

ORDINANCE NO. 27-24AN ORDINANCE ESTABLISHING PAY RATES AND RELATED PROCEDURES FOR CITY EMPLOYEES

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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 1, 2024, non-uniformed employees shall be paid based on the pay grade ranges as shown in Appendix A for compensation year 2024. 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 1, 2024, all non-uniformed employees hired by the City on or after April 1, 2024 will be offered the minimum rate of the pay range associated with the grade of the position offered; however, with approval of the Chief Human Resources Officer 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 1, 2024, eligible non-uniformed employees whose current base pay is below the minimum of the pay grade for their position will receive a 7% increase to their base pay or an increase to the minimum of the pay grade for their position, whichever is greater.
- D. Effective April 1, 2024, employees whose current base pay is in the 1<sup>st</sup> quartile of the pay grade for their position will receive a 7% increase to their base pay; employees whose base pay is in the 2<sup>nd</sup> quartile of the pay grade for their position will receive a 6% increase to their base pay; employees whose base pay is in the 3<sup>rd</sup> quartile of the pay grade for their position will receive a 5% increase to their base pay; employees whose base pay is in the 4<sup>th</sup> quartile of the pay grade for their position will receive a 5% increase to their base pay. For non-uniformed employees at or above the maximum pay of the grade, a one-time payment (lump sum), which will not become part of the employee's base pay, of 5% of base pay will be granted.
- E. Performance evaluations will continue through 2024.

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

- A. Effective April 1, 2024, 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 2024.

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 2023 pay scale during these months. These employees will receive any applicable pay step adjustment effective April 1, 2024.

- B. Effective April 1, 2024, all Civil Service (uniformed) Probationary Firefighters hired by the City on or after April 1, 2024 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 Chief Human Resources Officer and City Administrator.
- D. On April 1, 2024, 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. Performance evaluations will continue through 2024.

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

- A. Effective April 1, 2024, 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 2024. 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 2023 pay scale during these months. These employees will receive any applicable pay step adjustment effective April 1, 2024.
- B. Effective April 1, 2024, all Civil Service (uniformed) Police Officers hired by the City on or after April 1, 2024 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 Chief Human Resources Officer and City Administrator.

- D. On April 1, 2024, 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. Performance evaluations will continue through 2024.

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

PASSED AND APPROVED THIS 26<sup>th</sup> day of March, 2024.


APPROVED:

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
City Attorney  
No publication required