

**CITY OF DAPHNE, ALABAMA  
ORDINANCE 2023-38**

**AMENDING CITY'S EMPLOYEE HANDBOOK  
(SECTION 10.8)**

**WHEREAS**, the City Council of the City of Daphne, after due consideration, believes it appropriate to amend several sections of the City of Daphne Employee Handbook;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA AS FOLLOWS:**

**SECTION I:**

That the following Sections of the Employee Handbook be amended:

**Section 10.8 Pay Increases**

The specific revisions to these sections are set forth in Exhibit A to this Ordinance.

**SECTION II: REPEALER**

That any Ordinance, or parts thereof, heretofore adopted by the City Council of Daphne, Alabama, which is in conflict with this Ordinance be and is hereby repealed to the extent of such conflict.


**SECTION III: SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

**SECTION IV: EFFECTIVE DATE**

This Ordinance shall take effect and be in force from and after the date of its approval by the City Council of the City of Daphne and publication as required by law.

**ADOPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS 2<sup>nd</sup> DAY OF October, 2023.**

  
  
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Robin LeJeune, Mayor

**ATTEST:**

  
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Candace G. Antinarella, MMC, City Clerk

# EXHIBIT A

AMENDMENT TO EXISTING POLICY

10.8 PAY INCREASES

### **10.8. PAY INCREASES**

Merit-based pay increases may be awarded to individual employees based on performance. The City's appraisal system allows for a pay increase to be awarded each year at the time of the employee's annual evaluation of hire or anniversary date of promotion. Department Heads are responsible for the annual performance evaluation be completed and received by Human Resources when scheduled. Merit increases are effective during the first pay period following receipt of the performance evaluation in Human Resources. If the performance evaluation is not completed on time, the merit increase will be effective the first pay period after receipt and cannot be retroactive.

Funding for merit pay increases, and the salary increase incremental scale, in any given fiscal year is subject to appropriated funds for this purpose in the annual budget for that fiscal year, as adopted or amended by the City Council.

The salary increases associated with the performance appraisal rating scale below are subject to appropriated funds for this purpose in the annual budget for that fiscal year, as adopted or amended by the City Council.

PERFORMANCE APPRAISAL SCORE	
FROM	TO
3.00	3.39
3.40	3.79
3.80	4.19
4.20	4.59
4.60	5.00

If an employee's performance appraisal score exceeds 4.59, the Mayor has discretion to provide an additional percentage pay increase in 0.5% increments, not to exceed 2%.

The Human Resource Director will place documentation concerning approved merit increases and the reasons for approval in the employee's personnel file.

Human Resources will provide Finance a quarterly report for preparation of a budget adjustment to allocate costs of pay increases to the City departments. This will transfer the funds out of the general ledger account for pay increases to the actual personnel salary account.

At the beginning of each fiscal year, the Pay Scale may receive a minimum Cost of Living Adjustment ("COLA") salary increase applicable to all pay grades within the Pay Scale. The Mayor and City Council may utilize COLA to amend the Pay Scale to provide any additional percentage salary increases to all employees. The COLA salary increase may be implemented by way of a percentage increase or fixed amount.

Funding for COLA salary increases in any given fiscal year is subject to appropriated funds for this purpose in the annual budget for that fiscal year, as adopted or amended by the City Council. The established budget adoption process is the primary method to implement an additional COLA. But COLA also may be approved at any other time as the Mayor and City Council may determine appropriate and necessary. Any approved and adopted COLA will be applied uniformly to all job grades, or may be implemented as a percentage-based increase or an increase in a fixed amount that is applied to all pay grades within the Pay Scale. Regardless of how the COLA is implemented, the Pay Scale will be adjusted accordingly. Enactment of a COLA does not affect the grade of employees but instead alters the pay rate for all grades as specified in the adopted COLA.