

RULES AND REGULATIONS
HANDBOOK
FOR
EXECUTIVE & NON-REPRESENTED
EMPLOYEES
OF THE
CITY OF MEDFORD

Effective July 1, 2019 through June 30, 2021

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COVERED EMPLOYEES

Description

Full-time, executive and regular employees exempt from representation or not represented by a labor organization and subject to the authority of the City Manager are covered by this handbook.

Executive Employees

Building Safety Director
City Attorney
Deputy City Manager-Development Services
Deputy City Manager-Chief Financial Officer
Fire Chief
Human Resources Director
Innovation & Technology Director
Parks, Recreation and Facilities Management Director
Planning Director
Police Chief
Public Works Director

Supervisory Employees

Accounting Supervisor	Office Administrator	Senior Human Resources Analyst
Assistant Building Safety Director	Parks Customer Service Supervisor	Support Services Manager
Asst. Parks & Recreation Director	Parks Maintenance Superintendent	Systems Administrator
Assistant Planning Director	Parks Maintenance Supervisor	Transportation Manager
Asst. Technology Services Director	Payroll Manager	Utilities Engineer
Associate Traffic Engineer	Police Lieutenant	Utility Billing Services Supervisor
Chief Administrative Officer	Police Records Manager	WRD Construction Manager
City Surveyor	Police Records Supervisor	WRD Manager
Controller	Police Sergeant	WRD Supervisor
Custodian Supervisor	Principal Planner	
Deputy City Attorney	Property Control Supervisor	
Deputy Fire Chief	Public Works Admin. Supervisor	
Deputy Police Chief	Public Works Business Manager	
Deputy Public Works Director	Public Works Supervisor	
Design & Construction Manager	Recreation Superintendent	
Development Services Manager	Recreation Supervisor	
Emergency Mgt. Coordinator	Risk Manager	
Facilities Mgt. Superintendent	Senior Human Resources Analyst	
Facilities Management Supervisor	Senior Inspector	
Fire Administration Manager	Senior Planner	
High Tech Crimes Task Force Manager	Senior Systems Administrator	
Municipal Court Clerk	Service Desk Supervisor	

Confidential–Professional Employees

Accountant	GIS Manager	Senior Accountant
Administrative Analyst	Human Resources Analyst	Senior Assistant City Attorney
Administrative Assistant	Human Resources Assistant	Systems Analyst
Assistant to the City Attorney	Human Resources Technician	
Assistant to the City Manager	Junior Systems Administrator	
Assistant to the Traffic Engineer	Junior Systems Analyst	
City Recorder	Legal Secretary	
Code Enforcement Program Manager	Network/PC Specialist	
Communications & Marketing Manager	Payroll Coordinator	
Deputy City Recorder	Payroll Manager	
Fleet Services Coordinator	Police Cultural Outreach Coordinator	
Executive Assistant	Purchasing Agent	
Executive Support Specialist	Safety & WC Coordinator	

Additional Classifications

The City Manager may enter into temporary employment agreements for fewer than 1,040 hours per calendar year, with different salary, benefit, and working conditions, and may approve title changes, implement transfers or otherwise adjust assignments provided there is sufficient budgeted funding.

HOURS OF WORK

Executive personnel have no minimum or maximum hours of work. The quality and quantity of their work product is expected to pass continuous scrutiny of the City Manager.

Non-Represented Employees are expected to work or be on approved leave of absence from work for a combined total of no less than 2,080 hours per year, the schedule of which will be assigned by the City Manager or his/her designee. Unless otherwise approved by the City Manager, the hours of work for a workday will be from 8:00 a.m. until 5:00 p.m.

It is understood the average work week must be 40 hours, with a significant majority of the time worked being done during the Monday through Friday period from 8:00 a.m. to 5:00 p.m., except as otherwise approved by the City Manager. The City Manager or his designee has the option to require set schedules and approval of all leaves of absence.

PAID COMPENSATION

Salary

The salary schedule for employees covered by these rules are incorporated herein. The salary ranges in each schedule have been increased by **2.25% effective July 1, 2019** and **2.25% July 1, 2020**.

Payday

Salary will be paid in semi-monthly increments.

Schedule Movement

Movement through the salary steps and retention of an achieved pay step is subject to work performance evaluation made by the City Manager or his/her designee in the chain of command supervising the employee. A change of salary to an employee below his/her pay range will constitute a demotion and, as provided in the Discipline section of this handbook, may be subject to appeal.

Pay Differentials

Executive Employees

All established pay differentials will be incorporated into each executive employee’s salary range.

Police

Employees in the positions of Deputy Police Chief, Police Lieutenant, Police Sergeant, Police Records Manager, Property Control Supervisor and Police Records Supervisor shall be eligible for educational incentive pay for college credit which is acceptable to the Oregon System of Higher Education as credit toward a bachelor’s degree:

College credits towards a bachelor’s degree – 1% for each 18 quarter hours of college credits with Grade C or better up to 162 credit hours – 9% of base pay

Bachelor’s degree – 1% of base pay

OTHER

POSITION TITLE	QUALIFICATIONS	MAXIMUM PAY DIFFERENTIAL
Deputy Public Works Director Design & Construction Manager Transportation Manager Utilities Engineer WRD Construction Manager	Oregon Registered Professional Engineer	5%
City Recorder Deputy City Recorder	Master Municipal Clerk – International Institute of Municipal Clerks	5%
City Surveyor	Oregon Registered Land Surveyor	5%
Development Services Manager	Oregon Registered Professional Engineer or Oregon Registered Land Surveyor	5%
Executive Assistant Executive Support Specialist Legal Secretary Assistant to the City Attorney	IAAP Certified Administrative Professional	5%
Accountant Accounting Supervisor Assistant Finance Director	Oregon recognition as a Certified Public Accountant or Master’s Degree in Accounting or Public Finance	5%
Deputy Fire Chief	Bachelor’s Degree in Engineering or Bachelor’s Degree in Fire Science	5%
	Associate Degree in Fire Science, plus FEMA Executive Fire Officer or	2.5% 5%

	DPSST Fire Service Administrative Certificate/DPSST Fire Officer IV	5%
Human Resources Manager Senior Human Resources Analyst	Master's Degree in Public Administration with emphasis in personnel management	5%
Asst. Parks and Recreation Director	Master's Degree in Parks and Recreation Professional Grounds Manager through Professional Grounds Management Society	5% 2.5%
Principal Planner	American Institute for Certified Planners Certificate or Master's Degree in Planning, Geography or Ecology	5%
Assistant to the Traffic Engineer City Engineer City Surveyor Deputy Public Works Director Transportation Manager WRD Manager WRD Construction Manager Design & Construction Manager Administrative Engineer Utilities Engineer	Master's Degree in Civil, Wastewater, Sanitary or Traffic Engineering	5%
Public Works Business Manager	Master's Degree in Business Administration	5%
Public Works Admin Supervisor Public Works Supervisor WRD Supervisor Support Services Manager	Operator Grade IV Oregon State Certificate or Certified Equipment Manager Certification from Association of Equipment Management Professionals or Bachelor's Degree in appropriate field	5%
<i>In addition to the foregoing specified qualifications by position title for pay differential as identified above, the City Manager may grant, at his/her option, a 5% pay differential to those not otherwise qualified for or receiving a differential if they have a Master's Degree in Public Administration. The granting of this pay differential, or its continuance, is at the sole discretion of the City Manager without right of grievance by a covered employee and will be subject to the City Manager's evaluation that this added education truly has productive merit in producing a job well done.</i>		

Maximum Pay Differential

The maximum incentive paid shall not exceed 10%. Any change in educational or certification pay shall be effective on the first day of the payroll period following the employee's notification to the City that such certifications have been received or educational units completed. Copies of transcripts or certification/recertification shall be provided to the Human Resources Department to justify incentive pay.

Acting in Capacity Assignment Compensation

The City Manager may approve a temporary pay differential of up to 10% in cases in which an employee takes a significant portion of duties and responsibilities of a position in a higher salary grade.

However, if an employee terminates employment while in an acting in capacity assignment, any final monetary compensation paid for unused accrued vacation, holiday, or sick leave shall be at the current base rate, less any differential, of the employee's immediately preceding regular classification assignment.

Overtime

In the case of employees assigned to position classifications determined to be non-exempt under Federal and State of Oregon law, compensation for such overtime shall be at the rate of time and one-half (1½) for work in excess of 40 hours per week. Such overtime work may be specifically required by the City.

Compensatory Time

Employees promoted to a position as a non-represented employee shall be paid in the first available payroll for unused previously accrued compensatory time. The City Manager may waive this provision when an employee has prescheduled leave time that included the use of accrued compensatory time off prior to promotion.

Compensation for authorized overtime shall be paid unless, if desired and agreed by both the employee and the department director by the end of the pay period in which the overtime is worked, the employee shall instead accrue compensatory time off at the same rate of time and one-half (1½) for work in excess of 40 hours per week. Documentation and use of compensatory time hours shall be controlled as follows:

MAXIMUM ACCUMULATION. An employee may accrue up to 80 compensatory time hours at any one time. If an employee has accrued 80 hours of compensatory time, he/she will not be permitted to accrue additional compensatory time in lieu of overtime, and shall be compensated at the rate of one and one-half (1½) times the employee's regular rate of pay for all hours of overtime worked.

USE OF COMPENSATORY TIME HOURS. An employee shall be permitted to use compensatory time hours during the year, subject to the following limitations:

- Use of compensatory time is requested at least 24 hours prior to use.
- Use of compensatory time shall be in increments of one (1) or more hours.
- Use of compensatory time may be denied at other times if an employee's use of compensatory time off would unduly disrupt the operations of the department.

COMPENSATORY TIME PAYOFF. At the request of an employee, the City shall pay off compensatory time at the employee's regular rate of pay (base salary plus salary differentials) as part of a regular paycheck, provided the employee requests a payoff of at least 20 hours and provides 15 working days' notice. At the end of the fiscal year, compensatory time shall be paid at the employee's regular rate of pay (base salary plus salary differentials).

Exempt Employees

No paid overtime will be granted for hours beyond the regular work for employees assigned to position classifications determined to be exempt from Federal and State of Oregon wage and hour law. A department director may approve compensatory time off, on a straight-time basis, as a matter of his/her sole discretion. In addition, department directors may require management personnel to rotate on-call status to quickly respond to emergency events or to handle unforeseen changes in workload. An employee so assigned shall receive eight (8) hours leave time for each seven (7) day period in such status, up to a maximum of 80 hours.

In no case is an employee permitted to convert compensatory time authorized in this subsection into cash payment.

If an employee believes he or she is improperly classified under these laws, he or she shall ask for a review of said classification by the Human Resources Department. The question of classification shall be reviewed on a timely basis, and the City will act to correct any errors as soon as possible. In addition, if an employee believes he or she has been improperly paid under the overtime provisions of Federal or State law, it is the responsibility of the employee to seek immediate correction of any error within 20 working days of the close of the payroll period in which the error is believed to have occurred, and the Finance Department will act to investigate and correct any such error within a reasonable time period. Finally, the City shall make no improper deductions from pay for any employee, regardless of exempt or non-exempt status, and shall act

to reimburse an employee for any improper pay deductions, once reported to the Finance Department. The City shall continue to make a good faith commitment to comply with all applicable provisions of the FLSA and State law, and the City intends this policy of correction shall satisfy the “safe harbor provisions” of the FLSA regulations, as amended effective August 23, 2004.

Schedule Adjustments

Executive employees covered by these rules may adjust schedules as appropriate and in light of the ability to faithfully perform the essential functions of their role within the organization.

Deferred Compensation Plan

Each employee may enroll in the City’s deferred compensation program (ICMA-RC) established under Section 457 of the Internal Revenue Code, and may defer compensation, subject to the maximum annual contribution amount set by the Internal Revenue Code, or implementing regulations adopted thereunder.

For executive employees, the City will contribute up to a maximum of one percent (1%) contribution for an employee, provided that the employee contributes at least one percent (1%) of salary to the 457 Plan.

Medical Savings Account

The City shall continue to participate, as authorized by Resolution 2001-136, adopted by the City Council on July 19, 2001, in the Voluntary Employees’ Beneficiary Association Medical Expense Plan for Public Employees in the Northwest (hereinafter “HRA VEBA Trust”), which trust conforms to the requirements of Internal Revenue Code Section 501(c) (9), and implementing regulations adopted by the Internal Revenue Service. Funds contributed by the City on an employee’s behalf are considered vested in the employee’s name upon deposit by the trust administrator and are available to each such employee pursuant to the provisions of the HRA VEBA trust agreement. Upon approval of these rules, the City shall contribute \$150 to each employee’s account in the HRA VEBA Trust each pay period.

HOLIDAYS

Designated Holidays

The following shall be paid holidays, eight (8) hours per day. Employees working alternate schedules that are scheduled off on any of the observed holidays are required to augment their time with earned leave, other than sick leave, or leave without pay if no other leave is available. Employees working the standard 40 hour work week or alternate schedule will earn the holidays when they occur specifically.

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Friday following Thanksgiving
Presidents' Day	Labor Day	Christmas Day

Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday.

If an employee is on authorized vacation or paid sick leave when a holiday occurs, such holiday shall not be charged against such leave.

Holiday Work

If required to work on a day recognized as a holiday, the employee is entitled to equivalent time off to the time so worked, not to exceed eight (8) hours. In such case, the employee will have the hours worked, up to eight (8) hours, placed in their holiday bank.

Payoff

In the event of death, termination, or resignation of an employee, all earned and unused holiday credits shall be converted to cash at the straight-time rate and paid to the beneficiary or employee.

VACATIONS

Accrual

Employees in the non-represented employee group shall be allowed vacation time off with pay in accordance with the following:

Service in Months	Annual Accrual
0 up to 60	144 hours
60 up to 120	184 hours
120 up to 180	224 hours
180 up to 240	244 hours
240 or more	264 hours

The earning of vacation will occur on a prorated monthly basis.

The City Manager has the authority to grant a bank of vacation time to executive employee new hires in the when deemed appropriate within the guidelines of pay equity.

The City Manager retains the discretion to place highly qualified executive employee new hires into any annual hour accrual schedule within the above framework as appropriate within the guidelines of pay equity.

Maximum Accrual

Employees may accumulate maximum vacation credit at any time of a total not to exceed twice the current year's allotment.

Vacation accumulated beyond the amount allowed herein may be paid off by the City, if authorized by the City Manager, at a straight-time rate. Otherwise, when maximum vacation accumulation is accrued, no further credits will accrue until and to the extent that use of the credits reduced the accumulation below the employee's maximum. The City will maintain a procedure to notify each employee, at the time of the first salary payment date each month, of the amount of vacation time accrued by said employee.

No payment will be made for vacation time lost by an employee because of accrual limitation, unless the failure to take vacation is caused by the City's insistence that the employee be at work during vacation period already scheduled.

Continuous Service

Continuous service for the purpose of accumulating vacation leave credit shall be counted in months of full-time service. Accrual rates may be adjusted upon the employee's written request to account for an employee's verified prior years' full-time service with the City. Time spent in part-time status, or while on unauthorized or authorized leave without pay shall not be counted as part of continuous service.

Scheduling

Vacation scheduling will be selected by the employee subject to the approval of the department director/designee, except in the case of those directly supervised by the City Manager, in which case approval must be received from the City Manager.

Payoff

In the event of death, termination, or resignation of an employee, all vacation credits accrued shall be converted to cash at the appropriate hourly rate and paid to the beneficiary or employee.

Pay In Lieu Of

Regular non-represented employees are eligible if they so choose to sell back to the City earned vacation leave credits as follows:

- Employees who have fewer than 10 years (fewer than 120 months) of continuous service may sell back up to the lesser of 80 hours or the amount above one year's accrual.
- Employees who have ten (10) or more years of continuous service may sell back up to the lesser of 100 hours or the amount above one year's accrual.
- Employees who have 15 or more years of continuous service and employees retiring in a given fiscal year may sell back up to the lesser of 120 hours or the amount above one year's accrual.

Vacation leave sellback shall occur only three (3) times within any fiscal year for the cumulative limits noted above. The employee will receive dollar value straight-time pay based on the employee's current pay step level, exclusive of any differential.

Vacation leave sellback is a voluntary option to the employee and is not required.

The employee will give at least three (3) weeks' notice to his/her supervisor in writing of the employee's wish to exercise this option.

SICK LEAVE

Accrual

Paid sick leave shall be earned for each employee at the rate of four (4) hours for each full pay period of service commencing with the date of employment.

Utilization

Sick leave used will be deducted from an employee's allowed accumulation on a last-earned, first-used basis and in accordance with Administrative Regulation 04-01, as revised.

Bereavement

Bereavement leave may be used as authorized in Administrative Regulation 04-01, as revised.

Integration with Workers' Compensation

When injury occurs in the course of employment, the City will cover the difference between any disability payment or time loss payment received under Workers' Compensation laws and the employee's regular pay. In such instances, prorated charges will be made against accrued sick leave.

Payoff

PROMOTION OR TRANSFER. Employees promoted or transferred from bargaining unit positions allowed to accrue greater than 960 hours (1,440 hours for 56-hour personnel) will be compensated at 50% of their former base wage rate, exclusive of any differential, for any excess accumulated sick leave hours accrued in the current fiscal year – resulting in a maximum remaining balance at the time of the promotion or transfer of 960. Payment of these hours at time of promotion shall be made to the employee's account with the HRA VEBA trust.

960-HOUR CAP. Sick leave in excess of 960 hours for 40-hour work week employees may be accrued and used, but any such excess remaining on June 30th of each year shall be paid off at 50% of each respective employee's base wage rate, exclusive of any pay differential. Payment pursuant to this paragraph shall be made to the employee's account in the HRA VEBA trust.

520 HOUR VOLUNTARY OPTIONS. As a voluntary option at the end of each fiscal year, a 40-hour work week employee with a minimum 520-hour balance may sell back any unused sick leave time which he/she earned during the concluding fiscal year at 50% of his/her base wage rate, exclusive of any pay differential. However, to exercise this option the employee must give three (3) weeks written notice to his/her supervisor, with payment to be allowed only on the second pay day in August. Payment of these hours shall **not** be made to the employee's account with the HRA VEBA trust.

***Example:** Employee has a balance of 600 hours at the beginning of the fiscal year. During the fiscal year the employee accrues 96 hour of sick leave and uses none during the fiscal year. This employee would be eligible to sell back all 96 hours and receive 50% payment for those hours.*

Using the same example as above, if the employee used 24 hours of sick leave during the fiscal year, the employee would only be eligible to sell back 72 hours (96 - 24).

As an additional voluntary option at the end of each fiscal year, 40-hour employees with a minimum 520-hour balance may also sell back unused sick leave earned prior to the concluding fiscal year at 20% of the employee's base wage rate, exclusive of any pay differential. To exercise this option, the employee must give three (3) weeks written notice to his/her supervisor, with payment to be allowed only on the second pay day in August. Payment of these hours shall not be made to the employee's account with the HRA VEBA trust.

***Example:** Employee has a balance of 600 hours at the beginning of the fiscal year. During the fiscal year the employee accrues 96 hours of sick leave and uses none during the fiscal year. This employee would be eligible to sell back all 96 hours and receive 50% payment for those hours. Additionally, under this paragraph, the employee would have 80 hours of sick leave that could be sold back at the 20% rate (600 – 520)*

RETIREMENT. A terminating employee will be considered to be retiring if he/she is eligible for PERS service retirement, including early retirement. He/she shall be compensated for unused accrued sick leave exceeding 520 hours at 50% of his/her base wage rate, exclusive of any pay differential. As full compensation for all remaining unused accrued sick leave, the employee shall be paid at 20% of his/her base wage rate, exclusive of any pay differential. Payment to a retiring employee pursuant to this paragraph for unused sick leave shall be made to the employee's account in the HRA VEBA Trust.

TERMINATION. On termination for reasons other than retirement or discharge for cause, a 40-hour employee will be compensated for unused accrued sick leave exceeding 960 hours at 50% of his/her base wage rate, exclusive of any pay differential. The employee shall also be compensated for all remaining unused accrued sick leave exceeding 520 hours at 20% of his/her base wage rate, exclusive of any pay differential. Payment of these hours shall not be made to the employee's account with the HRA VEBA trust. An employee discharged for cause shall not be entitled to compensation for unused sick leave.

When injury occurs in the course of employment, the City will cover the difference between any disability payment or time loss payment received under Workers' Compensation laws and the employee's regular pay. In such instances, prorated charges will be made against accrued sick leave.

OTHER LEAVES

Family Medical Leave

Eligible employees may take Family Medical Leave and/or Oregon Family Leave for purposes commonly referred to as a serious health condition of the employee or a family member, pregnancy disability leave,

parent leave, and sick child leave. The policy governing eligibility for and use of such leave is contained in Administrative Regulation 94-6, as revised.

Leave With Out Pay

In cases not covered by the Federal Family Medical Leave Act or State of Oregon Family Leave Act, the City will consider a written application for leave of absence without pay if the City finds there is reasonable justification to grant such leave and that the work of the department will not be seriously handicapped by the temporary absence of the employee. The City may terminate or cancel such leave by 15 days' written notice mailed to the employee's last known address.

Any employee who is granted a leave of absence and who for any reason fails to return to work at the expiration of said authorized leave of absence shall be considered as having resigned his/her position with the City, and his/her position shall be declared vacant – unless the employee prior to expiration of his/her leave of absence or prior to the termination date has furnished evidence that he/she is unable to work by reason of sickness, physical disability, or other legitimate reason beyond his/her control and seeks an extension of leave for such reasons. Such a request for extension shall be made in writing. An extension shall be granted only for a specified period of time and only if the City determines that the request is reasonable and justified and that the extension may be granted without unduly handicapping the operation of the department.

Required Appearances

Jury Duty- Employees shall be granted leave with pay for service upon a jury on days when the employee is normally scheduled to work. The employee is required to waive any jury duty pay for each day of jury service when the employee is paid by the City. The employee shall be entitled to receive and retain mileage reimbursement for jury service. Upon being excused from jury service for any day, an employee shall immediately contact the department director or other supervisor for assignment for the remainder of his/her regular work day.

Other-

WITHOUT PAY. Leave without pay shall be granted for an appearance before a court, legislative committee, judicial, or quasi-judicial body as a witness in response to a subpoena or other order by proper authority compelling his/her attendance under penalty prescribed by law. Employees may use accrued leave other than sick leave to account for these hours.

WITH PAY. Leave of absence with pay shall be granted for appearance before a court, legislative committee, judicial or quasi-judicial body in connection with an employee's officially assigned duties, including the time required for travel to the court and return to the employee's headquarters.

Military Leave

The City will comply with prevailing law as to the granting of military leave.

Administrative Leave

The City Manager, or designee, may place an employee on paid administrative leave pending an investigation or for any other reason to accommodate the needs of the City. During this period, the employee will remain available to report for work as directed. Employees shall be paid administrative leave while not working, but shall not be entitled to cash-out.

City Hall Closure

When the City Manager determines conditions exist that City Hall and similar city-wide operations are closed for regular business, the City Manager will identify which employee groups/classifications are affected and those that must remain or report to provide immediate essential services. Under a closure, employees that are directed not to report, are unable to report or must leave work early due to circumstances of the event, may use accrued leave time (including sick leave), or take leave without pay for the duration of the closure.

INSURANCE

Medical, Dental, Vision

The City will provide the following benefits to regular full-time employees:

Medical–hospitalization insurance
Dental insurance
Vision insurance

Employees may be provided a choice of health plans. Details of the plans can be found on-line at the Employee On-Line webpage. Effective July 1, 2019, the City will pay the full premium amount for a dental plan and for the lowest cost health care plan available. Any total monthly premium for the medical, vision and dental coverage exceeding the cost of the lowest cost plan will be automatically deducted from the employee's paycheck.

The City reserves the right to switch from a composite to a tiered–rate premium if deemed appropriate during 2019-2021 biennium.

Section 125

The employee's share of any health or other insurance premium paid through payroll deduction may be made on a pre-tax basis under the City's Internal Revenue Code Section 125 cafeteria plan to the extent permitted by federal law.

Life Insurance

The City will provide \$50,000 term life insurance for the employee (face amount may be adjusted after age 65 depending on the group policy).

Long-Term Disability

The City will provide long-term disability insurance that shall provide a benefit of two-thirds (66 2/3%) of the employee's gross monthly salary.

Workers' Compensation

The City will provide Workers' Compensation insurance for the employee.

PERS

The City will pay for the employer's and employee's contributions for Public Employee Retirement System or its successor under law.

OTHER BENEFITS

Car Allowance-Executive Employees

The City Manager may, as part of an executive employee's compensation, authorize the payment of a car allowance up to \$300 monthly. At the discretion of the City Manager, a City vehicle may be provided in lieu of the above paid car allowance(s).

Personal Use of City Owned Vehicle

The City may allow employees to use City owned vehicles to commute to and from their residence upon a determination by the City Manager, or designee, that use of a City provided vehicle will provide a more efficient use of staff time, provide a faster delivery of services to citizens, first responders, or as a business necessity. This is a taxable fringe benefit under IRS regulations.

Personal use by an employee of a City owned vehicle falling under IRS regulations for *de Minimis* nontaxable personal use is permitted, and is part of the employee's compensation as defined by Oregon Administrative Rules 199-005-0035(3).

Mileage Reimbursement

When an employee is required to use their private vehicle on City business, mileage will be reimbursed at the current IRS rate. Employees with monthly car allowances are eligible for reimbursement only when their travel destination is at least 75 miles from City Hall.

Airline and Hotel Travel Bonuses

An employee traveling on City business may accumulate airline and/or hotel travel points within the meaning of the IRS regulations *de Minimis* nontaxable personal use rules, and is part of the employee's compensation as defined by Oregon Administrative Rules 199-005-0035(3).

Uniform/Protective Clothing

Uniforms and other protective clothing required for an employee by law or by the City shall be provided by the City. Departments may provide protective clothing and safety shoe allowances or reimbursements in lieu of furnishing protective clothing under written departmental uniform policies conforming to IRS regulations. No employee shall wear or use any such items provided by the City except on the job or as specifically approved by the City Manager or his/her designee.

DISCIPLINE AND DISCHARGE

Discipline- Executive Employees

Executive personnel are at-will employees. This means either the employee or the employer may terminate employment at any time, for any reason, with or without cause or notice.

In the event of discharge, the City Manager may grant up to six (6) months of severance pay.

Discipline- Non-Represented Employees

No employee who has achieved regular status in his or her position classification subject to these Rules shall be disciplined except for just cause.

Discipline may include the following:

- Written Reprimand
- Suspension Without Pay
- Temporary Reduction in Pay

Exempt employees may be suspended in increments of a full workday for violation of a workplace conduct rule, which is something other than poor performance or an attendance issue.

- Demotion
- Discharge

The disciplinary steps may be taken in any order at the sole discretion of the employer. This policy is not a guarantee that the steps will be followed in any particular order.

NON-DISCRIMINATION. No discipline shall be administered to any employee, of any classification, because of the employee's political persuasion, religious beliefs, race, age, or sex.

Due Process

In the event the City believes an employee may be subject to discipline greater than a written reprimand, the following procedural due process shall be followed:

- The employee shall be notified of the charges or allegations that may subject them to discipline, including the relevant facts of the event and policy or other violations;
- The employee shall be notified of the disciplinary sanctions being considered;
- The employee or a representative will be given an opportunity to refute the charges or allegations either in writing or orally in an informal hearing. The employee or a representative may present additional evidence or mitigating circumstances to the City; and
- At their request, the employee will be entitled to be accompanied by a fellow employee or other representative at the informal hearing.

Authority

All supervisory personnel are empowered to give discipline up to a one (1) day suspension or the equivalent reduction in pay without higher level prior approval to their assigned subordinate personnel. Disciplinary actions greater than a one-day suspension may be recommended for action to the next level of supervision.

Aside from recommendations for demotion or discharge, employees shall not be subject to any greater discipline greater than a 40-hour suspension without pay or equivalent temporary reduction in pay.

Demotion and discharge actions are retained as a prerogative of the City Manager. However, all other supervisory personnel may effectively recommend such discipline relative to their subordinate personnel.

Appeal of Disciplinary Action

PROBATIONARY EMPLOYEES. While on probation, employees covered by these Rules are not subject to appeal rights and may be discharged at any time for any reason with or without cause or notice.

Regular full-time employees, if desired, may elect to exercise the following process as the sole and complete available procedure for employees seeking appeal:

An employee seeking appeal must, within five (5) days of receiving notice of disciplinary action greater than a written reprimand, provide to the City Manager a written request for a hearing. The hearing will be held before a panel of three (3) department directors. The City Attorney or designee from the City Attorney's Office may be present and may provide advice to the panel and participate in questioning and discussion, but shall not be considered a panel member. The employee will be allowed to select the department directors that will sit on the panel so long as they're available to sit for the hearing in the specified time period. The employee's Director cannot sit as a panel member. The employee's choice of panel members must be submitted as part of the appeal request. This panel will, within 30 days of their selection, meet to hear the grievance. The employee shall have the right to be present, question witnesses, produce testimony, and to be accompanied, advised, and represented by such legal counsel as he/she may employ. Human Resources will be responsible for setting the hearing and working with supervisory chain to provide an accounting to the panel to justify the disciplinary action.

At the hearing the City shall limit inquiry to those matters contained in the notice of disciplinary action and the employee's reply to the question of whether the disciplinary action was for just cause. If the panel finds the disciplinary action to be with just cause, the action should be sustained.

If the employee's appeal is sustained or the disciplinary action is modified, the employee will have any lost pay or benefits reinstated and the personnel record shall reflect any modification of the disciplinary action.

GENERAL PROVISIONS

Outside Employment

Outside employment shall be permitted only with the express prior written approval of the City Manager/designee. To deny outside employment, the City Manager/designee must find that it violates one or more of the following criteria:

- A. that such employment is in conflict with the interest of City employment;
- B. that such employment detracts from the efficiency of the employee in his/her City work;
- C. that such employment is a discredit to City employment; or
- D. that such employment takes preference over the requirements of the City.

No outside employment activities shall occur during regular City hours of operation applicable to the affected employee, unless the employee is on authorized vacation or holiday leave.

Probation- Non-Represented Employees

Every new non-represented employee hired, or current non-represented employee promoted, into a regular position shall serve a probationary period of 12 full consecutive months. The City has the right to terminate probationary employees during the probationary period at any time, for any reason, with or without cause or notice. During the probationary period, no grievance procedures are available to the employee. Upon successful completion of the probationary period, an employee is immediately eligible for all rights, privileges, and benefits provided for non-represented employees. However, if a non-probationary, full-time regular employee promoted from a City bargaining unit classification to a position assignment governed by these Rules fails to successfully complete the promotional probation, the City may, at its discretion, return the employee to the former bargaining unit classification if that position remains budgeted and vacant.

Separation in Good Standing

LAYOFF- It shall be the policy of the City to consider reassigning employees in lieu of layoff. The decision on such reassignment is subject to the approval of the City Manager.

RESIGNATION- In order to resign in good standing, an employee shall give the City 30 calendar days written notice. However, in extenuating circumstances, the City may agree to a shorter period of notice.

SEPARATION PAY- Separation payments shall only be considered for regular employment. No separation pay will be granted if a regular employee is separated with one (1) year or less of service, or for just cause, regardless of the length of service. An exception to this limitation is any payoff of earned but unused holiday and vacation credits.

Separation pay, severance pay or any other one-time payment upon an employee's separation (whether due to retirement, resignation or other reason) and not considered payoff of earned but unused holiday, vacation or sick leave shall not be subject to contributions to the employee's HRA VEBA account.

Transfers

The City Manager may transfer an employee from a position in one division or organizational unit to a position in another division or organizational unit temporarily or on a permanent basis. Such a transfer, if

the salary or benefits are not affected negatively, shall not be deemed a demotion and is not subject to appeal.

Notice of Change

All employees affected by this handbook must be given at least seven (7) days' notice of any pending change. Electronic notification and/or posting of such notice on departmental bulletin boards may be used for notification of proposed changes.

SALARY SCHEDULE- NON-REPRESENTED EMPLOYEES – EFFECTIVE 07/01/2019

Grade	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
S09	EXECUTIVE ASSISTANT	3,537.41	3,717.57	3,901.03	4,095.63	4,303.01	4,516.63	-	-	-
S09	HUMAN RESOURCES ASSISTANT	3,537.41	3,717.57	3,901.03	4,095.63	4,303.01	4,516.63	-	-	-
S12	ADMINISTRATIVE ANALYST	3,717.57	3,901.03	4,095.63	4,303.01	4,516.63	4,743.07	4,979.15	5,227.94	5,487.94
S12	EXECUTIVE SUPPORT SPECIALIST	3,717.57	3,901.03	4,095.63	4,303.01	4,516.63	4,743.07	4,979.15	5,227.94	5,487.94
S12	HUMAN RESOURCES TECHNICIAN	3,717.57	3,901.03	4,095.63	4,303.01	4,516.63	4,743.07	4,979.15	5,227.94	5,487.94
S12	LEGAL SECRETARY	3,717.57	3,901.03	4,095.63	4,303.01	4,516.63	4,743.07	4,979.15	5,227.94	5,487.94
S12	PARKS CUSTOMER SERVICE SUPERVISOR	3,717.57	3,901.03	4,095.63	4,303.01	4,516.63	4,743.07	4,979.15	5,227.94	5,487.94
S12	PAYROLL COORDINATOR	3,717.57	3,901.03	4,095.63	4,303.01	4,516.63	4,743.07	4,979.15	5,227.94	5,487.94
S12	POLICE CULTURAL OUTREACH COORDINATOR	3,717.57	3,901.03	4,095.63	4,303.01	4,516.63	4,743.07	4,979.15	5,227.94	5,487.94
S13	PURCHASING AGENT	4,301.36	4,514.98	4,741.54	4,977.54	5,226.33	5,487.94	-	-	-
S14	ACCOUNTANT	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S14	ADMINISTRATIVE ASSISTANT	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S14	ASSISTANT TO THE CITY MANAGER	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S14	CODE ENFORCEMENT PROGRAM MANAGER	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S14	CUSTODIAN SUPERVISOR	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S14	DEPUTY CITY RECORDER	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S14	NETWORK/PC SPECIALIST	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S14	OFFICE ADMINISTRATOR	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S14	RECREATION SUPERVISOR	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S14	SAFETY WC COORDINATOR	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S14	UTILITY BILLING SUPERVISOR	4,516.63	4,743.07	4,979.15	5,227.94	5,491.11	5,763.84	-	-	-
S16	HUMAN RESOURCES ANALYST	4,977.54	5,226.33	5,487.94	5,762.17	6,049.31	6,352.43	-	-	-
S16	MUNICIPAL COURT CLERK	4,977.54	5,226.33	5,487.94	5,762.17	6,049.31	6,352.43	-	-	-
S16	PARKS MAINTENANCE SUPERVISOR	4,977.54	5,226.33	5,487.94	5,762.17	6,049.31	6,352.43	-	-	-
S17	ASSISTANT TO TRAFFIC ENGINEER	5,226.33	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	-	-	-
S17	JUNIOR SYSTEMS ADMINISTRATOR	5,226.33	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	-	-	-
S17	JUNIOR SYSTEMS ANALYST	5,226.33	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	-	-	-
S17	SERVICE DESK SUPERVISOR	5,226.33	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	-	-	-
S18	ASSOCIATE TRAFFIC ENGINEER	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	CITY RECORDER	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	DEVELOPMENT SERVICES MANAGER	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	FACILITIES MGMT SUPERINTENDENT	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	FIRE ADMINISTRATION MANAGER	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	PAYROLL MANAGER	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	PUBLIC WORKS SUPERVISOR	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	PW ADMINISTRATIVE SUPERVISOR	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	RECREATION SUPERINTENDENT	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	SENIOR PLANNER	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	SUPPORT SERVICES MANAGER	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	UTILITIES ENGINEER	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S18	WRD SUPERVISOR	5,487.94	5,762.17	6,049.31	6,352.43	6,671.29	7,003.03	-	-	-
S19	CITY SURVEYOR	5,763.84	6,050.91	6,353.85	6,672.96	7,006.21	7,355.47	-	-	-

SALARY SCHEDULE- NON-REPRESENTED EMPLOYEES– EFFECTIVE 07/01/2019

Grade	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
S20	ADMINISTRATIVE ENGINEER	6,050.91	6,353.85	6,672.96	7,006.21	7,355.47	7,727.13	-	-	-
S20	CHIEF ADMINISTRATIVE OFFICER	6,050.91	6,353.85	6,672.96	7,006.21	7,355.47	7,727.13	-	-	-
S20	DESIGN & CONSTRUCTION MANAGER	6,050.91	6,353.85	6,672.96	7,006.21	7,355.47	7,727.13	-	-	-
S20	GIS MANAGER	6,050.91	6,353.85	6,672.96	7,006.21	7,355.47	7,727.13	-	-	-
S20	RISK MANAGER	6,050.91	6,353.85	6,672.96	7,006.21	7,355.47	7,727.13	-	-	-
S20	SYSTEMS ADMINISTRATOR	6,050.91	6,353.85	6,672.96	7,006.21	7,355.47	7,727.13	-	-	-
S20	SYSTEMS ANALYST	6,050.91	6,353.85	6,672.96	7,006.21	7,355.47	7,727.13	-	-	-
S20	WRD CONSTRUCTION MANAGER	6,050.91	6,353.85	6,672.96	7,006.21	7,355.47	7,727.13	-	-	-
S21	ACCOUNTING SUPERVISOR	6,353.85	6,671.29	7,003.03	7,353.89	7,722.27	8,108.27	-	-	-
S21	SR HUMAN RESOURCES ANALYST	6,353.85	6,671.29	7,003.03	7,353.89	7,722.27	8,108.27	-	-	-
S21	PRINCIPAL PLANNER	6,353.85	6,671.29	7,003.03	7,353.89	7,722.27	8,108.27	-	-	-
S21	PW BUSINESS MANAGER	6,353.85	6,671.29	7,003.03	7,353.89	7,722.27	8,108.27	-	-	-
S21	SR ASSISTANT CITY ATTORNEY	6,353.85	6,671.29	7,003.03	7,353.89	7,722.27	8,108.27	-	-	-
S21	SR SYSTEMS ADMINISTRATOR	6,353.85	6,671.29	7,003.03	7,353.89	7,722.27	8,108.27	-	-	-
S22	EMERGENCY MGMT COORDINATOR	6,671.29	7,003.03	7,352.32	7,722.27	8,108.27	8,511.76	-	-	-
S22	TRANSPORTATION MANAGER	6,671.29	7,003.03	7,352.32	7,722.27	8,108.27	8,511.76	-	-	-
S22	WRD MANAGER	6,671.29	7,003.03	7,352.32	7,722.27	8,108.27	8,511.76	-	-	-
S23	ASSISTANT PLANNING DIRECTOR	7,003.05	7,352.38	7,722.31	8,108.30	8,511.80	8,939.22	-	-	-
S23	ASSISTANT BUILDING SAFETY DIRECTOR	7,003.05	7,352.38	7,722.31	8,108.30	8,511.80	8,939.22	-	-	-
S23	ASSISTANT PARKS & RECREATION DIRECT	7,003.05	7,352.38	7,722.31	8,108.30	8,511.80	8,939.22	-	-	-
S23	CONTROLLER	7,003.05	7,352.38	7,722.31	8,108.30	8,511.80	8,939.22	-	-	-
S23	DEPUTY CITY ATTORNEY	7,003.05	7,352.38	7,722.31	8,108.30	8,511.80	8,939.22	-	-	-
S23	WRD ADMINISTRATOR	7,003.05	7,352.38	7,722.31	8,108.30	8,511.80	8,939.22	-	-	-
S25	DEPUTY PUBLIC WORKS DIRECTOR	7,720.87	8,106.88	8,512.25	8,937.85	9,384.74	9,854.01	-	-	-
SD4	DEPUTY FIRE CHIEF	9,460.08	9,933.07	10,429.73	-	-	-	-	-	-
SP3	POLICE RECORDS SUPERVISOR	5,339.53	5,606.38	5,887.03	6,181.23	6,489.24	6,814.41	-	-	-
SP3	PROPERTY CONTROL SUPERVISOR	5,339.53	5,606.38	5,887.03	6,181.23	6,489.24	6,814.41	-	-	-
SP4	HIGH TECH CRIMES TASK FORCE MANAGER	7,429.08	7,800.52	8,190.55	-	-	-	-	-	-
SP4	POLICE SERGEANT	7,429.08	7,800.52	8,190.55	-	-	-	-	-	-
SP6	POLICE LIEUTENANT	8,600.07	9,030.05	9,481.52	-	-	-	-	-	-
SP8	DEPUTY POLICE CHIEF	9,460.06	9,933.03	10,429.72	-	-	-	-	-	-

SALARY SCHEDULE- NON-REPRESENTED EMPLOYEES – EFFECTIVE 07/01/2020

Grade	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
S09	EXECUTIVE ASSISTANT	3,617.00	3,801.22	3,988.80	4,187.79	4,399.83	4,618.26	-	-	-
S09	HUMAN RESOURCES ASSISTANT	3,617.00	3,801.22	3,988.80	4,187.79	4,399.83	4,618.26	-	-	-
S12	ADMINISTRATIVE ANALYST	3,801.22	3,988.80	4,187.79	4,399.83	4,618.26	4,849.78	5,091.19	5,345.57	5,611.42
S12	EXECUTIVE SUPPORT SPECIALIST	3,801.22	3,988.80	4,187.79	4,399.83	4,618.26	4,849.78	5,091.19	5,345.57	5,611.42
S12	HUMAN RESOURCES TECHNICIAN	3,801.22	3,988.80	4,187.79	4,399.83	4,618.26	4,849.78	5,091.19	5,345.57	5,611.42
S12	LEGAL SECRETARY	3,801.22	3,988.80	4,187.79	4,399.83	4,618.26	4,849.78	5,091.19	5,345.57	5,611.42
S12	PARKS CUSTOMER SERVICE SUPERVISOR	3,801.22	3,988.80	4,187.79	4,399.83	4,618.26	4,849.78	5,091.19	5,345.57	5,611.42
S12	PAYROLL COORDINATOR	3,801.22	3,988.80	4,187.79	4,399.83	4,618.26	4,849.78	5,091.19	5,345.57	5,611.42
S12	POLICE CULTURAL OUTREACH COORDINATOR	3,801.22	3,988.80	4,187.79	4,399.83	4,618.26	4,849.78	5,091.19	5,345.57	5,611.42
S13	PURCHASING AGENT	4,398.14	4,616.57	4,848.22	5,089.53	5,343.92	5,611.42	-	-	-
S14	ACCOUNTANT	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	ADMINISTRATIVE ASSISTANT	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	ASSISTANT TO THE CITY MANAGER	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	CODE ENFORCEMENT PROGRAM MANAGER	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	CUSTODIAN SUPERVISOR	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	DEPUTY CITY RECORDER	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	NETWORK/PC SPECIALIST	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	OFFICE ADMINISTRATOR	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	PARKS LANDSCAPE SUPERVISOR	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	RECREATION SUPERVISOR	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	SAFETY WC COORDINATOR	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S14	UTILITY BILLING SUPERVISOR	4,618.26	4,849.78	5,091.19	5,345.57	5,614.66	5,893.53	-	-	-
S16	HUMAN RESOURCES ANALYST	5,089.53	5,343.92	5,611.42	5,891.82	6,185.42	6,495.36	-	-	-
S16	MUNICIPAL COURT CLERK	5,089.53	5,343.92	5,611.42	5,891.82	6,185.42	6,495.36	-	-	-
S16	PARKS MAINTENANCE SUPERVISOR	5,089.53	5,343.92	5,611.42	5,891.82	6,185.42	6,495.36	-	-	-
S17	ASSISTANT TO TRAFFIC ENGINEER	5,343.92	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	-	-	-
S17	DATABASE SUPERVISOR	5,343.92	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	-	-	-
S17	JUNIOR SYSTEMS ADMINISTRATOR	5,343.92	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	-	-	-
S17	JUNIOR SYSTEMS ANALYST	5,343.92	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	-	-	-
S17	SERVICE DESK SUPERVISOR	5,343.92	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	-	-	-
S18	ASSOCIATE BUILDING OFFICIAL	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	ASSOCIATE TRAFFIC ENGINEER	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	CITY RECORDER	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	DEVELOPMENT SERVICES MANAGER	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	FACILITIES MGMT SUPERINTENDENT	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	FIRE ADMINISTRATION MANAGER	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	PAYROLL MANAGER	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	PUBLIC WORKS SUPERVISOR	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	Pw ADMINISTRATIVE SUPERVISOR	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	RECREATION SUPERINTENDENT	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	SENIOR PLANNER	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	SUPPORT SERVICES MANAGER	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	UTILITIES ENGINEER	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S18	WRD SUPERVISOR	5,611.42	5,891.82	6,185.42	6,495.36	6,821.39	7,160.60	-	-	-
S19	CITY SURVEYOR	5,893.53	6,187.06	6,496.81	6,823.10	7,163.85	7,520.97	-	-	-

SALARY SCHEDULE- NON-REPRESENTED EMPLOYEES – EFFECTIVE 07/01/2020

Grade	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
S20	ADMINISTRATIVE ENGINEER	6,187.06	6,496.81	6,823.10	7,163.85	7,520.97	7,900.99	-	-	-
S20	DESIGN & CONSTRUCTION MANAGER	6,187.06	6,496.81	6,823.10	7,163.85	7,520.97	7,900.99	-	-	-
S20	CHIEF ADMINISTRATIVE OFFICER	6,187.06	6,496.81	6,823.10	7,163.85	7,520.97	7,900.99	-	-	-
S20	GIS MANAGER	6,187.06	6,496.81	6,823.10	7,163.85	7,520.97	7,900.99	-	-	-
S20	RISK MANAGER	6,187.06	6,496.81	6,823.10	7,163.85	7,520.97	7,900.99	-	-	-
S20	SYSTEMS ADMINISTRATOR	6,187.06	6,496.81	6,823.10	7,163.85	7,520.97	7,900.99	-	-	-
S20	SYSTEMS ANALYST	6,187.06	6,496.81	6,823.10	7,163.85	7,520.97	7,900.99	-	-	-
S20	WRD CONSTRUCTION MANAGER	6,187.06	6,496.81	6,823.10	7,163.85	7,520.97	7,900.99	-	-	-
S21	ACCOUNTING SUPERVISOR	6,496.81	6,821.39	7,160.60	7,519.35	7,896.02	8,290.70	-	-	-
S21	SR HUMAN RESOURCES ANALYST	6,496.81	6,821.39	7,160.60	7,519.35	7,896.02	8,290.70	-	-	-
S21	PRINCIPAL PLANNER	6,496.81	6,821.39	7,160.60	7,519.35	7,896.02	8,290.70	-	-	-
S21	PW BUSINESS MANAGER	6,496.81	6,821.39	7,160.60	7,519.35	7,896.02	8,290.70	-	-	-
S21	SR ASSISTANT CITY ATTORNEY	6,496.81	6,821.39	7,160.60	7,519.35	7,896.02	8,290.70	-	-	-
S21	SR SYSTEMS ADMINISTRATOR	6,496.81	6,821.39	7,160.60	7,519.35	7,896.02	8,290.70	-	-	-
S22	EMERGENCY MGMT COORDINATOR	6,821.39	7,160.60	7,517.75	7,896.02	8,290.70	8,703.28	-	-	-
S22	TRANSPORTATION MANAGER	6,821.39	7,160.60	7,517.75	7,896.02	8,290.70	8,703.28	-	-	-
S22	WRD MANAGER	6,821.39	7,160.60	7,517.75	7,896.02	8,290.70	8,703.28	-	-	-
S23	ASSISTANT PLANNING DIRECTOR	7,160.61	7,517.81	7,896.06	8,290.74	8,703.31	9,140.35	-	-	-
S23	ASSISTANT BUILDING SAFETY DIRECTOR	7,160.61	7,517.81	7,896.06	8,290.74	8,703.31	9,140.35	-	-	-
S23	ASSISTANT PARKS & RECREATION DIRECT	7,160.61	7,517.81	7,896.06	8,290.74	8,703.31	9,140.35	-	-	-
S23	CONTROLLER	7,160.61	7,517.81	7,896.06	8,290.74	8,703.31	9,140.35	-	-	-
S23	DEPUTY CITY ATTORNEY	7,160.61	7,517.81	7,896.06	8,290.74	8,703.31	9,140.35	-	-	-
S23	WRD ADMINISTRATOR	7,160.61	7,517.81	7,896.06	8,290.74	8,703.31	9,140.35	-	-	-
S25	DEPUTY PUBLIC WORKS DIRECTOR	7,894.59	8,289.28	8,703.77	9,138.96	9,595.90	10,075.72	-	-	-
SD4	DEPUTY FIRE CHIEF	9,672.93	10,156.56	10,664.40	-	-	-	-	-	-
SP3	POLICE RECORDS SUPERVISOR	5,459.67	5,732.53	6,019.49	6,320.31	6,635.25	6,967.73	-	-	-
SP3	PROPERTY CONTROL SUPERVISOR	5,459.67	5,732.53	6,019.49	6,320.31	6,635.25	6,967.73	-	-	-
SP4	HIGH TECH CRIMES TASK FORCE MANAGER	7,596.24	7,976.04	8,374.84	-	-	-	-	-	-
SP4	POLICE SERGEANT	7,596.24	7,976.04	8,374.84	-	-	-	-	-	-
SP6	POLICE LIEUTENANT	8,793.57	9,233.22	9,694.86	-	-	-	-	-	-
SP8	DEPUTY POLICE CHIEF	9,672.91	10,156.53	10,664.38	-	-	-	-	-	-

SALARY SCHEDULE- EXECUTIVE EMPLOYEES – EFFECTIVE 07/01/2019

Grade	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
E49	DEPUTY CITY MANAGER	10,261.43	10,774.50	11,313.22	11,878.88	12,472.83	13,096.47
E48	FIRE CHIEF	10,311.84	10,827.44	11,368.81	11,937.25	12,534.11	13,160.82
E48	POLICE CHIEF	10,311.84	10,827.44	11,368.81	11,937.25	12,534.11	13,160.82
E47	CITY ATTORNEY	9,144.13	9,601.34	10,081.40	10,585.47	11,114.75	11,670.48
E45	ASST TO THE CITY MANAGER II	9,126.24	9,582.56	10,061.68	10,564.77	11,093.00	11,647.65
E45	PUBLIC WORKS DIRECTOR	9,126.24	9,582.56	10,061.68	10,564.77	11,093.00	11,647.65
E45	URBAN RENEWAL DIRECTOR	9,126.24	9,582.56	10,061.68	10,564.77	11,093.00	11,647.65
E43	BUILDING SAFETY DIRECTOR	8,296.81	8,711.65	9,147.23	9,604.59	10,084.82	10,589.06
E43	HUMAN RESOURCES DIRECTOR	8,296.81	8,711.65	9,147.23	9,604.59	10,084.82	10,589.06
E43	PARKS AND RECREATION DIRECTOR	8,296.81	8,711.65	9,147.23	9,604.59	10,084.82	10,589.06
E43	PLANNING DIRECTOR	8,296.81	8,711.65	9,147.23	9,604.59	10,084.82	10,589.06
E43	INNOVATION & TECHNOLOGY DIRECTOR	8,296.81	8,711.65	9,147.23	9,604.59	10,084.82	10,589.06

SALARY SCHEDULE- EXECUTIVE EMPLOYEES – EFFECTIVE 07/01/2020

Grade	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
E49	DEPUTY CITY MANAGER	10,492.31	11,016.92	11,567.77	12,146.16	12,753.46	13,391.14
E48	FIRE CHIEF	10,543.86	11,071.05	11,624.61	12,205.84	12,816.13	13,456.93
E48	POLICE CHIEF	10,543.86	11,071.05	11,624.61	12,205.84	12,816.13	13,456.93
E47	CITY ATTORNEY	9,349.87	9,817.37	10,308.23	10,823.65	11,364.83	11,933.07
E45	ASST TO THE CITY MANAGER II	9,331.58	9,798.16	10,288.07	10,802.47	11,342.60	11,909.73
E45	PUBLIC WORKS DIRECTOR	9,331.58	9,798.16	10,288.07	10,802.47	11,342.60	11,909.73
E45	URBAN RENEWAL DIRECTOR	9,331.58	9,798.16	10,288.07	10,802.47	11,342.60	11,909.73
E43	BUILDING SAFETY DIRECTOR	8,483.49	8,907.66	9,353.04	9,820.70	10,311.73	10,827.32
E43	HUMAN RESOURCES DIRECTOR	8,483.49	8,907.66	9,353.04	9,820.70	10,311.73	10,827.32
E43	PARKS AND RECREATION DIRECTOR	8,483.49	8,907.66	9,353.04	9,820.70	10,311.73	10,827.32
E43	PLANNING DIRECTOR	8,483.49	8,907.66	9,353.04	9,820.70	10,311.73	10,827.32
E43	INNOVATION & TECHNOLOGY DIRECTOR	8,483.49	8,907.66	9,353.04	9,820.70	10,311.73	10,827.32