

RESOLUTION NO. 2017- 37

A RESOLUTION establishing a pay plan for Fiscal Year 2018 for each position in the City service not covered by a valid union contract.

WHEREAS, the City Manager has prepared and submitted to the City Council of the City of Ellensburg a standard schedule of pay; and

WHEREAS, the City Council of said City desires to adopt such pay plan;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. That the Pay Plan Schedule be and the same is hereby adopted as hereinafter set forth in Appendix A, and provided that the said plan be effective January 1, 2018.

Section 2. Effective January 1, 2018, the pay range assignment for each non-union class title shall be as follows:

<u>CLASS TITLES</u> <u>BY DEPARTMENT</u>	<u>PAY</u> <u>RANGE</u>
<u>CITY MANAGER</u>	
City Manager	9,810- 13,079
Economic Development Manager	6,018- 8,024
Communications/Government Relations Officer	5,405- 7,207
Construction Project Manager - Temporary	7,568- 10,091
Executive Assistant – CM	3,893- 5,191
City Attorney	7,568- 10,091
Executive Assistant/Deputy City Clerk	3,893- 5,191
Human Resources Director	6,378- 8,504
HR Specialist	4,140- 5,520
Civil Service Secretary/Chief Examiner	150

COMMUNITY DEVELOPMENT DEPARTMENT

Community Development Director	6,978- 9,304
Building Official	5,215- 6,953
Planning Supervisor	5,215- 6,953
Assistant Building Official	4,903- 6,537
Building Inspector II	4,402- 5,869
Building Inspector	4,032- 5,375

ENERGY SERVICES DEPARTMENT

Director of Energy Services	8,625- 11,501
Light Engineering & Operations Mgr	7,648- 10,198
Sr. Electrical Engineer	7,215- 9,620
Operations Supervisor-Electric	7,128- 9,504
Project Engineer (2 Positions)	7,128- 9,504

Gas Engineering & Operations Mgr	7,007- 9,342
Gas Engineer	6,610- 8,813
Power and Gas Manager	6,187- 8,250
IT & Telecommunications Manager	5,737- 7,649
IT Systems Administrator	5,227- 6,970
IT Systems Administrator - SQL	5,227- 6,970
Network/Desktop Analyst	4,600- 6,133
Rate Analyst	4,374- 5,832
Operations Analyst – ES	4,107- 5,475
Executive Assistant - ES	3,700- 4,934

FINANCE DEPARTMENT

Finance Director	7,635-10,180
Accounting Manager	5,210- 6,946
Senior Financial Analyst/Budget Officer	5,210- 6,946
Application Specialist	5,210- 6,946
Accountant II	4,576- 6,102
Utility Services Supervisor	4,576- 6,102
City Clerk	4,397- 5,863
Accounting Analyst	4,106- 5,474

LIBRARY

Library Director	6,378- 8,504
Public Services/Internal Ops Librarian	4,107- 5,475
Librarian	4,107- 5,475
Part-time Library Substitute	13.00- 15.00/hourly

PARK AND RECREATION DEPARTMENT

Parks and Recreation Director	6,378- 8,504
Aquatic & Recreation Supervisor	4,425- 5,900

Part-time/Seasonal Hourly Recreation positions:

	I	II	III	IV	V	VI
Senior Van Driver	14.50	15.23	15.99			
Lifeguard	11.60	12.18	12.79			
Instructor	11.60	12.18	12.79			
Recreation Aide	11.60	12.18	12.79	13.43		
Custodian	11.60	12.18	12.79			
Sports Officials I-V	11.50	12.65	13.80	15.00	20.00	
Sports Officials VI Gym/Field Supv						13.80

POLICE DEPARTMENT

Police Chief	7,376- 9,835
Police Captain (2 positions)	6,505- 8,673
Animal Shelter Manager	3,941- 5,254
Police Records Supervisor	3,858- 5,144

PUBLIC WORKS DEPARTMENT/ENGINEERING

Public Works Director	7,568- 10,091
Assistant Public Works Director	6,610- 8,813
City Engineer	6,610- 8,813
Transit Manager	6,018- 8,024
Assistant City Engineer	5,587- 7,449
Civil Engineer (2 positions)	5,079- 6,772
Storm Water Utility Manager	5,079- 6,772
Operations Analyst (2 positions)	4,107- 5,475
Executive Assistant	3,700- 4,934

All other City positions are covered by Union contract. This resolution has no application to such positions.

Section 3. The Pay Plan set forth herein shall be administered in accordance with applicable provisions of the Personnel Policies Manual and as further provided herein:

- (a) Initial employment: Employees shall be paid within the limits of the wage range to which their positions are assigned. Usually, new employees will begin employment at the beginning wage rate for respective classifications. However, a new employee may be employed at a higher rate than the beginning wages when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the established beginning rate. Additionally, the City Manager may negotiate and authorize leave accrual rates and balances for a new employee above entry-level rates.
- (b) Anniversary date, employee performance review and performance based or merit raises: After an employee has been certified as having successfully completed the appropriate trial period, his or her anniversary date of employment will be retroactive to the date first employed on a full-time basis. A performance-based raise or merit pay is an increase in pay of one step in the appropriate pay range and is for the purpose of recognizing reliable achievement over time by the employee which meets and frequently exceeds supervisory expectations. Such raises shall be based on tangible results which clearly demonstrate the employee is continuing to add value to the City and City services. An increase to a higher step in the Salary Schedule would normally occur if the employee receives a performance evaluation demonstrating the employee meets and frequently exceeds expectations.

If an employee's performance is unsatisfactory, no performance based raise will be given for a stipulated period of time during which improvement must be shown or until the employee's job performance is again satisfactory or better, unless a

different process is provided in the employee's bargaining agreement. Performance based raises are normally provided at the beginning of each budget year. However, a department director may request a step increase be approved at the end of a trial period within the first year of employment, or upon the assumption of substantially increased duties and/or responsibilities.

Performance-based raises are within the sole discretion of the City Manager, are not automatic, and are subject to the availability of budgeted funds.

Section 4. Exempt Leave. In recognition of the performance of professional responsibilities of employees who work beyond the regularly scheduled work day, who are not compensated for overtime regardless of the time required to perform assigned tasks, and who are classified as “exempt” under the Fair Labor Standards Act, up to forty (40) hours of paid exempt leave may be granted each calendar year subject to review and approval by the City Manager or his/her designee. Persons first employed in any month after January will be granted a pro-rata exempt leave bank through December of their first year of employment. Exempt leave must be used during the year in which it is granted; it cannot be carried over from year to year, and it may not be cashed out. Exempt leave may only be taken in increments greater than two (2) hours.

Section 5. Personal Time Off (PTO). In order to modernize the City's approach to the allocation of employee benefits, the PTO program was established in 2016. The PTO program merges vacation and sick leave into a single leave category and combines leave accrual rates for non-represented staff.

As a condition of implementation of the PTO program employees will receive annually in their paycheck for the January 1-15 payroll period the sum of \$340.00. This amount shall be reviewed by the City Manager in November of each year, and adjusted as necessary and appropriate by the City Manager.

Section 6. PTO accrual cash out. If an employee is unable to take PTO leave due to circumstances dictated by special needs of the City, the City Manager may authorize the cash out of any portion of an employee's accrued PTO hours in excess of the maximum allowable accrued PTO hours identified in the Personnel Manual.

Section 7. Cell Phone Allowances. Employees required to carry a cell phone for City business may be provided a cell phone by the City for official use, or with the approval of the city manager, may be provided a cell phone allowance to compensate for the use of a private cell phone for City business.

Section 8. Life Insurance. Employees covered under this resolution shall be provided with a \$25,000 life insurance policy at City expense.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 4th day of Dec., 2017. ✓

Attest:

Mayor

City Clerk