

RESOLUTION NO. 2026-R-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRONDALE, ALABAMA, ESTABLISHING PERSONNEL POLICIES AND PROCEDURES FOR CITY EMPLOYEES; ESTABLISHING A PAY PLAN; AND PROVIDING FOR RELATED MATTERS

WHEREAS, the City of Irondale is a member of the Personnel Board of Jefferson County and its classified employees are subject to the Rules and Regulations of said Personnel Board;

WHEREAS, the City Council desires to establish personnel policies and procedures that supplement the Personnel Board rules and provide guidance for all city employees, including classified, unclassified, and part-time employees; and

WHEREAS, the City Council desires to establish a pay plan in accordance with the Rules and Regulations of the Personnel Board of Jefferson County.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Irondale, Alabama, in regular meeting duly assembled, a quorum being present, as follows:

ARTICLE I. DEPARTMENT HEAD AUTHORITY AND SUPERVISION

Section 1. Department head supervision. Each department head shall have sole and exclusive supervision of the classified and unclassified employees in their department including:

- (a) Work assignments;
- (b) Evaluation of job performance; and
- (c) Compensation rates for part-time and unclassified employees, subject to Article III of this resolution.

ARTICLE II. MANPOWER PROCEDURES

Section 2. Manpower levels. Each department shall be responsible for determining the department's desired manpower levels and shall submit a written request to the mayor who shall then submit the request to the council for approval of all new positions, classified and unclassified, and the closing or termination of positions. All vacant personnel board slots may be filled by the department head, with the mayor's approval, unless the council directs otherwise. In the event the mayor does not deem it appropriate to fill a previously approved slot, the mayor shall present the request to the council with their recommendation.

Section 3. Adjustment of pay and benefits for unclassified employees. To adjust the pay and/or benefits of an unclassified employee, the department head shall submit to the mayor for approval a new employee form or an unclassified employee pay raise form, copies of which are maintained by the city clerk.

Section 4. Compensation recommendations. The compensation rate and benefit of unclassified employees and part-time employees shall be recommended to the mayor by the department head, and such levels shall comply with the pay rate and benefit schedules last approved by the council and the provisions of Article III of this resolution.

Section 5. Organizational charts. Each department head shall maintain a current organizational chart which sets forth the following:

- (1) Name of employee, position or title;
- (2) Date of employment (DOE);
- (3) Classified or non-classified status;
- (4) Approved but vacant personnel slots (classified); and
- (5) Approved but vacant positions (part-time and unclassified).

The organizational charts shall be updated quarterly or at the time of any requested change in manpower. The updated chart shall be provided to the city clerk promptly and the city clerk shall immediately distribute all updated charts to the mayor and each council member.

ARTICLE III. PAY PLAN

Section 6. Authority. The pay plan for classified employees of the City of Irondale shall be established and administered in accordance with the Rules and Regulations of the Personnel Board of Jefferson County.

Section 7. Preparation of the pay plan. The mayor, in consultation with department heads, shall prepare a proposed pay plan setting forth the pay grade assigned to each classified position. In establishing the pay plan, the following factors shall be considered:

- (1) Varying degrees of difficulty and responsibility among related job classes;
- (2) Prevailing rates of pay for similar employment in private establishments and other public entities within the relevant labor market;
- (3) Recruiting experience for the several job classes; and
- (4) Financial conditions of the city.

Section 8. Adoption procedure. The city shall adopt the pay plan by resolution of the city council. Upon adoption, the resolution shall be submitted to the Personnel Board of Jefferson County for approval. No pay plan shall become effective until approved by the Personnel Board.

Section 9. Initial rate of pay for classified employees.

- (a) *Job classes requiring state certification or licensure.* An individual who does not possess a State of Alabama licensure or certification required to fully function in the assigned job class, including but not limited to police officer and firefighter, may be appointed up to step four (4) of the pay grade assigned for the position.
- (b) *Other job classes.* The mayor may approve an appointment to a position within the classified service at step one (1), two (2), three (3), or four (4) of the pay grade for the position without further approval from the Personnel Board.

Section 10. Compensation for part-time and unclassified employees. The compensation plan for part-time and unclassified employees shall be based on the city pay plan under the Personnel Board of Jefferson County using Grade 12 as the applicable pay grade.

- (1) *Initial appointment.* Part-time and unclassified employees shall be appointed at Grade 12, Step 1 of the city pay plan.

- (2) *Advanced step for experience.* The department head may appoint a part-time or unclassified employee at up to Step 4 of Grade 12 if the employee's experience exceeds the qualifications for Step 1. Such advanced step appointment shall be recommended by the department head to the mayor in accordance with Sections 3 and 4 of this resolution.
- (3) *Maximum step.* The maximum compensation for part-time and unclassified employees shall be Grade 12, Step 10 of the city pay plan.
- (4) *Position changes.* When a part-time or unclassified employee changes positions within the city, the employee's pay rate shall be determined by the department head and recommended to the mayor, taking into consideration the employee's experience and qualifications for the new position, subject to the limitations of this section.

Section 11. Authorized advanced step for classified employees. An appointment above step four (4) requires prior approval from the Personnel Board of Jefferson County. The Personnel Board may authorize an appointment at a higher pay step when:

- (1) There is a lack of available candidates for recruitment at step four (4) of the pay grade;
- (2) A former, satisfactory employee is reemployed in the class formerly held; or
- (3) The candidate possesses any State of Alabama licensure or certification required for the job and has education and/or experience qualifications that substantially exceed the compensable factors for the position.

Section 12. Annual merit increase. At the discretion of the department head, classified, part-time, and unclassified employees may, upon their anniversary dates, be eligible for an annual merit increase of one pay step within the established pay grade until such time as the employee reaches the maximum pay step for their position. The city may adopt a policy allowing the denial of a merit increase to employees who have failed to perform in a satisfactory manner as documented on the employee's annual performance appraisal.

Section 13. Interim amendments. The pay plan may be amended in the interim as follows:

- (a) *Adjustment of entire schedule.* The city council may adjust the salary schedule by applying the same percentage increase or decrease to the entire schedule, subject to Personnel Board approval if such adjustment is made within twelve (12) months after adoption of a new salary schedule or within twelve (12) months immediately preceding any primary or general election.
- (b) *Adjustment of individual classes.* The city council may change the rate of pay for one class or a number of classes by resolution. A certified copy of such resolution shall be filed with the Personnel Board within ten (10) calendar days of passage and shall become valid unless the Personnel Board disapproves within thirty (30) calendar days.

Section 14. Salary rate following demotion. The new base rate of pay for a classified employee who is demoted shall be the greater of a five (5) percent reduction in pay rate or the maximum pay step of the pay grade for the class to which the employee has been demoted.

Section 15. Salary rate following transfer. When a classified employee is transferred in accordance with Personnel Board rules, the employee shall be placed into the pay step that most nearly approximates, without resulting in a reduction, the base pay rate prior to transfer.

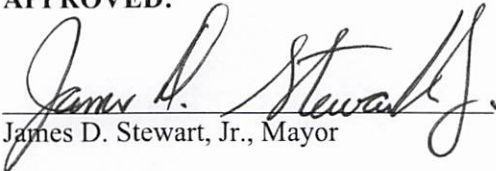
If the prior base rate exceeds the maximum step of the receiving pay grade, the employee shall be placed at the maximum step.

ADOPTED & APPROVED: This 20th day of January, 2026.



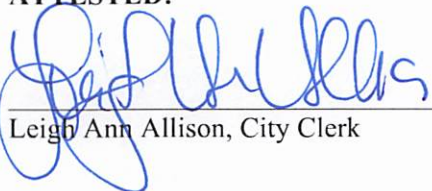
David Spivey, City Council President

APPROVED:



James D. Stewart, Jr., Mayor

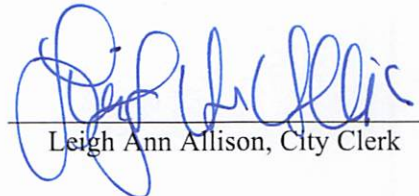
ATTESTED:



Leigh Ann Allison, City Clerk

CERTIFICATION

I, Leigh Ann Allison, the City Clerk of the City of Irondale, Alabama, hereby certify that the above to be a true and correct copy of a resolution adopted by the City Council of the City of Irondale at its regular meeting held on the 20th day of January, 2026, as the same appears in the minutes of record of said meeting.



Leigh Ann Allison, City Clerk