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# **WHITE BOOK**

**2023-2024 Salary and Wage Adjustments**

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## PREFACE

This book lists pay rates in effect as of February 15, 2022, as well as scheduled increases for July 1, 2022.

The letter(s) listed under the column entitled "STEP CODE", identifies the rule to be used for progressing from the minimum to the maximum salary rate. The progression rules are explained in the Salary Step Increment Schedule. The parenthetical line below the classification indicates the classification's bargaining unit affiliation.

Effective May 1, 1997, appointees are covered by the Executive Pay Plan. Appointees are currently eligible for general wage increases. The pay levels for appointive classifications are set by the appointing authority and are based on market competitive studies provided by the Human Resources Department.

**ADMINISTRATION OF SALARY AND PREVAILING RATES  
(COMMON COUNCIL RESOLUTION JULY 13, 1954) AS AMENDED**

RESOLVED, (1) That it shall be the duty of the department head on July 1 of every year and each annual quarterly period thereafter, to furnish the Finance Director with a list of employees eligible for step increments, and he shall indicate thereon the names of the individuals recommended and those not recommended together with reasons for each denial. The Finance Director may then honor payment of the recommended increases provided they are in accordance with the appropriations approved by the Common Council in the annual budget.

(2) In determining the eligibility for step increments based on one year of service, the department head shall require at least 216 days of payroll time in one grade of the same classification or in equivalent grades of similar classifications. Such time shall be exclusive of all overtime including sixth and seventh days, and it must be credited over a period of at least 12 calendar months. For step increments based on a six-month period, the department head shall require at least 108 days of service over a period of at least six calendar months.

(3) When employees are engaged for portions of days or weeks on a continuing basis, they may be granted a step on their full rate for the title, provided they have served 80 percent of their regular yearly schedule of work over a period of at least 12 calendar months.

(4) When an employee experiences a change in title within a series or between similar series with duties and responsibilities that may be quite readily compared, his rate shall be set at a level above the minimum consistent with the amount of payroll time spent in similar grades or higher grades within the same or similar series according to his past record regardless of date of continuity. (Note: On demotions, generally apply Rule #5)

(5) When an employee experiences a change in title from one series to another in the classification plan and it is difficult to recognize any similarities between grades and classes or when the observance of other rules would cause a grave injustice in the opinion of the department head and the Labor Relations Director, a rate may be set within the official range with the concurrence of both of these officials and such rate shall become the employee's official rate.

(6) For the purpose of administering scheduled increases, the year shall be divided into quarters beginning with the months of January, April, July, and October. The increments shall be due at the beginning of the first quarter following the employee's anniversary date of employment. After July 1, 1947, they shall-furthermore be effective on the first day of the payroll period in

which the quarter begins. In no case shall an employee be deprived of credit for the first quarter of his anniversary by virtue of the first three days occurring on Sunday, holidays or non-scheduled workdays (J.C.C. July 10, 1945). When special adjustments are made between quarters they shall take effect at the time of adjustment, unless otherwise provided as in paragraph (5).

(7) The term "Service" as used in several resolutions governing the administration of salary increases shall be construed to mean payroll time exclusive of overtime or premium time.

(8) When employees, according to the resolution of June 5, 1945 (J.C.C., p. 1173) are working in multiple title capacities, scheduled increases may be granted in all the titles held by the employee for the required length of time provided he shall have had the required amount of service, which service may have been under any of the titles.

(9) According to the resolution of October 1, 1941 (J.C.C., p. 2963) and as herein further provided, employees receiving promotions may, at the discretion of the department head and with the approval of the Labor Relations Director, be granted an increase equal to a full annual step or two six-month steps for salary classifications, or a six-month step of 10 cents for hourly rate classifications over and above their rate before promotion, providing the minimum of the new classification is not already a step in excess of their former rate. Promotions within the meaning of this paragraph are confined to those situations in which the maximum of the new title is at least a half step above the maximum of the old title. When an employee is promoted as above, his anniversary shall change accordingly, but when a change in title cannot be termed as a promotion for reasons above stated, the anniversary shall not change and the employee may at the discretion of the department head be granted an increase in pay equal to the difference between the maximum rates of the titles concerned. When multiple titles are involved such increase if granted on the non-promotional basis shall be equal to the difference between the maximum of the highest title prior to the change of status and the highest after the change.

(10) As provided in the resolution of May 18, 1948, (J.C.C., p. 1358), employees who are reinstated to their former class and grade according to Title IV, Chapter II, Section 14 of the City Charter, shall be compensated at a rate of pay, within the same classification, at a level of pay decreased for each full year of absence by an amount equivalent to the normal step increments received by the class for a year. Where they have been reinstated to a different grade and classification or under circumstances other than those provided in the above Charter provision, the rate shall be set concurrently by the Labor Relations Director and the department head according to the provisions of paragraph (5) above. A full year of service shall be construed to consist of a period of at least 12 calendar months, and no credit shall be granted for portions of years served prior to resignation.

(11) Employees in the apprenticeship programs according to the Official Compensation Schedule may be paid at their regular straight time rate for four hours per week or equivalent for required attendance at school classes (J.C.C., March 12, 1946, p. 542).

(12) When converting hourly rates to salary or vice versa, in the application of the above rules or under any other circumstances, the conversion shall be computed on a 2080-hour annual basis with hourly rates rounded up to the next highest  $\frac{1}{2}$  cent and salary rates to the next highest dollar.

(13) In spite of any of the above provisions, no employee shall be paid above the maximum of the range for his title.

(14) Salary positions in classes listed on an annual rate basis in the compensation schedule shall receive annual scheduled increments according to rules prevailing and in the amounts and manner specified in the official schedule herein printed. Prevailing rate positions in classes listed on an hourly basis in the compensation schedule shall receive 10 cents per hour increase semi-annually and effective on quarterly intervals according to Rule 6 above. Apprentice classes in the Apprentice Step Increment Schedule shall be granted increments according to such schedule, effective the first payroll period after completion of the necessary requirements and otherwise under rules prevailing in this official schedule (J.C.C. July 3, 1951 and October 22, 1968).

(15) When upon application of the final step increment or an increase upon promotion according to Rule 9, the employee's rate is still within 1 cent per hour or \$21.00 per annum of his maximum rate, the department may include that remainder with the amount of the employee's last increment to provide him with his maximum rate.

(16) a. Finish Painter - Building Spray rate will be paid to all Finish Painters who are doing sprayman work.  
b. Finish Painter - Swing Stage rate will be paid to all Finish Painters while doing swing stage work (window jack and window belts both exterior and interior).

(17) When an employee is entitled to a step increment based on age or scholastic qualifications, the increment will be granted on the first pay period following the attainment of the necessary qualifications.

(18) a. Effective October 1, 1980, step increments for hourly rated employees shall be increased from 5 cents per hour to 10 cents per hour.

b. Effective October 1, 1980, the basic step increment schedule for salary classifications shall be changed so that

the annual increments will be five percent (5%) of the employee's salary as of the date the increment is normally paid, not to exceed the maximum rate for the classification.

Half steps shall be two and one-half percent (2-1/2%).

- c. Effective January 1, 1981, the step increments for salaried classes shall be paid over a period not to exceed six (6) years. The rate range between minimum and maximum shall be maintained for those classes which currently exceed six (6) years. The City will readjust step increments so that there will be six (6) equal steps in the range. Employees between steps in the range after the implementation of the six-year step schedule on January 1, 1981 shall receive their normal 5% step increment, if normally due and then shall be placed at the next highest increment level.
- d. Effective October 1, 1980, employees promoted from classes where the maximum of the old class is greater than the minimum of the new class, shall be entitled to a pay increase of two annual steps not to exceed the maximum of the new class. For promotion from entry level professional classes to junior professional classes this rule shall not apply and the prior practice shall be maintained.

## STEP INCREMENT SCHEDULE

- A. All pay ranges designated with "A" receive annual increments in the amount of 5% of the employee's base rate, but never in excess of the maximum.
- B. All pay ranges designated with "B" shall proceed from the minimum to maximum on the basis of five equal annual steps.
- C. Employees (apprentices) in this class may be hired or adjusted by the department to any established rate within the range. Rate adjustments which do not comply with standard step increment rules must be approved by the Finance Director.
- D. All pay ranges designated with "D" may be hired or adjusted by the department to any established rate within the range. Rate adjustments which do not comply with standard step increment rules must be approved by the Finance Director.
- E. All pay ranges designated with "E" to receive six-month increments equal to one-half the annual increment, but never in excess of the maximum.
- F. All pay ranges designated with "F" receive annual increases in accordance with the provisions of Arbitrator Roumell's 1995 Act 312 Award (Case No. D 92 C-0554).
- G. All pay ranges designated with "G" shall proceed from the minimum to maximum on the basis of four equal annual steps.
- H. All pay ranges designated with "H" are flat; with the minimum and maximum having the identical rate.
- I. All pay ranges designated with "I" receive six (6) month step increases in an amount sufficient to guarantee to reach the maximum rate in two and one-half (2 ½) years.
- J. All pay ranges designated with "J" to be advanced to the maximum rate after ninety (90) calendar days of employment in the title which shall include a minimum of four hundred eighty (480) hours worked.
- K. All pay ranges designated with "K" are appointed positions and may be hired or adjusted, by the hiring authority, to any established rate within the range.



- L. All pay ranges designated with "L" to receive six-month increments of \$200 on quarterly step increment dates not to exceed maximum. Recruits with the experience are to be hired at a level within the range consistent with the amount of experience as evaluated by the Human Resources Department.
- M. All employees in pay ranges designated with "M" to be hired and to progress at rates consistent with academic achievement as set forth in J.C.C. 4-12-69, p.929.
- O. All pay ranges designated with "O" receive six-month increments such that it will not take more than three (3) years to go from minimum to maximum.
- P. All pay ranges designated with "P" receive six (6) month step increases in an amount sufficient to guarantee to reach the maximum rate in four (4) years.
- Q. Employees under this title may be hired or adjusted by the department to any established rate within the range. Rate adjustments which do not comply with standard step increment rules must be approved by the Finance Director, unless otherwise provided by the labor agreement.
- R. Consistent with applicable collective bargaining agreements, employees in pay ranges designated with "R", may be hired, placed, or adjusted to advanced pay rates within the range as determined by the employing department and are to receive 5% annual increases unless the employing department takes action to grant an annual increase other than 5% or to deny same.
- RT. Consistent with applicable collective bargaining agreements, employees in pay ranges designated with "RT", may be hired, placed, or adjusted to advanced pay rates within the range as determined by the employing department and are to receive 5% annual increases on 1<sup>st</sup> of July unless the employing department takes action to grant an annual increase other than 5% or to deny same.
- S. All pay ranges designated with "S" receive six-month increments of \$.10 per hour, but never in excess of the maximum.

- T. All pay ranges designated with "T" will receive annual step increments such that it will not take more than six years to go from minimum to maximum.
- TZ. All pay ranges designated with "TZ" will receive step increments such that it will not take more than four years to go from minimum to maximum.
- U. At the discretion of the Corporation Council, employees in classifications designated with "U" may be hired, adjusted, or promoted to one of the rate levels set forth below and the employee shall receive annual increments in the amount of 5% of the employee's base rate, but never in excess of the maximum.
- V. All pay ranges designated with "V" will receive six-month half-steps equal to one-half the annual increment in "T", but never in excess of the maximum.
- W. All pay ranges designated with "W" are Elected Officials and receive pay adjustments by recommendation of the Detroit Elected Officials Compensation Commission
- X. All pay ranges designated with "X" receive six-month increments equal to one-half the annual increment, but not in excess of the maximum. Employees in these classifications may be hired to any established rate within the range as determined by the department.
- Y. All pay ranges designated with "Y" are hired at a level as determined by their contractual agreement.
- Z. At the discretion of the Detroit Water and Sewerage Department Director, employees in classifications designated with "Z" may be hired or adjusted to any rate within the classification pay range.