BROOMFIELD SALARY ADMINISTRATION

Requirements for the salary administration process are codified in the Personnel Merit System at Chapter 2-14 of the Broomfield Municipal Code. The following procedure provides additional information to supervisors/managers to assist in the salary administration process.

General Employees

Salary Surveys

Salary surveys are conducted every year to ensure proper classification of positions utilizing survey data from the Colorado Municipal League and Mountain States Employers Council. Surveys may be conducted on individual positions at the discretion of Human Resources. The Human Resources Department utilizes this information along with other factors (job value, private sector market conditions, similarities to other City and County positions, etc.) in setting minimum and maximum ranges by position. Ranges are set by taking the average of the minimum and maximum from each matched city.

Human Resources extracts survey data from the following cities: Arvada, Aurora, Boulder, Englewood, Lakewood, Littleton, Longmont, Northglenn, Thornton and Westminster. If applicable, data will be used from the following counties: Adams, Arapahoe, Boulder, Denver, Douglas, Jefferson, Larimer, and Weld.

Employees may request further review of a position by contacting the Human Resources Department.

Salary Adjustments

Salary adjustments can be recommended at any time by the supervisor as long as relevant justification is provided. The supervisor/manager must include a statement on the justification memorandum that funds are available to fund the adjustment and the memorandum must be reviewed by the Finance Department. The justification memorandum is forwarded to the Human Resources Department for review and approval. Adequate funds must be available in the department's budget to cover the salary adjustment.

Market Adjustments

Market adjustments may be granted if adequate funding exists to cover the expenses for said adjustment. When approved, the adjustment is generally processed effective July 1st as long as funds are budgeted to support the market adjustment. A market adjustment may be calculated by placing the employee's salary at 1) the minimum of the new salary range; or 2) the same point in the new range that he/she was at in the old

range, or 3) the adjustment may be a flat percentage rate, or 4) an amount determined by the department and human resources. The new range is generally established by using survey data from selected cities/counties or by setting positions in relation to other city/county positions. Any enhancement to a range is not included in the market adjustment. In order to be eligible for a market adjustment the supervisor must certify that the employee is performing at a proficient level. The supervisor can recommend an amount that is less than the market adjustment. An employee who is not performing at a proficient level does not receive a market adjustment. If there is no adjustment to the range from one year to the next, no market adjustment is considered. If the new range maximum falls below the old range maximum, there is no adjustment. The incumbent may be "grandfathered" at the higher rate without a loss in pay.

Merit Adjustments

Merit adjustments are considered every July 1 as long as funds are budgeted to support the merit adjustment. The range for merit adjustments is determined buring the budget process The percent of merit adjustment for each employee must be justified by the performance evaluation and supervisors must ensure consistency within their work groups. The Human Resources Department will review each performance evaluation and each merit recommendation to ensure consistent application.

Employees who are not proficient in critical performance factors may not receive a merit adjustment. The performance evaluation must include a development plan to assist those employees whose performance is marginal or unacceptable. In some instances, it may be appropriate to place an employee on a performance improvement plan by issuing a corrective action. For more information, please see the Employee Relations section of the Employees' Handbook.

Merit adjustments are "add-to-base pay" adjustments. An employee whose pay is at the maximum of the range will not receive a merit adjustment but may be eligible for a bonus under the Incentive Program. If "add-to-base pay" adjustments are not authorized during the budget process, there may be an opportunity to award lump sum merit bonuses as long as funds are budgeted for this purpose.

Police Step Plan Employees

Employees eligible for the Police Step Plan may receive a salary adjustment every July 1 as long as it is supported by salary survey data and funding resources. The following cities are included in the survey: Arvada, Boulder, Englewood, Lakewood, Littleton, Northglenn, Thornton and Westminster. Metro county data are used to set the ranges for the Civil Specialist and Emergency Manager. Positions eligible for the Police Compensation Plan are:

Police Officer

Police Officer (Detention)

Police Sergeant

Police Sergeant (Detention)

Police Commander

Police Training Coordinator

Police Background Investigator

Animal Control Officer

Court Security Officer

Property/Evidence Technician

Emergency Manager

Communications Supervisor

Communications Specialist

Records Specialist

Records Specialist Supervisor

Civil Specialist

Criminalist

Crime Scene Investigator

Victim Advocate

Victim Assistance Coordinator

An employee, who is not at the top step of his/her position, is also eligible for a step increase on his/her position anniversary date as long as funds are budgeted to support the merit adjustment. An employee must be proficient in certain performance factors in order to receive a step increase. If the employee is not proficient, the step increase is not granted and the employee is given a performance development plan. In some instances, it may be appropriate to place an employee on a performance improvement plan by issuing a corrective action. For more information, please see the Employee Relations section of the Employees' Handbook. An employee who continues to perform at a less than proficient level may be demoted to a lower step within the position or be subject to other disciplinary action.

Employees who are at the top step of their position will not receive a step increase.