

CITY COUNCIL POLICY

SUBJECT: MANAGEMENT DEVELOPMENT AND
COMPENSATION PROGRAM

NO.: D-3

PURPOSE:

To implement a systematic method of differentiating management personnel from other employees and providing these key employees with a personalized system of professional development, compensation, incentives and recognition for performance results.

POLICY:

1. Annual Salary Adjustments

Annual increases will be granted by Council based on analysis of many factors, including, but not limited to, the cost of living salary comparisons with other cities, productivity, performance and funding available (September 29, 1975).

2. Management Personnel Defined

For the purpose of this program, management personnel are defined as consisting of the City Council Appointees, all City department heads, all City division heads, Administrative Assistants to the City Manager and department heads and other selected personnel with significant responsibilities for formulating City policies and programs.

3. Salary Survey

Annually, in the month of July, the Personnel Officer shall conduct a compensation survey to determine the total direct compensation paid by 20 San Francisco Bay Area cities to classifications included in the City of Mountain View's Management Plan. The cities to be surveyed will be those 10 cities in the 9 Bay Area counties that are immediately larger in population than Mountain View and the 10 cities immediately smaller. In order to eliminate surveying for each management position, and as an adequate data sample is not always available for every position, the number of classes surveyed will be substantially less than the number of persons included in the management group. To constitute an adequate data sample, compensation data from five larger and five smaller cities must be available. On the basis of the survey data collected and existing compensation relationships, a

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compensation range will be established; it will consist of the lowest and the highest compensation gathered and the mean compensation. Said survey data will be one factor utilized by the City Council in establishing a normal performance pay rate for each management position (see No. 1 above). Management personnel will be guaranteed the normal compensation amount except in cases of probationary employees or in disciplinary matters.

4. Probationary Period

The probationary period for management employees will be flexible and longer than the traditional six-month period due to the complexity of the performance involved. The length of this period shall be at the discretion of the individual management employee's supervisor and as ratified by the next higher level of management. The guarantee of normal compensation is for normal performance on the job; every management employee is expected to adequately perform the specific organizational assignments, including management responsibilities.

Effective Date: July 15, 1974, Resolution No. 10146

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