

0020.13005  
LCI:jt  
02/12/86

# ORIGINAL

ORDINANCE NO. 1298

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, AMENDING APPENDIX IV OF THE PERSONNEL ADMINISTRATION MANUAL, 1974 EDITION BY REPEALING PAY PLANS A, B, A-1, B-1, E AND F; ADOPTING NEW PAY PLANS "E-EXECUTIVE" AND "G-GENERAL"; ADOPTING INTERPRETIVE TEXT; AND ESTABLISHING AN EFFECTIVE DATE.

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WHEREAS, an employee classification and pay study was recently completed for the City of Redmond, which recommended amendments to the current method of categorizing job titles and pay plans, and

WHEREAS, it is the desire of the City Council to implement the recommendations resulting from that study, now, therefore,

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

Section 1. Appendix IV of the Personnel Administration Manual, 1974 Edition, adopted by Section 2.02.110 of the Redmond Municipal Code is hereby amended by rescinding the Index of Job Titles and Salary Plans for the following:

Plan A  
Plan B  
Plan A-1  
Plan B-1  
Plan E  
Plan F

Section 2. Appendix IV of the Personnel Administration Manual, 1974 Edition, adopted by Section 2.02.110 of the Redmond Municipal Code is hereby amended by adding a new Salary Plan "G" - General Pay Plan, as set forth in Exhibit A attached hereto and incorporated by this reference as if set forth in full.

Section 3. Appendix IV of the Personnel Administration Manual, 1974 Edition, adopted by Section 2.02.110 of the Redmond Municipal Code is hereby amended by adding a new Salary Plan "E" - Executive Pay Plan, as set forth in Exhibit B attached hereto and incorporated by this reference as if set forth in full.

Section 4. Appendix IV of the Personnel Administration Manual, 1974 Edition, adopted by Section 2.02.110 of the Redmond Municipal Code is hereby amended to add the following text to be applied in the interpretation of Executive and General Pay Plans added by this ordinance:

Pay Ordinance. The Mayor shall submit an annual pay ordinance to the City Council. The proposed ordinance shall contain the annual pay schedule(s) setting forth the official pay range for the various classes of work in the City's classification plan for non-uniformed employees and managerial and exempt classifications in police and fire departments.

Pay Administration. The Mayor shall administer the pay schedule(s) for all positions in the classified service in accordance with the provisions of the personnel administration manual. The Mayor may at any time recommend to the Council amendments or revisions to the ordinance. For exempt employees, applicable pay schedules shall be administered as an open range plan; i.e., without steps.

Rates of Pay.

- A. Full-Time Employees. No classified employee shall be paid at a rate of pay less than the minimum nor more than the maximum established for his or her job as set forth in this Appendix unless otherwise provided for herein. All pay rates in the pay plan are based upon full-time employment. For purposes of pay administration, full-time employment for non-uniformed employees is defined as work consisting of an average of forty (40) hours per week over a two week pay period.
- B. Regular Part-time Employees. Regular part-time employees are those part-time employees who work year around for the City on fixed schedules which provide for an average of no fewer than twenty (20) hours of work in a two-week pay period. The rate of pay for a part-time employee shall be the same as for a full-time employee in the same classification. Pay shall be administered in the same manner for regular part-time employees as for full-time employees.
- C. Temporary and Other Part-time Employees. Temporary employees and those part-time employees who work year round but less than 20 hours in a two-week pay period shall be paid at rates set by the Personnel Director and approved by the Mayor.

Change in Pay Grade. Rules governing the effect of job evaluations conducted as part of the City's 1985-1986 classification and pay study on pay rates of those positions affected by Pay Plans G and E shall be as follows:

- A. Evaluation to a Higher Pay Grade; "2" Rates. Following evaluation of a position to a higher pay grade, an employee's rate of pay shall be adjusted to the pay rate in the new grade which is the same as his or her current pay or to the minimum of the new pay grade if the employee's current pay is below the minimum; provided, that in 1986 no employee shall receive greater than a 10% increase

in pay due to a job evaluation decision even if the pay increase still leaves him or her below the minimum of the new pay grade. "Current pay" as used hereafter shall mean an employee's pay in effect on February 18, 1986, under the pay plans superceded by this addendum. Any employee receiving pay below their evaluated pay grade in 1986 shall be assigned a "Z" rate in that pay grade. Any employee paid at a "Z" rate shall be eligible for a pay increase on their regular pay anniversary equal in percent to what they would receive if they fell within their assigned pay grades.

- B. Evaluation to a Lower Pay Grade; "Y" Rates. If a position is evaluated to a lower pay grade, then the position shall be placed in the lower pay grade at the step or rate which corresponds to the employee's current pay. If the employee's current pay falls within the new pay grade, then they shall be eligible for any pay increases within that new pay grade on their regular pay anniversary date as before the evaluation. If an employee's current pay is above the maximum of the new pay grade, then the employee shall be assigned a "Y" rate in that pay grade and shall continue to receive his or her current pay. Any employee assigned a "Y" rate shall not be eligible for step or merit pay increases, but shall receive any across-the-board pay adjustments which may be applicable to the classifications in the bargaining unit in 1986.

Section 5. This ordinance, being an exercise of power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after its passage and the publication in the official newspaper of the City of the attached summary thereof, which is hereby approved.

CITY OF REDMOND

Doreen Marchione  
MAYOR, DOREEN MARCHIONE

ATTEST/AUTHENTICATED:

Doris A. Schaible  
CITY CLERK, DORIS SCHAIBLE

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY Jerry C. Taylor

FILED WITH THE CITY CLERK: February 12, 1986  
PASSED BY THE CITY COUNCIL: February 18, 1986  
SIGNED BY THE MAYOR: February 20, 1986  
PUBLISHED: February 23, 1986  
EFFECTIVE DATE: February 28, 1986  
ORDINANCE NO. 1298

## CITY OF REDMOND

## PAY SCHEDULE "G"

## CLASSIFICATION ALIGNMENT

Effective: January 1, 1986

Pay Grade

1		
2		
3	OFFICE CLERK Data Entry Clerk Printer's Assistant	
4		
5	Office Assistant Maintenance Custodian	
6	ACCOUNTING CLERK	
7	SENIOR OFFICE ASSISTANT Secretary Printing Technician Computer Operator	
8	Accounting Assistant Recreation Program Assistant MAINTENANCE WORKER (Parks and Public Works)	Meter Reader Permit Coordinator
9	ADMINISTRATIVE SECRETARY	
10	Executive Secretary Farm Caretaker	
11	ENGINEERING AIDE Senior Accounting Assistant Employment & Benefits Coordinator* Computer Programmer/Analyst	Assistant Fire Mechanic Mechanic Planning Technician SENIOR MAINTENANCE WORKER (Parks & Public Works)

\* Exempt Positions

All Caps: Benchmark Positions

EXHIBIT "A"

Pay Grade

12	Building Inspector Engineering Technician Public Information and Education Officer*	Equipment Maintenance Technician Community Information Coordinator*
13	SENIOR BUILDING INSPECTOR CONSTRUCTION INSPECTOR Budget Analyst* SENIOR COMPUTER PROGRAMMER/ ANALYST	Recreation Coordinator* Lead Maintenance Worker (Parks and Public Works) Senior Engineering Technician
14	Water Quality Technician Purchasing Agent/ Storekeeper* Traffic Light Technician	Senior Recreation Coordinator* SENIOR MECHANIC
15	Fire Mechanic Supervisor Records and Communications* Human Services Planner*	City Clerk* PLANNER* Lead Construction Inspector
16	ACCOUNTING SERVICES SUPERVISOR* PUBLIC WORKS SUPERVISOR* Park Planner* Senior Planner* Transportation Planner*	Parks Maintenance Supervisor* CIVIL ENGINEER* Information Services Supervisor*
17	SENIOR CIVIL ENGINEER*	
18	Planning Supervisor* Construction Engineering Supervisor*	
19	Assistant City Engineer* General Services Manager* Parks Division Manager*	Battalion Chief* Recreation Division Manager*
20	Street Division Manager* Building Division Manager*	Assistant Finance Director* Utility Manager*
21	City Engineer* Commander* Assistant Fire Chief*	Assistant Planning Director*

\* Exempt Positions  
All Caps: Benchmark Positions

CITY OF REDMOND  
GENERAL PAY PLAN

PAY SCHEDULE "G"

(General Pay Plan for non-uniformed employees covered by bargaining units,  
all non-represented and exempt employees other than department heads,  
all regular part-time employees)

Effective: January 1, 1986

<u>Pay Grade</u>	<u>Step A*</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step E*</u>
1	\$1,103 6.34	\$1,131 6.50	\$1,159 6.66	\$1,191 6.84	\$1,223 7.03	\$1,258 7.23	\$1,294 7.44
2	\$1,159 6.66	\$1,191 6.84	\$1,223 7.03	\$1,258 7.23	\$1,294 7.44	\$1,330 7.64	\$1,366 7.85
3	\$1,223 7.03	\$1,258 7.23	\$1,294 7.44	\$1,330 7.64	\$1,366 7.85	1,403 8.06	\$1,443 8.29
4	\$1,294 7.44	\$1,330 7.64	\$1,366 7.85	\$1,403 8.06	\$1,443 8.20	\$1,484 8.53	\$1,526 8.77
5	\$1,366 7.85	\$1,403 8.06	\$1,443 8.29	\$1,484 8.53	\$1,526 8.77	\$1,568 9.01	\$1,613 9.27
6	\$1,443 8.29	\$1,484 8.53	\$1,526 8.77	\$1,568 9.01	\$1,613 9.27	\$1,658 9.53	\$1,704 9.79
7	\$1,526 8.77	\$1,568 9.01	\$1,613 9.27	\$1,658 9.53	\$1,704 9.79	\$1,752 10.07	\$1,802 10.36
8	\$1,613 9.27	\$1,658 9.53	\$1,704 9.79	\$1,752 10.07	\$1,802 10.36	\$1,852 10.64	\$1,904 10.94
9	\$1,704 9.79	\$1,752 10.07	\$1,802 10.36	\$1,852 10.64	\$1,904 10.94	\$1,960 11.26	\$2,014 11.57
10	\$1,802 10.36	\$1,852 10.64	\$1,904 10.94	\$1,960 11.26	\$2,014 11.57	\$2,070 11.90	\$2,129 12.24
11	\$1,904 10.94	\$1,960 11.26	\$2,014 11.57	\$2,070 11.90	\$2,129 12.24	\$2,190 12.59	\$2,252 12.94

EXHIBIT "A" - (continued)

CITY OF REDMOND  
 GENERAL PAY PLAN  
 PAY SCHEDULE "G"

PAGE 2 (continued)

<u>Pay Grade</u>	<u>Step A*</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step E*</u>
12	\$2,014 11.57	\$2,070 11.90	\$2,129 12.24	\$2,190 12.59	\$2,252 12.94	\$2,316 13.31	\$2,387 13.72
13	\$2,129 12.24	\$2,190 12.59	\$2,252 12.94	\$2,316 13.31	\$2,387 13.72	\$2,455 14.11	\$2,526 14.52
14	\$2,252 12.94	\$2,316 13.31	\$2,387 13.72	\$2,455 14.11	\$2,526 14.52	\$2,598 14.93	\$2,677 15.39
15	\$2,387 13.72	\$2,455 14.11	\$2,526 14.52	\$2,598 14.93	\$2,675 15.37	\$2,755 15.83	\$2,837 16.30
16	\$2,526 14.52			\$2,754 15.83			\$3,008 17.29
17	\$2,677 15.39			\$2,920 16.78			\$3,188 18.32
18	\$2,837 16.30			\$3,095 17.79			\$3,378 19.41
19	\$3,008 17.29			\$3,280 18.85			\$3,581 20.58
20	\$3,188 18.32			\$3,477 19.98			\$3,796 21.82
21	\$3,378 19.41			\$3,686 21.18			\$4,025 23.13
22	\$3,581 20.58			\$3,907 22.45			\$4,266 24.52
23	\$3,796 21.82			\$4,142 23.80			\$4,522 25.99

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EXHIBIT "A" - (continued)

## CITY OF REDMOND

## PAY SCHEDULE "E"

## EXECUTIVE PAY PLAN FOR DEPARTMENT DIRECTORS

Effective: January 1, 1986

<u>DEPARTMENT</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
I. PUBLIC WORKS POLICE FIRE	\$ 3,623	\$ 4,264	\$ 4,906
II. FINANCE EXECUTIVE ASSISTANT	\$ 3,359	\$ 3,954	\$ 4,549
III. PLANNING & COMMUNITY DEVELOPMENT PARKS & RECREATION PERSONNEL	\$ 3,234	\$ 3,804	\$ 4,373

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EXHIBIT "B"



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On February 18, 1986, the City Council of the City of Redmond passed Ordinance No. 1298 which provides as follows:

Section 1. Amends Appendix IV of the Personnel Administration Manual by rescinding the Index of Job Titles and Salary Plans for Plans A, B, A-1, B-1, E and F.

Section 2. Amends Appendix IV by adding a new Job Title and Salary Plan "G" - General Pay Plan, as set forth on exhibit.

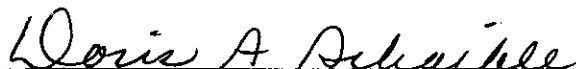
Section 3. Amends Appendix IV by adding a new Job Title and Salary Plan "E" - Executive Pay Plan, as set forth on exhibit.

Section 4. Amends Appendix IV by providing a textual interpretation of the application of the Executive and General Pay Plans.

Section 5. Establishes an effective date of five days from the passage of this summary.

The full text of this ordinance will be mailed without charge to anyone who submits a written request to the City Clerk of the City of Redmond for a copy of the text.

APPROVED BY THE CITY COUNCIL at their meeting of February 18, 1986.

  
DORIS SCHAUBLE, CITY CLERK