

State of Georgia
City of Temple

Ordinance _____

An ordinance to establish job descriptions, a salary scale, and a performance evaluation for employees of the City of Temple; define the jobs offered by the City and the pay scale for each job; and to provide the mechanism to establish additional jobs, salary scale and performance evaluation tools. This ordinance provides for severability, repeals conflicting ordinances, and for all lawful purposes.

WHEREAS, the City Council of Temple appreciates the valued employees of the city and wish to establish a fair and equitable pay scale;

WHEREAS, the City of Temple desires to establish appropriate job descriptions; with the job descriptions to be reviewed at least annually with city employees for appropriate adjustments; and,

WHEREAS, the City of Temple desires to establish a uniform evaluation system for city employees;

NOW, THEREFORE, BE IT ORDAINED BY THE City Council of City of Temple that;

SECTION 1.

A. The City Council of the City of Temple shall authorize, either through the city's approved annual budget, or by resolution, all salaries and positions of employment for the City of Temple. The City Clerk or his/her designee shall maintain job descriptions and city employee evaluations. The Department Head, with the approval of the City Administrator, may make adjustments, change language, and adjust job requirements within the job description as may be deemed necessary for the performance of the job.

B. All departments will use the same evaluation instrument. There shall be a separate evaluation instrument for supervisors. Any changes to this procedure must be for specific reasons and approved by the City Administrator.

C. Through the budgeting process, the Temple City Council may approve cost of living and/or merit raises. To receive this merit pay an employee must meet the following criteria:

Scale is as follows:

1.0 percent minimum increase, or terminated or put on probation if 2 or more areas were "did not meet expectations"

1.5 percent increase is have one area where "did not meet expectations"

2.0 percent increase if "met expectations" in all areas

2.5 percent increase if "exceeded expectations" or "far exceeds expectations" in 1 to 3 areas

3.0 percent increase if "exceeded expectations" or "far exceeds expectations" in 4 or more areas.

D. All employees will be evaluated and will receive their merit and cost of living increase within 45 days of their employment anniversary.

E. All employees shall provide the City of Temple with a MVR (Motor Vehicle Report) and a copy of their current driver's license annually. It should be presented to the City Administrator between May 1st and June 1st of each year. The employee shall provide a receipt for the MVR and will be reimbursed the cost of the report.

SECTION 2.

Exhibits:

- A. Job Descriptions
- B. Job Classification/Pay Scale Chart
- C. 3% Pay Increase Chart
- D. Absence Request
- E. Employee Expense Statement
- F. Annual Review Form

SECTION 3. Effective Date

This ordinance shall become effective with adoption by the Temple City Council.

Procedure for Requesting Leave

D. The City desires for their employee to meet their potential by improving their skills and knowledge through training. An employee may request training and course enhancement as long as it relates to their job assignment and meets the goal and objectives for the City of Temple. However, the request must follow procedures established in the employee handbook. All leave (city business, sick, vacation, etc.) must use the forms provided by the City Administrator prior to leave with the exception of unexpected sick leave which must be completed upon return to work. Reimbursement requests must be on the City forms. Employees or Elected Officials that are travelling on city business are entitled to the per diem rates as established by the GSA (General Services Administration) for meals, rooms, and mileage.

E. Jobs for the City of Temple are created by job description and the approval of the Mayor and Council. If courses/training changes the classification and approval has been given by the Department Head and City Administrator, the employee will receive the appropriate pay scale increase upon valid proof of completion

Job descriptions are fluid and may be revised by the Department Head with the approval of the City Administrator. Annually, employees are evaluated using an approved instrument by the City of Temple.

SECTION 4: Severability

In the event any portion of this ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City of Temple that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this ordinance which shall remain in full and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of the ordinance.

SECTION 5: Repealer

All ordinances and parts of ordinances in direct conflict with this ordinance are hereby repealed.

Mayor

Date

City Clerk

Date

**Exhibit A- A copy of all employee job descriptions are available to review in the City Clerk's Office.
There have been no changes made to the job descriptions.**

**City of Temple
Job Classification / Pay Scale**

Job Title	Exempt / Non-Exempt	Grade
Accounting Clerk/ Accounts Payable	Non-Exempt	11
Accounting Clerk/Court Clerk	Non-Exempt	8
Accounting Clerk/ Utility Billing	Non-Exempt	7
Administrative Assistant Records Clerk	Non-Exempt	4
Athletic Clerk/Leisure Coordinator	Non-Exempt	8
Chief Court Clerk	Non-Exempt	8
Chief of Police	Exempt	31
City Administrator	Exempt	43
City Clerk	Non-Exempt	17
Code Enforcement Officer	Non-Exempt	19
Community Development	Non Exempt	11
Director Parks & Recreation	Exempt	19
Director Senior Center	Non-Exempt	11
Field Maintenance / Equipment Operator	Non-Exempt	6
Finance Director	Exempt	41
Police Investigator	Non-Exempt	17
Police Lieutenant	Non-Exempt	17
Police Major	Non-Exempt	23
Police Patrol Officer	Non-Exempt	13
Police Private First Class	Non-Exempt	14
Public Works Director	Exempt	39
Public Works Technician I	Non-Exempt	9
Public Works Technician II	Non- Exempt	11
Public Works Technician III/ Crew Chief	Non-Exempt	13
Senior Center Food Cook Preparation	Non-Exempt	1
Wastewater Plant Operator Class I (one)	Non-Exempt	25
Wastewater Plant Operator Class II (two)	Non-Exempt	19

3% Pay Rate Increases
 Columns A - K= Pay Rate Increase Every Year
 Columns L-P= Pay Rate Increase Every 2 Years

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	\$9.00	\$9.27	\$9.55	\$9.84	\$10.14	\$10.44	\$10.75	\$11.07	\$11.40	\$11.74	\$12.09	\$12.45	\$12.82	\$13.20	\$13.60	\$14.01
2	\$9.50	\$9.79	\$10.08	\$10.38	\$10.69	\$11.01	\$11.34	\$11.68	\$12.03	\$12.39	\$12.76	\$13.14	\$13.53	\$13.94	\$14.36	\$14.79
3	\$10.00	\$10.30	\$10.61	\$10.93	\$11.26	\$11.60	\$11.95	\$12.31	\$12.68	\$13.06	\$13.45	\$13.85	\$14.27	\$14.70	\$15.14	\$15.59
4	\$10.50	\$10.82	\$11.14	\$11.47	\$11.81	\$12.16	\$12.52	\$12.90	\$13.29	\$13.69	\$14.10	\$14.52	\$14.96	\$15.41	\$15.87	\$16.35
5	\$10.75	\$11.07	\$11.40	\$11.74	\$12.09	\$12.45	\$12.82	\$13.20	\$13.60	\$14.01	\$14.43	\$14.86	\$15.31	\$15.77	\$16.24	\$16.73
6	\$11.00	\$11.33	\$11.67	\$12.02	\$12.38	\$12.75	\$13.13	\$13.52	\$13.93	\$14.35	\$14.78	\$15.22	\$15.68	\$16.15	\$16.63	\$17.13
7	\$11.50	\$11.85	\$12.21	\$12.58	\$12.96	\$13.35	\$13.75	\$14.16	\$14.58	\$15.02	\$15.47	\$15.93	\$16.41	\$16.90	\$17.41	\$17.93
8	\$11.75	\$12.10	\$12.46	\$12.83	\$13.21	\$13.61	\$14.02	\$14.44	\$14.87	\$15.32	\$15.78	\$16.25	\$16.74	\$17.24	\$17.76	\$18.29
9	\$12.00	\$12.36	\$12.73	\$13.11	\$13.50	\$13.91	\$14.33	\$14.76	\$15.20	\$15.66	\$16.13	\$16.61	\$17.11	\$17.62	\$18.15	\$18.69
10	\$12.50	\$12.88	\$13.27	\$13.67	\$14.08	\$14.50	\$14.94	\$15.39	\$15.85	\$16.33	\$16.82	\$17.32	\$17.84	\$18.38	\$18.93	\$19.50
11	\$13.00	\$13.39	\$13.79	\$14.20	\$14.63	\$15.07	\$15.52	\$15.99	\$16.47	\$16.96	\$17.47	\$17.99	\$18.53	\$19.09	\$19.66	\$20.25
12	\$13.50	\$13.91	\$14.33	\$14.76	\$15.20	\$15.66	\$16.13	\$16.61	\$17.11	\$17.62	\$18.15	\$18.69	\$19.25	\$19.83	\$20.42	\$21.03
13	\$14.00	\$14.42	\$14.85	\$15.30	\$15.76	\$16.23	\$16.72	\$17.22	\$17.74	\$18.27	\$18.82	\$19.38	\$19.96	\$20.56	\$21.18	\$21.82
14	\$14.50	\$14.94	\$15.39	\$15.85	\$16.33	\$16.82	\$17.32	\$17.84	\$18.38	\$18.93	\$19.50	\$20.09	\$20.69	\$21.31	\$21.95	\$22.61
15	\$15.00	\$15.45	\$15.91	\$16.39	\$16.88	\$17.39	\$17.91	\$18.45	\$19.00	\$19.57	\$20.16	\$20.76	\$21.38	\$22.02	\$22.68	\$23.36
16	\$15.50	\$15.97	\$16.45	\$16.94	\$17.45	\$17.97	\$18.51	\$19.07	\$19.64	\$20.23	\$20.84	\$21.47	\$22.11	\$22.77	\$23.45	\$24.15
17	\$16.00	\$16.48	\$16.97	\$17.48	\$18.00	\$18.54	\$19.10	\$19.68	\$20.27	\$20.88	\$21.51	\$22.16	\$22.83	\$23.52	\$24.23	\$24.95
18	\$17.00	\$17.51	\$18.04	\$18.58	\$19.14	\$19.71	\$20.30	\$20.91	\$21.54	\$22.19	\$22.86	\$23.55	\$24.26	\$24.99	\$25.74	\$26.51
19	\$17.50	\$18.03	\$18.57	\$19.13	\$19.70	\$20.29	\$20.90	\$21.53	\$22.18	\$22.85	\$23.54	\$24.25	\$24.98	\$25.73	\$26.50	\$27.30
20	\$18.00	\$18.54	\$19.10	\$19.67	\$20.26	\$20.87	\$21.50	\$22.15	\$22.81	\$23.49	\$24.19	\$24.92	\$25.67	\$26.44	\$27.23	\$28.05
21	\$18.50	\$19.06	\$19.63	\$20.22	\$20.83	\$21.45	\$22.09	\$22.75	\$23.43	\$24.13	\$24.85	\$25.60	\$26.37	\$27.16	\$27.97	\$28.81
22	\$19.00	\$19.57	\$20.16	\$20.76	\$21.38	\$22.02	\$22.68	\$23.36	\$24.06	\$24.78	\$25.52	\$26.29	\$27.08	\$27.89	\$28.73	\$29.59
23	\$19.50	\$20.09	\$20.69	\$21.31	\$21.95	\$22.61	\$23.29	\$23.99	\$24.71	\$25.45	\$26.21	\$27.00	\$27.81	\$28.64	\$29.50	\$30.39
24	\$20.00	\$20.60	\$21.22	\$21.86	\$22.52	\$23.20	\$23.90	\$24.62	\$25.36	\$26.12	\$26.90	\$27.71	\$28.54	\$29.40	\$30.28	\$31.19
25	\$21.00	\$21.63	\$22.28	\$22.95	\$23.64	\$24.35	\$25.08	\$25.83	\$26.60	\$27.40	\$28.22	\$29.07	\$29.94	\$30.84	\$31.77	\$32.72
26	\$21.50	\$22.15	\$22.81	\$23.49	\$24.19	\$24.92	\$25.67	\$26.44	\$27.23	\$28.05	\$28.89	\$29.76	\$30.67	\$31.57	\$32.52	\$33.50
27	\$22.00	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50	\$26.27	\$27.06	\$27.87	\$28.71	\$29.57	\$30.46	\$31.37	\$32.31	\$33.28	\$34.28
28	\$22.50	\$23.18	\$23.88	\$24.60	\$25.34	\$26.10	\$26.88	\$27.69	\$28.52	\$29.38	\$30.26	\$31.17	\$32.11	\$33.07	\$34.06	\$35.08
29	\$23.00	\$23.69	\$24.40	\$25.13	\$25.88	\$26.66	\$27.46	\$28.28	\$29.13	\$30.00	\$30.90	\$31.83	\$32.78	\$33.76	\$34.77	\$35.81
30	\$23.50	\$24.21	\$24.94	\$25.69	\$26.46	\$27.25	\$28.07	\$28.91	\$29.78	\$30.67	\$31.59	\$32.54	\$33.52	\$34.53	\$35.57	\$36.64
31	\$24.00	\$24.72	\$25.46	\$26.22	\$27.01	\$27.82	\$28.65	\$29.51	\$30.40	\$31.31	\$32.25	\$33.22	\$34.22	\$35.25	\$36.00	\$36.81
32	\$24.50	\$25.24	\$26.00	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$31.04	\$31.97	\$32.93	\$33.92	\$34.94	\$35.99	\$37.07	\$38.18
33	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98	\$29.85	\$30.75	\$31.67	\$32.62	\$33.60	\$34.61	\$35.65	\$36.72	\$37.82	\$38.95
34	\$25.50	\$26.27	\$27.06	\$27.87	\$28.71	\$29.57	\$30.46	\$31.37	\$32.31	\$33.28	\$34.28	\$35.31	\$36.37	\$37.46	\$38.58	\$39.74
35	\$26.00	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$31.04	\$31.97	\$32.93	\$33.92	\$34.94	\$35.99	\$37.07	\$38.18	\$39.33	\$40.51
36	\$26.50	\$27.30	\$28.13	\$28.98	\$29.85	\$30.75	\$31.67	\$32.62	\$33.60	\$34.61	\$35.65	\$36.72	\$37.82	\$38.95	\$40.13	\$41.33



City of Temple Absence Request Form

Absence Information:

Employee Name: _____ Department: _____

Employee ID: _____ Department Head: _____

Type of Absence Requested:

Sick Vacation Bereavement Time Off Without Pay

Military Jury Duty Maternity/Paternity City Business

Dates of Absence: _____

Reason for Absence:

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Employee Signature Date

City Administrator Approval

Approved Rejected

Comments: _____

Department Head Signature Date

City Administrator Signature Date

City Of Temple
TEMPLE, GEORGIA
EMPLOYEE EXPENSE STATEMENT

Name: _____ Department _____

Address _____ Month Ending _____

Auto License No _____

Date	Time Depart/ Arrive	From/To	TRANSPORTATION					SUBSISTENCE			OTHER						
			Odometer Reading Begin/End	Number of Miles	Taxi Limo Bus	Total Transport ation	Break fast	Launch	Dinner	Total Meals	Lodging	Total Subsist ence	Other Expenses	Other Total			
EMPLOYEE SIGNATURE _____		TOTAL MILES _____	TOTAL TRAMS _____	TOTAL SUBSISTENCE _____	TOTAL OTHER _____												

I do hereby swear, under penalty by law, that the above statements are true and I have incurred the described expenses and local use mileage in the discharge of my official duties for the CITY OF TEMPLE.

TOTAL AMOUNT TO BE REIMBURSED \$ _____
APPROVED: _____

CITY OF TEMPLE

EMPLOYEE'S ANNUAL REVIEW FORM

Employee Name: _____

Department: _____

Job Title: _____

Date: _____

JOB KNOWLEDGE: Posses sufficient knowledge/skills to perform duties properly.

Did not meet expectations: _____ Met expectations: _____ Exceeded expectations: _____ Far exceeds expectations: _____

Supporting Data/Goals:

QUALITY: Continuously works without careless errors and omissions.

Did not meet expectations: _____ Met expectations: _____ Exceeded expectations: _____ Far exceeds expectations: _____

Supporting Data/Goals:

INITIATIVE: Practices self-supervision and problem solving.

Did not meet expectations: _____ Met expectations: _____ Exceeded expectations: _____ Far exceeds expectations: _____

Supporting Data/Goals:

ATTITUDE: Cooperation and enthusiasn toward city, job and working associates.

Did not meet expectations: _____ Met expectations: _____ Exceeded expectations: _____ Far exceeds expectations: _____

Supporting Data/Goals:

ATTENDANCE: Rarely absent

Did not meet expectations: _____ Met expectations: _____ Exceeded expectations: _____ Far exceeds expectations: _____

Supporting Data/Goals:

CONTROL OF COST: Conservation of supplies.

Did not meet expectations: _____ Met expectations: _____ Exceeded expectations: _____ Far exceeds expectations: _____

Supporting Data/Goals:

CITY OF TEMPLE

EMPLOYEE'S ANNUAL REVIEW FORM

OVERALL REVIEW:

Did not meet expectations: _____ Met expectations: _____ Exceeded expectations: _____ Far exceeds expectations: _____

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

City Administrator's Signature: _____

Date: _____

EMPLOYEE'S COMMENTS:
