

**VERNAL  
RESOLUTION 2022-12**

**A RESOLUTION OF THE VERNAL CITY COUNCIL AMENDING THE  
PERSONNEL POLICIES AND PROCEDURES, SECTION 4.01.030 - PAY FOR  
PERFORMANCE INCREASES**

**WHEREAS**, the City Council finds that it is in the best interest of the employees to make changes to pay for performance requirements.

**NOW THEREFORE**, be it ordained by the Council of the Vernal, in the State of Utah, as follows:

**SECTION 1:****AMENDMENT** “Section 4.01.030 Pay For Performance Increases.” of the Vernal Personnel Manual is hereby *amended* as follows:

**A M E N D M E N T**

Section 4.01.030 Pay For Performance Increases.

- A. Based on the results of the annual or probationary performance evaluation, an employee may be considered for a pay increase in his hourly rate or monthly salary. Increases in the employee's hourly rate or monthly salary shall accompany evaluation reports for each employee only at the following periods and in accordance with the policies of the evaluation system:
1. Full-time employees, part-time employees, and special program employees: at the conclusion of the employee's one-year anniversary as a full-time, part-time or special program employee and then each ~~year~~<sup>July</sup> thereafter as approved in the annual budget.\* An employee hired from the reappointment register of the City shall only be required to meet the one-year cumulative employment one time. ~~requirement in this section after full consideration of time previously employed prior to termination. (Effective December 1, 2013).~~
  2. Upon rehire of seasonal employees, based on the last performance evaluation completed at the conclusion of the previous season, or at a one (1) year anniversary of employment with the City of the employee.
- B. An employee who has reached the top of his wage range shall be eligible for the same adjustment in his wage as is used in the adjustment to the City's pay scale as approved by the City Council, provided the employee receives at a minimum a “meets job expectations” rating in the performance evaluation.
- C. "Pay for Performance" increases shall be administered in accordance with the guidelines of the Performance Evaluation System as provided in the annual budget of the City.
- D. At the time that the employee becomes eligible for a pay-for-performance increase at

his one-year anniversary date, the increase shall be administered as follows:

1. The employee shall receive the same adjustment to his wage as was approved by the City Council for other similar positioned employees during the past year. The adjustment is calculated back to the date of the other similar positioned employees. ~~used to adjust the City's pay scale the previous July 1; if the total performance pay increase equals or exceeds such adjustment. If not, the employee shall receive only an adjustment to his wage equal to the performance pay increase based on the results of the performance evaluation. This adjustment to the employee's wage shall be effective July 1.~~
2. Effective at the one-year anniversary date, the employee shall receive the difference between the pay adjustment given ~~effective July 1~~ to similar positioned employees and the total performance pay increase based on the results of the performance evaluation. (Amended 11/03/2004, Res.2004-15, 09/07/2005, Res. 2005-15 and 12/17/2014, Res. 2014-21)

PASSED AND ADOPTED BY THE VERNAL COUNCIL

June 15, 2022

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Nicholas Porter	<u>X</u>	_____	_____	_____
Councilmember Robin O'Driscoll	<u>X</u>	_____	_____	_____
Councilmember Dave Everett	<u>X</u>	_____	_____	_____
Councilmember Corey Foley	<u>X</u>	_____	_____	_____
Councilmember Ted Munford	<u>X</u>	_____	_____	_____

Presiding Officer

Doug Hammond  
Doug Hammond, Mayor, Vernal

Attest

Roxanne Behunin  
Roxanne Behunin, City Recorder  
Vernal