

ORDINANCE NO. _____

**ORDINANCE AMENDING CHAPTER 23, ARTICLE III, SECTION 23.31
OF THE REDWOOD CITY MUNICIPAL CODE RELATED TO
PERSONNEL SYSTEMS**

The City Council of Redwood City does ordain as follows:

SECTION 1. That Chapter 23 (Personnel Systems), Article III (Salary and Wage Plan), Section 23.31 (Increases within Established Salary Range) of the Redwood City Municipal Code is hereby amended to read as follows:

“Sec. 23.31 Increases within Established Salary Range. Increases within salary ranges established by the City Council shall be administered as follows:

A. Initial appointments shall normally be made at the lowest step or rate of pay. The City Manager shall have the authority to appoint candidates at any step (for salary ranges expressed in steps) or at any rate between the minimum or maximum of a salary range (for salary ranges not expressed in steps) when justified upon consideration of 1) the difficulty of locating qualified personnel, or 2) an appointee's experience, education, knowledge of the particular duties required, personal fitness for the position, and such other criteria as may be reasonably related to such preferential consideration on the basis of merit.

B. An employee may be eligible for a salary adjustment to the next higher step (for salary ranges expressed in steps) or rate (for salary ranges not expressed in steps) above the initial step or rate to which appointment was made upon the satisfactory completion of six (6) consecutive months employment. Such an adjustment shall be made only upon the recommendation of the department head for such employee, and upon the approval of the City Manager. Employment of a person not recommended for such adjustment should normally be terminated. The provisions of this subsection shall not be deemed to affect the length of any prescribed probationary period.

C. All salary adjustments above the adjustment made after six (6) consecutive months employment in accordance with the provisions of subsection B, above shall be made in accordance with the provisions of this subsection. An employee may be eligible for such salary adjustments to the next higher step (for salary ranges expressed in steps) or rate (for salary ranges not expressed in steps) above the step or rate from which advancement is proposed, upon completion of a minimum period of one year at such lower step or rate, and upon consideration of such employee's performance of duties, experience, education, personal fitness for the position, and other criteria reasonably related to awarding increased compensation on the basis of merit. Such adjustments shall be made only upon the recommendation of the department head for such employee, and upon approval of the City Manager.

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D. Notwithstanding provisions to the contrary in subsection C, above, in the case of employees employed in those classifications included under Group C and Group D employees as defined in rule II, sections 14.4 and 14.5, respectively, of the Personnel Rules and Regulations of the City, salary adjustments from the third to the fourth step and from the fourth to the fifth step shall be made for such employees upon completion of the period of one year service at each such respective lower step.

The City Manager shall have the sole discretion to determine at what step an appointee for the position of police officer shall be placed in the salary range upon appointment.

SECTION 2. This ordinance shall be effective thirty (30) days from the date of its adoption.

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