

## RESOLUTION NO. 2022-42

A RESOLUTION establishing the Fiscal Year 2023 compensation schedule 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, maintaining living wage jobs is essential to attracting and retaining quality employees; and

WHEREAS, the positions in this Resolution, with the exception of the hourly positions, were reviewed and adjusted as necessary by a combination of internal and/or external comparable data, an annual Cost of Living Adjustment (COLA) of 4.5%, and subsequently placed into a newly established pay grade system for structure and to maintain internal equity; 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 Resolution be hereby adopted as set forth herein, and that the said plan be effective January 1, 2023.

Section 2. Effective January 1, 2023, 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	Pay Grade
City Manager	13,733	15,538	50
Assistant City Manager/City Attorney	13,071	14,789	48
Human Resources Director	10,467	11,842	39
Assistant City Attorney	9,482	10,728	35
Public Information Officer	8,176	9,251	29
Arts & Economic Development Manager	7,782	8,805	27
HR Specialist	6,387	7,227	19
Executive Assistant – City Attorney/Deputy City Clerk	6,232	7,051	18
Executive Assistant – City Manager	5,508	6,232	13
HR Assistant	5,508	6,232	13
Civil Service Secretary/Chief Examiner	150	150	n/a

## COMMUNITY DEVELOPMENT DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Community Development Director	10,467	11,842	39
Building Official	7,977	9,025	28
Planning Manager	7,977	9,025	28
Building Inspector I	6,387	7,227	19

## FINANCE DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Finance Director	11,553	13,072	43
Assistant Finance Director	9,482	10,728	35
Utility Services Supervisor	8,176	9,251	29
Accounting Manager	7,977	9,025	28
Financial Analyst	7,977	9,025	28
Application Specialist	7,407	8,381	25
City Clerk	7,051	7,977	23
Accountant II	6,547	7,408	20

## INFORMATION TECHNOLOGY

TITLE	MIN	MAX	Pay Grade
IT Director	10,467	11,842	39
IT & Telecommunications Manager	8,590	9,719	31
IT Systems Administrator	7,407	8,381	25
IT Systems Administrator - SQL	7,407	8,381	25
Network/Desktop Analyst	6,547	7,408	20

## LIBRARY

TITLE	MIN	MAX	Pay Grade
Library Director	9,719	10,997	36
Librarian	5,787	6,547	15
Part-time Library Substitute*	15.79/hr	17.23/hr	n/a

*\*Reflects WA Minimum Wage increase of 8.6%*

## PARK AND RECREATION DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Parks & Recreation Director	9,719	10,997	36
Aquatic & Recreation Supervisor	6,387	7,227	19

PARKS AND RECREATION CONTINUED

<i>2023 State Minimum Wage - \$15.74</i>	I	II	III	IV	V	VI
Custodian	16.53	17.36	18.23			
Recreation Aide	17.36	18.23	19.14	20.10		
Sports Official	17.36	18.23	19.14	20.10	21.11	22.17
Swim Instructor	18.23	19.14	20.10			
Senior Van Driver	18.23	19.14	20.10			
Lifeguard	19.14	20.10	21.11			

POLICE DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Police Chief	11,553	13,072	43
Police Captain (2 positions)	9,962	11,272	37
Police Records Supervisor	6,547	7,408	20
Crime Analyst	6,262	7,051	18

PUBLIC WORKS AND UTILITIES DEPARTMENT

TITLE	MIN	MAX	Pay Grade
Public Works & Utilities Director	13,071	14,789	48
Engineering Services Manager	10,996	12,422	41
Assistant Utilities Director	10,728	12,138	40
Senior Electrical Engineer	10,211	11,553	38
Project Engineer	9,962	11,272	37
Construction Project Manager (Temp thru 2024)	9,719	10,997	36
Assistant Public Works Director	9,482	10,728	35
Assistant City Engineer/Capital Projects Manager	9,482	10,728	35
Operations Coordinator – Light	9,482	10,728	35
Gas Engineer	9,251	10,467	34
Power and Gas Manager	8,805	9,962	32
Stormwater Utility Manager	8,590	9,719	31
Transit Manager	8,590	9,719	31
Shop/Warehouse Manager	8,590	9,719	31
Civil Engineer	7,977	9,025	28
Sr. Operations Analyst	6,547	7,408	20
Sustainability Coordinator	6,387	7,227	19
Rate Analyst	6,232	7,051	18
Operations Analyst – ES	5,787	6,547	15

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, their anniversary date of employment will be retroactive to the date first employed in that position on a full-time basis. A performance-based raise or merit pay is an increase in pay of one or more 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 workday, 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 carry-over or 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.

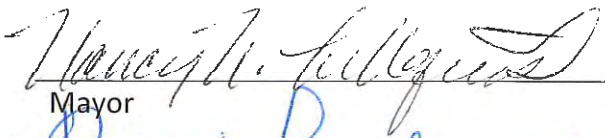
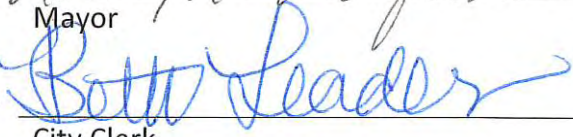
Section 7. Cell Phone Allowances. Employees required to carry a cell phone for City business may be provided a cell phone by the City for official use, or with the approval of the city manager, may be provided a cell phone allowance to compensate for the use of a private cell phone for City business.

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

Section 9. VEBA. The City will contribute \$100 per month to the HRA VEBA accounts of benefit-eligible employees covered under this Resolution. The payroll deductions for employee contributions to their HRA VEBA accounts will cease as of 12/31/2022.

This Resolution supersedes all prior pay resolutions.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 5th day of December 2022.

  
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Mayor  
Attest:   
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City Clerk