



PERSONNEL POLICIES AND PROCEDURES

SECTION 200

Classification, Compensation, and Hours of Work

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SECTION 200 CLASSIFICATION, COMPENSATION AND HOURS OF WORK201. Pay Policy

Revised: 8/23/2023

- .1 It is the policy of the City of Tulsa to compensate employees in a manner that will attract and retain competent, qualified personnel, address pay equity considerations and provide opportunities for advancement. Rates of pay are established that are determined to be appropriately competitive with local cities and private sector employers and/or with comparable public sector employers. Efficiency and effectiveness in government along with the City's budgetary resources shall be considered in determining wage structures.
- .2 The pay policies established by the City of Tulsa shall conform to the rules of public accountability as outlined in Article 10, §17 of the Oklahoma State Constitution prohibiting the City from paying employees for time not worked and Article 1, § 3.M of the City of Tulsa Charter which authorizes the City to appropriate and expend money only for public purposes.
- .3 The City of Tulsa shall comply with the provisions of the Fair Labor Standards Act (FLSA) including all provisions of Section 7(k) of the FLSA for law enforcement and fire protection personnel. Employees not covered under the FLSA include elected officials and their immediate appointed staff and independent contractors.
- .4 ~~Unless pay exceptions have been specifically authorized by the Personnel Director, relevant sections of a collective bargaining agreement or approved by the Mayor or Mayor's designee~~Under the Charter, every employee in the classified service ~~shall be~~is paid within a pay range established for the assigned position's classification ~~to which his/her position is assigned. The pay rate shall not~~cannot exceed the maximum of the pay range for that position. ~~The Personnel Director may act as the Mayor's designee on pay policy exceptions.~~ Each position and/or classification ~~shall be~~is assigned to a pay designator and pay grade that ~~will be~~is determined by the Personnel Director or designee by evaluating the position/classification using a recognized position evaluation system and/or market review analysis.
- .5 ~~In the event an error is made that causes an employee to be overpaid wages, it is the employee's responsibility to notify their immediate supervisor as soon as the error is detected. The employee's immediate supervisor should~~The City takes reasonable steps to ensure that employees receive the correct amount of pay each paycheck and are paid promptly on the scheduled paydays. Employees should review their paycheck for errors and must immediately report any discrepancies to their direct supervisor, who will likewise immediately notify the Payroll Section of the Finance Department and the Human Resources Department.
 - ~~.51 The Human Resources Department will make arrangements with the Employee for repayment of the monies in conformance with all laws pertaining to wage overpayments.~~
~~Any remaining balance of any overpayment will be deducted from the employee's final paycheck upon termination of their employment.~~.51 If an error occurs that results in an underpayment to the employee, the City will pay the difference no later than the next regular payday.
 - ~~.52~~ .52 If the employee was overpaid, the employee is required to return the overpayment to the City and is not entitled to retain any pay that is more than the wages earned. The employee has until the next regular payday to either repay

the overpaid amount in a lump sum or sign an agreement authorizing repayment by payroll deduction, whichever the employee prefers. When employment ends, any remaining balance owed will be considered an offset to any final wages otherwise due the employee.

202. Pay Days

The City of Tulsa pays employees at least twice a month on regular paydays designated in advance.

203. Interim Check Policy

It is the policy of the City of Tulsa to minimize the issuance of interim payroll checks.

.1 Interim payroll checks are only issued when necessary to meet legal requirements, such as upon the death of an employee or when a clerical or processing error results in wages not being paid, as determined by the Finance Department. Terminated employees will receive a final paycheck on the next regular designated payday.

.2 Department Head Responsibility:

The initiating department shall complete the interim check request form (Online Check Request Form) and submit it to the Human Resources Department for forwarding to the Finance Department ~~of Finance~~. Each department head shall ensure compliance with the interim check policy and establish procedures for administering his/her/their departmental payroll which minimize the need for interim checks. The signature of each of the department heads or designees on the interim check request shall certify that the request conforms to this policy, to the applicable rules on pay administration and that the amount of pay requested is correct.

204. Initial and/or Base Rates of Pay

.1 An employee's initial rate of pay (base pay) will be at the entry rate of the appropriate pay range unless the Mayor or Personnel Director approve a higher initial rate of pay based on recruitment and qualification considerations at the request of a department head or designee. Base pay, for purposes of City salary administration, is the employee's assigned rate of pay within a particular pay range.

.2 Pay offers may also include consideration of leave banks and other compensation in accordance with Section 802 as approved by the Mayor or the Personnel Director.

.3 In addition to base pay, a variety of parking options and associated rates may be available to employees depending on the City location they are assigned. Parking options may range from no cost to the employee, to garages with a shared parking cost with a percentage paid by each the City and the employee.

205. Pay Rate in Promotion

A promotion is constituted by movement from one pay grade to a higher pay grade (through the promotional process) as determined by the City's position evaluation and salary administration systems.

- .1 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 The pay rate for the higher position shall not exceed the maximum of the pay range for that position.
- ~~.2.1 The Human Resources Department and the department head or designee will agree upon an appropriate promotional rate for employees that may vary from 5% to 15% above the employee's former rate of pay. The Personnel Director or designee must approve any promotional pay rate not in accordance with 205.3 or 205.4 below. Appropriate promotional rates are determined by salary administration concerns including internal equity, applicant qualifications, market value of the job and department budget constraints.~~
- .3 Upon promotion, an employee in the step portion of a pay system is paid at the corresponding step of the higher pay grade or the step that provides at least a ten percent (10%) increase, whichever is less. An employee in the step portion of a pay system who is promoting to a position within the open range of a pay system is to receive a ten percent (10%) increase or the minimum of the new pay range, whichever is greater.
- .4 Upon promotion, an employee in the open range of a pay system is to receive a ten percent (10%) increase unless provided otherwise in 205.2 above.
- ~~.5 Upon promotion, employees in the step portion of a pay system whose pay falls between steps (also known as the Z step) due to factors such as past promotion/demotion rates or transition between classification systems shall be paid at the corresponding step of the pay grade that provides at least a ten percent (10%) increase.~~
- .5 The Human Resources Department and the department head or designee will agree upon an appropriate promotional rate for employees that may vary from 5% to 15% above the employee's former rate of pay. The Personnel Director or designee must approve any promotional pay rate not in accordance with 205.3 or 205.4 below. Appropriate promotional rates are determined by salary administration concerns including internal equity, applicant qualifications, market value of the job and department budget constraints.

206. Pay Rate for Lateral Transfer

Revised 5/31/2023

- .1 A lateral transfer consists of (a promotional process) movement to a new classification and/or a new department within the same classification and/or pay grade. The following chart indicates lateral movement between various pay designators:

								LT-13		
								LT-14		
							OT-15	LT-15		
							OT-16	LT-16		
		CS-52	EC-01			IT-20	OT-17	LT-17	ST-24	STE-24
AT-23		CS-56	EC-02			IT-23	OT-18	LT-18	ST-27	STE-27
AT-28		CS-60	EC-03	EX-28	IS-28	IT-28	OT-19	LT-19	ST-31	STE-31
AT-32		CS-64	EC-04	EX-32	IS-32	IT-32			ST-34	STE-34
AT-36		CS-68	EC-06	EX-36	IS-36	IT-36			ST-39	STE-39
AT-40		CS-72		EX-40	IS-40	IT-40			ST-43	STE-43
AT-44	CA-01	CS-76		EX-44	IS-44				ST-47	STE-47

	CA-02								
AT-48	CA-03			EX-48	IS-48			ST-55	STE-55
	CA-04								
	CA-05	CS-84		EX-52	IS-52			ST-58	STE-58
	CA-06			EX-56	IS-56			ST-62	STE-62
		CS-92		EX-60	IS-60				
	CA-08			EX-65	IS-65				
				EX-71					

- .2 When an employee laterally transfers from one position to another within the same pay range and designator, the rate of pay of the transferred employee remains unchanged.
- .3 When an employee laterally transfers from one position to another within a different pay designator, the rate of pay of the transferred employee normally remains unchanged. However, if the employee transfers into a pay range with steps where their former rate of pay would place them between pay steps, their rate of pay is set at the higher pay step.

207. Pay Rate in Demotion

A demotion is constituted by movement from one pay grade to a lower pay grade as determined by the City's position evaluation and salary administration systems. (Movements to a lower position at the request of an employee normally go through the promotional process even if the movement results in a decrease in pay.)

- .1 Employees covered under the terms of a collective bargaining agreement should refer to the terms of the applicable agreement for pay rate in demotion.
- .2 Pay rates upon demotion are based on the following guidelines:
 - .21 Upon demotion caused by a reorganization, reduction in force, or discipline, the rate of pay in the new position is normally set in the lower pay grade at the range or step position and associated rate of pay which corresponds to the range or step position in the original pay grade. This rate shall not exceed the maximum of the new pay range.
 - .22 Upon demotion at an employee's request, the rate of pay in the new position is normally set at least 10% less than in the original pay grade. This rate shall not exceed the maximum of the new pay range.
 - .23 Upon demotion for Alternate Job Placement Program (AJPP), the employee shall be paid at the step or range position in the lower pay grade that provides a minimum 10% decrease provided that this rate shall not exceed the maximum of the new pay range.
- .3 The Personnel Director or designee may approve a different demotion rate based on various salary administration concerns that may include internal equity, applicant qualifications-, market value of the job, and departmental budget constraints.
- .4 When an employee is demoted to [his/her/their](#) former classification and associated pay grade during the probationary period following a promotion, pay should be restored to the rate in effect prior to the promotion as though the promotion had not been granted. Employees demoted during the probationary period following a promotion should be eligible

for any wage increase that they would have been eligible to receive had the promotion not occurred. The effective date of the pay increase should be the date of transfer back to the original position.

- .5 Upon demotion for cause, the rate of pay in the lower pay range is established by the department head and approved by the Personnel Director or designee after considering the circumstances of the demotion. Normally, these rates will be in accordance with subsections .21 above.

208. Pay Rate Upon Reclassification

- .1 Reclassification does not affect the employee's rate of pay except to bring it within the new pay range. If the reclassification moves the employee into a pay grade where the former pay is between pay steps, the employee will be placed in the higher step. This rate shall not exceed the maximum of the new pay range.
- .2 This policy does not preclude pay adjustments or the use of discretionary monies to address inequities if approved by the Mayor or designee.

209. Pay Rate in Progression
2/2/2022

Updated February 2, _____ Revised

A progression is constituted by movement from one pay grade to a higher pay grade within an approved progression system after attainment of required education, experience and training.

- .1 Employees covered under the terms of a collective bargaining agreement should refer to the applicable agreement for pay rate in progression.
- .2 Normally, upon progression an employee in the step portion of the pay system is paid at the step of the higher pay grade that provides at least a ~~ten~~ ten percent (10%) increase.
- .3 Upon progression an employee in the open range is paid 10 percent (10%) above the previous rate of pay or the minimum of the new pay range , whichever is greater.
- .4 Employees receiving progression proficiency increases that are in the step portion of the pay range will be placed in the next higher pay step.
- .5 This policy supersedes all other progression document language regarding rates of pay for progression and progression proficiency increases. The pay rate for progression increases or progression proficiency increases shall not exceed the maximum of the pay range for that position.

210. Pay Rate for Part-Time Service

Employees hired on a part-time basis as defined within 812.2 are paid for the actual number of hours worked at the corresponding hourly rate for the position.

211. Pay for Out-of-Classification Job Assignments

- .1 A department head or designee may offer out-of-class assignments to interested employees who meet the minimum qualifications of the position. Employees assigned to such positions are expected to perform the job duties in accordance with performance standards set forth by the department head or designee.

- .2 Out-of-classification pay is granted to an employee when:
 - .21 OT employees and AT-32 employees or below are eligible for out-of- classification pay when temporarily assigned by their appropriate supervisor to work in a different and higher-rated job classification. The employee shall be paid at the higher rate for time actually worked in the higher classification. If the assignment is for less than four (4) hours duration, then no pay change shall be made.
 - .22 AC, AT-36 and above, CA, CS, EC-06, EX, IS, IT, and ST employees are eligible for out-of-classification pay subject to the following provisions;
 - .221 Employees are performing out-of-classification tasks that involve at least 75% of the key job responsibilities of the higher/lateral level position as reasonably determined by the department head or designee; and
 - .222 A higher grade level or an equivalent or lateral pay grade position is vacant by reason of termination, resignation, retirement, death, or an employee's continuous absence. The position must be budgeted and/or approved to be filled; and
 - .223 The position vacancy (or employee's continuous absence) extends for a period more than five (5) consecutive workdays for any EX-36 (or equivalent) positions or below. Out-of-classification pay shall begin on the sixth work day of filling a vacancy or absence; and
 - .224 The position vacancy (or employee's continuous absence) must extend for a period more than twenty (20) consecutive workdays for any EX-40 (or equivalent) positions and above. Out of classification pay shall begin on the twenty-first work day of filling a vacancy or absence.
 - .23 The employee meets the minimum qualifications of the vacant position.
- .3 Notwithstanding .2 above, out-of-classification pay is not provided to employees for working within their own progression family. Such job assignments within progression families are considered a developmental growth opportunity. An employee's job assignment determined by the supervisor to be in-service training for advancement does not qualify the employee for out-of-classification pay.
- .4 The department head or designee should notify the employee in writing prior to the work out-of-classification assignment if they have been approved to receive out- of-classification pay.
- .5 Out-of-classification assignments are paid in accordance with pay rates involving promotion (See Section 205 - Pay Rate in Promotion). The Human Resources Department and the department head or designee will agree upon the rate of 10% or minimum of the pay range, unless the employee is working an equivalent or lateral pay grade position for which they will receive 5%.
- .6 Out of classification assignment shall not be broken nor shall employees be relieved from an out of classification assignment solely for the purpose of avoiding out of classification pay.

- .7 Out-of-classification pay is not paid retroactively.
- .8 Employees are not eligible for out-of-classification pay for more than thirty (30) workdays per year without the approval of the Personnel Director or designee.
- .9 If out-of-classification pay is provided due to an existing vacancy, the vacancy should be filled through the normal recruitment process as soon as possible. No out of classification pay will be extended beyond thirty (30) workdays if the position has been approved to fill and the department has not submitted a requisition to Human Resources to begin filling the position.
- .10 Employees designated to work out-of-classification are returned to their previous job classification, duties and rate of pay when the vacant position is filled, when the absent employee returns to full or part-time duty or when the Personnel Director or designee does not approve or extend the out-of-classification assignment as described in .8 and .9 above.
- .11 Non-exempt employees who work an entire workweek in an out-of-class assignment in an exempt position are not eligible for overtime for that workweek. In any workweek in which the non-exempt employee is paid for a partial week of out-of-classification pay in an exempt position, the employee is eligible for overtime for that workweek.
- .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 records required of a non-exempt employee.
- .121 Any employee performing out-of-classification duties for more than thirty (30) days must have an out-of-classification pay application completed by their department head or designee. After each (30) thirty-day period the department head 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/government/departments/humanresources/ forms](https://www.cityoftulsa.org/government/departments/humanresources/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.
- .15 An Employee who is assigned to supervise one (1) or more other persons in positions of the same grade or non-lead positions supervising court or jail worker(s) shall be paid \$1.50 per hour in addition to their normal rate of pay during such assignment, provided the assignment shall be for at least one full workday. The Employee assigned to supervise shall be considered a "lead" during such assignment.

212. Standby Compensation and On-Call Status
/2022

Updated July _____ Revised 7/3,

- .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 instructed to 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 be available 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 away from 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 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~~their 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~~their supervisor, in accordance with departmental procedures, to record the actual time spent performing such work.

213. Shift & Longevity Pay Differentials
Revised 7/3-/2022; 8/23/2023

Updated _____ July

.1 Shift Differential

- ~~.4~~ .11 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~~25 per hour for hours worked between 6 p.m. and 6 a.m. Employees covered by a Collective Bargaining Agreement will be subject to the shift differential terms contained in their contract.

.2 .12 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 .13 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.

.2 Longevity Pay

In recognition of long-time service to the City, employees will be rewarded with longevity pay which shall begin to accrue after the employee has completed fifteen (15) years of service.

.21 Effective December 31, 2023, eligible Employees shall receive longevity pay of \$4.80 per month for each year of service, paid on a biweekly basis. Longevity pay shall begin after the employee has completed fifteen (15) years of service and shall increase through twenty (20) years of service at the following biweekly rates:

15 years = \$33.23
16 years = \$35.45
17 years = \$37.66
18 years = \$39.88
19 years = \$42.09
20+ years = \$44.31

Employees covered by a Collective Bargaining Agreement will be subject to the Longevity Pay terms contained in their contract.

214. Supervisory Pay Differential 214.

Effective: July 7/8, 2019; Revised 8/23/2023

Purpose

Supervisors are expected to regularly work more than 40 hours in a workweek, tend to urgent work matters during time off, and have additional responsibilities required in the supervision of personnel, (including supervising personnel eligible for overtime pay). In recognition, this policy provides for additional compensation for supervisors who meet the requirements of this policy are eligible to have criteria outlined below.

Supervisory pay differential will be reviewed and applied based upon the availability of budget appropriations.

The purpose of supervisory pay differential is to accomplish two (2) things:

- 1) To review supervisory pay in relation to direct reports at two (2) designated periods; (i) annually and (ii) specifically when the employee promotes to a supervisory position, and;
- 2) To ensure supervisors are being paid a minimum differential higher than their salary

increased up to fifteen percent (15%) above highest paid reports during the time in which they are supervising them.

.1 Definitions

.11 Initial Supervisory Pay Differential:

~~.4~~ An initial supervisory pay differential equal to **10% greater** than the Predominant Base Wage ~~of their direct reports.~~ (PBW) of the supervisor's direct reports can be applied to eligible supervisors **upon initial promotion** into a supervisory position not previously held by the employee.

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.~~

.12 Full Supervisory Pay Differential:

A full supervisory pay differential equal to **15% greater** than the PBW of the supervisor's direct reports can be applied to eligible supervisors **after twelve (12) continuous months** in a supervisory position not previously held by the employee.

.13 Minimum 2% Differential:

If during one of the designated review periods it's determined that supervisory pay differential does not provide for a minimum of at least 2% higher than the base pay of the supervisor's highest paid direct report, a differential of 2% shall be applied.

.14 Predominant Base Wage ~~-(PBW):~~

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 supervisor.~~

~~.141~~ For supervisors assigned fewer than ~~ten (10)~~ **five (5)** employees, a minimum of two (2) positions will be used to calculate the Predominant Base Wage.

~~.142~~ Vacant positions are included in the calculation at the minimum step of the pay grade for these positions.

~~.11 However, .143~~ Please note that some criteria may disqualify positions from being included in the PBW.

.1431 Special Pay Adjustments

If a direct report receives a special pay adjustment (including adjustments 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 or an increase is not included in the calculation of Predominant Base Wage under PPPM 225), in the previous 12-month period~~

prior to which the supervisor is reviewed for a supervisory pay differential increase, they should be excluded from the PBW.

Also, .1432 Highly Specialized or Highly Technical Jobs

Jobs considered highly specialized or highly technical positions which require specific degrees and/or certifications are not included in the calculation of Predominant Base Wage. (typically above a bachelor's degree), should be excluded from the PBW. (For example, City Physician, City Veterinarian, and/or Senior Engineer.)

.1433 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 .15 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:

.31 When the An employee is initially promoted to considered a supervisor position eligible for Supervisory Pay Differential, a pay differential when all of up to ten percent (10%) will be allowed between the Supervisor's salary and the Predominant Base Wage of his or her direct reports. the following criteria are met and the employee is:

.32 After completion of 12 continuous months in the position, the Supervisor is eligible for an increase of up to an additional five percent (5%) between the Supervisor's pay and the Predominant Base Wage of their direct reports.

.321 In any case, except for positions which are determined to include special pay adjustments or being highly specialized or highly technical, a differential of 2% shall be maintained between the salary of the Supervisor and their highest paid direct report if the final application of the Predominant Base Wage still results in a direct report having a higher salary than their Supervisor.

.33 At no point shall any employee's base pay rate exceed the maximum of the pay range.

- Initially, departments should review employees Full-time
- Exempt
- Assigned to oversee, direct, and instruct two or more employees
- Non bargaining unit (NBU)
- Authorized to recommend hiring and disciplinary action
- Responsible for managing and evaluating employee performance

.2 Application

.21 Designated Review Periods

There are only two (2) specific times at which supervisory pay differential can be reviewed and implement relevant changes immediately after applied:

- (1) During the Citywide Annual Review as outlined below, or;
- (2) Upon the promotion of an employee into a supervisory position.

.211 During the Citywide Annual Review

Annually, Human Resources will review the pay of all non-sworn supervisors and managers in accordance with this policy becomes effective using the final payroll of February.

~~.34 Any new or increased amounts would become effective the first pay period after processing through the payroll system. Thereafter, beginning in calendar year 2020, departments should review the circumstances of all employees eligible for or receiving Supervisory Pay Differential by November 1 each year and notify the Personnel Director or designee by December 1 of any changes. Any new or increased pay amounts supervisory pay differentials from the annual review will be effective on January 4 the first pay period of April and will not be retroactive and will not be considered at other times during the year unless an the employee changes positions through the promotional process.~~

~~.35 Any time an employee receiving a Supervisory Pay Differential ceases to be eligible to receive it by not working in an EX28 (or equivalent) and above supervisor position or maintaining a proficient performance rating, the increased payment will end effective the next regular pay period.~~

~~.351 If an employee is rated as Proficient in a subsequent performance review, the employee would be eligible for the Supervisory Pay Differential effective the following January 1.~~

.212 Upon Promotion to a Supervisory Position

When a department selects an employee for promotion to a supervisory position, the hiring manager should contact compclass@cityoftulsa.org for assistance with the initial supervisory pay differential calculation.

It is the responsibility of the hiring department to request a supervisor pay differential review at the time of candidate selection. Once determined and if applicable, the department should submit a PA in the payroll system for the supervisory pay differential to be effective the same date as the promotional PA.

.213 Supervisory pay differential will not be reviewed outside of the designated time frames outlined above regardless of other hiring, selection, or movement through the promotional system.

.3 Additional Criteria

- .31 Any supervisor on a City Performance Improvement Plan (CPIP) at the time of review is ineligible for any supervisor pay differential.
- .311 Upon successful conclusion of a CPIP, the department head may submit a request, in writing, to the Personnel Director to apply a supervisory pay differential, which will be subject to all eligibility criteria herein and will not be retroactive; (see PPPM Section 700 for more information on CPIPs).
- .32 Any supervisor who has received disciplinary action in the year prior to the pay review date (see 214.22) is ineligible for any supervisor pay differential until a designated amount of time has elapsed past the effective date of the disciplinary action report (DAR) as follows:
- .321 For a written reprimand, supervisory pay differential will not be applied until six (6) months following the effective date of the DAR.
- .322 For a suspension or demotion, supervisory pay differential will not be applied until 12 months following the effective date of the DAR.
- .323 Eligibility for the supervisory pay differential following a DAR is subject to both the timeframes outlined above as well as department head approval and will not be retroactive.
- .324 The timeframes outlined in .22 above apply to these provisions.
- .33 When a supervisor who was receiving a supervisory pay differential demotes to a non-supervisory position within the first year of promotion, the demotion rate will be calculated based upon the employee's base pay rate excluding the supervisory pay differential.
- .34 An employee's base pay rate shall not exceed the maximum of the pay range, regardless of the amount calculated under this policy section.
- .35 Supervisory pay differential will not be retroactive.
- .36 The Personnel Director or designee is responsible for the review and final approval of any salary change related to ~~the Supervisory Pay Differential~~ supervisory pay differential. The Personnel Director will make the final determination on the application of this policy section based on objective factors and available budget appropriations.

215. Mileage Allowance

Allowance for the operation of personal vehicles in official City business shall be reimbursable upon request of the employee and ~~signature~~ approval of the reported mileage by the department head or designee. Mileage allowance shall be provided based on the IRS maximum mileage reimbursement rate.

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 Revised 8/23/2023

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 "A01" step or "B02" 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 employees which results in ~~a mass increase~~ movement from one step to the next higher step in ~~base~~ pay ~~chart~~.

Special Merit Increase (SMI) - A variable pay increase for employees based on ~~example~~ exemplary performance as recommended by management and approved by Human Resources.

Cost of Living Adjustment (COLA) ~~Across the board increase~~ - a wage ~~or benefit~~ increase normally distributed to all employees within a pay designator which is designed to help employees keep pace with increased living expenses that result from inflation and other economic factors.

Market Pay Adjustment - A pay adjustment that is necessary to bring an individual employee or job classification closer to approximate market values as approved by the Mayor.

Classification - The title of a position reflected on the official job description.

Standard Deviation - A measure of how spread out a group is compared to its mean (average).

The following information relates to wage increases for non-sworn employees. Increases referenced within this section shall be subject to funding and final approval by the Mayor. Employees covered by a collective bargaining agreement should refer to the language contained within their specific agreement.

- .1 Wage increases shall be based upon job performance and the employee's current step or position within ~~his/her~~ their designated pay range.

- .2 Pending budget allocation and Mayoral approval, each year on January 1, a non-probationary employee will be eligible to receive a ~~Satisfactory Performance~~ Step Pay Increase ~~(SPI)~~. Eligibility for this increase will be determined by the department head and rating supervisor using the ~~Performance Planning and Review Record (PPR)~~ semiannual performance evaluation (See Section 703).
- .3 A newly appointed non-sworn employee is eligible for an SPI after completion of one (1) year within their position ~~and receipt of a Proficient or above rating in the performance review at the end of the probationary period if both are completed before June 30 within the fiscal year that the funds are allocated, subject to any eligibility criteria issued by the Mayor, if applicable.~~ Subsequent eligibility for SPI's is on January 1 of the following year.
- .4 If an employee's eligibility for an SPI date falls within a probationary period following a promotion, voluntary demotion, lateral transfer to a different classification, or lateral transfer to the same classification in a different department any SPI is deferred until the completion of the probation. If eligible, the increase will be effective the pay period immediately following the completion of the probationary period and will not be retroactive to January 1.
- .5 Non-sworn employees may be eligible to receive a Special Merit Increase at the recommendation of the department to reward exemplary performance. Annually on January 1, departments may submit requests to the Personnel Director or designee for special merit increases for a maximum of ten percent (10%) of employees within their department or one (1) employee per department, whichever is greater. Written explanations ~~justify ng he~~ justifying the increase should accompany the ~~PPR~~ and Personnel Action Form for review and approval by the Personnel Director or designee. Approved SMI's will be effective at the beginning of the pay period after they are received and approved by Human Resources.
- .6 Departments requesting Special Merit Increases requested outside the ~~PPR~~ processtimeframes outlined in .5 above or in excess of the allowed number per department must be submitted to the Personnel Director or designee and accompanied by written explanations justifying the request and are subject to approval by the Mayor or designee.
- .7 Departments requesting a Pay Adjustment must have the department head submit the request to the Personnel Director or designee, with written explanations justifying the request. Approved Pay Adjustments will be effective at the beginning of the pay period after they are received and approved by Human Resources.
- .8 Pay Equity Adjustment _____ Effective: December 12, 12/2018; Revised 8/2/2023

.81 Purpose

Pay equity is the concept of compensating employees similarly for performing similar work while accounting for other factors such as experience level, qualifications, and time in classification.

- ~~.81~~ .811 ~~Employees are eligible~~ The Pay Equity Comparison Group is used to have their identify which employees should be used when comparing pay increased if their pay is found to be outside their pay equity comparison group

as determined by Human Resources. To receive the for pay equity adjustment, an employee must:

- ~~.811~~ Have received a Proficient rating on their two (2) most recent Semi-Annual Reviews; and
- ~~.812~~ Have completed their new hire probation; or, complete any relevant promotional probation period to receive a full adjustment.

~~.8121~~ When an employee is initially promoted, a differential of up to two steps (or the equivalent if an employee is subject to an open range pay chart) will be allowed between the employee's salary and the relevant pay equity comparison group. After promotional probation is completed, the pay equity adjustment will be completed. Probational employees will be included in determining the pay equity adjustment.

- ~~.813~~ Have received no disciplinary action (written reprimand, suspension, demotion) within six (6) months comprised of the most previous pay review (see 217.83).

Pay equity adjustments will be calculated by a method determined by Human Resources and communicated to the departments (~~see~~ employees performing similar work. (See Appendix 217.8).

- ~~.82~~ .812, Determining the Pay Equity Comparison Group). Pay equity does not mean the employee's new pay rate will be equal to the pay of everyone within the comparison group; ~~pay.~~ Pay differences within the group may still exist because of bona fide factors such as seniority, merit increases, education, experience, and/or training.

~~Departments should review whether any.~~ .813 Pay equity is not an increase available to reward exemplary performance, qualifications, education, or other employee achievements, nor is it a tool to increase employee pay when responsibility level or workload increase.

.82 Application

.821 Designated Review Periods

There are only two (2) specific times at which pay equity can be reviewed and applied:

- a) During the Citywide Annual Review as outlined below, or;
- b) Upon the promotion of the employee into a position of a higher grade (or equivalent).

.8211 During the Citywide Annual Review

Annually, Human Resources will review the pay of all non-sworn employees in their department is eligible for a pay equity adjustment by August 1 each year based on relation to this policy section using the final payroll of July and notify the Personnel Director or designee b September 1 of any August.

~~.83~~ Any pay equity adjustments. ~~Any new or increased pay amounts~~ will be effective on the first day of the pay period following October 1 and will not be retroactive and will not be considered at other times during the year unless ~~an~~the employee changes positions through the promotional process. Human Resources shall deliver to each department any report needed to determine pay equity adjustments.

~~.8212~~ **Upon Promotion**

When a department selects an employee for promotion, the hiring manager should contact CompClass@cityoftulsa.org for assistance with a pay equity review.

It is the responsibility of the hiring department to request a pay equity review at the time of candidate selection. Once determined and if applicable, the department should submit a PA in the payroll system as indicated.

~~.8213~~ **Probationary Periods**

Probationary status affects pay equity as follows:

a) **Promotional Probation**

When an employee is initially promoted, a partial pay equity adjustment may be applied based on the analysis and recommendation of HR with the full pay equity adjustment to be applied upon completion of promotional probation.

b) **New Hire Probation**

If an employee has not yet completed new hire probation in their first year of employment when the annual review is conducted, they are ineligible to receive a pay equity increase. Upon completion of their new hire probationary period, the department may apply the adjustment as determined during the previous annual review provided the employee meets all other eligibility criteria herein.

~~.822~~ Pay equity will not be reviewed outside of the designated time frames outlined above regardless of other hiring, selection, or movement through the promotional system.

~~.83~~ **Additional Criteria**

~~.831~~ Any employee on a City Performance Improvement Plan (CPIP) at the time of review is ineligible for any pay equity adjustment, (see PPPM Section 700).

~~.832~~ Any employee who has received disciplinary action in the year prior to the pay review date (see 217.22) is ineligible for any pay equity increase until a designated amount of time has elapsed past the effective date of the disciplinary action report (DAR) as follows:

~~.8321~~ For a written reprimand, a pay equity adjustment will not be

applied until six (6) months following the effective date of the DAR.

.8322 For a suspension or demotion, a pay equity adjustment will not be applied until 12 months following the effective date of the DAR.

.833 Any application of the pay equity increase following a DAR is subject to both the timeframes outlined above as well as department head approval.

.834 An employee's base pay rate shall not exceed the maximum of the pay range, regardless of the amount calculated under this policy section.

.835 A pay equity adjustment will not be applied retroactively.

.84 .836 The Personnel Director or designee is responsible for the review and final approval of any salary change related to ~~the Pay Equity Adjustment~~ pay equity.

.837 Pay equity adjustments will be calculated by the method determined by Human Resources and communicated to the departments (see Appendix 217.8, Determining the Pay Equity Comparison Group). The Personnel Director will make the final determination regarding internal pay equity variance in consideration of bona fide qualifications such as seniority, education, experience, and/or training as well as other objective factors and available budget appropriations.

218. Administration of Non-Sworn Wage Increases

- .1 The effective date of wage increases will be the first day of the payroll period that coincides with or next follows the date the employee becomes eligible for the increase.
- .2 An employee below the minimum of ~~his or her~~their pay range or step after a range adjustment occurs will be moved to the minimum of the pay range or their previous pay step before being considered for a wage increase. The effective date will be the date of the range adjustment.
- .3 An employee's base pay rate shall not exceed the maximum of the pay range.
- ~~.4 Whenever an employee is eligible for an SPI on a date other than January 1, the Performance Planning and Review Record (PPR) must be completed (See also Section 700) and submitted to the Human Resources with a Personnel Action Form.~~

219. Hours of Work and FLSA Overtime

Revised 8/23/2023

- .1 The City of Tulsa will comply with all provisions of the Fair Labor Standards Act (FLSA) including hours of work, overtime, exempt and non-exempt position classifications and other related FLSA issues.
- .2 The standard workweek is 40 hours and the standard workday is eight hours for non-exempt employees, unless otherwise provided for in an applicable collective bargaining agreement or the employee is approved to work an Alternate Work Schedule or shift variation by their department head or designee.

- .21 The workweek begins on Sunday morning at 12:01 am and ends the following Saturday evening at midnight. General work hours are from 8:00 am to 5:00 pm Monday through Friday, although starting and ending times and work days may vary within departments, office locations, and shifts.
- .2.22 Department heads will determine the schedule for ~~his/her~~their department. The department head or designee may establish special hours and tours of duty for the department as necessary to provide adequate service.
- .3 Each employee is responsible for accurately tracking, reporting and submitting all of ~~his or her~~their time worked (recording punches) and any leave ~~in the payroll system regardless of the employee's currently assigned schedule.~~
- .31 Employees must use one of the following options to record punches in the payroll system:
- a. Wall terminals or time clocks
 - b. City computers (laptop or desktop only except in rare, limited circumstances pre-approved by Human Resources)
 - c. A personal computer (laptop or desktop only) regularly used for approved remote work
 - d. If the employee is unable to use an approved device, as listed in a, b, or c above, the employee must contact their supervisor, in writing, to provide the employee's clock in or clock out punches as soon as possible on the same day of the work performed.
- .32 Non-exempt employees are not to perform any work that is not reported as worked, nor are they to report as worked any time that was not in fact worked.
- .33 All employees, both exempt and non-exempt, are responsible for approving their time worked and/or leave taken within the appropriate time and attendance system utilized by the City. Such approval is the attestation by the employee that the information is a true and correct representation of all hours to be paid.
- .34 When an exempt employee approves their ~~timesheet~~time in the payroll system, it is verification the employee worked on workdays for which there is no leave indicated.
- ~~3.35~~ Employees violating any part of this directive are subject to disciplinary action up to and including termination, and supervisors who instruct or knowingly allow employees to violate any part of this directive are also subject to disciplinary action, up to and including termination.
- .4 Non-exempt employees are paid on an hourly basis. They are not to begin work prior to the work shift or continue to work after the work shift, except in an emergency, without approval of the department head or designee. Employees violating this directive are subject to disciplinary action, up to and including termination. It is the responsibility of the department head or their designee to ensure employees work their approved schedule without incurring overtime, unless approved in advance, and to ensure appropriate staffing levels are maintained during core business hours. Departments should verify hours worked within the payroll system as prescribed by the applicable procedure.
- .5 An unpaid meal period must be taken by any non-exempt employee who works a minimum

of six hours per day, unless otherwise provided for in an applicable collective bargaining agreement. The normal meal period should occur approximately halfway through the workday, but the department head or designee may set the meal period at different times according to the needs of the department. The length of the meal period may vary from a minimum of 30 minutes to a maximum of 90 minutes, in 15 minute increments, according to the needs of the department. Non-exempt employees are required to clock in and out for meal periods. If a non-exempt employee performs any work during their meal period, the employee must report the time worked to ~~his/her~~their direct supervisor. Employees without access to a time clock at lunch will document the time spent on the lunch break and report it to their supervisor for proper recording in the payroll system. Employees are encouraged to leave their workstations during meal periods in order to receive the full benefit and to minimize the possibility of being inadvertently asked to work during a meal period.

- .6 Unless otherwise required by law, non-exempt employees may be allowed a paid 15 minute break period during each one-half work shift of each day. The supervisor will try to plan work so as to permit such breaks but breaks are not guaranteed and depend on the workload and staffing levels. Breaks are not to be taken contiguous to the meal period or at the start or end of the workday. Employees are not required to clock in and out for breaks. Employees abusing this privilege are subject to disciplinary action, including loss of break privileges.
- .7 It is expected that exempt employees regularly work extra hours by arriving early, working late, working on weekends or attending scheduled evening events as necessary to adequately perform their job responsibilities, without receiving additional pay or leave benefits. In consideration of these extra hours, exempt employees may occasionally report to work late, leave work earlier than their normal work schedule or take an extended lunch break. Exempt employees are responsible for keeping their supervisor/manager informed of these variances and getting approval for the variance. Variances of this nature are not intended to be an hour for hour exchange for extra hours worked by an exempt employee and shouldn't exceed a half day.
- .8 Any exempt employee away from work for half a ~~work day~~workday or more, regardless of any other hours worked within that workweek or pay period, should submit the appropriate leave for their absence. If the need to be gone from work, as illustrated in .7 above, becomes frequent in nature, managers should address the pattern and frequency of such absences with the employee. The manager may require the exempt employee submit leave for all time away from work. The department head of employee's supervisor should confer with Human Resources for direction on whether such leave is excessive to ensure consistent application across departments.

220. Overtime

Employees covered under a collective bargaining agreement should refer to the terms of the applicable agreement for overtime compensation provisions specific to their pay group.

.1 Non-Exempt Employees

Employees who are non-exempt based on the Fair Labor Standards Act (FLSA) shall be compensated at one and one-half times the regular hourly rate for all hours worked in excess of forty (40) hours in one (1) work week.

- .11 Non-exempt employees are not authorized to work overtime, except in emergency

or on-call situations, unless specifically approved by their department head or designee.

- .12 Each department should develop procedures for the authorization of emergency and on-call overtime and compensatory time. Supervisors are responsible for managing the use of overtime and compensatory time of their subordinates. If employees fail to adhere to these policies, disciplinary action should be taken, including for employees who work overtime without approval. Employees who work overtime without approval will be paid for all overtime worked when required by law.
- .13 No paid or unpaid leave, with the exception of holiday leave, is counted as hours worked when computing overtime.
- .14 Non-exempt employees required to work on a City holiday will be compensated at one (1) and one-half (1/2) times the hourly rate for all regularly scheduled hours worked. Non-exempt employees required to work beyond the regularly scheduled hours on a City holiday will be compensated at two (2) times the adjusted overtime rate for hours worked in excess of the regularly scheduled hours.
- .15 Overtime compensation will be in the form of cash payment (wages) unless the employee elects to receive compensatory time instead.
- .16 Department heads or designees may provide compensatory time off in lieu of monetary overtime at a rate of one and one-half hours of compensatory time for each hour of overtime worked. The following provisions govern compensatory time for non-exempt employees :
 - .161 When overtime has been properly authorized and before it is worked, a non-exempt employee should make a documented request to receive compensatory time in lieu of cash payment. Such an election does not apply retroactively to any overtime hours already worked. A department head or designee has discretion to allow compensatory time in lieu of cash payment and/or restrict the amount of such accruals below policy limits.
 - .162 A non-exempt employee's request to receive compensatory time in lieu of cash payment must be freely and voluntarily made by the employee.
 - .163 When a non-exempt employee is required to work overtime, the employee must be paid overtime in cash payment unless the employee has freely and voluntarily elected to receive compensatory time before the overtime is worked. When a non- exempt employee is offered overtime work, but not required to work the overtime, the department can offer only compensatory time before the overtime is worked, and the employee can choose to work overtime for compensatory time or decline to work the overtime without repercussion .
 - .164 Non-exempt employees may accrue a maximum of eighty (80) hours of compensatory time after which overtime shall be compensated by cash payment (wages).
 - .165 Accrued compensatory time must be expended before vacation leave can be used.
 - .166 An employee transferring from one department to another must use or be

paid for any accrued compensatory time prior to the transfer. When an employee moves from a non-exempt position into an exempt position, all compensatory time should be used or paid prior to the job change.

- .167 Accrued compensatory time as defined within 220.161 will be paid to non-exempt employees upon separation.
- .168 Compensatory leave cannot be used during a period of suspension.
- .169 An employee's request to take compensatory leave will be granted within a reasonable period so long as such leave does not unduly disrupt departmental operations by significantly impacting the department's ability to continue core operations. The department head or designee also can require the employee to use compensatory time at certain times according to the needs of the department.

.2 Exempt Employees

- .21 Exempt employees are not eligible for overtime or compensatory time under FLSA. However, in certain situations, exempt employees may be eligible for Emergency Pay or Authorized Personal Leave.
- .22 Exempt employees in pay grades EX-36 and below (or equivalent) may receive "Emergency Pay" for work performed over forty hours in one work week during an emergency which has been declared by the Mayor. Emergency Pay is defined as pay equal to the employee's base salary pro-rated to an hourly rate, paid at straight time for all hours worked during one work week.
- ~~.23~~ — As an alternative to Emergency Pay, exempt employees in pay grades EX- 36 and below (or equivalent) may receive Authorized Personal Leave for work performed over forty hours in one work week during an emergency which has been declared by the Mayor. For this section, Authorized Personal Leave is defined as one hour of leave granted for each hour of work performed over forty hours in one work week. Exempt employees in pay grades EX-36 and below may receive Authorized Personal Leave for- work that is unforeseen, infrequent and or short duration. Authorized Personal Leave must be approved by the department head or designee and recorded in the payroll system. An employee can accrue a maximum bank of eighty
- .23 (80) hours of Authorized Personal Leave at any time. An employee is not eligible for Emergency Pay and Authorized Personal Leave for work done within the same work week. An exempt employee shall not be compensated either during or upon separation of employment from the City for any Authorized Personal Leave accrued under this section which is not recorded within the payroll system. If an exempt employee transfers to another department, all Authorized Personal Leave should be paid to the employee by the originating department.
- .24 Exempt employees in pay grades EX-40 and above (or equivalent) who are not eligible for Emergency Pay may receive Authorized Personal Leave after working significantly more hours on critical matters, large projects, public meetings or other similar work that requires their attendance of a minimum of 50 hours in a work week. Authorized Personal Leave is not an hour for hour leave benefit and should

only be utilized if workload and job responsibilities permit. This Authorized Personal Leave must be requested in the time and attendance system utilized by the City and approved by the employee's direct supervisor. This Authorized Personal Leave does not accrue and is not paid out to an exempt employee as a lump sum payout either during employment or upon separation of employment from the City.

221. Flex-Time and Alternate Work Schedule

- .1 Flex Time and Alternate Work Schedules may be allowed in work areas that do not have specific work schedule requirements. Employees must make written request for either Flex Time or an Alternate Work Schedule and it is subject to approval by the department head or designee based on the needs of the department. Exempt employees are not eligible to participate in the Alternate Work Schedules because the nature of their work frequently requires in excess of 40 hours per week to complete and they generally are expected to be at work during core business hours.
- .2 Definitions:
 - .21 Core Hours
Hours during which all employees must be on the job. The core hours for purposes of this program are 9:00 a.m. to 3:00 p.m.
 - .22 Alternate Work Schedule
A schedule with any change from the normal five (5) days per week, Monday through Friday work cycle for non-shift work areas. Alternate Work Schedules involve changing the number of hours worked in a day to provide additional days off work. Exempt employees are not eligible to work an Alternate Work Schedule.
 - .23 410 work period
A schedule that involves working four (4) days per week, ten (10) hours per day.
 - .24 Alternate Work Schedule Hours
The hours an employee may begin or end work within a particular work area as determined appropriate by management. Alternate work schedule hours must be established between the hours of 6:00 a.m. to 7:00 p.m. and must be based on the needs of the department
 - .25 Work Cycle
A set time period in which employees work either forty (40) hours in a one-week cycle.
 - .26 Flex Time
The practice of being able to "flex" starting and ending times of an eight (8), ten (10) or twelve (12) hour workday, with attendance required during certain core hours.
- .3 General Information
 - .31 Employees may not normally work outside the hours of 6:00 a.m. to 7:00 p.m. except in shift work areas or with special approval of the department head or designee. In addition to approved flex time hours, employees will be required to

take a lunch break of at least thirty (30) minutes as close as possible to mid-day of the work day involved.

- .32 The Flex Time/Alternate Work Schedules may be approved, canceled, denied or changed by the department head or designee in case of emergency or if the schedule is determined to interfere with the operational needs of the division/department.
- .33 An employee who changes positions, supervisors, or departments will be required to request and gain approval for the Flex Time/Alternate Work Schedule they desire from their new supervisor/manager.
- .34 Departments may consider rotating employee schedules/days off or utilizing work area seniority if demand for one schedule or day off is higher than another.
- .35 Supervisors are responsible for ensuring that employees and work areas participating in these programs maintain at least an equivalent level of service and productivity as under their previous work schedule. Flex time and Alternate Work Schedules should not cause a work area to incur additional overtime costs in order to maintain appropriate staffing.
- .36 Shift work employees or employees whose positions have been determined by management to require a specific (alternate) work schedule are not addressed or directly impacted by this policy.
- .37 When approval is given for an employee to utilize either Flex Time or an Alternate Work Schedule, the supervisor shall ensure that a stable work period is established in writing with definitive start and end times.

.4 Flex Time

- .41 Requests for Flex Time must be in writing and approved by the department head or designee. Employees may request Flex Time for personal, family or educational reasons. Flex Time may be used with the meal period and may be particularly useful in accommodating an employee's college coursework pursuits.
- .42 Departments must receive and approve requests for Flex Time in writing or by email and retain them in the employee's departmental file.

.5 Alternate Work Schedules

- .51 Alternate Work Schedules are available to non-exempt employees whose work areas do not require specific work schedules. Requests for an Alternate Work Schedule must be made in writing and be approved by the department head or designee.
- .52 Alternate work schedules cannot result in expanded leave benefits. Therefore, any leave taken by an employee working an approved Alternate Work Schedule will result in the employee's leave accruals being reduced by the number of hours the employee would work on their scheduled day. Sick Leave or Vacation Example: If an employee on a 410 work period is sick or takes vacation, the employee's sick leave or vacation accrual is reduced by ten (10) hours.

- .53 Holidays are provided as an eight (8) hour benefit. Therefore, employees working an approved Alternate Work Schedule will have to supplement any holiday leave with additional leave taken from their vacation or compensatory time accruals. Holiday Example: An employee working the 410 schedule would be required to submit a leave slip for two (2) hours of vacation or comp time for each holiday that falls on a regularly scheduled workday.

222. Classification System Administration

- .1 Positions with similar duties and requiring similar knowledge, skills, and abilities are placed in the same classification.
 - .11 Each position and classification is assigned to a pay group designator and pay grade that will be determined by evaluating the position/classification using a recognized position evaluation system. Under some circumstances, the appropriate pay grade may additionally be determined based on hiring considerations and/or external market value.
 - .12 Pay group designators are represented by abbreviations as follows: EX-

Exempt
OT - Office Technical
AT - Administrative and Technical
LT - Labor and Trades
PD - Police Sworn
FD - Fire Sworn
EC - Emergency Communications
CA - City Attorney
IS - Information System
IT - Information Technical
CS - Council Staff
ST - Science and Technical
AC - Artistic and Creative
UC - Unclassified
SE - Seasonal
 - .13 For purposes of all City policies, compensation/benefit programs and employee relations concerns, non-exempt employees are considered to fall under the general title of OT employee unless specifically noted otherwise. Similarly, exempt employees are considered to fall under the general title of EX employees unless specifically noted otherwise.
- .2 Classification Review Process
 - .21 All requests for classification reviews of existing positions occurring outside of a major pay group study must be approved in writing by the department head. This approval is to be forwarded to the Human Resources Department for review. If Human Resources determines a classification study is warranted, Human Resources staff shall conduct a study of the position. The results and any subsequent reclassification recommendations arising from a classification study will be forwarded to the Mayor's office for final approval.

- .211 Classification review requests normally will only be considered based on the following circumstances:
- a. Department reorganizations
 - b. Significant additions or losses of responsibility over time
 - c. Significant increase in the technical knowledge and/or skill required
 - d. New positions unlike currently existing classifications, or
 - e. New or vacant positions requiring review prior to advertisement.
- .3 Large scale classification studies may be conducted based on special pay and classification procedures approved by the Mayor.
- .4 If an employee's current position is reclassified, they must apply for the position through the internal promotional process if the following criteria occur:
- .41 If the reclassification results in a change of two or more pay grades; or
 - .42 The reclassification results in a change of only one pay grade but occurs because of a change that is sudden or abrupt such as an organizational change, department reorganization or significant reassignment.

223. Final Pay for Deceased Employees

When an employee dies, ~~his or her~~their final wages will be paid, as provided by law and upon approval of the Personnel Director and the City Attorney or his designee, to the employee's spouse, next of kin and/or employee's estate, upon presentation of satisfactory proof of relationship to the deceased employee.

224. Other Compensation, Gifts, Donations or Honoraria

- .1 The Mayor or designee must approve in writing payment to employees of any additional compensation from the City of Tulsa above their regular rate of pay, including any stipends or gainsharing.
- .2 The City may use the Gainsharing plan to supplement base pay. Gainsharing is a proven means of encouraging-, recognizing and rewarding employee commitment to improving operations and supporting the City's strategic goals. The City's Gainsharing plan is fully described in a separate document approved by the Mayor and may be amended from time to time.
- .3 Employees shall not solicit or receive rewards, gifts, entertainment, favors or other forms of compensation or remuneration outside of their regular pay with a value of \$35.00 or more, singly or collectively, from any person or organization of persons who is seeking official action by, is doing business or seeking to do business with, is regulated by or has interests that may be substantially affected by performance or nonperformance of the employee's official duties for the City of Tulsa without the express prior written approval of the Mayor or designee. Rewards earned by police officers in recognition of services in connection with solving crimes or locating stolen property may be received by the Chief of Police for the express purpose of donating the reward to the Police Pension Fund, Police Death Benefit Fund or other recognized charitable organizations.

- .4 The Mayor or designee must approve in writing prior to any City employee engaging in the following:
 - .41 Solicitation of donations or contributions for the City or a non-City entity using the name of the City, its departments, agencies, and/or related entities or solicitation of donations or contributions for the City implying a relationship to the City.
 - .42 Directly or indirectly maintaining accounts with financial institutions or similar agencies to administer donations and contributions received in the name of the City, its departments, agencies, or related entities.
 - .43 Using City resources, facilities or equipment in the solicitation or administration of donations or contributions on behalf of the City or for a non-City entity using the name of the City as part of the solicitation.
 - .44 Receipt of honoraria or related compensation for activities such as speeches conducted as a City employee or in the name of the City.
- .5 Employees shall be required to maintain such written documentation of consent and provide it upon request of their department head or the Mayor.
- .6 Employees shall take all donations, contributions, proceeds, and honoraria from such activities to the Finance Department/Treasury Division and to be accounted for and deposited consistent with ordinances and regulations governing the administration of City funds.
- ~~.7~~ Employees who become aware that a donation, contribution, proceeds, gift, entertainment, favor, honoraria or some other form of compensation has been forwarded to them due to their employment and involvement with the City of Tulsa without
 - ~~.7~~ proper approval of the Mayor shall immediately disclose such receipt to their department head for appropriate action. Employees who have not made such disclosure after becoming aware of such compensation items, or who should reasonably have been aware of such compensation being provided shall be subject to appropriate disciplinary action up to and including termination.
- .8 Employees who become aware of a violation, or possible violation, of this policy involving another employee's activities shall report such activities to their supervisor, department head and/or Personnel Director immediately. Employees who fail to report a violation or supervisors who fail to take appropriate action upon notification shall be subject to appropriate disciplinary action up to and including termination.

225. Pay Actions Not in Conformance with Preceding Sections

Determinations of pay actions that are not covered in Section 200 and all special pay increases must be approved by the Mayor or Personnel Director acting as designee for the Mayor. The reasons for the exceptions must be documented in writing or stated in the "Remarks" section of the Personnel Action Form submitted to the Human Resources Department.

Appendix for PPPM 217.8

Determining the Pay Equity Comparison Group

- Step 1A:** ~~Identify all employees in the same job classification, (use Job Class numbers within the payroll system) within the same department; if there are fewer than three (3) employees in the identified group, then see Step 1B (see example).~~
- Step 1B:** ~~Identify all employees across the City in the same job classification; if there are fewer than three (3) employees in the identified group, then see Step 1C (see example).~~
- Step 1C:** ~~Identify all employees in a different job classification but in the same pay designator and same pay grade within the same department; if there are fewer than three (3) employees in the identified group, then see Step 1D (see example).~~
- Step 1D:** ~~Identify employees across the City in the same pay designator and same pay grade; if there are fewer than three (3) employees in the identified group, then see Step 1E.~~
- Step 1E:** ~~Identify employees across the City in a different job classification and different pay designator but the equivalent pay grade and same exempt status within the same department; if there are fewer than three (3) employees in the identified group, then see Step 1F.~~

Step 1F: The HRAs noted in 217.8 above, the Pay Equity Comparison Group (PECG) is used to identify which employees should be used when comparing pay for pay equity purposes. The PECG is comprised of employees performing similar work and varies based on a variety of factors. When determining the PECG, *similar, comparable, or equal work* is not as simplistic as comparing classification title, pay grade, or department. Multiple factors must be balanced in order to have enough data to make a meaningful comparison but it's impractical to consider every available data point.

For purposes of pay equity analysis, 'comparable' is defined as work that requires substantially similar skills, responsibilities, and effort, and is performed under similar working conditions. Comparability may extend across departments or work groups.

Once the PECG has been identified, standardized statistical analysis is performed to determine if a variable increase is needed to correct a significant variance (generally characterized by two standard deviations or more) below the mean of the PECG. Pay equity adjustments should only occur to correct any significant deviation from internal equity and/or to ensure compliance with fair pay practices. Salary differences based on qualification or seniority are not considered equity issues.

The Personnel Director or designee will make the final determination of any situation not covered in Steps 1A-1E.

- Step 2:** i. Calculate the average of the Pay Equity Comparison Group. In Excel, use Average (A1, B1, C1...)

ii. ~~Next, calculate the standard deviation of the entire population. In Excel, use StDev.P(A1, 81, C1...)~~

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iii. ~~Next, subtract the standard deviation (from Part ii above) from the average (from Part i above).~~

~~Employee regarding internal pay equity variance based on the pay within the Pay Equity Comparison Group should be no less than the result of subtracting the standard deviation from the group average. Further pay differences within the group may still exist as a result~~equity analysis of the PEEG and in consideration of bona fide ~~factors~~qualifications such as seniority, ~~merit increases,~~ education, experience, and/or training.

~~To meet the budget challenges of this fiscal year and to avoid layoffs, the City is implementing this Furlough Program to reduce payroll and budgetary costs from May 3, 2020 through December 26, 2020 (dates subject to change based on FY21 revenue). This program will require furloughs for employees in positions funded (at any percentage) by the City's general fund, hotel/motel sales tax fund, pension fund, and other sales tax-based funds (Furloughed Employees). No employees in sworn Police or Fire positions will be affected by this Furlough Program. Also, no employees in the Emergency Communications (EC) paygrades will be affected.~~

~~I. Furlough Requirements~~

- ~~A. Furloughed Employees are required to be furloughed for four (4) hours per week. Hours worked and leave taken during a week should not exceed thirty six (36) hours.~~
- ~~B. Furloughed Employees who work daytime hours Monday through Friday should take their furlough hours on Friday afternoons.~~
- ~~C. Furloughed Employees who work an alternate schedule will take an equivalent furlough (4 hours) as directed by their management.~~
- ~~D. When a holiday falls on a Friday, the furlough should be taken on Thursday or the last scheduled workday immediately preceding the holiday.~~

~~II. Tracking Hours Worked~~

- ~~A. Furloughed Employees, whether exempt or non-exempt under the Fair Labor Standards Act (FLSA), are responsible for accurately tracking, reporting, and submitting all of their time worked, leave, and furlough hours.~~
- ~~B. Supervisors are responsible for monitoring their employee's hours daily. Employees are required to flex/modify their hours as directed to ensure that they do not exceed thirty six (36) hours in a week as well as to ensure adequate staffing other objective factors and available budget appropriations.~~
- ~~C. Furloughed Employees who are exempt under the FLSA will be treated as hourly employees in the weeks when furloughs are directed to be taken.~~
 - ~~1. Furloughed Employees who are exempt under the FLSA will be required to clock in and out, including for lunches, using Kronos each day.~~
 - ~~2. Furloughed Employees, whether exempt or non-exempt, working more than thirty six (36) hours a week without prior, written department head approval may be subject to discipline.~~
 - ~~3. Managers and supervisors of Furloughed Employees who work more than thirty six (36) hours in a week without prior, written department head approval also may be subject to discipline.~~
 - ~~4. Compensatory time may be offered by department heads on a very limited basis if needed to complete mission-critical work.~~

~~D. During weeks in which no furlough is directed to be taken, Furloughed Employees will be treated as salaried employees and compensatory time will not be offered when working in excess of thirty-six (36) hours.~~

~~III. Miscellaneous Provisions~~

~~A. Out of Class~~

- ~~1. New requests for out-of-class in excess of thirty (30) days for affected positions will not be approved during the furlough period.~~
- ~~2. Out-of-class assignments of more than one (1) week through thirty (30) days will be subject to approval of the department head.~~
- ~~3. Out-of-class assignments for affected positions that have been previously approved by Human Resources will be subject to the same justification requirements as current positions subject to the hiring freeze.~~

~~B. Progressions will not be affected by the Furlough Program~~

~~IV. Furlough Evaluation~~

~~The Furlough Program will be re-evaluated mid-fiscal year. Additional compensation changes (restoration or reduction) may be taken as necessitated by FY21 revenues.~~