

City of Hickory
Salary Administration Procedures

1. Payment within Range. All coworkers covered by the salary plan will be paid at a rate within the salary ranges established for their respective job classifications except those coworkers assigned trainee status and those coworkers whose salary falls above the maximum of the new salary range due to the transition to a new pay plan or reclassification to a lower pay grade.
2. Starting Salaries. Generally, each new coworker will be appointed at the minimum salary that has been established for the classification, except:
 - A. If a new coworker does not meet the minimum requirements of the position and qualified applicants are not available, the coworker may be designated as a "trainee" and given a salary no more than 15% below the minimum. The coworker will continue to receive a reduced salary until the appointing department head determines that the trainee is qualified and meets all requirements of the position.
 - B. If there has been a demonstrated inability to recruit at the minimum salary or if an applicant possesses exceptional qualifications, the manager may authorize a higher rate than the minimum of the salary range.
3. Reclassifications. A coworker whose position is reclassified to a class having a higher pay range will generally receive a five percent (5%) salary increase, or an increase to the minimum step of the new salary range, whichever is higher. A coworker whose position is reclassified to a class having a lower pay range will not receive a reduction in salary as a result of the reclassification.
4. Promotions. A coworker promoted to a position having a higher pay range will generally receive a five percent (5%) salary increase or an increase to the minimum step of the new salary range whichever is higher. If the coworker's previous experience warrants, and the promotion represents a significant change in the nature of work, the manager may approve a salary higher in the assigned range.
5. Transfers. The salary of a coworker transferred to a position in the same class or to a position in a different class with the same salary range will not be changed by the reassignment.
6. Demotions. The salary of a coworker demoted for disciplinary reasons to a position in a class with a lower salary range will generally be adjusted to a point in the new salary range equivalent to the coworker's position in the current salary range or to five percent (5%) below the coworker's salary, whichever is lower.
7. Part-Time Coworker. Part-time coworkers will be paid at a rate determined by converting the established salary of the position into an hourly rate.
8. Temporary or Seasonal Coworker. Temporary or seasonal coworkers will generally be paid at a rate no more than fifteen percent (15%) and no less than five percent (5%) below the minimum salary rate established for the assigned classification.

9. **Pay Periods.** Coworkers who are paid on a semi-monthly basis will be paid on the 7th and 22nd of each month. Coworkers who are paid on a weekly basis will be paid on Friday each week. If a payday falls on Saturday, Sunday or a holiday, coworkers will be paid on the last working day prior thereto.

10. **Effective Date of Salary Adjustments.** Salary adjustments for individuals approved after the first working day of a pay period will become effective at the beginning of the next pay period. Across-the-board pay adjustments will begin on the first day of the pay period in which the effective date falls.



Mick Berry, City Manager