

## RESOLUTION NO. 2021-36

A RESOLUTION establishing a pay plan for Fiscal Year 2022 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, during the May 3, 2021 City Council Meeting the Council approved a 3% cost of living increase for non-represented employees, consistent with other settled labor agreements for 2022; and

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. That the Pay Plan Schedule be hereby adopted as set forth herein, and provided that the said plan be effective January 1, 2022.

Section 2. Effective January 1, 2022, the pay range assignment for each non-union class title shall be as follows:

### CLASS TITLES BY DEPARTMENT

### PAY RANGE

#### CITY MANAGER

TITLE	MIN	MAX
City Manager	11,152	14,869
Public Information Officer	6,146	8,194
Executive Assistant – City Manager	4,427	5,902
Assistant City Manager/City Attorney	10,594	14,125
Assistant City Attorney	6,768	9,861
Executive Assistant/Deputy City Clerk	4,427	5,902
IT & Telecommunications Manager	6,840	9,120
IT Systems Administrator	5,943	7,924
IT Systems Administrator - SQL	5,943	7,924
Network/Desktop Analyst	5,229	6,972
Human Resources Director	7,934	10,578
HR Specialist	4,707	6,276
Civil Service Secretary/Chief Examiner	150	150

#### COMMUNITY DEVELOPMENT DEPARTMENT

TITLE	MIN	MAX
Community Development Director	7,934	10,578
Building Official	5,929	7,905
Planning Manager	5,929	7,905
Assistant Building Official	5,573	7,431
Building Inspector II	5,004	6,672
Building Inspector	4,584	6,112

## FINANCE DEPARTMENT

TITLE	MIN	MAX
Finance Director	8,680	11,573
Accounting Manager	5,923	7,897
Senior Financial Analyst/Budget Officer	5,923	7,897
Application Specialist	5,923	7,897
Accountant II	5,202	6,936
Utility Services Supervisor	5,202	6,936
City Clerk	4,999	6,665
Accounting Analyst	4,669	6,225

## LIBRARY

TITLE	MIN	MAX
Library Director	7,669	10,225
Public Services/Internal Ops Librarian	4,669	6,225
Librarian	4,669	6,225
Part-time Library Substitute*	14.49/hr	15.87/hr

*\*Reflects WA Minimum Wage increase of 5.8%*

## PARK AND RECREATION DEPARTMENT

TITLE	MIN	MAX
Parks & Recreation Director	7,669	10,225
Aquatic & Recreation Supervisor	5,030	6,707

2022 State Minimum Wage - \$14.49	I	II	III	IV	V	VI
Lifeguard	14.59	15.32	16.09			
Instructor	14.59	15.32	16.09			
Recreation Aide	14.59	15.32	16.09	16.89		
Custodian	14.59	15.32	16.09			
Sports Officials I-V	14.49	15.94	17.39	19.13	26.78	
Sports Officials VI Gym/Field Supv.						17.39

## POLICE DEPARTMENT

TITLE	MIN	MAX
Police Chief	8,387	11,182
Police Captain (2 positions)	7,396	9,861
Animal Shelter Manager	4,480	5,973
Police Records Supervisor	4,386	5,848

## PUBLIC WORKS AND UTILITIES DEPARTMENT

TITLE	MIN	MAX
Public Works & Utilities Director	10,594	14,125
Assistant Utilities Director	8,612	11,482
City Engineer Services Manager	8,612	11,482
Operations Supervisor – Electric	8,340	11,120
Sr. Electrical Engineer	8,202	10,936
Project Engineer (2 Positions)	8,105	10,806
Construction Project Manager (Temporary)	7,868	10,491
Assistant Public Works Director	7,514	10,019
Gas Engineer	7,514	10,019
Assistant City Engineer/Capital Projects Manager	7,514	10,019
Power and Gas Manager	7,034	9,378
Stormwater Utility Manager	6,842	9,123
Transit Manager	6,842	9,123
Assistant Transit Manager	6,018	8,024
Civil Engineer	5,774	7,698
Rate Analyst	4,973	6,631
Sr. Operations Analyst	4,901	6,535
Operations Analyst	4,669	6,225
Operations Analyst – ES	4,669	6,225
Executive Assistant	4,207	5,609
Executive Assistant – ES	4,207	5,609

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 \$262.00. 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.

All remaining terms and conditions of Resolution No. 2020-36, 2021-11, and 2021-23 remain in  
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full force and effect.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 6 day of December, 2021.

Mayor

Attest:

City Clerk