



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: SALARY PLAN ADMINISTRATION (II-3)

DATE: AUGUST 4, 2025

ISSUE:

Approve revisions to the Salary Plan Administration Policy (II-3).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Salary Plan Administration Policy (II-3).

BACKGROUND:

The Salary Plan Administration Policy (II-3) was last revised in July 2006. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The Salary Plan Administration Policy (II-3) has been updated to reestablish consistent procedures for administering the salary plan and to provide the City with an equitable and competitive salary structure.

The revisions to the Salary Plan Administration Policy include changes to improve consistency and ensure alignment with applicable Memorandum of Understanding (MOUs). Updates include clarification of placement and advancement rules for initial appointments, promotions, reclassifications, demotions, and reinstatements. The merit increase section was revised to clearly define the merit increase process, including eligibility, frequency, and performance standards.

Additionally, the supplemental pay provisions section was updated to ensure compliance with CalPERS reporting requirements. These revisions ensure consistency with labor agreements, legal compliance, and operational effectiveness in managing employee compensation.

Furthermore, this policy also includes administrative changes to reflect process changes and to conform to a citywide format.

This policy was reviewed by City Management and the City-Wide Policy Committee, and if applicable sent to the respective Union for their concurrence with all policy changes.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Deputy Human Resources Director

Attachments:

Salary Plan Administration Policy (II-3)