



**MEDFORD**  
OREGON

**EXECUTIVE & NON-REPRESENTED  
EMPLOYEES**

**Compensation & Benefit Guidebook**

Effective July 1, 2023 through June 30, 2026

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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 guidebook.

### Executive Employees

Building Safety Director
City Attorney
Deputy City Manager-Development Services
Deputy City Manager-Chief Financial Officer
Executive Director-MURA
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	Deputy Police Chief	Property Control Supervisor
Assistant Building Safety Director	Design & Construction Manager	Public Works Business Manager
Associate Traffic Engineer	Development Services Manager	Public Works Operations Manager
Billing Services Supervisor	Enterprise Applications Manager	Public Works Supervisor
Chief Administrative Officer	Facilities Manager	Recreation Manager
City Emergency Manager	Fleet Supervisor	Recreation Supervisor
City Engineer	Grants Manager	Senior Inspector
City Surveyor	Human Resources Manager	Senior Planner
Custodial Supervisor	Municipal Court Supervisor	Senior Systems Administrator
Customer Service Supervisor- Parks	Office Administrator	Systems Administrator
Deputy Chief Financial Officer	Parks & Open Spaces Manager	Systems Analyst
Deputy City Attorney	Police Lieutenant	Transportation Manager
Deputy City Engineer	Police Records Manager	Utilities Engineer
Deputy Fire Chief- Professional Standards	Police Records Supervisor	WRD Manager
Deputy Fire Chief-Operations	Police Sergeant	WRD Supervisor
Deputy Planning Director	Principal Planner	

**Confidential–Professional Employees**

Accountant	Human Resources Specialist
Administrative Support Technician-Finance	IT Support Technician
Assistant to the Traffic Engineer	Junior Systems Administrator
City Recorder	Junior Systems Analyst
Code Enforcement Program Manager	Legal Assistant
Communications & Marketing Manager	Network/PC Specialist
Communications Coordinator	Payroll Coordinator
Deputy City Recorder	Police Cultural Outreach Coordinator
Executive Support Specialist	Risk Manager
GIS Manager	Senior Accountant
GIS Junior Analyst	Assistant City Attorney
Health & Safety Manager	Senior Purchasing Analyst
Human Resources Analyst	Systems Analyst
Human Resources Recruiter	

**HOURS OF WORK**

**Executive** employees receive a set salary based on working an average of 40 hours per week. The presumption is that salaried employees, due to their complex nature of work, will usually exceed 40 hours a week but may also have occasion when they will not meet 40 hours.

**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 in this guidebook is included at the end of this document. The salary ranges in each schedule have been increased as follows:

[Executive & Non-Represented positions:](#)

5% effective July 1, 2023

## Executive & Non-Represented positions:

Effective July 1, 2024, the salary schedule will be increased by a cost-of-living adjustment based on the CPI-U West December 2023 of no less than 0% and no greater than 5%.

Effective July 1, 2025, the salary schedule will be increased by a cost-of-living adjustment based on the CPI-U West December 2024 of no less than 0% and no greater than 5%.

### **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.

### **PAY DIFFERENTIALS:**

#### **Executive Employees**

All approved incentives and pay differentials are incorporated into each executive employee's salary range.

#### **Police**

**College Incentive Pay:** 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 Incentive
<ul style="list-style-type: none"> <li>• Design &amp; Construction Manager</li> <li>• Development Services Manager</li> <li>• Assistant to the Traffic Engineer</li> </ul>	Oregon Registered Professional Engineer <b>or</b> Oregon Registered Land Surveyor	5%
<ul style="list-style-type: none"> <li>• City Recorder</li> <li>• Deputy City Recorder</li> </ul>	Master Municipal Clerk – International Institute of Municipal Clerks	5%
<ul style="list-style-type: none"> <li>• Deputy Chief Financial Officer</li> </ul>	Oregon recognition as a Certified Public Accountant or Master’s degree in accounting or public Finance	5%
<ul style="list-style-type: none"> <li>• Deputy Fire Chief</li> </ul>	Bachelor’s Degree in Fire Science Associate degree in Fire Science, plus FEMA Executive Fire Officer or DPSST Fire Service Administrative Certificate/DPSST Fire Officer IV	5% 2.5% 5% 5%
<ul style="list-style-type: none"> <li>• Principal Planner</li> </ul>	American Institute for Certified Planners Certificate	5%
<ul style="list-style-type: none"> <li>• Public Works Business Manager</li> <li>• Deputy City Engineer</li> <li>• Utility Engineer</li> </ul>	Master’s degree in business administration or civil Engineering <b>Those currently holding the position will be grandfathered in with this differential. This differential will be eliminated when these positions become vacant.</b>	5%
<ul style="list-style-type: none"> <li>• Public Works Supervisor</li> </ul>	Bachelor’s Degree in appropriate field <b>Those currently holding the position will be grandfathered in with this differential. This differential will be eliminated when these positions become vacant.</b>	5%

<ul style="list-style-type: none"> <li>• PW Operations Manager</li> <li>• PW WRD Supervisor</li> <li>• PW Sewer Supervisor</li> <li>• PW Storm Supervisor</li> </ul>	Operator Grade IV Oregon State Certificate	5%

**Maximum Pay Differential/Incentives**

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 and used by the employee after the 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 before the end of any pay period. 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).

Compensatory time may not be accrued when the overtime hours worked is a direct result of working on a State or Federal declared emergency, since the City may receive reimbursement for those hours. In a declared emergency, any overtime hours earned would be paid by the City and no accrued compensatory time will be allowed for those overtime hours.

## **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.

If an employee believes they are improperly classified, 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.

If an employee believes they have 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.

## **BENEFITS**

### **Holidays**

The City recognizes the following employee holidays.

- New Year’s Day --- January 1
- Martin Luther King Jr. Day --- third Monday in January
- President’s Day --- third Monday in February
- Memorial Day --- last Monday in May
- Juneteenth --- June 19
- Independence Day --- July 4
- Labor Day --- first Monday in September
- Thanksgiving Day --- fourth Thursday in November
- The Day after Thanksgiving-fourth Friday in November
- Christmas Day --- December 25

Executive and Non-represented employees will be paid the holidays listed above. The above holidays shall be paid at eight (8) hours per day. Non-exempt 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.

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

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.

### **Vacation Leave**

Employees begin accruing vacation immediately based on their date of hire. Employees in the Executive and Non-represented employee groups 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 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 hours for 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 hours is accrued, no further hours will accrue until and to the extent that use of hours reduce 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 or the City's inability to grant vacation due to business workload.

Continuous Service: Continuous service for the purpose of accumulating vacation leave hours 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 while on unauthorized or authorized leave without pay shall not be counted as part of continuous service unless on approved FMLA/OFLA leave.

Scheduling: Vacation scheduling will be selected by the employee subject to the approval of the department director/supervisor, 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 hours accrued shall be converted to cash at the appropriate hourly rate and paid to the beneficiary or employee.

Pay in Lieu Of: Executive and 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 at the time of the sellback.

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

The employee will give at least three (3) weeks' written notice to their supervisor of the employee's wish to exercise this option.

### **Sick Leave**

Sick leave is granted for an employee's illness, injury, disability due to pregnancy and necessary medical or dental care. Sick leave may also be used when the employee's presence is required because of the illness in the immediate family of the employee or the employee's spouse.

Employees will be eligible for sick leave with pay immediately upon accrual. Full-time employees accrue four (4) hours of sick leave with pay for each full pay period they are in pay status. Pay status means actual time worked and all leave with pay. Temporary employees accrue 1.33 hours of sick leave for every 40 hours worked with a maximum accrual annually of 40 hours.

Employees are encouraged to manage their time to cover emergencies as they arise without loss of pay. Refer to Administrative Regulation #218 Accrued Sick-Bereavement Leave on Employee Online, Administrative Regulations for additional information. There is no limit to the amount of sick leave you may accrue.

## **Deferred Compensation Plan**

Each employee may enroll in the City's deferred compensation program Mission Square Retirement 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 (1.0%) contribution for an employee, provided the employee contributes at least one percent (1.0%) of salary to the 457 Plan.

## **Medical Savings Account**

The City shall continue to participate, 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 this guidebook, the City shall contribute \$150 to each employee's account in the HRA VEBA Trust each pay period.

## **INSURANCE**

### **Medical, Dental, Vision**

The City will provide the following benefits to regular full-time employees of which employees cannot opt out:

Medical Insurance  
Dental insurance  
Vision insurance

The City will make available a choice of health plans. Details of the plans can be found on-line at the Employee On-Line webpage. 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 the 2023-2025 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.

## **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 lawful 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 a position classification that is 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
- Demotion
- Discharge

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

### **Due Process**

In the event the City believes an employee subject to these Rules 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 of their same level or other representative at the due process meeting.

### **Appeal of Disciplinary Action**

**PROBATIONARY EMPLOYEES.** While on probation, employees covered by these Rules have no appeal rights, are at-will employees and may be discharged at any time for any reason with or without cause or notice.

Regular full-time employees, covered by these Rules, may, at their option, 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, appeal to the City Manager if in disagreement with the discipline. The appeal must be submitted in writing.

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

### **Notice of Change**

All employees affected by this guidebook 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 07/01/2023**

**NON-REPRESENTED EMPLOYEES**

Monthly Salary Schedule

JULY 1, 2023						
	1	2	3	4	5	6
ADMINISTRATIVE SUPPORT TECH-FINANCE	4,068.19	4,271.60	4,485.18	4,709.44	4,944.91	5,192.16
CUSTODIAN SUPERVISOR	5,266.07	5,529.37	5,805.84	6,096.13	6,400.94	6,720.99
EXECUTIVE SUPPORT SPECIALIST	5,266.07	5,529.37	5,805.84	6,096.13	6,400.94	6,720.99
HUMAN RESOURCES SPECIALIST	5,266.07	5,529.37	5,805.84	6,096.13	6,400.94	6,720.99
IT SUPPORT TECHNICIAN	5,266.07	5,529.37	5,805.84	6,096.13	6,400.94	6,720.99
LEGAL ASSISTANT	5,266.07	5,529.37	5,805.84	6,096.13	6,400.94	6,720.99
PARKS CUSTOMER SERVICE SUPERVISOR	5,266.07	5,529.37	5,805.84	6,096.13	6,400.94	6,720.99
POLICE CULTURAL OUTREACH COORDINATOR	5,266.07	5,529.37	5,805.84	6,096.13	6,400.94	6,720.99
COMMUNICATIONS COORDINATOR	5,737.88	6,024.77	6,326.01	6,642.31	6,974.43	7,323.15
DEPUTY CITY RECORDER	5,737.88	6,024.77	6,326.01	6,642.31	6,974.43	7,323.15
NETWORK/PC SPECIALIST	5,737.88	6,024.77	6,326.01	6,642.31	6,974.43	7,323.15
PAYROLL COORDINATOR	5,737.88	6,024.77	6,326.01	6,642.31	6,974.43	7,323.15
SENIOR PURCHASING ANALYST	5,737.88	6,024.77	6,326.01	6,642.31	6,974.43	7,323.15
ACCOUNTANT	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
ASSISTANT TO TRAFFIC ENGINEER	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
COURT SUPERVISOR	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
GIS JUNIOR ANALYST	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
HEALTH & SAFETY MANAGER	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
HR RECRUITER	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
HUMAN RESOURCES ANALYST	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
JUNIOR SYSTEMS ADMINISTRATOR	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
JUNIOR SYSTEMS ANALYST	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
OFFICE ADMINISTRATOR	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
PARKS MAINTENANCE SUPERVISOR	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
POLICE RECORDS SUPERVISOR	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
PROPERTY CONTROL SUPERVISOR	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
RECREATION SUPERVISOR	6,280.35	6,594.36	6,924.08	7,270.29	7,633.80	8,015.49
ASSOCIATE TRAFFIC ENGINEER	6,826.97	7,168.31	7,526.73	7,903.07	8,298.22	8,713.13
BILLING SERVICES SUPERVISOR	6,826.97	7,168.31	7,526.73	7,903.07	8,298.22	8,713.13
CHIEF ADMINISTRATIVE OFFICER	6,826.97	7,168.31	7,526.73	7,903.07	8,298.22	8,713.13
CITY RECORDER	6,826.97	7,168.31	7,526.73	7,903.07	8,298.22	8,713.13
CODE ENFORCEMENT PROGRAM MANAGER	6,826.97	7,168.31	7,526.73	7,903.07	8,298.22	8,713.13
FLEET SUPERVISOR	6,826.97	7,168.31	7,526.73	7,903.07	8,298.22	8,713.13
MURA PROJECT MANAGER	6,826.97	7,168.31	7,526.73	7,903.07	8,298.22	8,713.13
SENIOR ACCOUNTANT	6,826.97	7,168.31	7,526.73	7,903.07	8,298.22	8,713.13
CITY SURVEYOR	7,278.06	7,641.97	8,024.06	8,425.27	8,846.53	9,288.86
GIS MANAGER	7,278.06	7,641.97	8,024.06	8,425.27	8,846.53	9,288.86

**SALARY SCHEDULE- NON-REPRESENTED EMPLOYEES – EFFECTIVE  
07/01/2023- continued**



**NON-REPRESENTED EMPLOYEES**

Monthly Salary Schedule

JULY 1,						
	1	2	3	4	5	6
HR MANAGER	7,278.06	7,641.97	8,024.06	8,425.27	8,846.53	9,288.86
POLICE RECORDS MANAGER	7,278.06	7,641.97	8,024.06	8,425.27	8,846.53	9,288.86
PUBLIC WORKS SUPERVISOR	7,278.06	7,641.97	8,024.06	8,425.27	8,846.53	9,288.86
PURCHASING MANAGER	7,278.06	7,641.97	8,024.06	8,425.27	8,846.53	9,288.86
SYSTEMS ADMINISTRATOR	7,278.06	7,641.97	8,024.06	8,425.27	8,846.53	9,288.86
SYSTEMS ANALYST	7,278.06	7,641.97	8,024.06	8,425.27	8,846.53	9,288.86
TECH CRIMES TASK FORCE MANAGER	7,278.06	7,641.97	8,024.06	8,425.27	8,846.53	9,288.86
WRD SUPERVISOR	7,278.06	7,641.97	8,024.06	8,425.27	8,846.53	9,288.86
ACCOUNTING SUPERVISOR	7,716.42	8,102.24	8,507.36	8,932.72	9,379.36	9,848.33
DESIGN & CONSTRUCTION MANAGER	7,716.42	8,102.24	8,507.36	8,932.72	9,379.36	9,848.33
DEVELOPMENT SERVICES MANAGER	7,716.42	8,102.24	8,507.36	8,932.72	9,379.36	9,848.33
POLICE SERGEANT	7,716.42	8,102.24	8,507.36	8,932.72	9,379.36	9,848.33
PRINCIPAL PLANNER	7,716.42	8,102.24	8,507.36	8,932.72	9,379.36	9,848.33
PW BUSINESS MANAGER	7,716.42	8,102.24	8,507.36	8,932.72	9,379.36	9,848.33
RECREATION MANAGER	7,716.42	8,102.24	8,507.36	8,932.72	9,379.36	9,848.33
RISK MANAGER	7,716.42	8,102.24	8,507.36	8,932.72	9,379.36	9,848.33
CITY EMERGENCY MANAGER	8,173.02	8,581.67	9,010.76	9,461.30	9,934.36	10,431.08
COMMUNICATIONS & MARKETING MANAGER	8,173.02	8,581.67	9,010.76	9,461.30	9,934.36	10,431.08
ENTERPRISE APPLICATIONS MANAGER	8,173.02	8,581.67	9,010.76	9,461.30	9,934.36	10,431.08
FACILITIES MANAGER	8,173.02	8,581.67	9,010.76	9,461.30	9,934.36	10,431.08
GRANTS MANAGER	8,173.02	8,581.67	9,010.76	9,461.30	9,934.36	10,431.08
SENIOR ASSISTANT CITY ATTORNEY	8,173.02	8,581.67	9,010.76	9,461.30	9,934.36	10,431.08
UTILITIES ENGINEER	8,173.02	8,581.67	9,010.76	9,461.30	9,934.36	10,431.08
ASSISTANT PLANNING DIRECTOR	8,880.10	9,324.11	9,790.31	10,279.83	10,793.82	11,333.51
ASSISTANT BUILDING SAFETY DIRECTOR	8,880.10	9,324.11	9,790.31	10,279.83	10,793.82	11,333.51
DEPUTY CITY ENGINEER	8,880.10	9,324.11	9,790.31	10,279.83	10,793.82	11,333.51
PARKS & OPEN SPACES MANAGER	8,880.10	9,324.11	9,790.31	10,279.83	10,793.82	11,333.51
PUBLIC WORKS OPERATIONS MANAGER	8,880.10	9,324.11	9,790.31	10,279.83	10,793.82	11,333.51
TRANSPORTATION MANAGER	8,880.10	9,324.11	9,790.31	10,279.83	10,793.82	11,333.51
WRD MANAGER	8,880.10	9,324.11	9,790.31	10,279.83	10,793.82	11,333.51
CITY ENGINEER	9,486.22	9,960.53	10,458.56	10,981.49	11,530.56	12,107.09
DEPUTY CHIEF FINANCIAL OFFICER	9,486.22	9,960.53	10,458.56	10,981.49	11,530.56	12,107.09
DEPUTY CITY ATTORNEY	9,486.22	9,960.53	10,458.56	10,981.49	11,530.56	12,107.09
POLICE LIEUTENANT	9,486.22	9,960.53	10,458.56	10,981.49	11,530.56	12,107.09
DEP FIRE CHIEF - PROFESSIONAL STANDARD	11,074.81	11,628.55	12,209.98	12,820.48	13,461.50	14,134.58
DEPUTY FIRE CHIEF - OPERATIONS	11,074.81	11,628.55	12,209.98	12,820.48	13,461.50	14,134.58
DEPUTY POLICE CHIEF	11,074.81	11,628.55	12,209.98	12,820.48	13,461.50	14,134.58

**SALARY SCHEDULE- EXECUTIVE EMPLOYEES – EFFECTIVE  
07/01/2023**

**EXECUTIVE EMPLOYEES**  
Monthly Salary Schedule

JULY 1, 2023						
	1	2	3	4	5	6
BUILDING SAFETY DIRECTOR	10,045.54	10,547.82	11,075.21	11,628.97	12,210.42	12,820.94
PLANNING DIRECTOR	10,045.54	10,547.82	11,075.21	11,628.97	12,210.42	12,820.94
INNOVATION & TECHNOLOGY DIRECTOR	10,045.54	10,547.82	11,075.21	11,628.97	12,210.42	12,820.94
URBAN RENEWAL DIRECTOR	10,245.26	10,757.53	11,295.40	11,860.17	12,453.18	13,075.84
PARKS & RECREATION DIRECTOR	10,245.26	10,757.53	11,295.40	11,860.17	12,453.18	13,075.84
HUMAN RESOURCES DIRECTOR	10,245.26	10,757.53	11,295.40	11,860.17	12,453.18	13,075.84
PUBLIC WORKS DIRECTOR	10,628.76	11,160.20	11,718.21	12,304.12	12,919.32	13,565.29
FIRE CHIEF	11,468.75	12,042.19	12,644.30	13,276.51	13,940.34	14,637.36
POLICE CHIEF	11,468.75	12,042.19	12,644.30	13,276.51	13,940.34	14,637.36
CITY ATTORNEY	11,468.75	12,042.19	12,644.30	13,276.51	13,940.34	14,637.36
DEPUTY CITY MANAGER	11,525.81	12,102.11	12,707.21	13,342.57	14,009.70	14,710.19