

12.4.2. Salary advancements within an established range shall not be automatic, but shall be based upon satisfactory job performance as determined, and supported in writing, by the employee's supervisor, the recommendation of the department manager, review by the Human Resources Office and approval of the City Manager.

12.4.3. Merit salary advancements shall occur in accordance with the following procedures:

(1) Initial Probationary Employees. Probationary employees shall be eligible for merit salary advancement upon the completion of six (6) months of service within that class. Such employees shall be eligible for subsequent merit salary advancements upon the completion of subsequent twelve 12 month service intervals, except as otherwise provided in these Rules.

This section should have been removed.

(2) Promotional Probationary Employees. Promotional probationary employees promoted on or after July 1, 2014, shall be eligible for merit salary advancement upon the completion of twelve (12) months of service within that class. Such employees shall be eligible for subsequent merit salary advancements upon the completion of subsequent twelve 12 month service intervals, except as otherwise provided in these Rules.

(3) Single Step Increments. Merit salary advancements shall be granted in single step increments within the salary range for a particular class based upon performance. An employee may receive a merit salary adjustment in excess of one step, a maximum of one (1) time during such employee's tenure in a given class in recognition of outstanding service.

(3) Reduction Increments. An employee who is being paid at a salary rate higher than the base rate established for the class may be reduced in increments of two and one-half percent (2-1/2%) upon the recommendation of the department manager and approval of the City Manager. Such action shall cause the employee to receive a new merit review date. The new date shall be based upon the effective date of his reduction. Such salary reduction shall be consistent with the Rules pertaining to disciplinary actions contained herein.

12.5. These Rules do not preclude the creation of separate management pay plans which, if adopted by the City Council, must be administered as separate compensation plans in accordance with the procedures adopted for such plan(s) by the City Council.

12.6. Salary on Promotion. An employee who is promoted to a position in a class allocated to a higher salary range than the class to which the employee was formerly assigned shall receive the nearest higher monthly salary in the higher salary range. The employee shall be given a new merit review date for future merit salary advancement purposes. The new date shall be based upon the effective date of the promotion.