

CITY OF REDMOND, WASHINGTON

ORDINANCE NO. 672

AN ORDINANCE, relating to City service and employment; establishing rules and regulations governing hours of work, holidays, vacations, sick leave, overtime and other practices and procedures concerning City personnel; establishing a wage and classification plan; and repealing Ordinance No. 497, passed June 17, 1969. and Ordinance No. 554, passed May 4, 1971.

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

Section 1. Employee relations policy. A major objective of the City of Redmond is to provide efficient, effective and high quality services to its citizens. In satisfying this objective, an element of utmost importance is the performance of the City's employees. Consequently, it is the City's intent to attract and retain a staff of highly qualified, competent and dedicated employees.

In conformance with high standards for excellence in service, the City also expects to provide and maintain an employee relations program of high standards which shall promote efficiency and economy in the City government and which shall be consistently, justly and fairly applied for all employees. The basic objective and philosophy of the City is contained in the following sub-sections:

(A) Employment practice

The City intends to hire and retain a highly qualified and harmonious work force which is consistent with its aim for excellence in service and which is consistent with the concept of equal employment opportunity.

As an employer, the City is primarily interested in an individual's total qualifications to perform the job which is available. Applicants will be thoroughly screened to assure the best selection is made from the candidates. In making selections, the training and education, experience and skill, previous employment records, character, attitudes, health and all other related pertinent data will all be considered. For some jobs, satisfactory scoring on appropriate tests to assist in the judgment of an individual's qualifications will also be required. The City does not discriminate in its employment practices based on race, creed, color, national origin, religion, age, sex, marital status or political affiliation, nor any other area which would tend to deny equal employment opportunity. This includes matters of hiring, promotion, compensation, discipline, job retention or other terms, conditions or privileges of employment.

The tenure of each employee will depend upon the need for work performed and availability of funds, and in addition to the satisfactory and effective performance, good conduct and continuing fitness of the individual for the position.

(B) Individuals

Each and every employee shall be treated with the respect and dignity due as an individual - showing neither favoritism nor unjust treatment.

It is a fundamental belief that an individual wants to work for the organization that employs him and will want to participate and contribute not only through direct efforts but also through individual ideas and suggestions. An employee will want to know where he or she stands and is entitled to this information from the employer.

As an employer, the City intends to provide the environment, policies and practices to satisfy these individual drives and needs.

(C) Wage and salary

In addition to the general work environment, the City also recognizes that other basic needs must be met satisfactorily, namely in the area of compensation and benefits. Consequently, it is the City's policy to provide wage and salary plans which meet the following objectives:

- Compares favorably and competitively with other employers in the appropriate labor market.
- Assures equitable wage payment internally between jobs.
- Provides a means for wage increases when based on outstanding performance.

To determine competitive relationship in the labor market, it is the City's policy that timely and accurate surveys will be made with other appropriate agencies and employers which are organizationally similar and entail similar work situations. It is essential to compare, in addition to those elements, the individual job responsibilities, skill requirements and other pertinent elements required in the specific jobs being compared. A further consideration in determining organizations with which to compare includes factors of location, size, economic base and other related matters.

Perhaps of even greater importance than insuring that competitive rates are paid, is the necessity that wages paid are equitable internally, (i.e., wages which are in proper relationship of worth, one to the other, within the City). To assure this occurs, the City will maintain a plan for keeping job descriptions and classifications up-to-date and current, and which further provides a method for evaluating and ranking all jobs according to the responsibility and skill requirements which exist in the job.

A final but very important element in determining compensation practices of necessity, must be the consideration for the City's ability to pay salaries at the level which appears to be needed to remain competitive with the general labor market. This is a policy determination which the City must make each year for itself insofar as it has a responsibility to the public for its expenditures.

(D) Benefits in conjunction with direct compensation

It shall be an employment policy to maintain a package of associated benefits which best meets the needs of the greatest number of the work force

and which is within the economic means of the City. The benefits program also is designed to be comparable with other similar cities, agencies and local business practice where appropriate. It is further designed to recognize loyalty by providing an increased level of benefits where appropriate based on length of service.

(E) Performance appraisal

A means shall be provided for a formal appraisal of employee performance on a periodic basis - not only to let the employee know where he or she stands, but of even greater importance, to assist in the employee's growth and development.

This policy is based on the concept that individuals will naturally differ in their performance levels, that is, in quantity, quality, attitude and other pertinent job-related factors. In addition, a means for recognizing outstanding performance monetarily must be provided within the wage and salary plan. Consequently, certain levels within the plan shall be reached by an employee only upon an evaluation by the individual's supervisor which reflects that the employee's performance warrants pay beyond the prevailing wage point in the plan. The performance evaluation shall be constructed and maintained in such a manner that all supervisors evaluate employees consistently on the basis of specific performance factors.

(F) Administration

The administration of this policy shall be the responsibility of the Mayor, who shall develop and maintain procedures and practices which assure that the administration is in accordance with the concept, intent and spirit of the policy.

Section 2. "Personnel Administration Manual, 1974 Edition," adopted. That certain document, entitled "Personnel Administration Manual, 1974 Edition", together with the Wage and Classification Plan embodied therein, which was transmitted by letter from C. C. Donworth & Associates, Inc., to the Mayor and City Council by letter dated November 27, 1974, is hereby adopted as the rules and regulations governing City service and employment, hours of work, holidays, vacations, sick leave, overtime and other practices and procedures concerning City employees and personnel. The "Personnel Administration Manual, 1974 Edition", hereby adopted shall govern the employment contract, practices, procedures and policy for all employees and personnel employed by the City of Redmond. Three copies of the "Personnel Administration Manual, 1974 Edition", shall be kept on file in the office of the City Clerk and shall be made available for inspection by any interested party.

Section 3. Approval of collective bargaining representative required. The employment practices, policy and procedure contained in the "Personnel Administration Manual, 1974 Edition", hereby adopted by this ordinance, shall be subject to the approval and agreement of the exclusive bargaining representatives of any duly certified collective bargaining unit.

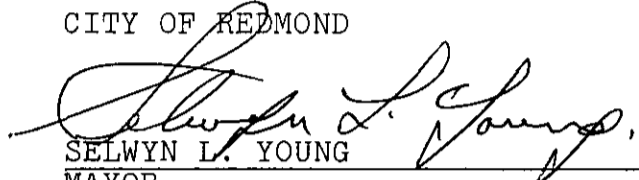
Section 4. Revisions and amendments. Consistent with the policy declarations contained in Section 1 and the recognition of continuing change in employee relations practices and policies, it is the intent that the "Personnel Administration Manual, 1974 Edition" hereby adopted be revised and updated from time to time as may be deemed appropriate or necessary. Such revisions and updating shall be accomplished by the means of periodic supplements which will be bound and adopted by ordinance as a supplement or new addition to the "Personnel Administration Manual, 1974 Edition".

Section 5. Repeal. Ordinance No. 497, passed June 17, 1969, and Ordinance No. 554, passed May 4, 1971, are hereby repealed.


Section 6. Effective date - Implementation. This ordinance shall take effect and be in force five (5) days after the date of its publication in the manner provided by law. The salaries and wages provided in the Personnel Administration Manual, 1974 Edition, shall be implemented as of July 1, 1974, with appropriate adjustments made to the respective payrolls of the several departments of the City, and the employees and officers of the City shall be paid the differential between the existing salaries and wages provided by Ordinance No. 631 and those provided by such Manual as soon as the same are determined and processed.

PASSED by the Council of the City of Redmond, Washington, at a regular meeting thereof, and APPROVED by the Mayor this 3rd day of December, 1974.

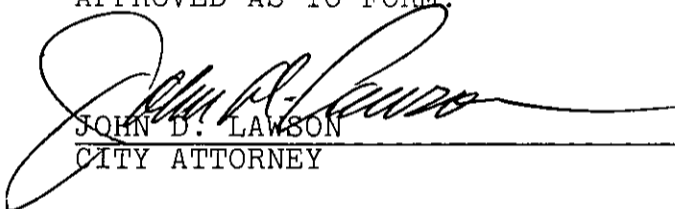
CITY OF REDMOND


SELWYN L. YOUNG
MAYOR

ATTEST:


ELEANOR J. HAYDEN
CITY CLERK

APPROVED AS TO FORM:


JOHN D. LAWSON
CITY ATTORNEY

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