



Section Name: Employee Relations Effective Date: September 8, 2009
Section Number: 400 Date of Revision: **December 19, 2016**
Policy Number: 005
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Subject: Compensation

1. Purpose. The purpose of this policy is to provide procedures for compensating all non-union employees of the City of Monroe.
2. Statement of Policy.
 - 2.1 Employees will be paid every other Thursday unless the pay day falls on a holiday. In such event, employees will be paid on the day preceding the holiday. One week of wages is withheld to provide the necessary time to prepare the payroll. Employees will be paid by regular payroll check or, with the employee's authorization, by direct deposit. The employee shall also be provided an itemized statement of earnings and all deductions made for any purpose.
 - 2.2 All employees shall be compensated that amount specified for their classification as established by the City.
 - 2.3 Longevity Payments. Employees hired on or after July 1, 2009, shall not be eligible for longevity pay.

Regular full-time employees hired prior to July 1, 2009, shall be eligible for longevity pay based upon the number of years of continuous service the employee has worked for the City as a regular full-time employee. Eligible employees on the City's payroll as of December 1 shall be entitled to longevity pay in the amount of \$50.00 for each full year of continuous full-time service the employee has completed as of December 1 of each year. Longevity pay shall be made in the month of December of each year.

Employees shall not be entitled to any longevity pay if their employment with the City terminates for any reason other than retirement or death prior to December 1 of any calendar year. An employee who retires or dies prior to December 1 shall be entitled to prorated longevity benefits for his last year of service if all other requirements are met. Longevity pay is based upon the number of weeks between the preceding December

1 and the employee's date of retirement or death. Time on layoff shall not apply toward longevity.

- 2.4 **Certification Pay.** Notwithstanding Ordinance No. 79-023, effective Jun 30, 2017, and each June 30th thereafter, employees of the Water and Wastewater Departments who hold a certification (or certificates) issued by the State of Michigan, pursuant to the Safe Drinking Water Act 399 of 1976, the Natural Resources and Environmental Protection Act 451 of 1994, and the Michigan Administration Code, shall receive, in addition to their regular base salary, the following reimbursement for attaining the following certifications:

Water	Water Distribution	Wastewater	Amount
F-1	S-1	A	\$1,600
F-2	S-2	B	\$1,000
F-3	S-3	C	\$700
F-4	S-4	D	\$400

Unless approved by the City Manager, no employee shall receive reimbursement for more than one certificate.

An employee shall receive payment for certification only when working in a job where the certification is applicable.

3. **Definitions.** None
4. **Application.** This policy applies to all non-union employees and appointed officials of the City of Monroe.
5. **Responsibility.** The City Manager and the Human Resources Director shall have the responsibility for overseeing and implementing this policy.
6. **Administrative Procedure.** None.
7. **Legislative History of Authority for Creation or Revision.**

Adopted pursuant to action of the Monroe City Council, dated September 8, 2009.

Revised pursuant to action of the Monroe City Council, dated **December 19, 2016.**