

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 82 - 2021

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SEPTEMBER 8, 2021

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**Whereas**, Section 603(C) of the City of Allentown’s Home Rule Charter provides that the Personnel Code shall include “Well-defined provisions for salary, fringe benefits, such as sick and vacation leave, holidays, overtime and salary administration, including a uniform pay plan for all City positions; and

**Whereas**, the City of Allentown does not currently have an established uniform pay plan for non-bargaining unit employees; and

**Whereas**, the City of Allentown does have established uniform pay plans for current and prospective bargaining candidates by virtue of published annual pay scale step increases; and

**Whereas**, uniform pay plans assist municipalities in maximizing the recruitment and retention of qualified managerial, supervisory, or other non-bargaining personnel; and

**Whereas**, the implementation of a uniform pay plan for non-bargaining unit employees will increase equity in pay among members of the similar pay scale and work duties, and shall eliminate existing pay disparities among all classes of employees; and

**Whereas**, the pay scale set forth by this enactment is in accordance with the Home Rule Charter’s requirement that the City promulgate uniform compensation plans for all employees,

**NOW, THEREFORE, BE IT ORDAINED**, Part One, Administrative Code, Title Nine, Employment Provisions; Pensions and Benefits, Article 140 Personnel System, shall be amended as follows:

AN ORDINANCE

Amending the Article 140, Personnel Code of the Codified Ordinances (Also referred to as the Personnel Policy); Part One Administrative Code - General and Administrative Provision by adding Sections H and I under 140.05 Hours of Work and Compensation to adopt the pay grade and step system for Non-Bargaining and Appointed employees. Also amends Article 140.07 – Promotions and Transfers.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That Section H and Section I be added to Article 140.05 – Hours of Work and Compensation to include the pay grade and step system for Non-Bargaining and Appointed employees. The minimum and maximum salary for each paygrade shall increase in conjunction with any yearly across the board raise issued. The steps are as follows:

**H. Non-Bargaining Pay Grade and Steps**

**CITY OF ALLENTOWN  
WAGE RANGE FOR NON-BARGAINING UNIT EMPLOYEES  
As of October, 2021**

<u>Grade Code</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>	<u>STEP G</u>	<u>STEP H</u>	<u>STEP I</u>	<u>STEP J</u>
N05	47,711	48,897	50,083	51,269	52,455	53,641	54,827	56,013	57,199	58,385
N06	49,810	51,057	52,303	53,550	54,797	56,043	57,290	58,537	59,783	61,030
N07	52,063	53,372	54,681	55,990	57,299	58,608	59,917	61,226	62,535	63,844
N08	54,366	55,736	57,106	58,476	59,846	61,215	62,585	63,955	65,325	66,695
N09	56,782	58,213	59,644	61,075	62,506	63,938	65,369	66,800	68,231	69,662
N10	59,305	60,797	62,290	63,782	65,274	66,767	68,259	69,751	71,244	72,736
N11	61,930	63,516	65,102	66,688	68,274	69,859	71,445	73,031	74,617	76,203
N12	64,733	66,411	68,088	69,766	71,443	73,121	74,798	76,476	78,153	79,831
N13	67,637	69,407	71,176	72,946	74,716	76,485	78,255	80,025	81,794	83,564
N14	70,704	72,566	74,428	76,290	78,152	80,015	81,877	83,739	85,601	87,463
N15	73,883	75,837	77,790	79,744	81,698	83,651	85,605	87,559	89,512	91,466
N16	77,218	79,264	81,310	83,356	85,402	87,449	89,495	91,541	93,587	95,633
N17	80,732	82,870	85,007	87,145	89,283	91,420	93,558	95,696	97,833	99,971
N18	84,411	86,641	88,870	91,100	93,330	95,559	97,789	100,019	102,248	104,478
N21	97,122	99,664	102,206	104,748	107,290	109,832	112,374	114,916	117,458	120,000

I. Appointed Pay Grade and Steps

**CITY OF ALLENTOWN  
WAGE RANGE FOR APPOINTED EMPLOYEES  
As of October, 2021**

<u>Grade Code</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>	<u>STEP G</u>	<u>STEP H</u>	<u>STEP I</u>	<u>STEP J</u>
A21	105,000	109,111	113,222	117,333	121,444	125,556	129,667	133,778	137,889	142,000
A22	114,000	118,444	122,888	127,332	131,776	136,220	140,664	145,108	149,552	153,996

SECTION TWO, Article 140.07 - Promotions and Transfers be amended as follows:

**Article 140.07 Promotions and Transfers**

All promotion and transfer decisions are made in accordance with the City of Allentown's Equal Employment Opportunity Policy. As such, all decisions are based solely upon merit and qualifications.

The City of Allentown endeavors to transfer and promote employees from within its existing workforce whenever possible. To this end, most job openings are internally posted by the City of Allentown.

1. Non-Bargaining Unit Employees: Whenever a job becomes available which can be filled by promotion the City will first assess the qualifications of employees interested in the position. Management reserves the right to post internally, externally or both. All vacancies or new jobs may be posted on all bulletin boards for a period of seven (7) business days and be awarded to the employee who has the capability to perform the work. Capability shall be determined by the Department of Human Resources and Department Manager.
2. Bargaining Unit Vacancies: Refer to applicable Collective Bargaining Agreements for posting requirements. A successful bidder can be held in current position for up to two (2) pay periods.
3. Uniformed Employees: Promotions for uniformed employees covered by Civil Service will be made through the administration of Civil Service examinations in accordance with existing Civil Service Rules and Regulations.
4. Promotional Pay Increase: When a non-bargaining unit employee is promoted, he/she ~~may shall~~ be placed in the salary range of the new position with an increase of five (5%) percent over their current pay grade. The employee will not be paid higher than the highest pay grade for that classification, even if that pay is less than five (5%) percent. in their new paygrade at the step that is closest to but not lower than an increase of five (5%) percent over their current salary. The employee will not be paid higher than the highest step for that classification, even if that pay is less than five (5%) percent. (See section 140.05 for Non-Bargaining Pay Scale.) ~~This increase may be at the discretion of the department head based on budgetary constraints and at the recommendation of the Bureau Manager.~~

Bargaining unit employees whose position is changed (upgraded, downgraded, lateral move) shall have such change made in accordance with their respective contractual agreement.

When non-bargaining unit employees' positions are downgraded, they shall be placed within the position's pay scale and their pay shall remain the same at the step closest to but not lower than their current salary, provided their pay does not exceed the pay range for that classification. In these cases, the employee will be placed in the highest pay for the classification.

When bargaining unit employees are promoted to a higher paying non-bargaining unit position, they will be placed in their new pay grade and ~~receive an increase of five (5%) percent over their current pay grade and step at the step closest to but not lower than an increase of 5% over their current salary. (See section 140.05 for Non-Bargaining Pay Scale.)~~ In no event shall an employee be paid higher than the highest pay grade for that classification even if that pay is less than five (5%) percent. This increase may be at the discretion of the new department head based on budgetary constraints.

SECTION THREE: That this Ordinance will take effect October 2, 2021.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.