

ORIGINAL

Personnel Administration
Manual, 1982 Salary Revisions
Pay Plans C, D, E and Index of
Position Titles

ORDINANCE NO. 1025

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON,
AMENDING THE PERSONNEL ADMINISTRATION MANUAL,
1974 EDITION, APPENDIX IV, BY REVISING CERTAIN
SALARY SCHEDULES, DELETING CERTAIN JOB TITLES
FROM PAY PLAN A, AMENDING THE SAME AND ADDING
SAID JOB TITLES TO PAY PLAN E, APPENDIX IV; AND
ESTABLISHING AN EFFECTIVE DATE.

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON,
DO ORDAIN AS FOLLOWS:

Section 1. The Personnel Administration Manual, 1974
Edition, Appendix IV-6, is hereby amended by revising the
salaries listed in Pay Plan C as set forth in Exhibit A, at-
tached hereto and incorporated herein by this reference as if
set forth in full.

Section 2. The Personnel Administration Manual, 1974
Edition, Appendix IV-7B, is hereby amended to revise the Pay
Plan C salaries listed therein as set forth in Exhibit B, at-
tached hereto and incorporated herein by this reference as if
set forth in full.

Section 3. The Personnel Administration Manual, 1974
Edition, Appendix IV-11, is hereby amended to revise the Pay
Plan E salaries listed therein as set forth in Exhibit C, at-
tached hereto and incorporated herein by this reference as if
set forth in full.

Section 4. The Personnel Administration Manual, 1974
Edition, Appendix IV-8, is hereby amended to revise the Index
of Position Titles by Salary Grade for Pay Plan D as set forth
in Exhibit D, attached hereto and incorporated herein by this
reference as if set forth in full.

Section 5. The Personnel Administration Manual, 1974
Edition, Appendix IV-9, is hereby amended to revise the Pay
Plan D salaries listed therein as set forth in Exhibit E at-
tached hereto and incorporated herein by this reference as if
set forth in full.

Section 6. The Personnel Administration Manual, 1974 Edition, Appendix IV-1, is hereby amended to revise the Index of Position Titles by Salary Grade as set forth in Exhibit F, attached hereto and incorporated herein by this reference as if set forth in full.

Section 7. The Personnel Administration Manual, 1974 Edition, Appendix IV-10, is hereby amended to revise the Index of Position Titles by Salary Grade for Salary Plan E as set forth in Exhibit G, attached hereto and incorporated herein by this reference as if set forth in full.

Section 8. The effective date of the amendments to the Personnel Administration Manual, 1974 Edition, set forth in this ordinance, shall be January 1, 1982. This ordinance shall be in full force and effect five (5) days after passage and publication by posting as provided by law.

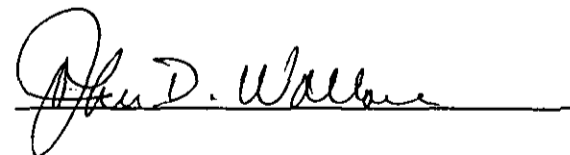
CITY OF REDMOND


MAYOR, CHRISTINE T. HIMES

ATTEST/AUTHENTICATED:


CITY CLERK, PAUL F. KUSAKABE

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY 

FILED WITH THE CITY CLERK:	January 12, 1982
PASSED BY THE CITY COUNCIL:	January 19, 1982
SIGNED BY THE MAYOR:	January 19, 1982
POSTED:	January 21, 1982
EFFECTIVE DATE:	January 1, 1982

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EXHIBIT A

CITY OF REDMOND

PAY PLAN C

POLICE DEPARTMENT
(Non-exempt)

POLICE OFFICER	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
	<u>00-12m</u>	<u>13-18m</u>	<u>19-30m</u>	<u>31-42m</u>	<u>43-54m</u>	<u>55-66m</u>	<u>67 M +</u>
	\$1846	\$1956	\$2016	\$2075	\$2138	\$2201	\$2269
POLICE SERGEANT	STEP A	STEP B	STEP C	STEP D			
	<u>00-12m</u>	<u>13-24m</u>	<u>25-36m</u>	<u>37 m +</u>			
	\$2386	\$2460	\$2533	\$2609			

Advancement through the proficiency levels shall be automatic, provided performance of the individual is progressing satisfactorily. Should performance not be progressing satisfactorily, the next automatic STEP may be extended for up to six (6) months, provided the employee has been notified in writing (Form ER-5 Notice of Need for Improvement) at least thirty (30) days prior to the date the increase would become effective.

Longevity Pay - In addition to the monthly rates of pay set forth within Section A.1, employees shall receive a monthly longevity pay in accordance with the following compensation plan:

<u>SERVICE TIME</u>	<u>MONTHLY LONGEVITY PAY</u>
After 6-1/2 years	\$15.00
After 10 years	\$30.00
After 15 years	\$45.00
After 20 years	\$60.00

Special Assignments - Detective Sergeant pay shall be seventy-five dollars (\$75.00) per month above regular base pay. Detective pay shall be fifty dollars (\$50.00) per month above regular base pay. Said Detective pay allowance above regular base salaries for the employee is intended to compensate the employee in part for overtime work required on the job, and to such extent shall be applied as a credit against overtime authorized and performed by such employee.

Other special assignments may be made, as determined and approved by the Chief of Police, for which an increase of one Proficiency Level may be granted for the duration of the assignment.

Other Compensation - Employees shall receive twenty dollars (\$20.00) each month as a cleaning allowance. Detectives shall receive one hundred dollars (\$100.00) each six months as a clothing allowance. These items are to be considered compensation according to I.R.S. regulations.

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Exhibit B

CITY OF REDMOND

PAY PLAN C

(Non-Exempt)

POLICE DEPARTMENT

<u>CLASSIFICATION</u>	<u>Step A</u> <u>00-12m</u>	<u>Step B</u> <u>13-24m</u>	<u>Step C</u> <u>25-36m</u>	<u>Step D</u> <u>37-48m</u>	<u>Step E</u> <u>49m</u>
Clerk Dispatcher	\$ 1138	\$1279	\$1313	\$1357	\$1394
Lead Clerk Dispatcher	\$ 1357	\$1435	\$1476	\$1521	\$1568

JOB TITLE

Police Office Assistant III

<u>PAY</u> <u>GRADE</u>	- - - - - Proficiency Levels - - - - -				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
6	1281	1317	1353	1391	1430

1/1/82

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CITY OF REDMOND

EXHIBIT C

SALARY PLAN E

OFFICE AND TECHNICAL

* * * Non-Exempt * * *

(Non-Bargaining Unit)

SALARY GRADE	P r o f i c i e n c y L e v e l s				
	A	B	C	D	E
75	\$1,359	\$1,400	\$1,442	\$1,485	\$1,529
76	1,442	1,485	1,529	1,574	1,621
77	1,529	1,574	1,621	1,670	1,719
78	1,621	1,670	1,719	1,770	1,824
79	1,719	1,770	1,824	1,880	1,935

Management, Professional, Administrative

* * * Exempt * * *

(Non-Bargaining Unit)

	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>MIN. TO MAX. RANGE</u>
80	\$1,758	\$2,231	\$473
81	1,846	2,345	499
82	1,937	2,460	523
83	2,034	2,583	549
84	2,136	2,713	577
85	2,242	2,849	607
86	2,354	2,991	637
87	2,472	3,141	669
88	2,594	3,294	700
89	2,725	3,463	738
90	2,862	3,635	773
91	3,004	3,816	812
92	3,155	4,008	853

Ord No: 1025
Effective: 1/1/82

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CITY OF REDMOND

INDEX OF JOB TITLES BY PAY GRADE

FIRE DEPARTMENT

PAY PLAN D

Pay Grade 69
Firefighter (Trainee)

Pay Grade 70
Firefighter

Pay Grade 71
Driver/Operator

Pay Grade 72
Lieutenant

Pay Grade 81
Receptionist Clerk

Pay Grade 82

Pay Grade 83
Department Secretary
Mechanic's Assistant

Pay Grade 84

Pay Grade 85
Public Information Officer
Inspector/Investigator
Instructor
Mechanic

Pay Grade 86

Pay Grade 87
Fire Marshal
Captain

Pay Grade 88

Pay Grade 89

Pay Grade 90

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CITY OF REDMOND
WAGE PLAN D
FIRE DEPARTMENT PAY PLAN

PAY GRADE		PROFICIENCY LEVELS				
		A	B	C	D	E
66	80	624	706	788	870	952
67	81	870	952	1034	1116	1198
68	82	1116	1198	1280	1362	1444
69	83	1362	1444	1526	1608	1690
70	84	1608	1690	1772	1854	1936
71	85	1854	1936	2018	2100	2182
72	86	2100	2182	2264	2346	2428
73	87	2346	2428	2510	2592	2674
	88	2354				2991
	89	2594				3294
	90	2862	-	-	-	3635

	60/70 Series	80 Series
Step A	One Year - Probation	(Managements Judgement)
B	One Year - Step	
C	One Year - Step	
D	One Year - Step	
E	- Merit	

Notes:

- One year probation period is to apply regardless of the entry step where an individual may be placed.
- In the case of internal promotions, a minimum increase of at least one step above the previously held shall apply, but in no case shall that be less than the "A" step of the new position.
- "Y" rating. When an individual's most recent job performance evaluation is rated as "Less than Satisfactory", step increases shall not be granted until such time as the rating improves to the satisfactory level.
- Merit step requires "Outstanding" job performance evaluation, the recommendation of the Fire Chief and approval of the Mayor.

App. IV-1

CITY OF REDMOND

INDEX OF POSITION TITLES BY SALARY GRADE

SALARY PLAN A

- - - - "Exempt" - - - -
(Bargaining Unit)

Salary Grade 40

Salary Grade 41

Salary Grade 42

Purchasing Agent-Storekeeper Supervisor

Salary Grade 43

Planner
Park Planner
Construction Engineer
*Supervisor-Park Operations

Salary Grade 44

Civil Engineer

Salary Grade 45

Planner-Senior

Salary Grade 46

Note: All the above positions are excluded ("exempt") from minimum wage and overtime pay provisions of the Washington State Wage Act.

* This position added by Ordinance No. 963.

App. IV-10
CITY OF REDMOND
INDEX OF POSITION TITLES BY SALARY GRADE
SALARY PLAN E

- - - - Non Exempt - - - -

Salary Grade 76

Department Secretary (Police)

Salary Grade 77

Executive Secretary

NOTE: The above positions are included ("non-exempt") under minimum wage and overtime pay provisions of the Washington State Wage Act.

- - - - Exempt - - - -

Salary Grade 80

*Administrative Aide
Deputy City Clerk

Salary Grade 86

Lieutenant-Police
Supt.-Building Inspection
Ass't Fire Chief

Salary Grade 81

Salary Grade 87

Salary Grade 82

Director-Parks & Recreation

Salary Grade 83

Salary Grade 88

Deputy Treasurer
Supervisor-Recreation
Programs & Facilities

Captain-Police
City Engineer
Director-Planning & Community
Development

Salary Grade 84

Salary Grade 89

Salary Grade 85

Salary Grade 90

Assistant City Engineer
City Clerk
Supt. of Public Streets
& Buildings
Supt. of Utilities &
Equipment

#Police Chief
Fire Chief
Salary Grade 91

Treasurer-Comptroller

Salary Grade 92

#Director-Public Works

NOTE: The above positions are excluded ("exempt") from minimum wage and overtime pay provisions of the Washington State Wage Act.

#Benchmark job

*This position added by Ordinance No. 904 and amended by Ordinance No. 918