

RESOLUTION NO. 2020 – 36

A RESOLUTION establishing a pay plan for Fiscal Year 2021 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, 2021.

Section 2. Effective January 1, 2021, 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	10,206- 13,608
Communications/Government Relations Officer	5,624- 7,498
Executive Assistant – CM	4,051- 5,401
Assistant City Manager/City Attorney	9,695- 12,927
Assistant City Attorney	6,768- 9,024
Executive Assistant/Deputy City Clerk	4,051- 5,401
IT & Telecommunications Manager	6,260- 8,346
IT Systems Administrator	5,438- 7,251
IT Systems Administrator - SQL	5,438- 7,251
Network/Desktop Analyst	4,786- 6,381
Human Resources Director	7,018- 9,357
HR Specialist	4,308- 5,744
Civil Service Secretary/Chief Examiner	150
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>	
Community Development Director	7,261- 9,681
Economic Development Manager	6,261- 8,348
Building Official	5,426- 7,234
Planning Supervisor	5,426- 7,234
Assistant Building Official	5,101- 6,801
Building Inspector II	4,580- 6,106
Building Inspector	4,195- 5,593

FINANCE DEPARTMENT

Finance Director	7,943- 10,591
Accounting Manager	5,420- 7,227
Senior Financial Analyst/Budget Officer	5,420- 7,227
Application Specialist	5,420- 7,227
Accountant II	4,761- 6,348
Utility Services Supervisor	4,761- 6,348
City Clerk	4,575- 6,100
Accounting Analyst	4,273- 5,697

LIBRARY

Library Director	7,018- 9,357
Public Services/Internal Ops Librarian	4,273- 5,697
Librarian	4,273- 5,697
Part-time Library Substitute	13.69-15.00/hourly

PARK AND RECREATION DEPARTMENT

Parks and Recreation Director	6,881- 9,357
Aquatic & Recreation Supervisor	4,513- 6,138

Part-time/Seasonal Hourly Recreation positions:

State Min. Wage	\$13.69	I	II	III	IV	V	VI
Lifeguard		13.79	14.48	15.20			
Instructor		13.79	14.48	15.20			
Recreation Aide		13.79	14.48	15.20	15.96		
Custodian		13.79	14.48	15.20			
Sports Officials I-V		13.69	15.06	16.43	18.07	25.30	
Sports Officials VI Gym/Field Supv							16.43

POLICE DEPARTMENT

Police Chief	7,675- 10,233
Police Captain (2 positions)	6,768- 9,024
Animal Shelter Manager	4,100- 5,466
Police Records Supervisor	4,014- 5,352

PUBLIC WORKS AND UTILITIES DEPARTMENT

Public Works & Utilities Director	9,695- 12,927
Assistant Utilities Director	7,881- 10,508
City Engineer Services Manager	7,881- 10,508
Operations Supervisor – Electric	7,633- 10,177
Sr. Electrical Engineer	7,506- 10,008

Project Engineer (2 Positions)	7,416- 9,888
Assistant Public Works Director	6,877- 9,169
Gas Engineer	6,877- 9,169
Assistant City Engineer/Capital Projects Manager	6,877- 9,169
Power and Gas Manager	6,437- 8,583
Stormwater Utility Manager	6,262- 8,349
Transit Manager	6,262- 8,349
Assistant Transit Manager	6,018- 8,024
Civil Engineer	5,284- 7,045
Rate Analyst	4,551- 6,068
Sr. Operations Analyst	4,486- 5,981
Operations Analyst – ES	4,273- 5,697
Operations Analyst	4,273- 5,697
Executive Assistant	3,850- 5,133
Executive Assistant – ES	3,850- 5,133

All other City positions are covered by Union contracts. 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 or two steps 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 \$224.00. 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.

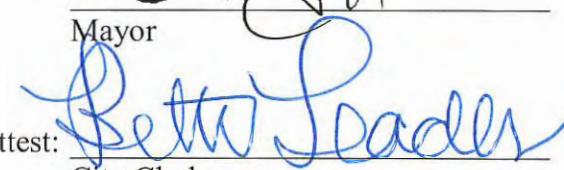
Section 7. Cell Phone Allowances. Employees required to carry a cell phone for City business may be provided a cell phone by the City for official use, or with the approval of the city manager, may be provided a cell phone allowance to compensate for the use of a private cell phone for City business.

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 7th day of December, 2020.



Mayor

Attest: 

City Clerk