

- .12 After a non-exempt employee has completed two consecutive weeks of out-of-classification assignment in an exempt position, the Department should complete a Personnel Action (PA) to change the employee's status to exempt within the payroll system. The effective date of this change will be the first date of the next available pay period after the completion of two consecutive weeks. After this change is effected, the employee will only maintain time records required of an exempt employee. After conclusion of the out-of-classification assignment, the Department will submit a Personnel Action (PA) to return the employee to a non- exempt status. The employee should then resume maintaining time recordsrequired of a non-exempt employee.

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- .13 An employee receiving out-of-classification pay should be paid for leave taken during the assignment according to the provisions in 216.
- .14 Employees who have been approved for out of classification pay for more than 6 months will be reviewed by Human Resources and the department to determine ifthe employee's pay should be adjusted and out of class removed. Any permanent adjustment should be justified in writing and approved by the department head, Personnel Director and the Mayor.

212. Standby Compensation and On-Call Status Updated July 3, 2022

- .1 A "Standby" employee is defined as an employee being specifically assigned to remain at a location away from the work premises or available through use of telecommunication devices so that the employee can be contacted and instructedto report to work within a reasonable timeframe. An employee who is "On-Call" is defined as an employee who is subject to call-in but is free to leave town or not beavailable to report on a consistent basis or within a reasonable short timeframe. On-Call status shall not require additional compensation. Employees covered under the terms of a collective bargaining agreement should refer to the terms of the applicable agreement for pay rate in promotion.
- .2 Non-exempt employees who are required to be "on standby " away from their work location during non-work hours shall be compensated at the rate of \$2.00 per hour for such standby time. Pay for standby time shall be reduced by the number of hours actually worked. Time spent on standby awayfrom the work location shall not count as overtime.
- .3 Employees who are on Family Medical Leave (FMLA) due to a personal medical condition or for the medical condition of an eligible family member that requires their care are not eligible for standby compensation and should not be required or requested to participate in standby until after returning from Family Medical Leave.
- .4 Non-exempt employees who are off duty and have left the work premises and are subsequently called to duty to perform work that is not continuous with their regularwork period will be paid a minimum of two (2) initial hours of overtime. Such employees recalled to service will be considered on the clock when initially calledout until the end of the two (2) hour overtime period. If the employee completes his/her original assignment and is released from work by the supervisor and is called again within or at a time that is continuous with the initial two (2) hour overtime period, he/she will be considered still on the clock from the initial call andwill not receive any additional overtime. The employee will receive overtime pay for all hours actually worked outside the initial two (2) hours of minimum overtime.On a designated City holiday and/or an employee's designated holiday, a minimum of four (4) hours overtime compensation applies.

- .5 Non-exempt employees who are contacted and required to conduct work over the phone or computer shall be compensated for the actual time spent on the phone or computer performing the work. Phone and computer response work is not subject to the minimum time requirements set forth in .4 above. Prior to the end of the next scheduled shift, an employee shall notify his/her supervisor, in accordance with departmental procedures, to record the actual time spent performing such work.

213. Shift Differentials

Updated July 3, 2022

- .1 Eligible non-exempt employees and exempt employees in pay grades 23 through 36 (or equivalent) shall receive, in addition to their regular pay, a shift differential of \$1.00 per hour for hours worked between 6 p.m. and 6 a.m.
- .2 Employees on regularly scheduled day shifts who are called back and work between 6 p.m. and 6 a.m. shall receive shift differential pay for the hours worked between 6 p.m. and 6 a.m.
- .3 Shift differential pay applies to approved leaves based on the employee's regular assigned shift for any time off requested between the hours of 6 p.m. and 6 a.m. Shift differential shall be used in computing the adjusted overtime rate. However, shift differential shall not apply to any payout of accrued leave at termination of employment.

214. Supervisory Pay Differential

Effective: July 8, 2019

- .1 Supervisors who meet the requirements of this policy are eligible to have their salary increased up to fifteen percent (15%) above the Predominant Base Wage of their direct reports.

Definitions:

Supervisor - Any full-time, classified exempt employee who represents the management of the City and oversees, directs, and instructs two or more employees. Such person works in a classification excluded from a bargaining unit.

A Supervisor has the authority to recommend hiring and disciplinary action. A Supervisor is also responsible for conducting and signing performance reviews.

Predominant Base Wage - The average base wage of the highest twenty percent (20%) of all full-time classified employees supervised by the exempt Supervisor. With direct reports of less than ten (10) employees, a minimum of two (2) positions will be used to calculate the Predominant Base Wage. Vacant positions are included in the calculation at the minimum step of the pay grade for these positions.

- .11 However, a special pay adjustment (such as a special merit increase) for a direct report which occurs in the same calendar year (see 214.34) during which the Supervisor is reviewed for a Supervisory Pay Differential increase is not included in the calculation of Predominant Base Wage.

Also, highly specialized or highly technical positions which require specific degrees and/or certifications are not included in the calculation of Predominant Base Wage. The final determination for including special pay adjustments, highly specialized, or highly technical positions in the calculation of Predominant Base Wage will be made by the Personnel Director or designee.

- .2 To receive the Supervisory Pay differential, a Supervisor must:

216. Pay Rate for Leave

Leave which is granted under provisions of Section 300 will be paid at the employee's base pay plus any out-of-classification pay if the employee has been in the out-of-class assignment for at least thirty (30) consecutive calendar days and the assignment has been approved by the Personnel Director according to the provisions in 211.8.

217. Pay Increases for Non-Sworn Employees

Updated July 3, 2022

Definitions:

Pay Range - A pay band with defined minimum and maximum pay rates. A pay range is designated by a two digit numerical indicator.

Pay Designator - A two letter alpha designator that identifies a particular pay group of employees.

Pay Grade - A particular pay range specified by a pay designator and numerical pay range indicator.

Pay Step - A defined rate of pay associated with a particular designator such as the "A" step or "B" step.

Open Range - A pay band which allows an individual's pay to be established anywhere between the minimum and maximum rate with no actual pay steps.

Compa Ratio - The position in range of an individual employee. Compa ratio is mathematically calculated by dividing the employee's base pay by the 100th percentile of the range.

Pay Adjustment - A variable pay increase for employees based on pay equity issues as recommended by management and approved by Human Resources. These are salary changes that occur to correct a significant deviation from internal equity and/or to ensure compliance with fair pay practices. Salary differences based on performance or seniority are not considered equity issues.

Step Pay Increase (SPI) - A variable increase in pay for an employees which usually results from an increase affecting all eligible employees in the same pay grade at the same time.

or designee should present to Human Resources a new out-of-classification pay application. The form can be located on the City of Tulsa website at: <https://www.cityoftulsa.org/city-employees/human-resources/hr-forms/>. Completed forms should be attached to a personnel action form and sent through Munis with out of class pay as the actions item.

- .13 An employee receiving out-of-classification pay should be paid for leave taken during the assignment according to the provisions in 216.
- .14 Employees who have been approved for out of classification pay for more than 6 months will be reviewed by Human Resources and the department to determine if the employee's pay should be adjusted and out of class removed. Any permanent adjustment should be justified in writing and approved by the department head, Personnel Director and the Mayor.

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- .3 Employees who are on Family Medical Leave (FMLA) due to a personal medical condition or for the medical condition of an eligible family member that requires their care are not eligible for standby compensation and should not be required or requested to participate in standby until after returning from Family Medical Leave.
- .4 Non-exempt employees who are off duty and have left the work premises and are subsequently called to duty to perform work that is not continuous with their regular work period will be paid a minimum of two (2) initial hours of overtime. Such employees recalled to service will be considered on the clock when initially called out until the end of the two (2) hour overtime period. If the employee completes his/her original assignment and is released from work by the supervisor and is called again within or at a time that is continuous with the initial two (2) hour overtime period, he/she will be considered still on the clock from the initial call and will not receive any additional overtime. The employee will receive overtime pay for all hours actually worked outside the initial two (2) hours of minimum overtime. On a designated City holiday and/or an employee's designated holiday, a minimum of four (4) hours overtime compensation applies.
- .5 Non-exempt employees who are contacted and required to conduct work over the phone or computer shall be compensated for the actual time spent on the phone or computer performing the work. Phone and computer response work is not subject to the minimum time requirements set forth in .4 above. Prior to the end of the next scheduled shift, an employee shall notify his/her supervisor, in accordance with departmental procedures, to record the actual time spent performing such work.

213. Shift Differentials Updated July 3, 2022

- .1 Eligible non-exempt employees and exempt employees in pay grades 23 through 36 (or equivalent) shall receive, in addition to their regular pay, a shift differential of ~~\$.75~~\$1.00 per hour for hours worked between 6 p.m. and 6 a.m.
- .2 Employees on regularly scheduled day shifts who are called back and work between 6 p.m. and 6 a.m. shall receive shift differential pay for the hours worked between 6 p.m. and 6 a.m.
- .3 Shift differential pay applies to approved leaves based on the employee's regular assigned shift for any time off requested between the hours of 6 p.m. and 6 a.m. Shift differential shall be used in computing the adjusted overtime rate. However, shift differential shall not apply to any payout of accrued leave at termination of employment.

214. Supervisory Pay Differential Effective: July 8, 2019

- .1 Supervisors who meet the requirements of this policy are eligible to have their salary increased up to fifteen percent (15%) above the Predominant Base Wage of their direct reports.

Definitions:

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A Supervisor has the authority to recommend hiring and disciplinary action. A Supervisor is also responsible for conducting and signing performance reviews.

Predominant Base Wage - The average base wage of the highest twenty percent (20%) of all full-time classified employees supervised by the exempt Supervisor. With direct reports of less than ten (10) employees, a minimum of two (2) positions will be used to calculate the Predominant Base Wage. Vacant positions are included in the calculation at the minimum step of the pay grade for these positions.

- .11 However, a special pay adjustment (such as a special merit increase) for a direct report which occurs in the same calendar year (see 214.34) during which the Supervisor is reviewed for a Supervisory Pay Differential increase is not included in the calculation of Predominant Base Wage.

Also, highly specialized or highly technical positions which require specific degrees and/or certifications are not included in the calculation of Predominant Base Wage. The final determination for including special pay adjustments, highly specialized, or highly technical positions in the calculation of Predominant Base Wage will be made by the Personnel Director or designee.

- .2 To receive the Supervisory Pay differential, a Supervisor must:
 - .21 Be an EX-28 (or classified exempt equivalent) and above pay grade;
 - .22 Have received a Proficient rating in the most recent performance review and maintain that rating during each subsequent evaluation period.
- .3 Supervisory Pay Differential is also subject to the following:

217. 217 Pay Increases for Non-Sworn Employees Effective 7/3/2022

Definitions:

Pay Range - A pay band with defined minimum and maximum pay rates. A pay range is designated by a two digit numerical indicator.

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Pay Adjustment - A variable pay increase for employees based on pay equity issues as recommended by management and approved by Human Resources. These are salary changes that occur to correct a significant deviation from internal equity and/or to ensure compliance with fair pay practices. Salary differences based on performance or seniority are not considered equity issues.

~~Satisfactory Step Performance Pay Increase (SPI) - A variable increase in pay for employees which results from an increase affecting all eligible employees in the same pay grade at the same time requires a Proficient category performance rating on the two (2) most recent Semi-Annual Reviews. Employees who receive a rating of Not Proficient on one (1) or more of their two (2) most recent Semi-Annual Reviews are ineligible for an SPI.~~