



**ADMINISTRATIVE ORDER No. 5-2007**

**TO:** Departments Employing Individuals in the Classified Service

**FROM:** Joseph D. Kiolbasa, City Manager

**RE:** Modified Salary Insurance

**EFFECTIVE:** Date of Signature

Upon employment with the City, the new employee shall be in the modified step program. The first two steps shall be 50 percent of the budgeted merit increase for the year times the base entry level salary. Steps 3 and 4 shall each be 50 percent of the budgeted merit increase for the year times the entry level salary plus steps 1 and 2. For 2007, the step shall be 1.5 percent.

For the Police Department, step 1 is awarded at completion of FTO programs. Step 2 is awarded at the end of 12 months service from date of hire including FTO, Step 3 at the end of 18 months service from date of hire and Step 4 at the end of 24 months service from date of hire. At the end of 24 months, the employee shall enter the merit system as all other employees.

For the Fire Department, the award of the steps shall be the same except Step 1 will be awarded upon completion of Fire Engineer training.

This practice shall be cumulative with the practice of Administrative Order No. 2-2006 and Administrative Order No. 3-2006.

The City Manager reserves the right to discontinue this practice without prior notice. As with other practices of this nature, program continuation is subject to budgetary considerations and the ability of the City to fund the program.

*Joseph D. Kiolbasa*  
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City Manager

*1/10/07*  
\_\_\_\_\_  
Date

for 1/1/07