

**CITY OF DAPHNE, ALABAMA
ORDINANCE 2024-31**

**AMENDING CITY'S EMPLOYEE HANDBOOK
(SECTION 10.10)**

WHEREAS, the City Council of the City of Daphne, after due consideration, believes it appropriate to amend section 10.10 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 following Section of the Employee Handbook be amended:

Section 10.10 Entry Level Pay for Newly-Hired and Promoted Employees

The specific revisions to this section are set forth in Exhibit A 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heretofore adopted by the City Council of Daphne, Alabama, which is in conflict with this Ordinance be and is hereby repealed to the extent of such conflict.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 3rd DAY OF September, 2024.



Robin LeJeune, Mayor

ATTEST:



Candace G. Antinarella, MMC, City Clerk

EXHIBIT A

AMENDMENT
OF
EXISTING SECTION 10.10

10.10. ENTRY LEVEL PAY FOR NEWLY-HIRED AND PROMOTED EMPLOYEES.

General Rule – New Hires. The entry-level rate of pay for a new salaried or hourly employee in the unclassified, classified, or part-time service will be established at the minimum level of pay for the employee's job as authorized in the Pay Scale. But in order to ensure adequate opportunity for performance-based salary advancement for all employees, including exceptional situations, the entry pay grade for any new employee must not exceed the midpoint of the salary/wage range.

General Rule - Promotions. When an employee is promoted to another job, the default pay will be established at the entry level of the new pay grade. If the entry level of pay for the new pay grade is less than a ten percent (10%) increase from the previous position's pay, the pay established for the promoted employee must be set at least ten percent (10%) more than the pay grade of the previous position.

Exceptional Circumstances – Higher Pay Rate. The City recognizes that there are hiring and promotion situations that require additional pay considerations beyond what is normally allowed. When these situations occur, it will be the Department Head's responsibility to make a pay rate recommendation and to document the individual's qualifications and any other exceptional circumstances surrounding the hiring or promotion decision. The Mayor can review the information and decide if the pay rate recommendation is appropriate. The Mayor has the final authority to approve entry-level pay for newly hired or promoted employees not to exceed the midpoint of the wage/salary range on the Pay Scale, with no further action required by the City Council, provided that funds are available in the City's personnel budget. An appropriation by the City Council is required if adequate funds are not available. Should the pay requirements further exceed the midpoint of the wage/salary range, the Mayor may request the City Council to review the qualifications and approve a pay rate between the midpoint and maximum points of the salary range.

Documentation. All circumstances outlined and included herein must be fully documented and provided to Human Resources for inclusion in personnel files.