

ORDINANCE NO. 5-21AN ORDINANCE ESTABLISHING PAY RATES AND RELATED PROCEDURES FOR CITY EMPLOYEES

BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS THAT:

SECTION 1: Pay Rates of Non-Uniformed Employees

- A. Effective April 5, 2021, non-uniformed employees shall be paid based on the pay grade ranges as shown in Appendix A for compensation year 2021. The compensation year is the period beginning on the first day of the first full pay period in April of the current year through the last day of the last full pay period that begins in March of the following year. The positions of City Administrator and Internal Auditor do not have pay grade ranges and will have their rate of pay determined annually by the Board of Directors.
- B. Effective April 5, 2021, all non-uniformed employees hired by the City on or after April 5, 2021 will be offered the minimum rate of the pay range associated with the grade of the position offered; however, with approval of the Director, Human Resources and City Administrator, an applicant can be offered a different competitive market rate within the respective pay grade in an effort to hire highly qualified individuals.
- C. Effective April 5, 2021, all city employees within their salary grade will receive a merit increase of up to 3% of pay based on performance in 2020. For non-uniformed employees at or above the maximum salary of the grade, a one-time payment (lump sum), that will not become part of the employee's base pay, up to 3% of pay will be granted based on performance.
- D. For calendar year 2021, step and time in grade pay increases as defined throughout the Ordinance Establishing Benefits and Related Procedures for City Employees are hereby suspended for all City employees. Performance evaluations will continue through 2021.

SECTION 2: Pay Rates of Civil Service (uniformed) Employees of the Fire Department

- A. Effective April 5, 2021, Civil Service (uniformed) employees of the Fire Department shall be paid based on the rate of pay as set forth in Appendix B for compensation year 2021. The compensation year is the period beginning on the first day of the first full pay period in April of the current year through the last day of the last full pay period that begins in March of the following year. Employees hired or promoted in January, February or March in any given year will receive their step raise under the 2020 pay scale during these months. These employees will receive any applicable pay step adjustment effective April 5, 2021.
- B. Effective April 5, 2021, all Civil Service (uniformed) Probationary Firefighters hired by the City on or after April 5, 2021 shall initially be placed at the Entry Level (Grade F1; Step 1) of the pay schedule.
- C. Internal transfers (with previous Fort Smith Fire Department experience), rehires and newly hired firefighters holding a current state firefighter certification with verifiable fire suppression experience (highly qualified applicants) shall be eligible for pay above the Entry Level but not to exceed Grade F1; Step 6. Such highly qualified applicants may be offered a different competitive market rate within the F1 pay grade in an effort to hire highly qualified individuals. Such

exceptions, above the Entry Level starting pay, for highly qualified applicants, requires approval of the Director, Human Resources and City Administrator.

- D. On April 5, 2021, eligible uniformed Fire Department employees within their pay grade will receive a 1 step increase on their hire date, or promotion anniversary date (when applicable), based upon tenure in their current position if the step is available. Advancement to each step subsequent to Step 1 (Entry Level) requires an overall satisfactory rating on their current performance evaluation.
- E. For calendar year 2021, all merit and performance pay increases as defined throughout the Ordinance Establishing Benefits and Related Procedures for City Employees are hereby suspended for all City employees. Performance evaluations will continue through 2021.

SECTION 3: Pay Rates of Civil Service (uniformed) Employees of the Police Department

- A. Effective April 5, 2021, Civil Service (uniformed) employees of the Police Department shall be paid based on the rate of pay as set forth in Appendix C for compensation year 2021. The compensation year is the period beginning on the first day of the first full pay period in April of the current year through the last day of the last full pay period that begins in March of the following year. Employees hired or promoted in January, February or March in any given year will receive their step raise under the 2020 pay scale during these months. These employees will receive any applicable pay step adjustment effective April 5, 2021.
- B. Effective April 5, 2021, all Civil Service (uniformed) Police Officers hired by the City on or after April 5, 2021 shall initially be placed at the Entry Level (Grade P1; Step 1) of the Pay Schedule.
- C. Internal transfers (with previous Fort Smith Police Department experience), rehires and newly hired police officers holding a current state law enforcement certification with verifiable law enforcement experience (highly qualified applicants) shall be eligible for pay above the Entry Level but not to exceed Grade P1; Step 13. Such highly qualified applicants may be offered a different competitive market rate within the P1 pay grade in an effort to hire highly qualified individuals. Such exceptions, above the Entry Level starting pay, for highly qualified applicants, requires approval of the Director, Human Resources and City Administrator.
- D. On April 5, 2021, eligible uniformed Police Department employees within their pay grade will receive a 1 step increase on their hire date, or promotion anniversary date (when applicable), based upon tenure in their current position if the step is available. Advancement to each step subsequent to Step 1 (Entry Level) requires an overall satisfactory rating on their current performance evaluation.
- E. For calendar year 2021, all merit and performance pay increases as defined throughout the Ordinance Establishing Benefits and Related Procedures for City Employees are hereby suspended for all City employees. Performance evaluations will continue through 2021.

SECTION 4: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.


PASSED AND APPROVED THIS 19th day of January, 2021.

APPROVED:




Mayor

ATTEST:



City Clerk

Approved as to form:



City Attorney
No publication required

**City of Fort Smith
Non-Uniform
Pay Schedule - 2021
Effective: 04/05/2021**

	<u>Entry</u>	<u>Midpoint</u>	<u>Maximum</u>
Grade 30			
Annual	\$ 22,880.00	\$ 28,600.00	\$ 34,320.00
Bi-Weekly	\$ 880.00	\$ 1,100.00	\$ 1,320.00
Hourly	\$ 11.00	\$ 13.75	\$ 16.50
Grade 31			
Annual	\$ 24,918.40	\$ 31,137.60	\$ 37,356.80
Bi-Weekly	\$ 958.40	\$ 1,197.60	\$ 1,436.80
Hourly	\$ 11.98	\$ 14.97	\$ 17.96
Grade 32			
Annual	\$ 26,936.00	\$ 33,675.20	\$ 40,414.40
Bi-Weekly	\$ 1,036.00	\$ 1,295.20	\$ 1,554.40
Hourly	\$ 12.95	\$ 16.19	\$ 19.43
Grade 33			
Annual	\$ 28,974.40	\$ 36,212.80	\$ 43,451.20
Bi-Weekly	\$ 1,114.40	\$ 1,392.80	\$ 1,671.20
Hourly	\$ 13.93	\$ 17.41	\$ 20.89
Grade 34			
Annual	\$ 30,992.00	\$ 38,750.40	\$ 46,508.80
Bi-Weekly	\$ 1,192.00	\$ 1,490.40	\$ 1,788.80
Hourly	\$ 14.90	\$ 18.63	\$ 22.36
Grade 35			
Annual	\$ 33,030.40	\$ 41,288.00	\$ 49,545.60
Bi-Weekly	\$ 1,270.40	\$ 1,588.00	\$ 1,905.60
Hourly	\$ 15.88	\$ 19.85	\$ 23.82
Grade 36			
Annual	\$ 35,068.80	\$ 43,825.60	\$ 52,582.40
Bi-Weekly	\$ 1,348.80	\$ 1,685.60	\$ 2,022.40
Hourly	\$ 16.86	\$ 21.07	\$ 25.28
Grade 37			
Annual	\$ 37,086.40	\$ 46,363.20	\$ 55,640.00
Bi-Weekly	\$ 1,426.40	\$ 1,783.20	\$ 2,140.00
Hourly	\$ 17.83	\$ 22.29	\$ 26.75
Grade 38			
Annual	\$ 39,124.80	\$ 48,900.80	\$ 58,676.80
Bi-Weekly	\$ 1,504.80	\$ 1,880.80	\$ 2,256.80
Hourly	\$ 18.81	\$ 23.51	\$ 28.21

	<u>Entry</u>	<u>Midpoint</u>	<u>Maximum</u>
Grade 39			
Annual	\$ 41,142.40	\$ 51,438.40	\$ 61,734.40
Bi-Weekly	\$ 1,582.40	\$ 1,978.40	\$ 2,374.40
Hourly	\$ 19.78	\$ 24.73	\$ 29.68
Grade 40			
Annual	\$ 45,219.20	\$ 56,534.40	\$ 67,849.60
Bi-Weekly	\$ 1,739.20	\$ 2,174.40	\$ 2,609.60
Hourly	\$ 21.74	\$ 27.18	\$ 32.62
Grade 41			
Annual	\$ 48,276.80	\$ 60,340.80	\$ 72,404.80
Bi-Weekly	\$ 1,856.80	\$ 2,320.80	\$ 2,784.80
Hourly	\$ 23.21	\$ 29.01	\$ 34.81
Grade 42			
Annual	\$ 52,332.80	\$ 65,416.00	\$ 78,499.20
Bi-Weekly	\$ 2,012.80	\$ 2,516.00	\$ 3,019.20
Hourly	\$ 25.16	\$ 31.45	\$ 37.74
Grade 43			
Annual	\$ 56,388.80	\$ 70,491.20	\$ 84,593.60
Bi-Weekly	\$ 2,168.80	\$ 2,711.20	\$ 3,253.60
Hourly	\$ 27.11	\$ 33.89	\$ 40.67
Grade 44			
Annual	\$ 60,444.80	\$ 75,566.40	\$ 90,688.00
Bi-Weekly	\$ 2,324.80	\$ 2,906.40	\$ 3,488.00
Hourly	\$ 29.06	\$ 36.33	\$ 43.60
Grade 45			
Annual	\$ 64,521.60	\$ 80,641.60	\$ 96,761.60
Bi-Weekly	\$ 2,481.60	\$ 3,101.60	\$ 3,721.60
Hourly	\$ 31.02	\$ 38.77	\$ 46.52
Grade 46			
Annual	\$ 68,577.60	\$ 85,716.80	\$ 102,856.00
Bi-Weekly	\$ 2,637.60	\$ 3,296.80	\$ 3,956.00
Hourly	\$ 32.97	\$ 41.21	\$ 49.45
Grade 47			
Annual	\$ 72,633.60	\$ 90,792.00	\$ 108,950.40
Bi-Weekly	\$ 2,793.60	\$ 3,492.00	\$ 4,190.40
Hourly	\$ 34.92	\$ 43.65	\$ 52.38

	<u>Entry</u>	<u>Midpoint</u>	<u>Maximum</u>
Grade 48			
Annual	\$ 76,689.60	\$ 95,867.20	\$ 115,044.80
Bi-Weekly	\$ 2,949.60	\$ 3,687.20	\$ 4,424.80
Hourly	\$ 36.87	\$ 46.09	\$ 55.31
Grade 49			
Annual	\$ 80,745.60	\$ 100,942.40	\$ 121,139.20
Bi-Weekly	\$ 3,105.60	\$ 3,882.40	\$ 4,659.20
Hourly	\$ 38.82	\$ 48.53	\$ 58.24
Grade 50			
Annual	\$ 84,822.40	\$ 106,017.60	\$ 127,212.80
Bi-Weekly	\$ 3,262.40	\$ 4,077.60	\$ 4,892.80
Hourly	\$ 40.78	\$ 50.97	\$ 61.16
Grade 51			
Annual	\$ 88,878.40	\$ 111,092.80	\$ 133,307.20
Bi-Weekly	\$ 3,418.40	\$ 4,272.80	\$ 5,127.20
Hourly	\$ 42.73	\$ 53.41	\$ 64.09
Grade 52			
Annual	\$ 92,955.20	\$ 116,188.80	\$ 139,422.40
Bi-Weekly	\$ 3,575.20	\$ 4,468.80	\$ 5,362.40
Hourly	\$ 44.69	\$ 55.86	\$ 67.03
Grade 53			
Annual	\$ 97,011.20	\$ 121,264.00	\$ 145,516.80
Bi-Weekly	\$ 3,731.20	\$ 4,664.00	\$ 5,596.80
Hourly	\$ 46.64	\$ 58.30	\$ 69.96

(Annual Amount based on 2080 hours per year)
(Bi-Weekly Amount based on 40 hours per week)

City of Fort Smith
Uniform - Fire Department
Pay Schedule - 2021
Effective: 04/05/2021

Rank / Designation	Grade	Rate	<i>(Entry)</i>					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Probationary Firefighter & Firefighter *	F1	Hourly	\$12.50	\$13.13	\$13.79	\$14.48	\$15.20	\$15.96
		Annual	\$36,400.00	\$38,234.56	\$40,156.48	\$42,165.76	\$44,262.40	\$46,475.52
Driver *	F2	Hourly	\$17.16	\$18.02	\$18.92			
		Annual	\$49,969.92	\$52,474.24	\$55,095.04			
Captain * (non-exempt / hourly)	F3	Hourly	\$20.34	\$21.36	\$22.43			
		Annual	\$59,230.08	\$62,200.32	\$65,316.16			
Captain (exempt / salary)	F4	Bi-Weekly	\$2,373.00	\$2,492.00	\$2,616.83			
		Annual	\$61,698.00	\$64,792.00	\$68,037.67			
Fire Marshal & Training Officer	F5	Bi-Weekly	\$2,700.00	\$2,836.00	\$2,978.40			
		Annual	\$70,200.00	\$73,736.00	\$77,438.40			
Battalion Chief	F5_1	Bi-Weekly	\$2,700.32	\$2,835.84	\$2,978.08			
		Annual	\$70,208.32	\$73,731.84	\$77,430.08			
Division Chief	F6	Bi-Weekly	\$3,200.80	\$3,360.80				
		Annual	\$83,220.80	\$87,380.80				
Assistant Chief	F7	Bi-Weekly	\$3,793.60	\$3,983.20				
		Annual	\$98,633.60	\$103,563.20				

* Amount based on 2912 hours per year
 (All Step amounts include pay for holidays)

**City of Fort Smith
Uniform - Police Department
Pay Schedule - 2021
Effective: 04/05/2021**

		<i>(Entry)</i>														
Rank / Designation	Grade	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	
Police Officer/ Corporal *	P1	Hourly	\$ 18.54	\$ 19.01	\$ 19.48	\$ 19.96	\$ 20.46	\$ 20.97	\$ 21.49	\$ 22.03	\$ 22.58	\$ 23.14	\$ 23.72	\$ 24.31	\$ 24.92	
		Annual	\$ 38,563.20	\$ 39,540.80	\$ 40,518.40	\$ 41,516.80	\$ 42,556.80	\$ 43,617.60	\$ 44,699.20	\$ 45,822.40	\$ 46,966.40	\$ 48,131.20	\$ 49,337.60	\$ 50,564.80	\$ 51,833.60	
		<i>(Entry)</i>														
Sergeant *	P2	Hourly	\$ 26.17	\$ 26.83	\$ 27.50	\$ 28.19	\$ 28.90	\$ 29.62								
		Annual	\$ 54,433.60	\$ 55,806.40	\$ 57,200.00	\$ 58,635.20	\$ 60,112.00	\$ 61,609.60								
		<i>(Entry)</i>														
Lieutenant *	P3	Hourly	\$ 31.10	\$ 31.88	\$ 32.68											
		Annual	\$ 64,688.00	\$ 66,310.40	\$ 67,974.40											
		<i>(Entry)</i>														
Captain	P4	Bi-Weekly	\$ 2,745.14	\$ 2,814.00	\$ 2,884.47	\$ 2,956.56										
		Annual	\$ 71,373.75	\$ 73,164.00	\$ 74,996.25	\$ 76,870.50										
		<i>(Entry)</i>														
Deputy Chief	P5	Bi-Weekly	\$ 3,104.37	\$ 3,182.31	\$ 3,261.46	\$ 3,343.44										
		Annual	\$ 80,713.50	\$ 82,740.00	\$ 84,798.00	\$ 86,929.50										

*Amount based on 2080 hours per year
(All steps include pay for holidays)