require approval of the Chief Human Resources Officer and City Manager or designee.

I. Temporary Assignments/Acting Pay

Temporary acting pay is calculated in accordance with Section II.D. of this Human Resources Bulletin, unless special circumstances warrant a different acting pay rate within the salary range of the acting position [Reference The City of Oklahoma City Personnel Policies].

III. OTHER EXCEPTIONS

Exceptions to this Step Placement Procedure must be approved by the Chief Human Resources Officer and/or the City Manager or designee.

IV. ADMINISTRATION

The Chief Human Resources Officer is responsible for administration of this Step Placement Procedure.