



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 10/01/2005

SECTION 605	SUBJECT SALARY ADMINISTRATION POLICIES FOR TEMPORARY AND REGULAR PART-TIME POSITIONS
-----------------------	--

Temporary and regular part-time positions are defined in Section 401, Employee Status. This policy addresses salary determination and salary administration for those positions.

I. SALARY SCHEDULE DETERMINATION

Temporary and regular part-time positions will be classified and compensated on either the regular City salary schedule for the equivalent position or the part-time and temporary rate schedule.

The Director of Personnel will determine the appropriate schedule for each position using the following guidelines.

A. Part-Time and Temporary Rate Schedule

1. There is not expected to be a continuing employment relationship to the degree that there are the same expectations for job growth and development.
2. The degree of responsibility is not the same as for a regular full-time position.
3. There is not the same requirement for involvement in or knowledge of departmental/division operations as for a regular full-time position.
4. The position involves a more narrow and limited scope of duties, is established on a project basis, or to assist current staff.
5. There is expected to be little investment in terms of instruction, training, or developing increased proficiency.

B. Regular City Salary Schedules

Temporary or regular part-time positions which equate to regular full-time positions may be classified and compensated on the appropriate regular City salary schedule if the position generally meets all of the following guidelines:

1. There is an expectation of an on-going, continuing relationship for which there are the same expectations for job growth and development as found in comparable, regular full-time positions.

AMENDS/SUPERSEDES 605-1-4, DATED 9/1/2001	REFERENCES	APPROVAL
--	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 10/01/2005

SECTION 605	SUBJECT SALARY ADMINISTRATION POLICIES TEMPORARY AND REGULAR PART-TIME POSITIONS
-----------------------	--

2. There is the same degree of involvement in departmental/divisional operations as found in comparable, regular full-time positions.
3. The position serves in a regular, on-going function which is not intended simply to assist regular staff, but has the same level of requirements and qualifications as for comparable regular full-time positions.
4. There is the same level of work performed, the same degree of responsibility and the same scope of work as for comparable, regular full-time positions.

II. SALARY ADMINISTRATION POLICIES AND PROCEDURES

A. Part-Time and Temporary Rate Schedule

A rate schedule is established by the City Manager for temporary and regular part-time positions which do not qualify for classification and compensation in the regular City salary schedules. Each rate range in the schedule consists of an entry rate with two additional steps.

1. The Director of Human Resources will determine the appropriate rate range for each temporary and regular part-time position.
2. Employees who meet the minimum qualifications for the positions will be hired at the entry step. Employees who significantly exceed the minimum qualifications for the position may be hired at step 1 or step 2 in the range, depending upon qualifications.
3. Employees may advance from one step to the next upon completion of three months (480 hours) of work time and with satisfactory or better job performance and conduct in all areas. Advancement to step 2 requires job performance which significantly exceeds performance standards with satisfactory conduct.
4. Education may substitute for experience requirements in some circumstances. In such cases, one semester of college (15 credit hours) in a related field is considered equivalent to six months of work experience.
5. Employees hired in an underfill status may be administratively promoted when they fully meet the qualifications and standards for the higher job. Employees will be promoted to the next step which represents a salary increase.
6. Rate placement recommendations and step increase recommendations are subject to the approval of the department head and the Director of Human Resources.

AMENDS/SUPERSEDES 605-1-4, DATED 9/1/2001	REFERENCES	APPROVAL
--	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 10/01/2005

SECTION 605	SUBJECT SALARY ADMINISTRATION POLICIES TEMPORARY AND REGULAR PART-TIME POSITIONS
-----------------------	--

B. Regular City Salary Schedules

1. The Director of Human Resources will determine the appropriate classification for positions qualifying for compensation on one of the regular salary schedules based on a review of the relevant compensable factors.
2. Employees in positions classified in one of the regular salary schedules will be eligible for merit increases on the same basis as regular full-time employees. Employees must meet the minimum time interval requirement for an increase and they must have worked the equivalent time required for a regular full-time employee to be eligible for an increase. For merit increase purposes, the actual work time equivalency of one year is considered 1,900 hours.
3. Entry rate placements and merit or other salary increase recommendations are subject to the same provisions and approvals as apply to regular full-time employees.

References:

Section 301, Recruiting/Selection Process
Section 401, Employee Status

S:\PAM\600 Salary Administration\605 Salary Administration Policies - Temporary and Regular Part-Time Positions.doc

AMENDS/SUPERSEDES 605-1-4, DATED 9/1/2001	REFERENCES	APPROVAL
--	------------	----------

SECTION 605 PAGE 3 OF 3