

**POLICY ON REVIEWING  
POSITION DESCRIPTIONS AND/OR WAGE SCALES**

The purpose of this policy is to provide the protocol that will be used by the Personnel Committee for requests to review existing position descriptions and wage scales:

1. Position descriptions should be reviewed on an on-going basis by Department Heads and Employees with additions or deletions being indicated with the strike-through/underline method, dated and initialed.
2. The proposed amendments to existing position descriptions, organizational charts and or wage scales will be reviewed by the Personnel Committee once a year at the July meeting.
3. Department Heads will present proposed amendments to position descriptions, organizational charts and/or wage scales to the City Clerk/Personnel Director, with additional background information, by June 15 of each year.
4. The Personnel Committee will review the proposed amendments to the position descriptions, organizational charts and/or wage scales and make recommendations to the Common Council so that approved changes may be considered during the budget process for the following year.

**APPROVED BY THE PERSONNEL COMMITTEE: April 27, 2009**

**APPROVED BY THE COMMON COUNCIL: May 12, 2009**

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