

**CITY OF DAPHNE
ORDINANCE 2022-46**

**AN ORDINANCE TO AMEND AND MAKE ADDITIONS
TO THE CITY'S EMPLOYEE HANDBOOK**

WHEREAS, the City Council of the City of Daphne, after due consideration, believes it appropriate to adopt three new policies to the Employee Personnel Handbook and combine, rename, and amend several sections of the City of Daphne Employee Handbook;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA AS FOLLOWS:

SECTION I:

That the current Employee Handbook Sections be amended to include two new policies to be numbered as Sections 10.16 and 10.17:

Section 10.16 Bilingual Proficiency Pay
Section 10.17 American Sign Language Proficiency Pay

The specific text of the new sections is set forth in Exhibit A to this Ordinance.

That the following Sections of the Employee Handbook be combined, renamed and amended from Section 10.8 Merit Based Pay Increases and Section 10.9 Cost of Living Adjustments to Section 10.8 Pay Increases.

The specific revisions and section are set forth in Exhibit B to this Ordinance.

SECTION II: REPEALER

That any Ordinance, or parts thereof, heretofore adopted by the City Council of Daphne, Alabama, which is in conflict with this Ordinance be and is hereby repealed to the extent of such conflict.


SECTION III: SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION IV: EFFECTIVE DATE

This Ordinance shall take effect and be in force from and after the date of its approval by the City Council of the City of Daphne and publication as required by law.

ADOPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS 1st DAY OF August, 2022.



Robin LeJeune, Mayor

ATTEST:



Candace G. Antinarella, CMC, City Clerk

EXHIBIT B

**AMENDMENTS
OF
EXISTING POLICIES**

COMBINATION, RENAMING, AND AMENDMENT OF SECTIONS 10.8 AND 10.9

Combine, rename, and amend the existing policies as follows:

10.8. PAY INCREASES

Merit-based pay increases may be awarded to individual employees based on performance. The City's appraisal system allows for a pay increase to be awarded each year at the time of the employee's anniversary date of hire or anniversary date of promotion. Department Heads are responsible for the annual performance evaluation being completed and received by Human Resources when scheduled. Merit increases are effective during the first pay period following receipt of the performance evaluation in Human Resources. If the performance evaluation is not completed on time, the merit increase will be effective the first pay period after receipt and cannot be retroactive.

The performance appraisal rating scale and the associated salary increases are as follows:

PERFORMANCE APPRAISAL SCORE		SALARY
FROM	TO	INCREASE
3.00	3.39	1.50%
3.40	3.79	2.00%
3.80	4.19	2.50%
4.20	4.59	3.00%
4.60	5.00	3.50%

If an employee's performance appraisal score fall exceeds 4.59, the Mayor has discretion to provide an additional percentage pay increase above 3.5% in 0.5% increments, not to exceed a total of a 5% pay increase.

The Human Resources Director will place documentation concerning approved merit increases and the reasons for approval in the employee's personnel file.

Human Resources will provide Finance a quarterly report for preparation of a budget adjustment to allocate costs of pay increases to the City departments. This will transfer the funds out of the general ledger account for pay increases to the actual personnel salary account.

At the beginning of each fiscal year, the Pay Scale will receive a minimum Cost of Living Adjustment ("COLA") salary increase of 1% applicable to all pay grades within the Pay Scale. The Mayor and City Council may utilize COLA to amend the Pay Scale to provide any additional percentage salary increases to all employees. The established budget adoption process is the primary method to implement an additional COLA. But COLA also may be approved at any other time as the Mayor and City Council may determine appropriate and necessary. Any approved and adopted COLA will be applied uniformly to all job grades, or may be implemented as a percentage-based increase or an increase in a fixed amount that is applied to all pay grades within the Pay Scale. Regardless of how the COLA is implemented, the Pay Scale will be adjusted accordingly. Enactment of a COLA does not affect the grade of employees but instead alters the pay rate for all grades as specified in the adopted COLA.

10.16 BILINGUAL PROFICIENCY PAY

For purposes of this policy, an employee is “bilingual” if the employee is fluent in one or more languages other than English. Employees who are bilingual are invited to provide notice to the Human Resources Department of the proficiency and the employee’s willingness to use the proficiency in other languages within their position or to assist other departments. Employees must successfully complete a language proficiency certification test available through Human Resources. Employees will be expected to recertify bilingual proficiency and willingness to continue use of the bilingual proficiency every four years. The Human Resources Department will maintain a list of employees who meet these criteria. Employees on the bilingual certification list are eligible for a payment of an additional \$50 per month, paid on the last pay period of the month. Upon request, employees on the bilingual certification list are expected to assist the City with foreign language translation. A refusal to assist will result in the loss of the additional pay for the month of the refusal. An employee who refuses to assist three separate times when requested will be removed from the bilingual certification list.

10.17 AMERICAN SIGN LANGUAGE PROFICIENCY PAY

Employees who are certified in American Sign Language (ASL) are invited to provide notice to the Human Resources Department of the ASL proficiency and the employee’s willingness to use the proficiency within their position or to assist other departments. Employees must provide proof of ASL certification. Employees will be expected to recertify ASL proficiency and willingness to continue use of ASL proficiency every four years. The Human Resources Department will maintain a list of employees who meet these criteria. Employees on the ASL certified list are eligible for a payment of an additional \$50 per month, paid on the last pay period of the month. Upon request, employees on the ASL certification list are expected to assist the City with sign language translation. A refusal to assist will result in the loss of the additional pay for the month of the refusal. An employee who refuses to assist three separate times when requested will be removed from the ASL certification list.