

Personnel Resolution #22-0397

**RESOLUTION AMENDING ARTICLE II OF THE CITY OF WINSTON-SALEM PERSONNEL
RESOLUTION ADJUSTING POSITIONS AND CLASSIFICATIONS, AUTHORIZING THE ADDITION
OF PUBLIC SAFETY CAREER LADDERS AND AUTHORIZING MERIT PAY ADJUSTMENTS FOR
EMPLOYEES**

WHEREAS, eligible full-time and part-time City employees and temporary City employees certified for benefits are eligible for merit increase consideration after their annual performance evaluation; and

WHEREAS, for FY 2022-23, the Finance Committee has recommended merit pay adjustments based on performance for all eligible full-time and part-time City employees and temporary City employees certified for benefits according to the following performance ratings: 3.0% - Meets Expectations, 3.5% - Exceeds Expectations, 4.5% - Outstanding; and

WHEREAS, the Human Resources Department periodically reviews the Personnel Resolution, in consultation with City management, to determine if the resolution requires updating; and

WHEREAS, the Human Resources Department periodically reviews job classifications, with the primary focus on evaluation to ensure positions are appropriately classified and compensated; and

WHEREAS, the Human Resources Department has determined a need to include additional pay classification job titles to more accurately reflect work being performed and to differentiate the work for similar positions; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Winston-Salem for Fiscal Year 2022-2023, the merit adjustments based on performance for all eligible full-time and part-time city employees certified for benefits shall be according to the following performance ratings: 3.00% - Meets Expectations, 3.50% - Exceeds Expectations, 4.50% - Outstanding; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and City Council of the City of Winston-Salem that the following amendments to the Personnel Resolution are

approved:

Section 1. Section 30(a)(11) Pay grades and alphabetical listing of classifications assigned to pay plan are hereby amended by making the following additions and deletions to the alphabetical listing of titles and pay grades. All other classifications shall remain unchanged:

ALPHABETICAL LISTING OF TITLES	GRADE
<u>ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR</u>	<u>18</u>
<u>ASSISTANT DIVERISTY, EQUITY & INCLUSION DIRECTOR</u>	<u>18</u>
<u>ASSISTANT RISK MANAGER</u>	<u>15</u>
<u>ASSISTANT TO THE DIRECTOR OF OPERATIONS</u>	<u>12</u>
<u>BUDGET EVALUATION DIRECTOR</u>	<u>21</u>
<u>BUDGET & PERFORMANCE MANAGEMENT DIRECTOR</u>	<u>22</u>
<u>COMMUNICATIONS TRAINING COORDINATOR</u>	<u>9-10</u>
<u>CRAFT SHOP COORDINATOR</u>	<u>7</u>
<u>CRAFT SHOP WORKER</u>	<u>3</u>
<u>DEPUTY BUDGET DIRECTOR</u>	<u>17</u>
<u>DEPUTY BUDGET & PERFORMANCE MANAGEMENT DIRECTOR</u>	<u>19</u>
<u>DEPUTY CHIEF INFORMATION SYSTEMS DIRECTOR</u>	<u>21</u>
<u>DEPUTY FINANCIAL OFFICER</u>	<u>21</u>
<u>DISADVANTAGED BUSINESS ENTERPRISE LIAISON</u>	<u>13</u>
<u>EMPLOYEE SAFETY ADMINISTRATOR</u>	<u>15</u>
<u>FIRE APPARATUS MAINTENANCE SUPERVISOR</u>	<u>10-12</u>
<u>FIRE APPARATUS MECHANIC</u>	<u>8-11</u>
<u>FLEET SERVICES MANAGER</u>	<u>14</u>
<u>FLEET SERVICES SUPERVISOR – PFM</u>	<u>14</u>
<u>FLEET SPECIFICATION WRITER</u>	<u>12</u>
<u>FORENSIC SERVICES TECHNICIAN (NIBIN TECHNICIAN)</u>	<u>7</u>
<u>HOUSING DEVELOPMENT MANAGER</u>	<u>16</u>
<u>LATENT PRINT EXAMINER SUPERVISOR</u>	<u>12</u>
<u>LEAD RETAIL ASSOCIATE</u>	<u>3</u>
<u>MASTER FLEET TECHNICIAN</u>	<u>7-9</u>
<u>OPERATIONS COORDINATOR</u>	<u>16</u>
<u>PARTS TEAM LEADER</u>	<u>10-12</u>
<u>PERFORMANCE MANAGEMENT ANALYST</u>	<u>12</u>

<u>RETAIL ASSOCIATE</u>	3
<u>RETAIL SHOP MANAGER</u>	7
<u>SAFETY & TRAINING OFFICER</u>	14
<u>SENIOR BUDGET & EVALUATION ANALYST</u>	15
<u>SENIOR FLEET TECHNICIAN</u>	7 9
<u>STREET LIGHTING SPECIALIST</u>	6
<u>TEAM LEADER</u>	10-12
<u>TRANSPORTATION SPECIALIST</u>	7
<u>URBAN FORESTER</u>	10-11
<u>VEHICLE FOR HIRE INSPECTOR</u>	6
<u>YOUTH VIOLENCE PREVENTION MANAGER</u>	14

Section 2. Section 30(b) Public Safety (Sworn Police/Certified Fire) Pay Plans are hereby amended to read as follows:

(b) *Public Safety (Sworn Police/Certified Fire) Pay Plans.* ~~This~~ These plans consists of twenty-five (2025) pay grades and covers sworn police and certified fire personnel up to and including assistant police chief and assistant fire chief.

(1) *Minimum rate; exception.* the normal beginning rate of pay for a new employee will be the minimum rate in the established range. However, the city manager, may, in special cases, authorize initial appointments above or below the minimum but only after an investigation of the case by the human resources director. Examples of such special cases where a higher or lower rate may be authorized are: appointment of a former city employee who has demonstrated his/her competence in the same classification; appointment of especially well qualified individuals to certain classifications for which a scarcity of suitable applicants at the usual starting rate temporarily necessitates a higher starting rate. A rate lower than the minimum rate may be authorized to employ an applicant who within a predetermined time period, usually one (1) year or less, will be able to complete the educational, licensing or certification requirements of the classification.

(2) *Performance evaluations; merit increase consideration.* Employees appointed to full-time positions or receiving employee benefits, as described in Article III, Section 46, within the public safety (sworn police/certified fire) pay plan will be scheduled for evaluation and merit increase in accordance with the following schedule:

~~Initial employment Merit increase consideration each year will be effective beginning at the first pay period following October 1 of the new fiscal year and based on the amount/percentage adopted by the city council for that fiscal year.~~

Promotion—No change in employee evaluation schedule.

Demotion (voluntarily or involuntarily)—No change in employee evaluation schedule.

Lateral transfer—No change to employee evaluation schedule.

Reclassification—No change to employee evaluation schedule.

Pay plan adjustments—No change to employee evaluation schedule.

The city manager is authorized to establish the performance evaluation dates for all city employees.

Supervisors may schedule employees for additional performance review as deemed necessary. ~~Eligibility for pay changes; however, will be in accordance with the previous schedule.~~

~~(i) Basis for allowable amount of increase. The amount of an employee's pay increase will be based upon his/her overall performance rating, the city manager, upon recommendation of the human resources department, will set the allowable pay adjustments and type of award (cash award, base salary change or a combination of both) for each of the overall performance ratings.~~

~~(i) (ii) Unacceptable performance rating.~~ An acceptable performance rating is one which meets general expectations of the job to which they are currently assigned. This includes a rating of "meets expectations" or higher. Employees who receive an unacceptable rating will not receive an increase in pay. Employees receiving an unacceptable performance rating will be placed on a performance improvement plan and will be re-evaluated within three (3) months with eligibility for a pay increase upon full compliance with the performance improvement plan. The effective date of increase will be the date the performance improvement plan review is completed. The evaluation date will be retained.

~~(ii) (iii) Other compensation.~~ ~~the~~ The city provides a performance appraisal and merit pay system to reward employees for overall meritorious job performance. However, when employees have exhibited performance that warrants immediate monetary recognition or in order to address market compensation issues, documented by the human resources department for individual positions, the city manager may initiate or act upon the supervisor's recommendation to initiate an increase in the individual employee's compensation. In these instances, only the city manager is authorized to approve market or merit increases and the authorized increase shall not exceed ten (10) per cent of the recipient's annual salary. Effective April 8, 2019, with the exception of employees who are hired by the city prior to April 8, 2019, in no case, shall the authorized increase exceed the maximum of the assigned pay range. Employees are eligible for such increases once in a twelve-month period and recipients of such increases shall retain their evaluation date. A record of any such increases will be made and retained in the human resources department.

(3) *Promotion.* Promotions occur when an employee is moved from a classification with a lower pay range to a classification with a higher pay range. Employees promoted will receive at least a five (5) per cent increase in compensation or an amount sufficient to place the promoted employee at the minimum of the new assigned pay range. Under special circumstances, the city manager has the authority to approve increases in excess of five (5) per cent, for purposes other than to reach the new minimum. The city manager has the authority to enact procedures to initiate and manage promotional assignments by the city.

(4) *Demotion.* Demotions occur when an employee is moved from one (1) classification to another classification at a lower pay range for inadequate job performance or conduct. Compensation for demoted employees will be reduced five (5) per cent for each pay range/pay level demoted and the demoted employee's evaluation date will be retained.

(5) *Reassignment.* Reassignments occur when an employee is moved from one (1) classification to another classification at a lower pay range for nondisciplinary reasons. Employees reassigned in this manner shall not, under any circumstances, receive an increase in compensation nor shall the reassigned employee's pay exceed the maximum of the assigned pay range. The city manager has the authority to enact procedures to initiate and manage the various types of employment reassignments by the city.

(6) *Lateral transfer.* In the case of lateral (same pay range level) transfers, the employee's pay rate will remain unchanged at the time of transfer, and the evaluation date will be retained.

(7) *Reclassification.* Employees, who are reclassified to a higher range to recognize actual changes in duties and responsibilities, will receive a sufficient percentage increase to place their salary at the minimum of the new range, but no less than five (5) per cent. If the salary, prior to reclassification, is in the new pay range, a five (5) per cent increase in pay will be granted provided five (5) per cent will not exceed the maximum of the assigned pay range. Such employees will retain their evaluation date. Reclassification to a lower range is described in subsection (a)(9) of this section, "Reduction in Classification."

(8) *Regrade.* When a regrade or range change is approved to reflect a general change in the external and/or internal compensation market level of a class, employees in the assigned class will receive a sufficient percentage increase to place their salary at the minimum of the new pay grade but not less than five (5) per cent. If the salary, prior to grade adjustment, is within the newly assigned pay grade, a five (5) per cent increase in pay will be granted provided five (5) per cent will not exceed the maximum of the newly assigned pay grade. Such employees will retain their evaluation date.

(9) *Pay plan adjustments.* When a pay plan adjustment is approved, those employees whose salaries fall below the newly adjusted minimum of the pay range will be scheduled for an immediate change in salary in order to bring the employee's salary up to the minimum of the pay range.

(10) *Administrative transfer.* Movement in assigned classification initiated by the department head or as a result of a classification study by the human resources department, may be exercised when such action will promote morale, or serve budgetary, manpower or general organizational needs. Such movements do not represent disciplinary action. Employees administratively transferred in this manner will be notified by the department head in writing with a copy to the personnel department and the office of the city manager. Employees moved as described in this policy will not have their pay rate or evaluation date changed. When special circumstances warrant and with approval of the city manager, an employee may be considered for a monetary increase if the new assignment will result in placing the employee in a training and development stage for more than ninety (90) days to learn the methodology, procedures, policies and/or technology of the new assignment. Employees transferred in this manner will retain their evaluation date.

(11) *Military incentive.* Sworn police and certified fire personnel, who are active military or have been honorably discharged from the Army, Navy, Air Force, Marines and Coast Guard, their Reserve units, and the National Guard, after at least one (1) year of service, shall be eligible for a five (5) per cent military incentive added to the employee's base pay. All eligible sworn police and certified fire personnel who are on the city's payroll as of July 1, 2017 will receive a five (5) per cent military incentive adjustment to their base pay. The sworn police and certified fire pay schedules are hereby revised to include the military incentive for eligible sworn police and certified fire personnel hired or promoted after July 1, 2017.

~~(12) *Annual public safety salary adjustment.* Starting in January 2017, all employees on the certified fire and sworn police pay schedules that have at least one (1) full year of service with the city, as of the date of the adjustment, will receive a two (2) per cent public safety supplemental pay adjustment in January of each calendar year, provided the city council approves each year a budget ordinance or budget ordinance amendment funding the adjustment which adjustment the city council hereby reserves the right to amend or terminate at any time.~~

The existing classification, pay grade and public safety pay plans set forth in the current personnel resolution are being replaced with the following Public Safety Plans (Police/Fire) effective 7/1/2022.

Police Pay Plan

Job Title	Pay Grade	Regular - No Degree		
		Minimum	Military Inc	Maximum
Police Officer Trainee	2	\$39,469.50	\$41,442.98	\$59,204.25
Police Officer	3	\$41,442.98	\$43,515.13	\$62,164.46
Police Officer II	4	\$43,515.13	\$45,690.89	\$65,272.68
Master Police Officer	5	\$45,690.89	\$47,975.43	\$68,536.32
Police Corporal	6	\$47,975.42	\$50,374.19	\$71,963.14
Police Detective	6	\$47,975.42	\$50,374.19	\$71,963.14

Police Staff Sergeant	10	\$58,314.43	\$61,230.15	\$87,471.64
Police Sergeant	10	\$58,314.43	\$61,230.15	\$87,471.64
Police Lieutenant	14	\$70,881.55	\$74,425.63	\$106,322.33
Police Captain	16	\$78,146.91	\$82,054.26	\$117,220.37
Assistant Police Chief	19	\$90,464.82	\$94,988.06	\$135,697.23
Job Title	Pay Grade	Associate Degree		
		Minimum	Military Inc	Maximum
Police Officer Trainee	2	\$41,442.98	\$43,515.12	\$62,164.46
Police Officer	3	\$43,515.13	\$45,690.89	\$65,272.69
Police Officer II	4	\$45,690.89	\$47,975.43	\$68,536.33
Master Police Officer	5	\$47,975.43	\$50,374.20	\$71,963.14
Police Corporal	6	\$50,374.19	\$52,892.90	\$75,561.29
Police Detective	6	\$50,374.19	\$52,892.90	\$75,561.29
Police Staff Sergeant	10	\$61,230.15	\$64,291.66	\$91,845.23
Police Sergeant	10	\$61,230.15	\$64,291.66	\$91,845.23
Police Lieutenant	14	\$74,425.63	\$78,146.91	\$111,638.44
Police Captain	16	\$82,054.26	\$86,156.97	\$123,081.38
Assistant Police Chief	19	\$94,988.06	\$99,737.46	\$142,482.09
Job Title	Pay Grade	Bachelors Degree		
		Minimum	Military Inc	Maximum
Police Officer Trainee	2	\$43,416.45	\$45,587.27	\$65,124.68
Police Officer	3	\$45,587.28	\$47,866.64	\$68,380.92
Police Officer II	4	\$47,866.64	\$50,259.97	\$71,799.96
Master Police Officer	5	\$50,259.97	\$52,772.97	\$75,389.96
Police Corporal	6	\$52,772.96	\$55,411.61	\$79,159.44
Police Detective	6	\$52,772.96	\$55,411.61	\$79,159.44
Police Staff Sergeant	10	\$64,145.87	\$67,353.17	\$96,218.81
Police Sergeant	10	\$64,145.87	\$67,353.17	\$96,218.81
Police Lieutenant	14	\$77,969.71	\$81,868.19	\$116,954.56
Police Captain	16	\$85,961.60	\$90,259.68	\$128,942.40
Assistant Police Chief	19	\$99,511.30	\$104,486.87	\$149,266.95

Fire Pay Plan

Job Title	Pay Grade	Regular - No Degree		
		Minimum	Military Inc	Maximum
FireFighter Trainee	<u>1</u>	<u>\$37,590.00</u>	<u>\$39,469.50</u>	<u>\$56,385.00</u>
FireFighter	<u>2</u>	<u>\$39,469.50</u>	<u>\$41,442.98</u>	<u>\$59,204.25</u>
FireFighter II	<u>3</u>	<u>\$41,442.98</u>	<u>\$43,515.12</u>	<u>\$62,164.46</u>
Master FireFighter	<u>4</u>	<u>\$43,515.12</u>	<u>\$45,690.88</u>	<u>\$65,272.69</u>
Fire Engineer	<u>5</u>	<u>\$45,690.88</u>	<u>\$47,975.42</u>	<u>\$68,536.32</u>
Fire Inspector	<u>6</u>	<u>\$47,975.42</u>	<u>\$50,374.19</u>	<u>\$71,963.14</u>
Fire Investigator	<u>7</u>	<u>\$50,374.20</u>	<u>\$52,892.91</u>	<u>\$75,561.29</u>
Deputy Fire Marshal	<u>15</u>	<u>\$74,425.63</u>	<u>\$78,146.91</u>	<u>\$111,638.44</u>
Fire Captain	<u>10</u>	<u>\$58,314.43</u>	<u>\$61,230.15</u>	<u>\$87,471.64</u>
Fire Captain - Administrative	<u>10</u>	<u>\$58,314.43</u>	<u>\$61,230.15</u>	<u>\$87,471.64</u>
Shift Safety & Training Officer	<u>10</u>	<u>\$58,314.43</u>	<u>\$61,230.15</u>	<u>\$87,471.64</u>
Battalion Fire Chief	<u>12</u>	<u>\$64,291.66</u>	<u>\$67,506.24</u>	<u>\$96,437.48</u>
Division Fire Chief	<u>15</u>	<u>\$74,425.63</u>	<u>\$78,146.91</u>	<u>\$111,638.44</u>
Assistant Fire Chief	<u>18</u>	<u>\$86,156.97</u>	<u>\$90,464.82</u>	<u>\$129,235.45</u>
Job Title	Pay Grade	Associate Degree		
		Minimum	Military Inc	Maximum
FireFighter Trainee	<u>1</u>	<u>\$39,469.50</u>	<u>\$41,442.98</u>	<u>\$59,204.25</u>

<u>FireFighter</u>	<u>2</u>	<u>\$41,442.98</u>	<u>\$43,515.12</u>	<u>\$62,164.46</u>
<u>FireFighter II</u>	<u>3</u>	<u>\$43,515.12</u>	<u>\$45,690.88</u>	<u>\$65,272.69</u>
<u>Master FireFighter</u>	<u>4</u>	<u>\$45,690.88</u>	<u>\$47,975.42</u>	<u>\$68,536.32</u>
<u>Fire Engineer</u>	<u>5</u>	<u>\$47,975.42</u>	<u>\$50,374.20</u>	<u>\$71,963.14</u>
<u>Fire Inspector</u>	<u>6</u>	<u>\$50,374.19</u>	<u>\$52,892.90</u>	<u>\$75,561.29</u>
<u>Fire Investigator</u>	<u>7</u>	<u>\$52,892.91</u>	<u>\$55,537.56</u>	<u>\$79,339.37</u>
<u>Deputy Fire Marshal</u>	<u>15</u>	<u>\$78,146.91</u>	<u>\$82,054.26</u>	<u>\$117,220.37</u>
<u>Fire Captain</u>	<u>10</u>	<u>\$61,230.15</u>	<u>\$64,291.66</u>	<u>\$91,845.23</u>
<u>Fire Captain - Administrative</u>	<u>10</u>	<u>\$61,230.15</u>	<u>\$64,291.66</u>	<u>\$91,845.23</u>
<u>Shift Safety & Training Officer</u>	<u>10</u>	<u>\$61,230.15</u>	<u>\$64,291.66</u>	<u>\$91,845.23</u>
<u>Battalion Fire Chief</u>	<u>12</u>	<u>\$67,506.24</u>	<u>\$70,881.56</u>	<u>\$101,259.36</u>
<u>Division Fire Chief</u>	<u>15</u>	<u>\$78,146.91</u>	<u>\$82,054.26</u>	<u>\$117,220.37</u>
<u>Assistant Fire Chief</u>	<u>18</u>	<u>\$90,464.82</u>	<u>\$94,988.06</u>	<u>\$135,697.23</u>
	Pay Grade	Bachelors Degree		
Job Title		Minimum	Military Inc	Maximum
<u>FireFighter Trainee</u>	<u>1</u>	<u>\$41,349.00</u>	<u>\$43,416.45</u>	<u>\$62,023.50</u>
<u>FireFighter</u>	<u>2</u>	<u>\$43,416.45</u>	<u>\$45,587.27</u>	<u>\$65,124.68</u>
<u>FireFighter II</u>	<u>3</u>	<u>\$45,587.27</u>	<u>\$47,866.64</u>	<u>\$68,380.91</u>
<u>Master FireFighter</u>	<u>4</u>	<u>\$47,866.64</u>	<u>\$50,259.97</u>	<u>\$71,799.95</u>
<u>Fire Engineer</u>	<u>5</u>	<u>\$50,259.97</u>	<u>\$52,772.97</u>	<u>\$75,389.95</u>
<u>Fire Inspector</u>	<u>6</u>	<u>\$52,772.96</u>	<u>\$55,411.61</u>	<u>\$79,159.44</u>
<u>Fire Investigator</u>	<u>7</u>	<u>\$55,411.62</u>	<u>\$58,182.20</u>	<u>\$83,117.43</u>
<u>Deputy Fire Marshal</u>	<u>15</u>	<u>\$81,868.19</u>	<u>\$85,961.60</u>	<u>\$122,802.29</u>
<u>Fire Captain</u>	<u>10</u>	<u>\$64,145.87</u>	<u>\$67,353.17</u>	<u>\$96,218.81</u>
<u>Fire Captain - Administrative</u>	<u>10</u>	<u>\$64,145.87</u>	<u>\$67,353.17</u>	<u>\$96,218.81</u>
<u>Shift Safety & Training Officer</u>	<u>10</u>	<u>\$64,145.87</u>	<u>\$67,353.17</u>	<u>\$96,218.81</u>
<u>Battalion Fire Chief</u>	<u>12</u>	<u>\$70,720.83</u>	<u>\$74,256.87</u>	<u>\$106,081.24</u>
<u>Division Fire Chief</u>	<u>15</u>	<u>\$81,868.19</u>	<u>\$85,961.60</u>	<u>\$122,802.29</u>
<u>Assistant Fire Chief</u>	<u>18</u>	<u>\$94,772.67</u>	<u>\$99,511.30</u>	<u>\$142,159.00</u>

Section 3. Section 30(c) Flat Rate Pay Plan is hereby amended to change all hourly rates that are currently below \$15.00 to \$15.00 per hour.

Section 4. Section 30(d) Certification/Career Ladder Programs is hereby amended to read as follows:

(d) Certification/Career Ladder Programs

(1) Planning and Development Services—Inspectors within Planning and Development Services. This certification ladder program will focus on employees performing

inspection related work under the NC State Building Code G.S. 143-138. This certification ladder will: (1) increase the city's competitiveness within the job marketplace; (2) provide a tool to aid in retention of existing employees; and (3) offer an incentive for inspectors to become more efficient in their work by obtaining additional certifications.

(i) *Inspectors*: Inspectors will be eligible for a three (3) per cent increase to their annual salary for Level 2 and Level 3 certifications within their respective trade. They will also be eligible for three (3) per cent increases to their annual salary for each certification (and level there within) outside of their trade area. Inspectors will not receive additional compensation for their Level 1 certification in their specific trade because it is a requirement of the job itself.

(ii) *Senior inspectors*: Senior inspectors will be eligible for a three (3) per cent increase to their annual salary for each certification (and level there within) outside of their trade area. Senior inspectors will not receive additional compensation for Level 1, 2, or 3 certifications in their specific trade because they are requirements of the job itself.

(iii) *Plan review staff*: Plan review staff perform inspections in addition to their plan review responsibilities. Plan review staff will be eligible for a three (3) per cent increase to their annual salary for each certification (and level there within) outside of their trade area. Plan review staff will not receive additional compensation for Level 1, 2, or 3 certifications in their specific trade because they are requirements of the job itself.

(2) Inspectors who receive compensation for additional certifications outside of their job requirements will be required to perform all inspections on a job site within their certifications.

(3) As a city-county function, costs of the inspection division are shared between the city and the county. Forsyth County's share of inspection division expenses is calculated annually using a formula defined in the city/county Cooperative Governmental Services Funding Agreement between the City of Winston-Salem and Forsyth County, which established the combined city-county department.

(4) Winston-Salem Police Department

After June 21, 2022, the title of each sworn law enforcement officer, up to but not including corporal and above, will be changed based upon years of service and the classification designations indicated below. This will simply occur only as a change in title. The opportunity for advancement and increases may occur based upon the promotional process identified within each designated classification set forth below.

The appropriate one-time career ladder pay adjustment, compression adjustment, and the July 2022 and January 2023 step plan adjustments will occur as indicated below. After January 2023, the 2% step plan adjustments will occur every January and July for the positions from police officer to captain, provided the employee receives an acceptable

performance appraisal rating as defined in Article II, Section 30.b.ii of this Resolution. All of the increases and adjustments set forth herein are subject to the city council making the annual appropriations sufficient to finance the increases and adjustments set forth herein.

The positions of assistant chief through chief will stay on the merit pay system, but under the Police pay plan.

(i) This career ladder program will focus on employees: (a) hired as police officer trainees who successfully complete Basic Law Enforcement Training (BLET) and become a sworn law enforcement officer, and/or employees (b) hired into police officer classifications after successfully completing BLET and, become a sworn law enforcement officer. Employees subject to this career ladder will receive annual performance appraisals as scheduled by the City Manager but will not be subject to any merit increase provisions approved by City Council. Any eligible increase will be based upon the step plan provided below.

(ii) Employees: (a) hired as police officer trainees who successfully complete Basic Law Enforcement Training (BLET) and become a sworn law enforcement officer or (b) hired into police officer classifications after successfully completing BLET and become sworn law enforcement officers will be entitled to regular promotional opportunities on the following schedule, provided the employee receives an acceptable performance appraisal rating as defined in Article II, Section 30.b.ii of this Resolution:

- (a) Police Officer Trainee to Police Officer. Employees hired into the Police Officer Trainee classification must successfully complete BLET and take the oath of office to become a sworn law enforcement officer. Employees who successfully complete BLET and become sworn law enforcement officers will become immediately eligible for a one-time five percent base salary increase, subject to criteria established by the Winston-Salem Police Department. Change in salary will become effective the first pay period of the month following the change in status from trainee to sworn officer.
- (b) Police Officer to Police Officer II. Sworn law enforcement officers who have served in the position of Police Officer with the City of Winston-Salem for at least three (3) years shall become eligible for promotion to Police Officer II. Police Officers who have received an acceptable rating on their most recent performance appraisal will receive a promotion to Police Officer II and will become immediately eligible for a one-time five percent base salary increase, subject to criteria established by the Winston-Salem Police Department, effective within two (2) pay periods of reaching the third year of employment.
- (c) Police Officer II to Master Police Officer. Sworn law enforcement officers who have served in the position of Police Officer II with the City of Winston-Salem for at least three (3) years shall become eligible for promotion to Master Police Officer. Police Officer II employees who have received an acceptable rating on their most recent performance appraisal will receive a promotion to Master Police Officer and will become immediately eligible for

a one-time five percent base salary increase, subject to criteria established by the Winston-Salem Police Department, effective within two (2) pay periods of reaching the third year of classification as Police Officer II.

- (d) Police Officer to Master Police Officer. Police Officers hired prior to July 1, 2022, who have served for at least six (6) years as a Police Officer with the Winston-Salem Police Department shall be eligible for promotion directly to Master Police Officer, subject to criteria established by the Winston-Salem Police Department, and will become immediately eligible for a one-time five percent (5%) base salary increase effective within two (2) pay periods of reaching the third year of classification as Master Police Officer.
- (e) Police Step Plan and Compression Adjustments. To support parity in the Winston-Salem Police Department, the employees in the following classifications will see one-time career ladder pay adjustments effective the first pay period following July 1, 2022, a step plan adjustment the first pay period following July 1, 2022 and a step plan adjustment the first pay period following January 1, 2023, all subject to criteria established by the Winston-Salem Police Department:

<u>Classification/ Year of Service</u>	<u>Career Ladder Adjustment</u>	<u>July Step Plan Adjustment</u>	<u>January Step Plan Adjustment</u>
Police Officers with 0-3 Years	0%	2%	2%
Police Officers with 3-6 Years	5%	2%	2%
Police Officers with 6+ Years	<u>10.25% (total increase for two steps for the July, 2022 career ladder adjustment only)</u>	<u>2%</u>	<u>2%</u>
<u>Corporal through Captain</u>	<u>Compression Adjustment 10%</u>	<u>2%</u>	<u>2%</u>

(5) Winston-Salem Fire Department

After June 21, 2022, the title of each firefighter, up to but not including Engineer, and above, will be changed based upon years of service and the classification designations indicated below. This will simply occur only as a change in title. The opportunity for advancement and increases may occur based upon the promotional process identified with each designated classification set forth below.

The appropriate one-time career ladder pay adjustment, compression adjustment and the July, 2022 and January 2023 step plan adjustments will occur as indicated below. After January 2023, the 2% step plan adjustments will occur every January and July for the positions from firefighter to division chief, provided the employee receives an acceptable performance appraisal rating as defined in Article II, Section 30.b.ii of this Resolution. All of the increases and adjustments set forth herein are subject to the city council

making an annual appropriation sufficient to fund the increases and adjustments set forth herein.

The positions of assistant chief through chief will stay on the merit pay system, but under the Fire pay plan.

(i) This career ladder program will focus on employees: (a) hired as firefighter trainees who successfully complete the Fire Academy and become certified firefighters and/or (b) hired into firefighter classifications having already become certified firefighters.

Employees subject to this career ladder will receive annual performance appraisals as scheduled by the City Manager but will not be subject to any merit increase provisions approved by City Council.

(ii) Employees hired as firefighter trainees or who are hired after successfully becoming a certified firefighter will be entitled to regular promotional opportunities on the following schedule, provided the employee receives an acceptable performance appraisal rating as defined in Article II, Section 30.b.ii of this Resolution:

- (a) Firefighter Trainee to Firefighter. Employees hired into the Firefighter Trainee classification must successfully complete the Fire Academy and become a certified firefighter. Employees who successfully complete the Fire Academy and become certified firefighters will become immediately eligible for a one-time three (3) percent base salary increase, subject to criteria established by the Winston-Salem Fire Department. Change in salary will become effective the first pay period of the month following the change in status from trainee to sworn officer.
- (b) Firefighter to Firefighter II. Certified firefighters who have served in the position of firefighter with the City of Winston-Salem for at least three (3) years shall become eligible for promotion to Firefighter II. Firefighters who have received an acceptable rating on their most recent performance appraisal will receive a promotion to Firefighter II effective within two (2) pay periods of reaching the third year of employment, subject to criteria established by the Winston-Salem Fire Department.
- (c) Firefighter II to Master Firefighter. Certified firefighters who have served in the position of Firefighter II with the City of Winston-Salem for at least three (3) years shall become eligible for promotion to Master Firefighter. Firefighter II employees who have received an acceptable rating on their most recent performance appraisal will receive a promotion to Master Firefighter effective within two (2) pay periods of reaching the third year of classification as Firefighter II, subject to criteria established by the Winston-Salem Fire Department.
- (d) Firefighter to Master Firefighter Firefighters hired prior to July 1, 2022, who have served for at least six (6) years as a Firefighter with the Winston-Salem Fire Department shall be eligible for promotion directly to Master Firefighter, subject to criteria established by the Winston-Salem Fire Department...
- (e) Fire Step Plan and Compression Adjustments. To support parity in the Winston-Salem Fire Department, the employees in the following

classifications will see one-time career ladder pay adjustments effective the first pay period following July 1, 2022, a step plan adjustment the first pay period following July 1, 2022, and a step plan adjustment the first pay period following January 1, 2023, all subject to criteria established by the Winston-Salem Fire Department:

<u>Classification/ Year of Service</u>	<u>Career Ladder Adjustment</u>	<u>July Step Plan Adjustment</u>	<u>January Step Plan Adjustment</u>
Firefighter with 0-3 Years	0%	2%	2%
Firefighter with 3-6 Years	5%	2%	2%
<u>Firefighter with 6+ Years</u>	<u>10.25% (total increase for two steps for the July, 2022 career ladder adjustment only)</u>	<u>2%</u>	<u>2%</u>
<u>Engineer Through Division Chief</u>	<u>Compression Adjustment 10%</u>	<u>2%</u>	<u>2%</u>

BE IT FURTHER RESOLVED, this resolution shall become effective July 1, 2022.