

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	5-2
		Original Adoption	02-09-1987
		Revision #	9
		Last revision date	October 2015
Section Title	Classification and Compensation		
Subject	Compensation Step System		

The Step System provides a systematic pay raise system for employees and is based on the City of Helena Pay Matrix, which is reviewed and updated July 1st of each year.

The schedule for step increases is located on the following page.

Eligible Employees

REGULAR FULL-TIME

REGULAR PART-TIME

Beginning Salaries - New Hires, Promotions and Demotions

Generally, a new hire will start at step one (1) of their established pay grade and future increases will follow the time outlined in Policy 5-2 or union contract. In the event an employee starts at a step above step one (1) but below the maximum, he/she will be eligible for a step increase after successfully completing their twelve (12)-month probationary period and any future increases will follow the time line outlined in Policy 5-2.

When a promotion results in a position being filled with a current City employee, the employee will be placed at a step of the new grade that gives the employee at least a five percent (5%) salary increase, but not to exceed the maximum for the grade. If the change is lateral in grade, the employee shall retain their current step. The employee will serve a one-year probationary period in the new position. A step increase will occur at the completion of the probationary period and then follow the timeline outlined in Policy 5-2.

In the event an employee is involuntarily moved to a lower rated position they will retain their current salary for a period of three (3) months after which their salary will decrease to the new grade at the step closest to their previous salary.

In the event an employee applies for and is appointed to a lower rated position or is demoted for disciplinary or performance reasons, their salary will immediately decrease to the new grade at the step closest to their previous salary.

This is a general policy statement. The final decision in all cases will be left to the City Manager.

Compensation step system chart:

Hired/promoted on or after:	Months in 1 st step	Months in 2 nd step	Date to 3 rd step
January 1	All spend 12 months at 1 st step	6	July 1
February 1		5	July 1
March 1		4	July 1
April 1		15	*July 1 the following year
May 1		14	*July 1 the following year
June 1		13	*July 1 the following year
July 1		12	July 1
August 1		11	July 1
September 1		10	July 1
October 1		9	July 1
November 1		8	July 1
December 1		7	July 1

* Employees reaching Step 2 before April 1 will be considered for an increase to Step 2 on July 1 of the same year. If an employee reaches Step 2 on or after April 1, the employee would not be eligible for an increase to Step 2 until July 1 of the following year.