

700. COMPENSATION

The Human Resources Department establishes and provides a compensation program for all classified City of Albuquerque employees with an equitable classification system for ongoing communication and service to all City of Albuquerque employees. The term “compensation” includes more than wages, although base salary is the largest element in compensation. Other forms of compensation include but are not limited to fringe benefits such as insurance, retirement, and incentive plans.

701. PAY DETERMINATION

701.1 New Hire Pay

New employees shall be hired at the entry step of the established grade for each position classification.

New hire start dates are to correspond with the beginning of a pay period.

If unique labor market requirements exist, or if unusual qualifications of a candidate are required, a new employee may be hired above the entry-level. Requests to hire new employees above the entry level must be requested in writing by the Department Director justifying the exception to normal hiring procedure and reviewed and approved as stated below.

Requests to hire above the entry level must be reviewed by Human Resources and approved by the Human Resources Director and/or Chief Administrative Officer.

701.2 Pay for Completion of Probation

Upon successful completion of the probationary period employees may be eligible for a one step increase not to exceed the maximum of the grade.

701.3 Overtime Pay

Overtime will be paid in accordance with the Fair Labor Standards Act or as provided per respective bargaining agreement.

701.4 Holiday Pay

Employees must be in a pay status with the City the full normal workday immediately before and the full normal workday immediately after the holiday in order to receive holiday pay. Holiday leave will be

compensated at the employee's regular rate of pay. The number of hours compensated will be based on the employee's actual schedule on the holiday.

Classified and unclassified employees are eligible for holiday pay. Part-time employees working twenty (20) hours or more per workweek are eligible for holiday pay on a prorated basis.

Exception: Unclassified employees under the status of temporary, seasonal, students or interns are not entitled to holiday pay. Part-time employees who work less than twenty (20) hours are not entitled to holiday pay.

Refer to Section 401.3 of the City of Albuquerque Personnel Rules and Regulations for additional information on holidays.

702. TEMPORARY PAYROLL UPGRADES

Under certain circumstances employees may be temporarily upgraded to a position graded higher than the one they currently occupy. Temporary payroll upgrading should not be used for periods of less than eight (8) hours per day (Exception: employees who are required to work less than 8 hours due to standard hours of operation). Temporary upgrade will not be granted if other personnel of equal or higher grades in a department are available to provide adequate coverage. Conditions for payroll upgrading may include the absence of an employee from regular duty or for work performed outside of the employee's classification due to a business necessity and with the recommendation of the Department Director whether or not a vacant position exists.

In order to be eligible for a temporary upgrade, employees must possess the required licenses/certificates and experience in the applicable area sufficient to perform the duties of the upgraded position.

Only employees designated as safety sensitive may be temporarily upgraded to safety sensitive positions.

Requests must be in accordance with any applicable union contract.

Requests for temporary upgrades must be submitted in writing to Human Resources identifying the circumstances and why the request is being submitted. Requests for temporary upgrades are reviewed and approved by the Human Resources Director. Employees temporarily upgraded shall be compensated for actual hours worked.

702.1 Temporary Upgrade for Management, Executive and Information Systems Series Pay Plans

Employees in the M, E and I series pay plans may be temporarily upgraded to a higher position that has been vacant or from which the incumbent has been absent for a minimum of forty-five (45) workdays. Temporary upgrades for M series employees may last up to ninety (90) days. Temporary upgrades for E and I series may last up to six (6) months.

Temporary upgrades may not exceed two (2) grades higher than the employee's current position classification. Employees meeting the qualifications for the temporary upgrade position will receive a one (1) step increase within their current grade for each grade they are upgraded, up to a maximum of two (2).

Employees not meeting all of the minimum qualifications of the upgrade position will only receive a one (1) step increase within their current grade.

Temporarily upgraded employees will perform the essential functions of the vacant position as well as their own regular duties.

Temporary upgrades cease when the vacant position is filled or when the absent employee returns, but no longer than ninety (90) days for M series or six (6) months for E and I series as stated above from the date the temporary upgrade is effective.

702.2 Temporary Payroll Upgrade Under Collective Bargaining Agreement

Employees covered under a collective bargaining agreement are eligible for temporary payroll upgrades as stipulated in the respective union contract.

The maximum length of time a union employee in the B, C or J series pay plans may be upgraded is one hundred and sixty (160) hours per position, per fiscal year. The number of hours may be extended with the approval of the Employee Relations Office. The additional pay is in effect only for the time that the temporary upgrade is in effect.

Refer to applicable union contract for specific details.

702.3 Temporary Payroll Upgrades from Blue Collar, Clerical, Q and J Series Pay Plans to the Management, Executive and Information Systems Series Pay Plans

Employees covered by the B, C, Q and J pay plans may be temporarily upgraded to a position, which is classified no higher than an M13, E13 or an I6. The additional pay is only in effect during the time of the temporary upgrade and for the actual hours worked.

Temporary upgrades may last up to one hundred and sixty (160) hours per position, per fiscal year.

- A. If the employee meets all of the minimum qualifications and is temporarily upgraded to perform all duties and responsibilities of the higher-level position as well as their own regular duties, they will be compensated at a rate of eight-percent (8%) above their current rate or according to the collective bargaining agreement.
- B. If the employee to be temporarily upgraded does not meet all of the minimum qualifications or performs only part of the duties, they will be compensated at a rate of four-percent (4%) above their current rate or according to the collective bargaining agreement.

702.4 Temporary Payroll Upgrade to Acting Director

Employees in the Executive and Information Systems series may be temporarily upgraded, where the absence of the Director exceeds thirty (30) calendar days. The temporary upgrade ceases when the vacant position is filled or when the absent Director returns. The Chief Administrative Officer approves all temporary upgrades to Acting Director and determines the level of temporary compensation. The upgraded level of compensation remains in effect only as long as the temporary upgrade is in effect.

702.5 Classified Employees Who Accept Unclassified Positions

Employees who have held a classified permanent position with the City for more than ten (10) consecutive years prior to serving in an unclassified position will be allowed to return to a vacant classified permanent position. The Chief Administrative Officer will determine the specific position to which the employee will be returned. Human Resources will present such offer to the employee. The employee's salary shall be commensurate with the education and experience requirements of the position and within the pay range of the respective position into which they are placed.

702.6 Maximum Upgrade Rate

When an employee is temporarily upgraded, the upgrade rate of pay shall not exceed the maximum rate for the position to which the employee is being upgraded.

703. RED CIRCLING

Employees whose rate of pay is higher than the maximum of the pay range for their position are “red circled”.

An employee’s rate of pay may be red circled through administrative action, position review or a compensation review process and shall be handled as follows:

- A. If the current rate of pay exceeds the maximum range allowable for the grade there will be no increase in the rate of pay; and
- B. Future pay increases shall be suspended until the employee’s rate of pay conforms to the maximum range for the assigned grade.

Citywide cost of living increase may be granted by the Chief Administrative Officer to all employees including those who are “red circled”.

704. TRANSFER

A transfer occurs when an employee bids into a position in a different pay plan other than promoting into M, E, or I series pay plan.

Longevity pay is not a component of base compensation and does not move with the employee who is transferring. Longevity is determined by the union contract into which the employee is transferring or is established for non-bargaining employees through administrative instruction.

All transfers are effective at the beginning of the pay period after the transfer has been approved.

Employees laterally transferring to a different position within the same pay plan and at the same grade as currently held will receive no increase in compensation at the time of the transfer.

A probationary employee who seeks and accepts a transfer will be compensated at the probationary rate of the new position and must complete a full probationary period in the new position.

704.1 Transfer Pay Adjustment

Employees transferring to a position in a different pay plan will be placed at the closest highest step of the appropriate grade within the new pay plan. For J series employees refer to section 704.2 below.

704.2 J Series Pay Plan Transfers

Employees transferring from any pay plan into the J series will be handled as follows:

- A. Employees transferring into a J12 position will be placed at the closest highest step within the pay range.
- B. Employees transferring into the J13 position with no prior corrections officer experience will be placed at the cadet rate of pay for six (6) weeks and then moved to the evaluation/probation pay rate for one (1) year. (The one (1) year evaluation period must be completed at this rate of pay even if the employee has previously completed a probationary period elsewhere within the City. Employees who have not completed probation will simultaneously serve the one (1) year evaluation and probationary period.) After the one (1) year evaluation or probation period has been successfully completed, employees will be moved to the pay rate within the two (2) to five (5) year range of the J13.
- C. Correction officer lateral hires to the J13 pay plan shall be placed at the evaluation/probationary pay rate, attend cadet training and complete the one (1) year evaluation/probationary period before moving to the appropriate rate based on years of prior experience as a corrections officer.

705. PROMOTION

A promotion occurs when an employee successfully bids into a higher grade and position of higher responsibility within the same series, or from any series into the M, E, or I series pay plans.

Longevity pay is not a component of base compensation and does not move with the employee being promoted. Longevity is determined by the union contract into which the employee is promoted or is established for non-bargaining employees through administrative instruction.

All promotions are effective at the beginning of the pay period after the promotion has been approved.

A probationary employee who seeks and accepts a promotion will be compensated at the probationary rate of the new position and must complete a full probationary period in the new position.

705.1 Promotion Pay Adjustment within the Clerical Series Pay Plan

Employees promoted from one position to another within the C series pay plan will move to the same step of the new grade and the salary adjusted accordingly.

Classified probationary employees promoted within the C series pay plan will receive the probationary rate of pay for the new grade and the salary adjusted accordingly.

A probationary employee who seeks and accepts a promotion must complete a full probationary period in the new position.

705.2 Promotion Pay Adjustment within the Blue Collar Series Pay Plan

Employees promoted from one position to another within the B series pay plan will move to the same step of the new grade and the salary adjusted accordingly.

Classified probationary employees promoted within the B series pay plan will receive the probationary rate of pay for the new grade and the salary adjusted accordingly.

A probationary employee who seeks and accepts a promotion must complete a full probationary period in the new position.

705.3 Promotion Pay Adjustment within the J Series Pay Plan

Employees promoted within the J series pay plan are placed as follows:

- A. Employees promoting into the J13 position with no prior corrections officer experience will be placed at the cadet rate for six (6) weeks and then moved to the evaluation/probationary pay rate for one (1) year. (The one (1) year evaluation period must be completed at this rate of pay even if the employee has previously completed a probationary period. Employees who have not completed probation will simultaneously serve the one (1) year evaluation and probationary period.) After the one (1) year evaluation or probationary period is successfully completed, employees will be moved to the pay rate within the two (2) to five (5) year range of the J13.

B. Correction officer lateral hires into the J13 pay plan shall be placed at the evaluation/probationary pay rate, attend cadet training and complete the one (1) year evaluation/probationary period before moving to the appropriate rate based on years of prior experience as a corrections officer.

705.4 Promotional Pay Adjustment within the Management, Executive and Information Systems Series Pay Plans

M, E or I series employees promoted from one position to another within the M, E or I series will receive a five percent (5%) promotional increase per grade on their current salary and then will be placed at the closest highest step of the new grade.

Employees moving from the I series to the M or E series will be placed at the equivalent grade as determined by the classification matrix, will receive a five percent (5%) promotional increase per grade on their current salary and then will be placed at the closest highest step of the new grade.

Promotions within the M, E, or I series pay plan shall not result in placement at the probationary rate if the probationary period has been completed. The employee will be placed at the rate above the probationary rate.

Any increases above the normal promotional process will require detailed written justification, review and recommendation to the Human Resources Director and approval or denial by the Chief Administrative Officer.

705.5 Promotional Pay Adjustment into the Management, Executive or Information Systems Series Pay Plans

Employees promoting from B, C, J and Q pay plans into the M, E or I series pay plans will receive a five percent (5%) promotional increase on their current salary and be placed at the closest highest step of the new grade.

Promotions into M, E, or I shall not result in placement at the probationary rate if the probationary period has been completed.

706. DEMOTION OR VOLUNTARY DOWNGRADE

A demotion or a voluntary downgrade occurs when an employee moves into a lower grade and a position of lesser responsibility.

Longevity pay is not a component of base compensation and does not move with the employee. Longevity is determined by the union contract into which the employee is moved or is established for non-bargaining employees through administrative instruction.

All demotions and voluntary downgrades are effective at the beginning of the pay period after approval.

All probationary employees demoted or voluntarily downgraded will receive the probationary rate of the new position and must complete a full probationary period.

706.1 Demotion and Voluntary Downgrade Pay Adjustment within the Clerical Series Pay Plan

Employees demoted or voluntarily downgraded from one position to another within the C series pay plan will move to the same step of the lower grade and the salary adjusted accordingly.

Classified probationary employees demoted or voluntarily downgraded within the C series pay plan will receive the probationary rate of the new grade and the salary adjusted accordingly.

706.2 Demotion and Voluntary Downgrade Pay Adjustment within the Blue Collar Series Pay Plan

Employees demoted or voluntarily downgraded from one position to another within the B series pay plan will move to the same step of the lower grade and the salary adjusted accordingly.

Classified probationary employees demoted or voluntarily downgraded within the B series pay plan will receive the probationary rate of the new grade and the salary adjusted accordingly.

706.3 Demotion and Voluntary Downgrade Pay Adjustment within the J Series Pay Plan

Employees demoted or voluntary downgraded within the J series pay plan will be placed as follows:

- A. Employees demoting or voluntarily downgraded into a J12 position will be placed at the closest lowest step within the pay range and the salary adjusted accordingly.
- B. Classified probationary employees demoted or voluntarily downgraded to a J12 pay plan will move to the probationary step and the salary adjusted accordingly.
- C. Employees demoting or voluntarily downgraded into a J13 position will be placed at the cadet rate of pay for six (6) weeks and then moved to the evaluation/probation pay rate for one (1) year. The one (1) year evaluation period must be completed at this rate of pay even if the employee has previously completed a probationary period elsewhere within the City. Employees who have not completed probation will simultaneously serve the one (1) year evaluation and probationary period. After the one (1) year evaluation or probation period has been successfully completed, employees will be moved to the pay rate within the two (2) to five (5) year range of the J13.

706.4 Demotion and Voluntary Downgrade Pay Adjustment within the Management, Executive or Information Systems Series Pay Plans

M, E, or I series pay plan employees demoted or voluntarily downgraded within the M, E or I series pay plans will receive a five percent (5%) demotion decrease per grade and then will be placed at the closest highest step of the new grade. The employee's new salary is not to exceed the maximum range of the new grade.

Probationary employees demoted or voluntarily downgraded within the M, E or I series pay plan will be placed at the probationary rate of pay and the salary adjusted accordingly. Demotions or voluntary downgrades within M, E, or I series shall not result in placement at the probationary rate if the probationary period has been completed.

706.5 Demotion and Voluntary Downgrade Pay Adjustment from the Management, Executive or Information Systems Series Pay Plans to Other Pay Plans

Employees demoted or voluntarily downgraded from the M, E or I series pay plans into the B, C, J or Q pay plans will receive a five percent (5%) decrease in pay and be placed at the closest lowest step of the new grade. The employee's new salary is not to exceed the maximum range of the new grade.

Probationary employees demoted or voluntarily downgraded from the M, E or I series pay plan will be placed at the probationary rate of pay and the salary adjusted accordingly. Demotions or voluntary downgrades shall not result in placement at the probationary rate if the probationary period has been completed.

707. UNDERFILL

An underfill may only be considered when the hiring department demonstrates that all recruiting options have been exhausted and there are no suitable applicants available. The department must provide written justification to the Human Resources Department for hiring an applicant that does not fully meet the minimum qualifications and must identify the specific requirements the selected candidate is lacking.

Employees or applicants may be selected to underfill a position provided the Human Resources Department and the Hiring Department are in agreement that the most suitable candidate was selected.

The Human Resources Department will review the documentation and justification provided along with the selected applicant's qualifications to determine 1) if the underfill is appropriate, 2) the conditions of the underfill, 3) the qualifications to be met, 4) the time permissible for becoming fully qualified (meeting the minimum requirements), and 5) the level of compensation to be granted during the underfill period.

The Human Resources Director will submit a recommendation to the Chief Administrative Officer for approval on a case-by-case basis. The conditions of the underfill must be specified in writing by the Human Resources Department prior to the effective date and must be provided in writing to the hiring department and the selected applicant.

The underfill shall meet the minimum qualifications of the position within the period specified from the date of the underfill. Failure to comply with the conditions of underfill within the specified time frame is just cause for termination of employment.

707.1 Underfill Pay Adjustments

The Human Resources Department will analyze the qualifications of the applicant who is being considered for underfill and determine the appropriate rate of pay based on education and experience.

708. RETURN FROM LAYOFF

Layoff is defined as the involuntary separation of classified, non-probationary employees from the service of the City as a result of the abolishment of a position, program elimination or lack of funds. Refer Section 300 of the City of Albuquerque Personnel Rules and Regulations for additional information on layoffs. Employees returning from layoff will be compensated as stated below.

708.1 Return from Layoff Pay Adjustments

Employees returning to a position in a different pay plan will be placed at the same rate of pay or closest highest rate of the new grade.

Employees returning to a different position, but at the same grade, will be placed at the same step as previously held.

Employees returning to a different position at a lower grade will be placed at the closest highest step of the new lower grade not to exceed the maximum of the new grade. Salary will be adjusted accordingly.

709. RETURN FROM PHYSICAL LAYOFF

Physical layoff is the separation of a classified, non-probationary employee from the service of the City upon the certification of a licensed physician or licensed psychologist indicating the employee is physically or mentally incapable of performing the duties of the position. Refer to Section 300 of the City of Albuquerque Personnel Rules and Regulations for additional information on Physical Layoff.

Departments must provide the appropriate documentation to the Human Resources Department before approval is granted to place an employee into physical layoff status.

To return to service, employees must provide a certification of return to work from a licensed physician or licensed psychologist within one year of the effective date of the physical layoff.

709.1 Return from Physical Layoff Pay Adjustments

Employees returning to a position in a different pay plan will be placed at the same rate of pay or closest highest rate of the new grade.

Employees returning to a different position, but at the same grade, will be placed at the same step as previously held.

Employees returning to a different position at a lower grade will be placed at the closest highest step of the new lower grade not to exceed the maximum of the new grade. Salary will be adjusted accordingly.

710. RECLASSIFICATION OF POSITIONS

A Department Director may request review of an existing position to determine if the current grade and classification of a position is appropriate.

To request a position review the Department Director must submit written justification to the Human Resources Department. The requesting department must provide a position review questionnaire (job analysis), a current organization chart and a completed Position Control Form (B3) to the Human Resources Department. The Human Resources Department will conduct a review of the position and recommend a grade and classification to the Chief Administrative Officer for final approval.

710.1 Reclassification Pay Adjustments for Non M, E and I Series Pay Plans

If a position is reclassified and the employee's rate of pay falls within the pay range of the reclassified position, step placement will be at the closest highest step of the new grade.

If the employee's current rate of pay is above the pay range for the reclassified position, the rate of pay will remain the same, and the employee will be red circled.

If the employee's current rate of pay is below the range of pay of the reclassified position, the rate of pay will be increased to the entry level of pay for the new grade.

The effective date for the pay adjustment is the first day of the pay period after the reclassification action has been approved.

710.2 Reclassification Pay Adjustments for M, E or I Series Pay Plans

Where a reclassification results in a higher grade the employee will receive a five percent (5%) per grade increase to their current salary and then will be placed at the closest highest step of the new grade. If the calculation results in the probationary rate and the employee has completed probation, the rate will be adjusted to the step above the probationary rate.

An employee whose current rate of pay is above the pay range for the reclassified position will remain at their current rate of pay. The employee will be red circled.

Pay adjustments are effective the beginning of the pay period after the reclassification has been approved.

If a reclassification results in a lower grade the rate would be adjusted down five percent (5%) per grade of the current salary and placed at the closest highest rate of the new grade.

710.3 Reclassification Pay Adjustments for B, C, J or Q into M, E or I Series Pay Plans

Where a reclassification results in placement in a different pay plan the employee will receive a five percent (5%) increase to their base salary; after the 5% has been calculated the new salary will be at the closest highest step of the new grade. If the calculation results in the probationary rate and the employee has completed probation, the rate will be adjusted one step above the probationary rate.

An employee's rate of pay which is above the pay range for the reclassified position will be red circled at the new rate of pay.

Pay adjustments are effective the beginning of the pay period after the reclassification has been approved.

711. TEMPORARY DUPLICATE POSITIONS

In unique situations, as determined by the Chief Administrative Officer on a case-by-case basis, a temporary duplicate position may be created. A temporary duplicate allows for a replacement employee to be selected prior to the current incumbent leaving the position in order to ensure continuity of service or maintenance of critical processes. A temporary duplicate position may be in place for a period not to exceed twelve (12) months. Temporary duplicate positions will only be considered for approval upon written notification of resignation or retirement of an employee, unless determined by the Chief Administrative Officer to be necessary to the continuity of critical processes within the City. The written notification of resignation or retirement must be submitted to the Human Resources Director along with a B3 and written justification for creation of a temporary duplicate position. The Human Resources Director will review the request and submit a recommendation for approval or denial to the Chief Administrative Officer.

The classified position held by the retiring/resigning employee will be advertised and filled in accordance with City procedures.

712. PAYROLL DEDUCTIONS

Employee paychecks will reflect both statutory and voluntary deductions from gross earnings. Federal and State law mandates certain deductions while other deductions are made at the request of the employee.

712.1 Federal and State Deductions

By law, Federal and State income tax are to be deducted from an employee's gross pay.

By Federal law, Social Security (FICA) and Medicare payments are to be deducted from an employee's gross pay.

New Mexico State law requires a quarterly Worker Compensation (W/C) assessment fee payable by both the employer and employee.

The City of Albuquerque is a participant in the Public Employees Retirement Plan (PERA) and requires contribution by all employees eligible to participate. Seasonal, students and interns are not eligible to participate in PERA. The City also contributes to the fund on behalf of employees.

712.2 Voluntary Deductions

City employees who are eligible may participate in the City's deferred compensation programs through the Human Resources Department.

City employees who are eligible and have chosen to enroll shall authorize the deduction of insurance and benefits payments, United Way deductions and other voluntary deductions.

712.3 Miscellaneous Deductions

The City may authorize other deductions consistent with applicable federal, state or local legislation or approved City policy.

713. STANDBY TIME

FLSA non-exempt employees that support a twenty-four (24) hour by seven (7) day per week operation are entitled to standby time if the employee is the one that is actually required to report to the worksite in the case of an emergency and resolve a problem.

See union contracts for compensation. Standby time may not be combined with any other time such as overtime. Standby will be paid on a bi-weekly basis and may not be accumulated.

Employees on standby time must keep the supervisor advised as to where they may be reached.

M series employees please refer to On-call time.

714. ON-CALL TIME

On-call time is provided to non-exempt M, E and I series employee who are required to remain on worksite while on call or required to report to the worksite in case of an emergency and/or to resolve a problem.

On-call time shall not be considered time worked for the purpose of computing overtime payment.

Compensation will be paid at time and a half for actual hours worked.

715. PAYROLL CORRECTIONS

The City strives for accuracy in the payroll process and in compensating employees; however, employees are expected to review their bi-weekly payroll statement and report any discrepancies to the City payroll office immediately. In the event an employee receives compensation in error, the City will correct the employee master file and collect any overpayment from the employee regardless of the cause.

The overpayment will be deducted from future paychecks at the same rate and for the same time period as the overpayment occurred. Any amount that remains unpaid upon an employee's resignation or retirement will be deducted from the employee's final check.

Approved:

James B. Lewis, CAO

Date

Gail D. Reese, Chief Financial Officer

Date

Patricia D. Miller, Director, Human Resources

Date