



Gloucester City Council

CERTIFICATE OF VOTE

Certificate Number: 2019-119

The Gloucester City Council, at a meeting held on **Tuesday, June 25, 2019** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

IN CITY COUNCIL:

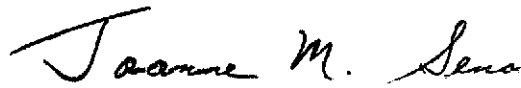
MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (Nolan) absent, to Amend GCO Appendix A and B of Appendix C of the Personnel Ordinance by DELETING the following AFSCME A and related positions:

“Asphalt Raker, AFSCME V
Asst. to Animal Control, Police VI
Asst. Harbormaster AFSCME VI
Asst. Sanitary Inspector
Asst. Skating Rink Manager
Asst. Supt. Fire Alarm and Police Signal System
Asst. Traffic Sign Erector, AFSCME V
Backflow Prevention Device Tester, AFSCME VIII
Building Custodian (Junior), AFSCME VI
Carpenter, AFSCME VI
Code Enforcement Inspector, AFSCME VIII
Custodian (Junior), AFSCME VI
Drillman, AFSCME V
Electrician
Electrician Helper, AFSCME V
Facilities Manager (DPW)
Forestry Maintenance Man
Grounds Maintenance Man
Head Pumping Station Operator, AFSCME VII
Head Treatment Plant Operator, AFSCME VII
Heavy Motor Equipment Operator, AFSCME VI
House Worker
Junior Draftsman, AFSCME VI
Junior Engineering Aid, AFSCME VIA
Laborer, AFSCME V
Lineman, AFSCME VI
Mason, AFSCME VI
Master Mechanic
Meter Installers, AFSCME VI
Meter Reader, AFSCME VI
Motor Equipment Maintenance Man, AFSCME V
Motor Equipment Operator, AFSCME V
Motor Equipment Repair Foreman, AFSCME VII
Motor Equipment Repairman, AFSCME VIA
Oil Burner Maintenance Man
Operations Manager, Public Properties
Painter
Park Maintenance Man, AFSCME V
Parking Control Officer, AFSCME V
Parking Meter Repairman, AFSCME VI
Pipelayer, Engineering, AFSCME VI
Public Works Foreman, AFSCME VII
Public Works Maintenance Man, AFSCME V
Pumping Station Operator, AFSCME VI
Senior Building Custodian

Senior Building Maintenance Craftsman, AFSCME VIA
Senior Meter Reader, AFSCME VIA
Sewer Foreman, AFSCME VII
Sewer Systems Maintenance Craftsman, AFSCME VIA
Shellfish Warden, AFSCME VII
Sign Painter, AFSCME VI
Signal Maintainer, AFSCME VIII
Signal Maintenance Helper
Skating Rink Maintenance Man
Special Motor Equipment Operator, AFSCME VI
Storekeeper, AFSCME VI
Stores Delivery Man
Tree Warden, AFSCME VIII
Traffic Sign Erector, AFSCME VI
Treatment Plant, AFSCME VIA
Tree Climber
Tree Surgeon
Watchman, AFSCME V
Water Meter Foreman, AFSCME VII
Water Meter Repairman, AFSCME VI
Water Systems Foreman AFSCME VII
Water Systems Maintenance Man
Working Foreman Craftsman, AFSCME VII
Working Foreman Forestry Maintenance Man, AFSCME VIA
Working Foreman, Heavy Motor Equipment, AFCME VIA
Working Foreman, Laborer, AFSCME VIA
Working Foreman, Motor Equipment Operator, AFSCME VIA
Working Foreman, Motor Equipment Repairman, AFSCME VIA
Working Foreman, Public Works Maintenance Man, AFSCME VIA
Working Foreman, Sewer Craftsman, AFSCME VII
Working Foreman, Skating Rink Maintenance Man, AFSCME VIA
Working Foreman, Signal Maintenance, AFSCME VIA
Working Foreman, Special Motor Equipment Operator, AFSCME VIA
Working Foreman, Tree Surgeon, AFSCME VIA
Working Foreman, Water Meter Repairman, AFSCME VIA
Working Foreman, Water Systems Maintenance Man, VIA

Facilities Manager (DPW), M-8
Operations Manager- Central Services, M-6
Operations Manager – Public Property, M-6
Operations Manager – Water, sewer & Highway, M-6
Pretreatment Coordinator, M-5
Recycling Coordinator, M-3

And ADDING new AFSCME A positions as submitted by the Human Resources Director in a memo dated April 29, 2019 with Appendices attached thereon.”



Joanne M. Senos, City Clerk

Date: June 27, 2019



APPROVED BY THE MAYOR

Sefatia Romeo Theken

VETOED BY THE MAYOR

Sefatia Romeo Theken

SIGNED THIS 27th DAY OF JUNE, 2019

All Ordinances shall become effective 31 days after passage except
Emergency Orders and Zoning Amendments shall become effective the next day

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CITY OF GLOUCESTER
PERSONNEL DEPT.

TO: Mayor Sefatia Romeo Theken
FROM: Donna Leete, Human Resources Director
DATE: April 29, 2019
RE: Request to Amend Personnel Ordinance for Job Classification, AFSCME A
CC: Michael Hale, DPW Director
Joseph Biondo, President AFSCME Local 687, A Unit
Chip Payson, General Counsel

As you know, your administration recently settled a collective bargaining agreement with AFSCME Local 687, A Unit. The subject of this agreement was the implementation of a new, long anticipated job classification plan and wage schedule for all positions covered by the collective bargaining agreement. The union-ratified job classification plan reflects a true labor/management team effort over the past two years. We have thanked the following union members for their tireless leadership in developing the new plan: Joe Biondo, President, Tom Nolan, Vice-President, Chris Rose, Plumber, William Gillis, DPW Utilities Superintendent, Phil Curcuru, Carpenter, and John Silva, Custodian. In addition, please recognize the hard work and commitment of Mike Hale, DPW Director and Mark Cole, Assistant DPW Director throughout every step of this comprehensive work project.

In job classification, focus is maintained on the position itself rather than the person who occupies the position. The labor/management team proceeded after accepting the point-factor job classification system first provided by the Collins Center consultants in 2016, as well as the employee job questionnaires collected by the Collins Center. We found that the consultants' recommendations were limited in scope, however, as we recognized the need to develop a more thorough analysis and career advancement opportunities in the Department of Public Works. Each position has been analyzed for points assigned in three (3) or more categories in thirteen (13) different job factors (see Appendix A). Total points assigned determined the assignment of each position to a job grade (see Appendix B).

The new classification plan for AFSCME A reflects the high standards we hold for a professional workforce and will serve to motivate employees to advance through a true career ladder. Appendix C reflects six (6) different job groups in the bargaining unit and at least three (3) levels

of professional advancement within each job group. This new classification plan has resulted in new standard job descriptions for all 92 members of the bargaining unit.

Following the position classification process was the compensation review process. The resulting new pay schedule (Appendix D) contains fifteen (15) different job grades at 4% intervals. Each step is now a standard 2.5% apart throughout each grade in the pay schedule. The former AFSCME A pay schedule (Appendix E) lacked uniformity between all grades and steps. In addition, an eight (8) grade system proved too flat and created compensation inequities. For example, previously all licensed drivers had been graded equally, in spite of the advanced licensure requirement for a Hoisting Equipment Operator (HEO) beyond the CDL licensure requirement for a Heavy Motor Equipment Operator (HMEO).

If you approve this information package as presented, I ask that you forward it to the Gloucester City Council to process an amendment to the Gloucester Code of Ordinances, Appendix C, Personnel Ordinance, Appendix A – Classification Plan. Within the Personnel Ordinance, Article IV – Classification Plans (Appendix F) describes a centralized job classification plan, which includes those positions developed through the collective bargaining process. While it appears that City Council approval of the classification of such bargained union positions is not required, Appendix A was designed to serve as a central repository for all classification plans operating in the City (except for the School Department and temporary positions). However, it is apparent that Appendix A has not been maintained and updated throughout the years and many amendments and corrections are now needed.

I look forward to further discussions with our City Councilors on the practicality of frequent amendments to this ordinance, needed every time a new union position is created through bargaining or a contract is settled with job classification revisions. Position changes are fluid and a public hearing is required for each ordinance amendment. I am prepared, however, to develop a list of all position deletions needed in the current ordinance concerning AFSCME A positions and the substitution of this new classification plan in Personnel Ordinance Appendix A (see Appendix B). Thank you for your continued support of this key initiative impacting all AFSCME A employees.

Classification Point Factors

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	POINTS
SUPERVISION RECEIVED	5	10	20	30	40	60		
SUPERVISION EXERCISED	20	40	75					
ACCOUNTABILITY	5	10	20	30	40	60	80	
JUDGMENT	10	20	50	75	100			
COMPLEXITY	5	10	15	20	25			
NATURE AND PURPOSE OF CONTACTS	10	25	50	75	100			
CONFIDENTIALITY	10	20	30					
EDUCATION	20	40	60	80	100			
EXPERIENCE	10	30	50	70	90	100		
WORK ENVIRONMENT	10	25	40	65				
PHYSICAL DEMANDS	10	25	40	65				
MOTOR & VISION SKILLS	10	20	35	60				
OCCUPATIONAL RISKS	5	15	20	25				
							Total	

AFSCME A Classification Plan

<u>Position</u>	<u>New Grade</u>	<u>Old Grade</u>	<u>Job Class</u>
Animal Control Officer	H	7	E1
Assistant Carpenter	F	6A	T3
Assistant Shellfish Warden	F	5	E2
Carpenter	M	8B	T1
Custodian	C	5	C2
Custodian Supervisor	E	6A	C1
Electrician	N	8B	T1
Entry Level Maintenance	B	5	L2
Facilities Maintenance 1	D	6	L1
Facilities Maintenance Specialist	E	6	LS
HEO Utilities	H	6	DO2
HMEO Utilities	G	6	DO3
HVAC Tech	N	8B	T1
Jr. Custodian	A	5	C3
Mason	F	6A	T3
Master Mechanic	N	8B	T1
Motor Equipment Repair	F	6	T3
Motor Equipment Mechanic	M	8	T2
Parking Control Officer	C	5	E3
Parking Meter Technician	C	6	E3
Plumber	N	8B	T1
Public Works Inspector	H	7	E1
Public Service Maintenance 1	D	5	L1
Public Service Maintenance Craftsman	I	6A	S4
Public Service Working Foreman	J	7	S3
Rink Maintenance 1	D	6	L1
Shellfish Warden	H	7	E1
Stadium Maintenance Specialist	E	6A	LS
Storekeeper	F	7	E2
Superintendent Central Services	O	8B	S1
Superintendent Facilities	O	8B	S1
Superintendent Public Utilities	O	8B	S1
Traffic Maintenance 1	D	6A	L1
Utilities Maintenance 1	D	5	L1
Utilities Maintenance Craftsman	J	6A	S3
Utilities Maintenance Specialist	E	5	LS
Working Foreman Utilities	K	7	S2
Working Foreman Custodian	J	7	S3

CITY OF GLOUCESTER AND AFSCME UNIT A
POSITION RECLASSIFICATION JOB SERIES

CUSTODIANS

3 - Custodian

Grade A \$18,50 - \$26,41
Member of work crew
Supervised work

Less accountability, judgment,
experience, independent action

2 - Building Custodian

Grade C \$20,01 - \$28,27
Responsible for building
Not supervised

Medium accountability, judgment,
Independent action

1-3 years experience

1 - Custodian Supervisor

Grade E \$21,64 - \$30,58
Crew supervisor – large school
Supervisory responsibility

More accountability, judgment,
Independent action

3+ years experience

LABOR SERVICES

Maintenance 2 - Entry Level

Grade B \$19,24 - \$27,19

All maintenance positions DOH

Status review at 6 month

intervals prior to advancement

Maintenance 1 – Experienced

Grade D \$20,81 - \$29,40

Facility, Utility, Traffic, Rink,
Public Services Maintenance

Full proficiency required
after training

Labor Specialists – LS

Grade E \$21,64 - \$30,58

Stadium Specialist, Service Truck Specialist,
Meter Reader/Cross Connection Inspector
Facilities Maintenance Labor Specialist

4 independent stand-alone positions

Special skills gained by training & experience

DRIVERS SERIES

Driver Operator 3

Grade G \$23,41 - \$33,10
HMEQ -CDL license
Tanker endorsement preferred
3-9 ton vehicles

Large tractors, sweepers,
road flushers, snow loaders

Driver Operator 2

Grade H \$24,34 - \$34,40
HEO Public Services
HEO Utilities entry-level
CDL + advanced hoisting/hydraulics
License required
Backhoes, excavators, front-end loaders
Vactors, etc.

Driver Operator 1

Grade I \$25,32 - \$35,77
HEO – Utilities experienced
CDL, Class B +DPS2A hoisting license required
More occupational risk, safety precautions needed

ENFORCEMENT/COMPLIANCE SERIES

Enforcement 3

Grade C \$20.01 - \$28.27
Parking Officer
Meter Technician

Less accountability, judgment,
experience, independent action

Enforcement 2

Grade F \$22.51 - \$31.82
Assistant Shellfish Warden
Storekeeper

More accountability, judgment,
experience, independent action

Enforcement 1

Grade H \$24.34 - \$34.40
Shellfish Warden
Public Works Inspector
Animal Control Officer

More public interface, judgment

TRADES SERIES

Trades 3

Grade F \$22.51 - \$31.8

Vocational training degree required
Journeyman license preferred;
Apprentice

Mason
Carpenter's Assistant
Motor Equipment Maintenance

Trades 2

Grade M \$29.62 - \$41.87

Journeyman License required
Supervisor available

Carpenter
Mechanic

More experience, accountability

Trades 1

Grade N \$30.80 - \$43.53

Trades license required
No Supervisor available

Plumber
Master Mechanic
Electrician
HVAC Technician

Most experience, judgment, communication

SUPERVISOR SERIES

Supervisor 4

Grade I \$25.32 - \$35.77

Crew leader
Public Services Maint Craftsman

Supervisor 3

Grade J \$26.33 - \$37.18

Working Foreman, Public Services
Working Foreman, Custodians
Utilities Maintenance Craftsman

May supervise more than 1 crew

Supervisor 2

Grade K \$27.38 - \$38.67

Working Foreman, Utilities
Supervises more than 1 crew
Utilities work, more risk

More accountability

Supervisor 1

Grade O \$32.04 - \$45.27

3 Superintendents replaced 3 Managers
Superintendents of Central Stores,
Facilities, Utilities

Most accountability, judgment, com-
munications, education & experience

AFSCME WAGE SCALE - A
2.5% Steps 4% between Grades

EFF DATE
04/31/2019

GRADE	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
A	\$18.50	\$18.98	\$19.43	\$19.92	\$20.42	\$20.93	\$21.45	\$21.99	\$22.54	\$23.10	\$23.68	\$24.27	\$24.88	\$25.50	\$26.14
B	\$19.24	\$19.72	\$20.21	\$20.72	\$21.24	\$21.77	\$22.31	\$22.87	\$23.44	\$24.03	\$24.63	\$25.25	\$25.88	\$26.53	\$27.19
C	\$20.01	\$20.51	\$21.02	\$21.55	\$22.09	\$22.64	\$23.21	\$23.79	\$24.38	\$24.98	\$25.61	\$26.26	\$26.91	\$27.58	\$28.27
D	\$20.81	\$21.33	\$21.86	\$22.41	\$22.97	\$23.54	\$24.13	\$24.73	\$25.35	\$25.98	\$26.63	\$27.30	\$27.98	\$28.68	\$29.40
E	\$21.64	\$22.18	\$22.73	\$23.30	\$23.88	\$24.48	\$25.09	\$25.72	\$26.36	\$27.02	\$27.70	\$28.39	\$29.10	\$29.83	\$30.58
F	\$22.51	\$23.07	\$23.65	\$24.24	\$24.85	\$25.47	\$26.11	\$26.76	\$27.43	\$28.12	\$28.82	\$29.54	\$30.28	\$31.04	\$31.82
G	\$23.41	\$24.00	\$24.60	\$25.22	\$25.85	\$26.50	\$27.16	\$27.84	\$28.54	\$29.25	\$29.98	\$30.73	\$31.50	\$32.29	\$33.10
H	\$24.34	\$24.95	\$25.57	\$26.21	\$26.87	\$27.54	\$28.23	\$28.94	\$29.66	\$30.40	\$31.16	\$31.94	\$32.74	\$33.56	\$34.40
I	\$25.32	\$25.95	\$26.60	\$27.27	\$27.95	\$28.65	\$29.37	\$30.10	\$30.86	\$31.62	\$32.41	\$33.22	\$34.05	\$34.90	\$35.77
J	\$26.33	\$26.99	\$27.66	\$28.35	\$29.06	\$29.79	\$30.53	\$31.29	\$32.07	\$32.87	\$33.68	\$34.53	\$35.39	\$36.27	\$37.18
K	\$27.38	\$28.06	\$28.76	\$29.48	\$30.22	\$30.98	\$31.75	\$32.54	\$33.35	\$34.18	\$35.03	\$35.91	\$36.81	\$37.73	\$38.67
L	\$28.46	\$29.19	\$29.92	\$30.67	\$31.44	\$32.23	\$33.04	\$33.87	\$34.72	\$35.59	\$36.48	\$37.39	\$38.32	\$39.28	\$40.26
M	\$29.62	\$30.38	\$31.12	\$31.90	\$32.70	\$33.52	\$34.36	\$35.22	\$36.10	\$37.00	\$37.93	\$38.88	\$39.85	\$40.85	\$41.87
N	\$30.80	\$31.57	\$32.36	\$33.17	\$34.00	\$34.85	\$35.72	\$36.61	\$37.53	\$38.47	\$39.43	\$40.42	\$41.43	\$42.47	\$43.53
O	\$32.04	\$32.84	\$33.66	\$34.50	\$35.36	\$36.24	\$37.15	\$38.08	\$39.03	\$40.01	\$41.01	\$42.04	\$43.09	\$44.17	\$45.27

HOURS
32.5 - 40

EFF DATE
07/01/2018

AFSCME WAGE SCALE - A & B
(INCLUDES NON-JUNION CLERICALS)

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
4	\$16.21	\$16.76	\$17.29	\$17.78	\$18.33	\$18.90	\$19.73	\$20.53	\$20.84	\$21.17	\$21.47	\$21.81
5	\$17.29	\$17.87	\$18.42	\$19.01	\$19.60	\$20.19	\$21.20	\$22.06	\$22.39	\$22.74	\$23.06	\$23.42
6	\$18.42	\$19.06	\$19.71	\$20.38	\$21.09	\$21.78	\$22.90	\$23.83	\$24.17	\$24.53	\$24.91	\$25.30
6A	\$19.06	\$19.60	\$20.45	\$21.17	\$21.93	\$22.66	\$23.81	\$24.79	\$25.14	\$25.53	\$25.92	\$26.32
7	\$19.69	\$20.45	\$21.21	\$22.02	\$22.81	\$23.54	\$24.75	\$25.69	\$26.09	\$26.49	\$26.89	\$27.27
8	\$21.21	\$22.09	\$22.96	\$23.81	\$24.64	\$25.53	\$26.82	\$27.89	\$28.28	\$28.71	\$29.15	\$29.59
8A	\$22.96	\$23.75	\$24.50	\$25.29	\$26.03	\$26.84	\$28.05	\$29.16	\$29.60	\$30.05	\$30.49	\$30.94
8B	\$26.57	\$27.41	\$28.27	\$29.17	\$30.10	\$31.06	\$32.35	\$33.77	\$34.27	\$34.79	\$35.32	\$35.84

Sec. 4-1. - Establishment of classification plan.

- (a) Section 4-1 and appendix A shall constitute the classification plan of the city within the meaning of section 108A of chapter 41 of the general laws.
- (b) The positions of all officers and employees in the service of the city, other than the positions of officers elected by the city and those positions in the service of the school department, are hereby classified by titles listed in appendix A, whether said positions are fulltime, parttime, seasonal, casual or other in nature.
- (c) The title of each class, as established by the classification plan, shall, except as otherwise provided herein, be the official title of every position allocated to the class and the official title of each incumbent of a position so allocated and shall be used to the exclusion of all others on payrolls, budget estimates and other official records and reports pertaining to the position. If, in the instance of any position subject to the civil service law, a different title for the position shall be established by the state personnel administrator, such title shall be the official title of the incumbent of said position and shall be used on all payrolls, budget estimates and other official records and reports pertaining to the position.
- (d) Temporary positions, except positions which can be allocated to classes appearing in appendix A, shall be established by the personnel department in consultation with the appointing authority, except as otherwise provided by statute.

Sec. 4-2. - Existing and new positions.

Except for paid elective positions, positions in the service of the school department, and positions allocated to their appropriate class by the state personnel administrator pursuant to the civil service law, each position in the city service shall be allocated by the personnel department to a class established by the classification plan. No person shall be appointed, employed or paid as an employee of the city in any position subject to this classification plan under any title other than a title appearing in said plan or a title approved as stipulated in this ordinance, nor shall such a person be employed under a title inappropriate to the classification plan in terms of the duties actually to be performed, or being performed, in the position, except as provided in the emergency provisions of the ordinance. Whenever a new position is established, or the duties of an existing position are so changed as in effect to create a new position, upon presentation of sustaining data satisfactory to the personnel department, the said department shall allocate such new and changed position to its appropriate class. No position shall be reclassified until the personnel department has determined that such reclassification will be consistent with the classification and compensation plans.

Sec. 4-3. - Classification descriptions and qualifications.

- (a) The personnel department shall establish, maintain and amend from time to time as it deems necessary, written definitions or job descriptions for each class of positions established pursuant to section 4-1(b). Said definitions or job descriptions shall describe the essential character of the duties and responsibilities of positions, setting forth the minimum qualifications for entrance to positions of the class. Such definitions or job descriptions shall be descriptive only and except as provided herein with respect to minimum qualifications not restrictive.
- (b) They [the definitions or job descriptions] shall serve to define the scope of the several classes and not to prescribe in detail the duties or lines of promotion of any individual position.
- (c) In the instance of classes of positions subject to the civil service law, the minimum qualifications of employment shall be those approved by the state personnel administrator for positions of the class subject to the civil service law.
- (d) In the instance of all other classes of positions, the minimum qualifications for allocation thereto shall be prescribed by the personnel department and shall be based upon the minimum qualification recommended to said department by department heads, an examination by the personnel department of the work content of positions allocated to the class and the personnel department's study of comparable positions in private employment, in the services of other municipalities and in the state service.
- (e) Every two years, beginning in 1994, the personnel director shall review the classification system referred to in section 4-3. Further, the director shall, pursuant to 4-3(a) and 4-3(d) herein, make or recommend any necessary and appropriate changes. Further, this review shall be completed by July 1 of each review year.

(Ord. No. 10-1994, § 1, 7-26-1994)

Sec. 4-4. - Compensation plan.

- (a) The compensation plan shall consist of the schedule incorporated into appendix B for management and nonunion employees, schedules incorporated into collective bargaining agreements and schedules of salary and wage rates covering other miscellaneous position classes included in the classification plan. Each position class shall be allocated to a pay grade consisting of a salary range with step increments or a single rate incorporated into the appropriate schedule.
- (b) The personnel department shall administer the provisions of the compensation plan and shall establish such policies, procedures and regulations as it deems necessary for the administration thereof subject to the requirements of section 3-2.
- (c) If a position subject to the civil service law shall be classified by the state personnel administration under a title not specified in appendix A, the city personnel department shall allocate the position class to an appropriate pay grade in the compensation plan (subject to

- provisions of collective bargaining agreements where applicable).
- (d) Increases in compensation under the compensation plan, except as provided by collective bargaining agreement are permissive and are not mandatory for management personnel. Management employees shall be entitled to a salary review on the annual anniversary date of his/her employment. Merit raises for management personnel shall be awarded solely on the basis of the results of the performance evaluation process. In cases where merit raises are appropriate, an adjustment equal to at least one increment shall be awarded to the employee. Individual salaries need not be specifically established at one of the seven increments of the salary grade but may be established at any level between the minimum and maximum of the grade so long as any merit adjustments are of an amount equal to at least one increment within the range (or five percent of the salary). No increase shall become effective unless the appropriation made according to law, to which it is chargeable, is sufficient for the purpose and unless it is approved by the personnel department. The compensation plan for nonunion, nonmanagement employees shall follow that of the union employees and shall increase automatically at the same time and in the same increments as the union employee compensation plan increase.
 - (e) Except for employees whose positions are covered by collective bargaining agreements, any employee occupying a position in the classification plan who is not recommended to receive the increment specified in the plan shall have the right to appeal to the personnel department. Upon receipt of such appeal, the personnel department may initiate and approve the increment without the recommendation of the department head after hearing both the employee and the department head or may deny the appeal. Employees whose positions are covered by collective bargaining agreement shall be restricted to the appeals process provided in the respective agreement.
 - (f) When any management or nonunion position becomes vacant, and is to be filled, the mayor shall have the authority to establish the salary of the new employee at any rate within the pay grade assigned to the position.
 - (g) The mayor shall submit annually to the city council recommended adjustments to the compensation plan for nonunion employee. Said adjustments shall if adopted become effective on the first day of the fiscal year for which they are adopted.

(Ord. of 9-6-1983, § I)