

ORDINANCE NO. _____

1 AN ORDINANCE amending Section 2.76.160 of the Lincoln Municipal Code
2 to provide that the Director of Personnel, with the Mayor's approval, may grant employees in
3 pay ranges prefixed by "E" or "M" permanent salary increases within the employee's pay range
4 other than on an employee's normal eligibility date when the employee's department head
5 presents written evidence of unusual circumstances; and repealing Section 2.76.160 of the
6 Lincoln Municipal Code as hitherto existing.

7 BE IT ORDAINED by the City Council of the City of Lincoln, Nebraska:

8 Section 1. That Section 2.76.160 of the Lincoln Municipal Code be amended
9 to read as follows:

10 **2.76.160 Compensation Plan; Variable Merit Pay Plan.**

11 Notwithstanding any other section of the Lincoln Municipal Code to the contrary, the
12 compensation plan for employees in classifications with pay ranges prefixed by the letters "A",
13 "C", "E", and "M" shall provide for the awarding of merit increases within established pay
14 ranges based upon the employee's level of performance and shall be entitled "the variable
15 merit pay plan." The specific method of implementing and administering this plan shall be
16 set out in an executive order of the Mayor which shall, among other things, provide for:

17 (a) Variable merit increases of between zero and six percent. Merit increases shall
18 be effective beginning the first full pay period following the established eligibility date;

1 (b) A three percent increase upon successful completion of the original probationary
2 period;

3 (c) For employees in pay ranges prefixed by the letters "A", "C", "E", or "M",
4 temporary exceptional service awards not to exceed two percent of the employee's current
5 annualized salary or \$300.00, whichever is greater, to be paid in two, four, or six pay periods;

6 Such increases shall be paid only on recommendation of the department head
7 supported by a convincing showing in writing of exceptional service or unusual circumstances
8 as related to specific criteria to be recommended by each department and approved by the
9 Director of Personnel.

10 The Director of Personnel shall annually send a written report to the Mayor
11 listing employees approved for exceptional service pay increases.

12 (d) The Director of Personnel, with the approval of the Mayor, may grant permanent
13 salary increases within an employee's pay range that are consistent with the spirit and purpose
14 of the merit system provisions of the City Charter if a department head presents written
15 evidence of unusual circumstances. The effective date of any increase granted in accordance
16 with this subsection shall be used to establish a new eligibility date, which shall be one year
17 from the effective date of such increase. This subsection applies only to pay ranges prefixed
18 by "E" or "M".

19 (d e) The eligibility date for evaluating performance of employees will be determined
20 by completion of the original probationary period, and the effective date of promotion,
21 demotion, reallocation, or layoff;

22 Employees in pay ranges prefixed by the letter "M" may have their eligibility
23 dates adjusted when necessary or appropriate for proper operation of any goal-oriented

1 employee evaluation program implemented by any department. The department head shall
2 forward a written request for such an adjustment to the Director who may, at his discretion,
3 approve the request. The eligibility date of an employee shall not be adjusted under this
4 subsection more often than once in any twelve-month period;

5 (~~e~~ f) Establishment of a committee to review and approve all merit increases in
6 excess of five percent.

7 Section 2. That Section 2.76.160 of the Lincoln Municipal Code as hitherto
8 existing be and the same is hereby repealed.

9 Section 3. That this ordinance shall take effect and be in force from and after
10 its passage and publication according to law.

Introduced by:

Approved as to Form & Legality:

City Attorney

Staff Review Completed:

Administrative Assistant