

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 03	Compensation		
Section 03	Step Pay Plan		
Revised By:	Nate Mara, City Manager	Revised Date:	October 27, 2025
Approved By:	City Council	Effective Date:	January 1, 2026

03.03 Step Pay Plan

A. Purpose. As part of the City of Decatur Compensation Plan Structure this policy establishes a structured step pay program for public safety employees in the City of Decatur. The program aims to provide fair and consistent compensation based on years of service, tenure in rank, relevant life skills, and service experience.

B. Definition(s). Public Safety: For the purposes of this policy, "Public Safety" refers to employees of the City of Decatur's Police Department and Fire Department. This includes all sworn officers, non-sworn employees, firefighters, and other personnel directly involved in public safety operations.

C. Implementation.

1. Eligibility: All public safety employees are eligible for the step pay program, subject to the terms outlined in this policy.
2. Initial Placement:
 - i. Years of Service: Employees will, in most cases, be placed on the appropriate step based on their total years of service with the City of Decatur.
 - ii. Tenure in Rank: Employees will receive consideration for their length of service within their current rank, which may affect their placement within the step pay structure.
 - iii. Previous Life Skills and Service: Relevant life skills and prior service outside of the City of Decatur, which contribute to the employee's ability to perform their duties, may be considered for initial step placement.

D. Step Movement.

1. Annual Movement: Employees are eligible to move up one step each year, provided they have demonstrated satisfactory performance, as determined by their department. Movement is contingent on the employee not being under any form of disciplinary action or punishment during the review period. If an employee is under punishment, they will not advance in the step pay program for that year.

2. **Maximum Step:** The step pay program tops out at Step 7. Employees who reach Step 7 will not receive further step increases. At Step 7, no additional pay options are available within the step pay program unless the City Council approves a one-time, merit-based payment through the annual budget process. Eligible employees may receive additional compensation for Incentive and or Certification Pay according to existing city policies as funded in the annual budget process. See also Merit Pay Plan Policy in Section 03.02.
3. **Reduction in Salary:** An employee may have their salary or step reduced at any time for non-discriminatory reasons such as a demotion. The employee shall be placed at the appropriate step based upon duties, relevant skills, or tenure.
4. **Appeal Process:** Employees who disagree with their step placement or movement decisions have the right to appeal. Appeals must be submitted in writing according to their departmental policies. The Chief of the Department will review the appeal, consider all relevant information, and make a final decision according to their departmental policies.
5. **Market Adjustment:** The City's Public Safety Step Pay Plan shall be periodically reviewed and shall reflect changing competitive positions and economic conditions and shall be submitted to the City Manager, and/or the City Council for approval. The impact of the adopted salary plans shall be outlined in the fiscal year budget or other appropriate documents.

E. Annual Acceptance.

1. **Annual Pay Form:** All public safety employees must sign an annual pay form acknowledging their step placement and the corresponding salary. This form must be submitted to the Human Resources Department by a specified deadline each year. Failure to submit the signed form may result in a delay or withholding of pay increases.
2. **Review and Adjustment:** The annual pay form may also be used to review and adjust an employee's step placement, based on changes in service years, rank, or life skills as outlined in the policy.

[Current Step Plan Chart Appears in Table on Next Page]

F. Current Step Plan:

Police							
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police Recruit	\$ 52,000						
Communications Officer	\$ 49,000	\$ 50,470	\$ 51,984	\$ 53,544	\$ 55,150	\$ 56,804	\$ 58,509
Communication Supervisor	\$ 57,411	\$ 59,133	\$ 60,907	\$ 62,735	\$ 64,617	\$ 66,555	\$ 68,552
Crime Scene Technician	\$ 53,560	\$ 55,167	\$ 56,822	\$ 58,526	\$ 60,282	\$ 62,091	\$ 63,953
Admin (Police)	\$ 72,500	\$ 74,675	\$ 76,915	\$ 79,223	\$ 81,599	\$ 84,047	\$ 86,569
Admin Record Clerk	\$ 46,000	\$ 47,380	\$ 48,801	\$ 50,265	\$ 51,773	\$ 53,327	\$ 54,926
Police Officer	\$ 62,000	\$ 63,860	\$ 65,776	\$ 67,749	\$ 69,782	\$ 71,875	\$ 74,031
Police Corporal	\$ 68,623	\$ 70,682	\$ 72,802	\$ 74,986	\$ 77,236	\$ 79,553	\$ 81,939
Police Detective	\$ 68,623	\$ 70,681	\$ 72,802	\$ 74,986	\$ 77,235	\$ 79,553	\$ 81,939
Police Sergeant	\$ 75,029	\$ 77,280	\$ 79,598	\$ 81,986	\$ 84,446	\$ 86,979	\$ 89,589
Police Lieutenant	\$ 86,185	\$ 88,771	\$ 91,434	\$ 94,177	\$ 97,002	\$ 99,912	\$ 102,909
Police Captain	\$ 95,155	\$ 98,010	\$ 100,950	\$ 103,978	\$ 107,098	\$ 110,311	\$ 113,620
Asst. Chief of Police	\$ 112,582	\$ 115,959	\$ 119,438	\$ 123,021	\$ 126,712	\$ 130,513	\$ 134,429
Chief of Police	\$ 127,845	\$ 131,681	\$ 135,631	\$ 139,700	\$ 143,891	\$ 148,208	\$ 152,654

Fire							
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Part Time	\$ 75,000	\$ 77,250	\$ 79,568	\$ 81,955	\$ 84,413	\$ 86,946	\$ 89,554
Fire Recruit	\$ 52,000	\$ 53,560	\$ 55,167	\$ 56,822	\$ 58,526	\$ 60,282	\$ 62,091
Firefighter EMT	\$ 58,574	\$ 60,332	\$ 62,142	\$ 64,006	\$ 65,926	\$ 67,904	\$ 69,941
Firefighter Paramedic	\$ 61,503	\$ 63,348	\$ 65,249	\$ 67,206	\$ 69,222	\$ 71,299	\$ 73,438
Driver	\$ 68,500	\$ 70,555	\$ 72,672	\$ 74,852	\$ 77,097	\$ 79,410	\$ 81,793
Captain	\$ 81,512	\$ 83,957	\$ 86,476	\$ 89,070	\$ 91,742	\$ 94,495	\$ 97,330
Admin Asst	\$ 78,437	\$ 80,790	\$ 83,214	\$ 85,710	\$ 88,282	\$ 90,930	\$ 93,658
Inspector	\$ 54,075	\$ 55,697	\$ 57,368	\$ 59,089	\$ 60,862	\$ 62,688	\$ 64,568
Div Chief	\$ 89,600	\$ 92,288	\$ 95,057	\$ 97,908	\$ 100,846	\$ 103,871	\$ 106,987
Asst Fire Chief	\$ 109,600	\$ 112,888	\$ 116,275	\$ 119,763	\$ 123,356	\$ 127,056	\$ 130,868
Fire Chief	\$ 123,450	\$ 127,154	\$ 130,968	\$ 134,897	\$ 138,944	\$ 143,112	\$ 147,406