

# Council Business Meeting

July 17, 2018

**Title:** Resolution Clarifying Certain Conditions of Employment for Management & Confidential Employees for fiscal year 2018-2019.

**From:** Tina Gray Human Resource Director  
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## **Summary:**

The City has negotiated collective bargaining agreements with five bargaining groups. Management and Confidential employees of the City are not an organized group for the purpose of negotiating terms and conditions of their employment. Periodically, City Administration makes recommendations to the City Council for a Cost of Living Adjustment (COLA) for all non-represented employees and adjustments to conditions of employment adopted by resolution. Adjustments for the Elected City Recorder and Municipal Judge are set forth in the City Charter based on the average increase afforded other managers of the city.

Staff is updating conditions of employment and recommending the Council approve a new methodology for establishing an annual COLA for the Management & Confidential Employees of the City. Adopting a clear methodology and embedding it in the Resolution will streamline the budget process, and will only require Council review when other conditions of employment changes occur that require an update to the Resolution.

## **Actions, Options, or Potential Motions:**

- I move approval of a resolution clarifying certain conditions of employment for management and confidential employees of the City for fiscal year 2018-2019 repealing Resolution 2012-23.
- I recommend delaying approval of a resolution clarifying certain conditions of employment for management and confidential employees pending additional information.

## **Staff Recommendation:**

Approval of language changes to the Management Resolution designed to clarify conditions of employment for non-represented Management & Confidential employees of the City. Those changes include:

- Minor language changes to reflect current practices or changes required by law, such as recent State sick leave legislation.
- Inclusion of a CPI-W US City's Average CPI Index March-March for use each year in determining the appropriate cost-of-living adjustment for non-represented management & confidential employees.
- Approval of a 2.4% COLA for all non-represented management & Confidential employees for the fiscal year 2018-2019 based on the newly included CPI-W US City's Average CPI Index.

- Adjustment to vacation accruals to remain competitive externally and consistent with other collective bargaining groups at the City.
- Updates to employee classifications covered by the Resolution.
- Updates to language regarding employee benefit programs to reflect changes to employee benefits.

**Resource Requirements:**

The adopted budget was built on the assumption of a 2% wage adjustment for all non-represented management and confidential employees. Staff’s recommendation of a 2.4% COLA based on the CPI-W US City Average equates to \$4,500 more than budgeted. The staff in this group are spread out over many departments and funds in the City and the additional increase can be absorbed through position vacancies that have remained unfilled, and reductions in expenses to manage to adopted budget.

Salary increases for this employee group have not been tied to any CPI index which is a measure of change in economic conditions related to cost-of-living. Cost-of-Living Adjustments are an important tool for retention and recruitment of talented non-represented staff and help us avoid compression within the organization. By establishing a methodology by which to determine future increases, City staff can build future budgets by using the CPI-W US City’s Average March to March in budget projections.

**Policies, Plans and Goals Supported:**

N/A.

**Background and Additional Information:**

The City is currently negotiating new labor agreements with the two public safety bargaining groups. Staff will bring new labor contracts to Council for approval once tentative agreements have been reached. The remaining collective bargaining groups are in successive years of their contracts which call for wage increases this year of 2.5% for the IBEW Electrical Workers (1% 7/1/18, 1.5% 1/1/19), 1.5% for Clerical/Technical, and 2% for the Laborers Union Local 121. The Ashland Parks and Recreation Commission approved a 2.8% COLA for its non-represented employees.

To ensure competitive wages for non-represented management and confidential employees, and to reinforce the Council’s goal of employee retention and continuity, staff is proposing changes to the Management Resolution which clarify working conditions and enhance some of the benefits which have remained unchanged since 2012.

**Attachments:**

- Proposed Management Resolution Clarifying Conditions of Employment for Management and Confidential Employees of the City. (Sections containing substantive changes have been highlighted for purpose of review).
- Existing Resolution 2012-23.
- Current Salary Schedule – Once a COLA is approved by the City Council, the wage schedule will be adjusted and the Judge and Recorder salary adjustment will be calculated according to the City Charter requirements.

RESOLUTION NO. \_\_\_\_

**A RESOLUTION OF THE CITY OF ASHLAND CLARIFYING CERTAIN  
CONDITIONS OF EMPLOYMENT FOR MANAGEMENT AND CONFIDENTIAL  
EMPLOYEES AND REPEALING RESOLUTION 2012-23.**

**Recitals:**

- A. The City of Ashland has negotiated collective bargaining agreements with all employees who are members of labor unions;
- B. The management and confidential employees of the City are not members of a labor organization established for the purpose of collectively negotiating the terms and conditions of their employment; and
- C. It is in the best interest of the City and efficient and effective government to clearly set forth the City's expectations for the performance of its management and confidential employees;

**The mayor and council resolve as follows:**

- 1. **Scope of Resolution.** This 2018 resolution shall apply to all management and confidential employees of the City of Ashland as set forth in Appendix "A", dated July 2018. This resolution does not apply to any employee who is a member of any collective bargaining unit.
- 2. **Definitions.**
  - 2.1. **Confidential employee.** As defined in ORS 243.650(6), a confidential employee is one who assists and acts in a confidential capacity to a person who formulates, determines, and effectuates management policies in the area of collective bargaining. Confidential employees are paid hourly for work performed and they are subject to payment for overtime according to the Fair Labor Standards Act. Confidential employee includes those classifications in Appendix "A" under "Confidential."
  - 2.2. **Department head.** A person directly responsible to the City Administrator, Mayor or City Council for the administration of a department. Department heads are exempt from overtime payment. Department heads include those Management classifications in Appendix "A" under "Department heads."
  - 2.3. **Exempt Supervisor.** A person directly responsible to a department head or the City Administrator for the operational functions of a city department or division. Exempt supervisors do not qualify for payment of overtime on the basis of job duties, salary, or other exemptions under the Fair Labor Standards Act (FLSA).

Division supervisors include those Management classifications in Appendix "A" under "division supervisors."

- 2.4 **Non-Exempt Supervisor.** A person reporting to a division supervisor or department head who may receive overtime payment for work outside their normal scope and duties. Non-Exempt supervisory positions require autonomy, independent decision making, planning, and may provide supervision to other personnel.
  - 2.5 **Employee.** A person in any of the classifications listed in Appendix "A" who works for the City full-time or part-time in a regular or temporary position and who is not performing work as a principal, employee, or agent of an independent contractor.
  - 2.6 **Management or Manager.** Those classifications included in Appendix "A" under the title "Executive Management" including Department Heads and some Exempt Supervisors.
  - 2.7 **Probationary Employee.** A person appointed to a regular position but who has not completed a probationary period during which the employee is required to demonstrate fitness for the position by actual performance of the duties of the position.
  - 2.8 **Regular Position/Regular Employee.** A regular position is one with an ongoing defined or recurring work schedule and is not a temporary position. A regular employee is a person with hired by the City to fill a regular position.
  - 2.9 **Supervisor.** Any person responsible to a higher divisional or departmental level authority who directs the work of others and who is not in a collective bargaining unit.
3. **Purpose.** The purpose of this resolution is set forth generally in the preamble. More specifically, the resolution has three fundamental purposes:
- 3.1. To clearly establish which classifications in the City service are management or confidential.
  - 3.2. To clearly set forth the functions of management and to establish criteria for the evaluation of managerial performance.
  - 3.3. To establish the personnel policies governing the conditions of employment of management and confidential employees.

#### 4. Managerial Performance.

- 4.1. Goal Setting. Overall goals for the City of Ashland are set by the Mayor and City Council. Operational goals and short- range objectives are set by the City Administrator working with department heads. Resources for achieving all goals and objectives are provided via the annual budget.
- 4.2. Managerial Responsibilities. Each of the City's managers at a minimum have the following responsibilities:
- 4.2.1. Complete tasks and assigned work properly and on time,
  - 4.2.2. Maintain a safe and healthy work environment,
  - 4.2.3. Encourage team work, and foster cooperation, collaboration and communication among employees and departments,
  - 4.2.4. Develop employee skills; both technical and interpersonal,
  - 4.2.5. Keep accurate records and reports, and
  - 4.2.6. Actively promote equity, diversity and inclusion at all levels of the organization.
- 4.3. General Expectations Regarding Management Employees. In addition to the managerial responsibilities mentioned above, there are also general City expectations of its managers.

- 4.3.1. Job Commitment. All management employees are expected to have a high degree of commitment to the City of Ashland and to their jobs. When a new manager is hired, the City expects a commitment of continued service of at least three years unless unforeseen circumstances warrant earlier resignation or termination.

Management employees are expected to devote whatever hours are necessary for the accomplishment of their duties as part of their normal work week. Overtime will only be paid as set forth in section 14.3. Consistent with administrative policy, exempt management employees may flex their schedules as long as their absence does not unreasonably interfere with the City's operations.

In the event of voluntary termination, management employees are expected to give a minimum of 30 calendar days' notice in order to give the City adequate time to recruit a qualified replacement.

- 4.3.2. Professionalism. Management employees are expected to maintain the standards of their individual profession. This includes remaining current with new developments, maintaining memberships in professional societies, and attending meetings with professionals in their field. Where professionals have codes of ethics or standards of performance, these should also be followed in the managers work for the City of Ashland.

- 4.3.3. Termination. If at any time an exempt, or supervisory employee's performance is deemed unacceptable, the City Administrator or appropriate department head may ask for the employee's resignation. In most cases, reasonable time will be given to the employee to find other suitable employment. Depending on overall circumstances, the City, in its sole discretion, may or may not provide severance pay in the event of resignation or involuntary termination.
- 4.3.4. Residency. Residency within the Urban Growth Boundary is strongly encouraged for the City Administrator and for department heads. Existing City employees promoted into the position of department head will not be required to move as a result of a promotion, but are strongly encouraged to move within the Urban Growth Boundary once appointed as a department head.

*Management employees within following job classifications shall establish their residences so as to enable them to report for emergency duty within 40 minutes of notification, including "get ready" and travel time:*

Public Works Superintendent  
Street Supervisor  
Wastewater and Reuse Supervisor  
Water Quality and Distribution Supervisor  
Water Treatment Plant Supervisor  
Electric Operations Superintendent  
Fire Division Chief (Forestry, Fire and Life Safety) Divisions)  
Deputy Police Chief  
Police Lieutenant  
Police Sergeant  
Computer Services Manager  
AFN Operations Manager  
Network Administrator  
Senior Information Systems Analyst  
Maintenance and Safety Supervisor

Residence shall be established by new employees in these classifications within these boundaries or limitations within a period of twelve months of hire or promotion. Department heads may identify other positions which require emergency response within 40 minutes to meet operational requirements.

- 4.4. Essential Management Functions. The following are the essential functions of all City management positions and the expected standards for their performance:
- 4.4.1. Planning. Anticipates future needs and makes plans for meeting them; recognizes potential problems and develops strategies for averting or

resolving them; makes long- and short-range plans to accomplish City and departmental goals.

- 4.4.2. Organizing. Efficiently and economically organizes and carries out assigned operations; carries out responsibilities in a sound and logical manner; operates the unit smoothly and in a well-organized manner; effectively delegates authority and establishes appropriate work rules.
- 4.4.3. Coordinating. Coordinates all activities related to work objectives; maintains coordination and cooperation with other departments and divisions; maintains good communication with employees, and empowers employees to make significant contributions to the accomplishment of objectives.
- 4.4.4. Leadership Motivation. Creates a climate providing challenge and motivation to employees.
- 4.4.5. Decision Making/Problem Solving. Analyzes situations and problems, weighs the pros and cons of alternative solutions, exercises logical thinking and good judgment, is creative, and is able to make timely decisions.
- 4.4.6. Employee Relations. Equitably adjusts grievances among subordinate employees, properly administers union agreements, and administers discipline in a fair, equitable and progressive manner; trains and develops subordinate employees.
- 4.4.7. Public Relations. Maintains a high level of contact with the public, maintains a sensitivity to the public's needs, and meets the needs of the public within available resources. Develops proactive communication strategies and actions.
- 4.4.8. Budgeting. Prepares operational and capital budgets to meet the goals of the City Council, and expends funds within adopted budgeted limits.
- 4.4.9. Safety. Maintains a safe, clean, effective work environment, and supports the City's overall safety program.
- 4.4.10. Self-Development. Stays current with new ideas, technology and procedures in the manager's field of responsibility.
- 4.4.11. Affirmative Action. Actively supports and implements Affirmative Action within the manager's area of responsibility, including the hiring and promotion of women, minorities, and the disabled. Is sensitive to sexual harassment in the workplace and understands and enforces the City's Harassment and Non-discrimination policy within area of responsibility.

4.4.12. Adherence to City Policies. Ensures that work activities are performed in conformance with requirements of the Ashland Municipal Code and adopted administrative policies.

5. **Holidays.** Recognized holidays are set forth in AMC §3.08.080. For convenience they are listed here:

New Year's Day (January 1)  
Martin Luther King Day (3rd Monday in January)  
President's Day (3rd Monday in February)  
Memorial Day (last Monday in May)  
Independence Day (July 4)  
Labor Day (1st Monday in September)  
Veteran's Day (November 11)  
Thanksgiving Day (4th Thursday in November)  
Day after Thanksgiving (in lieu of Lincoln's birthday)  
Christmas Day (December 25)

- 5.1. Police Sergeants shall receive paid compensation in addition to regular salary for each of the holidays listed above, in lieu of time off consistent with what is afforded other law enforcement officers of the City of Ashland. This shall be paid on the first payday in December of each year. Newly-hired Police Sergeants shall receive this paid compensation pro-rated from the date of hire. In the event that a Sergeant terminates employment for any reason, he or she will receive pay only for the holidays which have elapsed that calendar year. If more holidays have been taken as time off than have actually occurred at the time of termination, those hours overpaid will be deducted from the employee's final paycheck unless other arrangements are made to repay the City.
- 5.2. If an employee is on authorized vacation or other leave with pay when a holiday occurs, such holiday shall not be charged against such leave.
- 5.3 Employees working an alternate work schedule will receive compensation for 8 hours. Employees working four 10-hour days will receive (8) hours compensation for any holiday that falls in their regular work day. Employees may use accrued vacation or compensatory time (if applicable) to make up the extra two hours, or they may be permitted to flex their schedule during a week which contains a holiday to ensure they receive full pay. In no event shall an exempt employee receive pay for more than 40 hours/week due to a holiday or alternate work schedule arrangement.
- 5.4 Employees covered by this Resolution shall be paid no more than 80 hours/year for recognized city holidays. If an employee works on a designated City Holiday, he or she may take the equivalent holiday off on another date.



**6. Vacations for Management and Confidential Employees.**

- 6.1. Eligibility. Management employees shall be eligible for vacation with pay in accordance with the following sections:
- 6.1.1. Employees with less than four full years of continuous service shall accrue **10 hours** of vacation for each calendar month of service worked.
  - 6.1.2. Employees with more than four but less than nine full years of continuous service shall accrue **12 hours** of vacation credit for each calendar month of service.
  - 6.1.3. Employees with more than nine but less than 14 full years of continuous service shall accrue **14 hours** of vacation credit for each calendar month of service.
  - 6.1.4. Employees with more than 14 but less than 19 full years of continuous service shall accrue **16 hours** of vacation credit for each calendar month of service.
  - 6.1.5. Employees with more than 19 full years of continuous service shall accrue **20 hours** of vacation credit for each calendar month of service

(NOTE: The above schedule includes one day of leave which was previously designated as "birthday holiday".)

- 6.2. Utilization. Vacation leave shall not be taken in excess of that actually accrued. However, the City Administrator has the discretion to authorize any management employee to take vacation in advance of accrual when warranted by special circumstances.
- 6.3. Continuous Service. Continuous service, for the purpose of accumulating vacation leave credit, shall be based on the regular paid hours worked by the employee. Time spent by the employee on City-authorized, City-paid absences shall be included as continuous service. Time spent on unpaid absences shall not be counted as service, provided that employees returning from such absences shall be entitled to credit for service prior to the leave.
- 6.4. Accrual Limitation. Management and Confidential employees are **encouraged** to take at least 75% of their annual vacation accrual as time off each year. All Management and Confidential employees may elect to receive up to 40 hours as cash on the first paycheck in April each year. The balance not elected for cash payment will be added to their cumulative vacation accrual. In no event shall the employee's total vacation accrual exceed twice the amount of the employee's annual accrual without written approval from the employee's department head.
- 6.5. Scheduling. Vacation times shall be scheduled based on the City Administrator's

or department head's judgment as to the needs of efficient operations.

- 6.6. Payment on Termination. An employee terminated after six-months employment shall be entitled to prorated payment for accrued vacation leave at the rate as of the date of termination. In the event of death, earned but unused vacation leave shall be paid in the same manner as salary due the deceased employee is paid.
- 6.7. Administrative Leave. Exempt management employees may be granted up to one week of Administrative Leave each July at the discretion of their department head or the City Administrator. The purpose of Administrative Leave is to recognize the extra hours required of exempt managers for which no overtime compensation is afforded. No cash payment will be made for Administrative Leave, and it can only be taken as time off during the year in which it is granted. Administrative Leave must be used by June 30<sup>th</sup> each year or it will be forfeited. In the event of termination or retirement, no cash payment will be made for Administrative Leave. In the event of a termination, the City may require prorated repayment of Administrative leave at the rate of 3.3333 hours for each calendar month remaining in the year after the date of termination.

## **7. Hours of Work for Confidential Employees.**

- 7.1. Workweek. The workweek, to the extent consistent with operating requirements, shall normally consist of five consecutive days as scheduled by the department heads or other responsible authority.
- 7.2. Hours. The regular hours of an employee shall be 8 1/2 consecutive hours, including 1/2 hour for a meal period, which shall not be paid.
- 7.3. Work Schedules. All employees, to the extent consistent with operating requirements, shall be scheduled to work on a regular work shift, and each shift shall have regular starting and quitting times. It shall be the responsibility of the department head to notify employees of their scheduled shifts, workdays, and hours.
- 7.4. Rest Periods. A rest period of 15 minutes shall be permitted for all employees during each half shift, which shall be scheduled by the City in accordance with its determination as to operating requirements and each employee's duties.
- 7.5. Meal Periods. To the extent consistent with operating requirements of the respective department, meal periods shall be scheduled in the middle of the work shift.

## **8. Sick Leave.**

- 8.1. Purpose. Sick leave is provided for the sole purpose of providing financial security to employees and their families. Under no circumstances shall the City grant an employee sick leave with pay for time off from City employment caused

by sickness or injury resulting from employment other than with the City of Ashland.

- 8.2. Accumulation. For the purpose stated above, sick leave shall be earned by each employee at the rate of eight hours for each full calendar month of service. As condition precedent to any sick leave payment, sick leave may be taken only for the purposes specified in sections 8.1 and 8.3. The maximum accrual cannot exceed 960 hours. Sick leave shall continue to accrue only during leaves of absence with pay.
- 8.3. Utilization. Employees may utilize their allowance for sick leave when unable to perform their work duties by reason of illness or injury. In such event, the employee shall notify the department head or City Administrator of absence due to illness or injury, the nature and expected length of the absence, as soon as possible prior to the beginning of the next scheduled regular work shift, unless unable to do so because of the serious nature of injury or illness. For absences longer than 24 hours, employees must notify their department head on a daily basis. At the option of the department head or City Administrator, a doctor's certificate of illness may be required as a pre-requisite for the payment of sick leave.

Non-exempt employees may be granted sick leave for doctor or dental appointments at the discretion of the department head. Such time off shall be charged against sick leave time on an hourly basis. All employees covered by this resolution may be granted the use of sick leave for the illness or injury of a family member in accordance with Oregon Family & Medical Leave Act (OFMLA), and/or the Federal Family & Medical Leave Act (FMLA), and/or anyone residing at their place of residence. Use of sick leave to care for ill and injured family members is subject to department head review and applicable City policy. The City may request medical documentation before granting paid sick leave for this purpose.

- 8.4. Integration with Worker's compensation. When injury occurs in the course of employment, the City's obligation to pay is limited to the difference between any payment received under workers' compensation laws and the employee's regular pay. In such instances, pro-rata charges will be made against accrued sick leave until sick leave is exhausted. Thereafter, the only compensation will be workers' compensation benefits, if any.
- 8.5. Sick Leave - Without Pay. Sick leave is provided by the city in the nature of insurance against loss of income due to the illness or injury. No compensation for accrued sick leave shall be provided for any employee upon death or termination of employment, except that upon retirement accumulated sick leave will be applied as provided in ORS 238.350. Sick leave shall not accrue during any leave of absence without pay.

8.6. Pay for Unused Sick Leave. All Management and Confidential employees may elect to receive 1/3 of their unused annual sick leave accrual (maximum of 32 hours) as cash on their first paycheck in December. If cash payment is not elected, the unused portion of sick leave will be added to cumulative sick leave balance or converted to accrued vacation at the option of the employee.

Employees who use 40 hours of sick leave or less in a calendar year shall be entitled to the full cash out as stated in 8.6 above in compliance with Senate Bill 454 which requires all employers to allow employees up to 40 hours of protected sick leave each year.

*Examples of how the payment for unused sick leave is calculated:*

Annual Accrual:	96	96	96	96
Sick leave hours <b>used</b> by employee during the year:	100	<b>30</b>	<b>10</b>	152
All employees are entitled to use up to 40 hours without impacting their sick leave incentive.	40	40	40	40
<b>Hours used up to 40/year are added back</b> for the purpose of calculating the sick leave incentive:	$96-100 = -4 + 40 = 36 / 3 = 12$	$96-30 = 66 + 30 = 96 / 3 = 32$	$96-10 = 86 + 10 = 96 / 3 = 32$	$96-152 = -56 + 40 = -16 / 3 = -5.33$
Balance that can be cashed out (Max 32):	12	32	32	0

9. Funeral Leave. An employee may be granted five calendar days' funeral leave with regular pay in the event of death in the immediate family of the employee. An employee's immediate family shall include spouse, parent, children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law or other relatives living in the same household. Leave with pay, for up to four hours may be granted when an employee serves as a pallbearer.

10. Other Leaves of Absence

10.1. Criteria and Procedure. Leaves of absence without pay not to exceed 90 calendar days may be granted upon establishment of reasonable justification in instances where the work of the department will not be seriously handicapped by temporary absence of the employee. Requests for such leaves must be in writing. Normally, such leave will not be approved for an employee for the purpose of accepting employment outside the service of the City.

10.2. Jury Duty. Employees shall be granted leave with pay for service upon a jury. Employees may keep any payment for mileage, but all other stipends for service must be paid to the City. Upon being excused from jury service for any day an employee shall immediately contact the supervisor for assignment for the remainder of their regular workday.

- 10.3. Appearances. Leave with 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 direction by proper authority; provided, however, that the regular pay of such employee shall be reduced by an amount equal to any compensation received as witness fees.
- 10.4. Required Court Appearances. Leaves of absence with pay shall be granted for attendance in court 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.
- 10.5. Family Medical Leave. Leave in accordance with the Federal Family and Medical Leave Act and the Oregon Family Medical Leave Act shall be granted to employees eligible under those acts and for the purposes described in those acts. Leave may be unpaid or paid as provided in these acts.
- 10.6. Military Leave. Military leave shall be granted in accordance with ORS 408.290.
- 10.7. Failure to Return from Leave. Any employee who is granted a leave of absence and who, for any reason, fails to return to work at the expiration of said leave of absence, shall be considered as having resigned their position with the City, and the position shall be declared vacated; except and unless the employee, prior to the expiration of the leave of absence, has furnished evidence of not being able to work by reason of sickness, physical disability or other legitimate reason beyond the employee's control.

**11. Discipline and Discharge**. The following section applies only to those employees subject to this resolution who do not have a written individual employment agreement with the City.

- 11.1. Discipline. The City shall abide by the legal requirements of due process prior to taking disciplinary action. Disciplinary action may include the following:
  - (a) Oral reprimand
  - (b) Written reprimand
  - (c) Demotion
  - (d) Suspension
  - (e) Discharge

Disciplinary action may be imposed upon any employee for failing to fulfill responsibilities as an employee. Conduct reflecting discredit upon the City or department, or which is a direct hindrance to the effective performance of city functions, shall be considered good cause for disciplinary action. Such cause may also include misconduct, inefficiency, incompetence, insubordination, misfeasance, the willful giving of false or confidential information, the withholding of information with intent to deceive

when making application for employment, willful violation of departmental rules or this management resolution, commission of any matter listed in AMC §3.08.030.B or for political activities forbidden by state law.

- 11.2. Discharge. An employee having less than twelve months of continuous service shall serve at the pleasure of the city. An employee having continuous service in excess of twelve months may be discharged only for cause.
- 11.3. Due Process. Due process procedures shall be followed before a suspension without pay, demotion or discharge is imposed upon an employee.

Employees, other than those appointed by the Mayor and confirmed by City Council, may appeal a suspension without pay, demotion or discharge to the City Administrator. The City Administrator's decision shall be final.

## **12. Probationary Period.**

- 12.1. New Employee Probationary Period. The probationary period is an integral part of the employee selection process and provides the City with the opportunity to upgrade and improve the departments by observing a new employee's work and training, by aiding new employees in adjusting to their positions, and by providing an opportunity to reject any employee whose work performance fails to meet required work standards. Every new employee shall serve a minimum probationary period of 12 months after which, upon recommendation of the department head, the employee shall be considered a regular employee. The probationary period may be extended upon request of the department head if an adequate determination cannot be made at the end of the probationary period.
- 12.2. Promotional Probationary Period. An employee promoted into a management or confidential position will be required to serve a six-month promotional probationary period. The City may at any time demote an employee on promotional probationary status to the employee's previous position with or without cause.

## **13. General Provisions.**

- 13.1. Non Discrimination. The provisions of this resolution shall be applied equally to all employees without discrimination as to race, color, religion, marital status, age, national origin, sex, sexual orientation or disability.
- 13.2. Other/Outside Employment. Outside employment shall be permitted only with the express prior written approval of the department head or City Administrator. Such written approval shall be documented in the employee's Personnel File. The general principles to be followed by the City in permitting or restricting such outside employment shall be:

1. The need for mentally and physically alert City employees;
  2. Insulating employees from potential conflict of interest situations;
  3. Maintaining efficiency unimpaired by other employment, particularly for those City positions requiring employees to be available for duty 24 hours a day. In the event the above principles are violated, the department head or City Administrator may revoke previously granted permission to hold outside employment.
- 13.3. Worker's compensation. All employees will be insured under the provisions of the Oregon State Workers' Compensation Act for injuries received while at work for the City. Compensation paid by the City for a period of sick leave also covered by workers' compensation shall be equal to the difference between the Workers' compensation pay for lost time and the employee's regular pay rate.
- 13.4. Liability Insurance. The City shall purchase liability insurance in the maximum amounts set forth in ORS 30.270 for the protection of employees against claims against them incurred in or arising out of the performance of their official duties.

#### **14. Compensation**

- 14.1. Pay Periods. Employees shall be paid on a bi-weekly basis, on every other Friday. In the event a regularly scheduled pay date falls on a holiday, the preceding workday shall be the pay date.
- 14.2. Compensation - Pay Schedule. When any position not listed on the pay schedule is established, the City Administrator shall designate a job classification and pay rate for the position in accordance with sections 3.08.050 and 3.08.070 of the Ashland Municipal Code.
- 14.3. Overtime. Exempt management employees are expected to devote whatever time is necessary to accomplish their jobs. For all non-exempt employees, the City has the right to assign overtime work as required in a manner most advantageous to the City and consistent with the requirements of municipal service and the public interest.
- 14.4. Form of Compensation. The City Administrator, City Attorney, department heads and exempt supervisors are not eligible for paid overtime but are allowed compensatory time off at their own discretion depending on the operating requirements of the City. Non-Exempt supervisors and confidential personnel shall be compensated in the form of pay at the rate of time and one-half the regular rate for overtime work, or given equivalent time off at the option of the City. No employee shall have more than 40 hours of compensatory time on the records at any time.

14.5. Administration of Pay Plan. Employees shall be entitled to pay in accordance with the current salary resolution. In the event of a vacancy, the City Administrator may appoint a new employee at any appropriate step within the pay range.

14.6. Cost of Living Adjustment (COLA). The salary schedule for all positions covered by this Resolution shall be adjusted annually on July 1, based on the CPI-W U.S. City Average CPI index March-March.

15. **Health, Welfare and Retirement.**

The City agrees to provide health, welfare and retirement benefits in accordance with Appendix "B" for employees subject to this resolution.

16. **Compliance with FLSA.**

This resolution shall be interpreted in a manner to preserve the exempt status of the City's bona fide administrative, executive, and professional employees, as those terms are used in the Federal Fair Labor Standards Act (FLSA). Such exempt employees shall not have their pay docked or reduced in any manner that would be inconsistent with the salary test set forth in the FLSA, and they are not subject to disciplinary suspensions of less than a week except for major safety violations.

17. **Effective Date.** This resolution shall become effective as of **July 01, 2018.**

This resolution was read by title only in accordance with Ashland Municipal Code §2.04.090

duly PASSED and ADOPTED this \_\_\_\_\_ day of July, 2018.

Melissa Huhtala, City Recorder

SIGNED and APPROVED this \_\_\_\_\_ day of June, 2018.

\_\_\_\_\_  
John Stromberg, Mayor

Reviewed as to form:

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David Lohman, City Attorney



**APPENDIX "A" Classifications in the Management and Confidential Employee Groups**

<b>EXECUTIVE MANAGEMENT</b>		
	<b>TITLE</b>	<b>JOB CLASS</b>
1	City Administrator	Exempt 501
2	Assistant City Administrator	Exempt 502
3	City Attorney	Exempt 502
4	Administrative Services/Finance Director	Exempt 504
5	Director Community Development	Exempt 504
6	Director Public Works	Exempt 504
7	Fire Chief	Exempt 504
8	Police Chief	Exempt 504
9	Director Electric & Information Technology	Exempt 504
10	Director of Human Resources	Exempt 504
<b>SUPERVISORY</b>		
	<b>TITLE</b>	<b>JOB CLASS</b>
<b>EXEMPT SUPERVISORS</b>		
1	Elect Operation Superintendent	Exempt 511
2	Deputy Fire Chief	Exempt 511
3	Deputy Police Chief	Exempt 511
4	Assistant City Attorney	Exempt 511
5	Assistant to the City Administrator	Exempt 511
6	Deputy Public Works Director	Exempt 511
7	Deputy Finance Director	Exempt 511
8	Fire Division Chief (2)	Exempt 503
9	Patrol Lieutenant	Exempt 503
10	Public Works Superintendent	Exempt 503
11	Building Official	Exempt 525
12	Planning Manager	Exempt 525
13	AFN Ops Manager	Exempt 515
14	Computer Services Manager	Exempt 515
15	Management Analyst (vacant)	Exempt 521
16	Administrative Services Manager	Exempt 521
17	Senior Planner (2)	Exempt 526
18	Communications & Civic Engagement Mgr.	Exempt 526
19	WW & Water Re-Use Supervisor	Exempt 552
20	Water Treatment Plant Supervisor	Exempt 552
21	Municipal Court Supervisor (vacant)	Exempt 529
<b>NON-EXEMPT SUPERVISORS</b>		
1	Police Sergeant (6)	Non-Exempt 520
2	GIS Manager	Non-Exempt 512
3	Water Quality Distribution Supervisor	Non-Exempt 527
4	Senior HR Analyst	Non-Exempt 527
5	Senior Accounting Analyst	Non-Exempt 527
6	Maintenance/Safety Supervisor	Non-Exempt 528
7	Street Supervisor	Non-Exempt 528
8	WW Collections Super	Non-Exempt 528
9	Development Services Coordinator	Non-Exempt 528

<b>NON-REPRESENTED NON-SUPERVISORY</b>		
	<b>TITLE</b>	<b>JOB CLASS</b>
<b>1</b>	Senior Engineer (vacant)	Exempt 543
<b>2</b>	Network Admin. (2)	Exempt 549
<b>3</b>	Senior IS Analyst	Exempt 549
<b>4</b>	IS Analyst Programmer	Exempt 542
<b>5</b>	User Support Coordinator	Exempt 542
<b>6</b>	Risk Mgmt Specialist	522
<b>7</b>	Fire Adapted Communities Coord.	522
<b>8</b>	Community Preparedness Coord.	522

<b>CONFIDENTIAL</b>		
	<b>TITLE</b>	<b>JOB CLASS</b>
<b>1</b>	Accounting Analyst	541
<b>2</b>	HR Analyst (Vacant)	541
<b>3</b>	Administrative Analyst (3)	541
<b>4</b>	Executive Analyst	541
<b>5</b>	Paralegal	530
<b>6</b>	Fiscal Services Specialist	530
<b>7</b>	Exec. Assistant	534
<b>8</b>	Admin Assistant (5)	535

## APPENDIX "B"

### Health, Welfare, and Retirement Benefits

The city agrees to provide health, welfare and retirement benefits in accordance with this appendix for employees subject to this resolution.

1. Health Insurance.

- A. **Effective July 1, 2012**, the City increased the contribution to HRA VEBA to an amount equal to 2% of salary for each employee covered by this resolution.

The City provides medical, dental and vision coverage for employees and their eligible dependents. New employees will begin coverage on the first day of the month after they are hired.

The City will pay 95% of the total monthly health premium (Medical, dental and vision), with the employee paying the remaining 5% on a pre-tax basis.

The City reserves the right to make funding decisions regarding our health benefit program which may include self-insurance. We will strive to retain equivalent benefit offerings wherever feasible. If the decision is made to self-insure health benefits, management & confidential employees will have a voice regarding changes made to the program through designated representatives on the Employee Health Benefits Advisory Committee (EHBAC).

- B. Reimbursement for preventative/wellness medical costs as provided in the City's Wellness Program.

2. Life Insurance. Premiums for life insurance for each employee at one times annual salary (Up to a maximum \$100,000).
3. Dependent's Life Insurance. Premiums for \$1,000 life insurance policy for each qualified dependent of an employee.
4. Retirement. As required by law, the City will contribute to the Oregon State Public Employees Retirement System for each employee. Enrollment will commence six months from the date of employment for new employees, unless that person was in PERS immediately before coming to work for the City. Upon retirement, one-half of unused sick leave earned will be applied to retirement as provided in statute. The City will also assume or pay the employees' contributions for employees at a uniform rate of six percent.
5. Social Security. Contributions to Social Security as required by law.

6. Medical Insurance for Retirees. All employees retiring from City employment and their eligible dependents will have the option of continued participation in the City's medical insurance program at the same monthly group premium as active employees. The retiree must be actively covered under the City's group plan at the time of retirement to be eligible for continued retiree coverage. Retirees must make their health insurance payment to the City or designated Third Party Administrator as agreed upon each month to continue health coverage. The right to participate and medical coverage ceases when the retiree or his or her eligible dependent(s) become Medicare-eligible at age 65.

Any employee retiring in a position covered by this resolution with 15 or more years of consecutive service shall be provided with a payment equivalent to the Blue Cross Preferred Choice 65/ Plan C when he or she reaches age 60. Payments will be made directly to the employee on a quarterly basis. Qualifying employees may elect direct deposit of this payment. No payment will be made after the qualifying employee's death.

Any employee hired on or after July 1, 2008, or hired into management on or after July 1, 2008 will not be eligible to receive retiree benefits under this provision. Employees hired on or before June 30, 2008 will continue to be eligible as long as the criteria for benefit eligibility are met.

7. Deferred Compensation. Deferred compensation in the amount of \$50.00 per month in matching funds per employee enrolled in a City deferred compensation program. This program is at the option of the employee and contingent upon a minimum \$15.00 per month contribution paid by the employee.

RESOLUTION NO. 2012-23

**A RESOLUTION OF THE CITY OF ASHLAND CLARIFYING  
CERTAIN CONDITIONS OF EMPLOYMENT FOR MANAGEMENT AND  
CONFIDENTIAL EMPLOYEES AND REPEALING  
RESOLUTION 2011-21.**

**RECITALSs:**

- A. The City of Ashland has negotiated collective bargaining agreements with all employees who are members of labor unions;
- B. The management and confidential employees of the city are not an organized group for the purpose of collectively negotiating the terms and conditions of their employment; and
- C. It is in the best interest of the city and efficient and effective government to clearly set forth the city's expectations for the performance of its management and confidential employees;

**THE MAYOR AND COUNCIL RESOLVE AS FOLLOWS:**

- 1. **Scope of Resolution.** This 2012 resolution shall apply to all management and confidential employees of the City of Ashland as set forth in Appendix "A", dated July 2012. Where the term "employee" is used, it shall mean regular full-time employees, regular part-time employees, and probationary employees as defined in section 2.7. This resolution does not apply to any employee who is a member of any collective bargaining unit.
- 2. **Definitions.**
  - 2.1. **Confidential employee.** As defined in ORS 243.650(6), a confidential employee is one who assists and acts in a confidential capacity to a person who formulates, determines, and effectuates management policies in the area of collective bargaining. Confidential employees are paid hourly for work performed and they are subject to payment for overtime according to the Fair Labor Standards Act. Confidential employee includes those classifications in Appendix "A" under "Confidential."
  - 2.2. **Department head.** A person directly responsible to the city administrator, mayor or city council for the administration of a department. Department heads are exempt from overtime payment. Department heads include those Management classifications in Appendix "A" under "Department heads."
  - 2.3. **Division Supervisor.** A person directly responsible to a department head or the

City Administrator for the operational functions of a city department or division. Division supervisors are exempt from overtime payment. Division supervisors include those Management classifications in Appendix "A" under "division supervisors."

- 2.4 Mid-Level Supervisor. A person reporting to a division supervisor or department head who may receive overtime payment for work outside their normal scope and duties. Mid-level supervisory positions require autonomy, independent decision making, planning, and may provide supervision to other personnel.
  - 2.5 Employee. A person in any of the classifications listed in Appendix "A" who has completed the probationary period.
  - 2.6 Management or Manager. Those classifications included in Appendix "A" under the title "Management" including Department Heads, Division Managers and Mid-Level Managers.
  - 2.7 Probationary Employee. A person appointed to a regular position but who has not completed a probationary period during which the employee is required to demonstrate fitness for the position by actual performance of the duties of the position.
  - 2.8 Supervisor. Any person responsible to a higher divisional or departmental level authority who directs the work of others and who is not in a collective bargaining unit.
3. **Purpose**. The purpose of this resolution is set forth generally in the preamble. More specifically, the resolution has three fundamental purposes:
    - 3.1. To clearly establish which classifications in the city service are management or confidential.
    - 3.2. To clearly set forth the functions of management and to establish criteria for the evaluation of managerial performance.
    - 3.3. To establish the personnel policies governing the conditions of employment of management and confidential employees.
  4. **Managerial Performance**.
    - 4.1. Goal Setting. Basic goals for the City of Ashland are set by the mayor and city council. Resources for achieving those goals are provided via the annual budget. Operational goals and short- range objectives are set by the city administrator working with department heads. The single most important factor in achieving the goals of the City of Ashland is the performance of the city's managers.

4.2. Managerial Responsibilities. Each of the city's managers at a minimum have the following responsibilities:

- 4.2.1. Getting the job done properly and on time,
- 4.2.2. Keeping the workplace safe and healthy,
- 4.2.3. Encouraging team work and cooperation among employees and departments,
- 4.2.4. Developing employee skills,
- 4.2.5. Keeping records and making reports, and
- 4.2.6. Actively promoting affirmative action at all levels.

4.3. General Expectations Regarding Management Employees. In addition to the specific performance standards mentioned above, there are also general city expectations of its managers.

4.3.1. Job Commitment. All management employees are expected to have a high degree of commitment to the City of Ashland and to their jobs. When a new manager is hired, the city expects a commitment of continued service of at least three years unless unforeseen circumstances warrant earlier resignation or termination.

Management employees are expected to devote whatever hours are necessary for the accomplishment of their duties as part of their normal work week. Overtime will only be paid as set forth in section 14.3. Consistent with administrative policy, Exempt management employees may flex their schedules at their discretion as long as they exercise judgment so their absence does not unreasonably interfere with the city's operations.

In the event of voluntary termination, management employees are expected to give a minimum of 30 calendar days notice in order to give the city adequate time to recruit a qualified replacement.

4.3.2. Professionalism. Management employees are expected to maintain the standards of their individual profession. This includes remaining current with new developments, maintaining memberships in professional societies, and attending meetings with professionals in their field. Where professionals have codes of ethics or standards of performance, these should also be followed in the manager's work for the City of Ashland.

4.3.3. Termination. If at any time a manager's performance is deemed unacceptable, the city administrator or appropriate department head may ask for the employee's resignation. In most cases, reasonable time will be given to the employee to find other suitable employment. The city may provide severance pay in the event of resignation or involuntary termination.

- 4.3.4. Residency. Residency within the Urban Growth Boundary is strongly encouraged for the city administrator and for department heads. Existing City employees promoted into the position of Department Head will not be required to move as a result of a promotion, but are strongly encouraged to move within the Urban Growth Boundary once appointed as a Department Head.

The following job classifications shall establish their residence to enable them to report for emergency duty within 40 minutes of notification including "get ready" and travel time:

Public Works Superintendent  
Street Supervisor  
Wastewater and Reuse Supervisor  
Water Quality and Distribution Supervisor  
Water Treatment Plant Supervisor  
Electric Operations Superintendent  
Fire Division Chief (EMS, Fire and Life Safety and Operations Divisions)  
Deputy Police Chief/Lieutenant  
Police Sergeant  
Computer Services Manager  
AFN Operations Manager  
Network Administrator  
Senior Information Systems Analyst  
Information Systems Analyst/Programmer  
User Support Coordinator  
Maintenance and Safety Supervisor  
Telecommunications Technician

Residence shall be established by new employees in these classifications within these boundaries or limitations within a period of twelve months of hire or promotion. Department Heads may identify other positions which require emergency response within 40 minutes to meet operational requirements.

- 4.4. Essential Management Functions. The following are the essential functions of all city management positions and the expected standards for their performance:

- 4.4.1. Planning. Anticipates future needs and makes plans for meeting them; recognizes potential problems and develops strategies for averting them; makes long and short range plans to accomplish city and/or departmental goals.
- 4.4.2. Organizing. Efficiently and economically organizes and carries out



assigned operations; carries out responsibilities in a sound and logical manner; operates the unit smoothly and in a well organized manner; effectively delegates authority and establishes appropriate work rules.

- 4.4.3. Coordinating. Coordinates all activities related to work objectives; maintains coordination and cooperation with other departments and divisions; maintains good communication with employees, and allows employees to make significant contributions to the accomplishment of objectives.
- 4.4.4. Leadership Motivation. Creates a climate providing challenge and motivation to employees.
- 4.4.5. Decision Making/Problem Solving. Analyzes situations and problems, weighs the pros and cons of alternative solutions, exercises logical thinking and good judgment, is creative, and is able to make decisions.
- 4.4.6. Employee Relations. Equitably adjusts grievances among subordinate employees, properly administers union agreements, and administers discipline in a fair and progressive manner; trains and develops subordinate employees.
- 4.4.7. Public Relations. Maintains a high level of contact with the public, maintains a sensitivity to the public's needs, and meets the needs of the public within available resources.
- 4.4.8. Budgeting. Prepares operational and capital budgets to meet the public's needs, and expends funds within adopted budgeted limits.
- 4.4.9. Safety. Maintains a safe, clean, pleasant work environment, and supports the city's overall safety program.
- 4.4.10. Self Development. Stays current with new ideas and procedures in the manager's field of responsibility.
- 4.4.11. Affirmative Action. Actively supports and implements Affirmative Action within the manager's area of responsibility, including the hiring and promotion of women, minorities, and the disabled. Is sensitive to sexual harassment in the workplace and enforces the City's Harassment and Non-discrimination policy in their area of responsibility.
- 4.4.12. Adherence to City Policies. Ensures that work activities are performed in conformance with requirements of the Ashland Municipal Code and adopted administrative policies.

- 5. Holidays. Recognized holidays are set forth in AMC §3.08.080. For convenience they

are listed here:

New Years Day (January 1)  
Martin Luther King Day (3rd Monday in January)  
Washington's Birthday (3rd Monday in February)  
Memorial Day (last Monday in May)  
Independence Day (July 4)  
Labor Day (1st Monday in September)  
Veteran's Day (November 11)  
Thanksgiving Day (4th Thursday in November)  
Day after Thanksgiving (in lieu of Lincoln's birthday)  
Christmas Day (December 25)

- 5.1. Police Sergeants shall receive paid compensation in addition to regular salary for each of the holidays listed above, in lieu of time off consistent with what is afforded other law enforcement officers of the City of Ashland. This shall be paid on the first payday in December of each year. Newly-hired Police Sergeants shall receive this paid compensation pro-rated from the date of hire. In the event that a Sergeant terminates employment for any reason, they will receive pay only for the holidays which have elapsed that calendar year. If more holidays have been taken as time off than have actually occurred at the time of termination, those hours overpaid will be deducted from the employee's final paycheck unless other arrangements are made to repay the City.
- 5.2. If an employee is on authorized vacation, or other leave with pay when a holiday occurs, such holiday shall not be charged against such leave.
- 5.3. Employees working an alternate work schedule will receive compensation for 8 hours. Employees working four 10-hour days will receive (8) hours compensation for any holiday that falls in their regular work day. Employees may use accrued vacation or compensatory time (if applicable) to make up the extra two hours, or they may be permitted to flex their schedule during a week which contains a holiday to ensure they receive full pay. In no event shall an exempt employee receive pay for more than 40 hours/week due to a holiday or alternate work schedule arrangement.

**6. Vacations for Management and Confidential Employees.**

- 6.1. Eligibility. Management employees shall be eligible for vacation with pay in accordance with the following sections:
  - 6.1.1. Employees with less than four full years of continuous service shall accrue 8.67 hours of vacation for each calendar month of service worked.
  - 6.1.2. Employees with more than four but less than nine full years of continuous service shall accrue 10.67 hours of vacation credit for each calendar month

of service.

- 6.1.3. Employees with more than nine but less than 14 full years of continuous service shall accrue 12.67 hours of vacation credit for each calendar month of service.
- 6.1.4. Employees with more than 14 but less than 19 full years of continuous service shall accrue 14 hours of vacation credit for each calendar month of service.
- 6.1.5. Employees with more than 19 but less than 24 full years of continuous service shall accrue 15.34 hours of vacation credit for each calendar month of service.
- 6.1.6. Employees with more than 24 full years of continuous service shall accrue 17.34 hours of vacation credit for each calendar month of service.

(NOTE: The above schedule includes one day of leave which was previously designated as "birthday holiday".)

- 6.2. Utilization. Vacation leave shall not be taken in excess of that actually accrued. However, the city administrator has the discretion to authorize all management employees to take vacation in advance of accrual when warranted by special circumstances.
- 6.3. Continuous Service. Continuous service, for the purpose of accumulating vacation leave credit, shall be based on the regular paid hours worked by the employee. Time spent by the employee on city-authorized, city-paid absences shall be included as continuous service. Time spent on unpaid absences shall not be counted as service, provided that employees returning from such absences shall be entitled to credit for service prior to the leave.
- 6.4. Accrual Limitation. Management and Confidential employees are required to take at least 75% of their annual vacation accrual as time off each year. All Management and Confidential employees may elect to receive up to 40 hours as cash on the first paycheck in April each year. The balance not elected for cash payment will be added to their cumulative vacation accrual. In no event shall the employee's total vacation accrual exceed twice the amount of the employee's annual accrual without written approval from their Department Head.
- 6.5. Scheduling. Vacation times shall be scheduled based on the city administrator's or department head's judgement as to the needs of efficient operations.
- 6.6. Payment on Termination. An employee terminated after six-months employment shall be entitled to prorated payment for accrued vacation leave at the rate as of the date of termination. In the event of death, earned but unused vacation leave

shall be paid in the same manner as salary due the deceased employee is paid.

- 6.7. Administrative Leave. Exempt management employees may be granted up to one week of Administrative Leave each July at the discretion of their department head or the City Administrator. The purpose of Administrative Leave is to recognize the extra hours required of exempt managers for which no overtime compensation is afforded. No cash payment will be made for Administrative Leave, and it can only be taken as time off during the year in which it is granted. Administrative Leave must be used by June 30<sup>th</sup> each year or it will be deemed forfeited. In the event of termination or retirement, no cash payment will be made for Administrative Leave. In the event of a termination, the City may require pro-rated repayment of Administrative leave at the rate of 3.3333 hours for each calendar month remaining in the year after the date of termination.

## 7. Hours of Work for Confidential Employees.

- 7.1. Workweek. The workweek, to the extent consistent with operating requirements, shall normally consist of five consecutive days as scheduled by the department heads or other responsible authority.
- 7.2. Hours. The regular hours of an employee shall be 8 1/2 consecutive hours, including 1/2 hour for a meal period, which shall not be paid.
- 7.3. Work Schedules. All employees, to the extent consistent with operating requirements, shall be scheduled to work on a regular work shift, and each shift shall have regular starting and quitting times. It shall be the responsibility of the department head to notify employees of their scheduled shifts, workdays, and hours.
- 7.4. Rest Periods. A rest period of 15 minutes shall be permitted for all employees during each half shift, which shall be scheduled by the city in accordance with its determination as to the operating requirements and each employee's duties.
- 7.5. Meal Periods. To the extent consistent with operating requirements of the respective department, meal periods shall be scheduled in the middle of the work shift.

## 8. Sick Leave.

- 8.1. Purpose. Sick leave is provided for the sole purpose of providing financial security to employees and their families. Under no circumstances shall the city grant an employee sick leave with pay for time off from city employment caused by sickness or injury resulting from employment other than with the City of Ashland.
- 8.2. Accumulation. Sick leave shall be earned for the purpose stated by each employee

at the rate of eight hours for each full calendar month of service. Sick leave must be taken for the purposes specified in section 8.3 as condition precedent to any sick leave payment. The maximum accrual cannot exceed 960 hours. Sick leave shall continue to accrue only during leaves of absence with pay.

- 8.3. Utilization. Employees may utilize their allowance for sick leave when unable to perform their work duties by reason of illness or injury. In such event, the employee shall notify the department head or city administrator of absence due to illness or injury, the nature and expected length of the absence, as soon as possible prior to the beginning of the next scheduled regular work shift, unless unable to do so because of the serious nature of injury or illness. For absences longer than 24 hours, employees shall notify their department head on a daily basis. At the option of the department head or city administrator, a doctor's certificate of illness may be required as a pre-requisite for the payment of sick leave.

Non-exempt employees may be granted sick leave for doctor or dental appointments at the discretion of the department head. Such time off shall be charged against sick leave time on an hourly basis. All employees covered by this resolution may be granted the use of sick leave for the illness or injury of a family member in accordance with Oregon Family & Medical Leave Act (OFMLA), and/or the Federal Family & Medical Leave Act (FMLA), and/or anyone residing at their place of residence. Use of sick leave to care for ill and injured family members is subject to department head review and applicable City policy. The City may request medical documentation before granting paid sick leave for this purpose.

- 8.4. Integration with Worker's compensation. When injury occurs in the course of employment, the city's obligation to pay is limited to the difference between any payment received under workers' compensation laws and the employee's regular pay. In such instances, prorata charges will be made against accrued sick leave until sick leave is exhausted. Thereafter, the only compensation will be workers' compensation benefits, if any.
- 8.5. Sick Leave - Without Pay. Sick leave is provided by the city in the nature of insurance against loss of income due to the illness or injury. No compensation for accrued sick leave shall be provided for any employee upon death or termination of employment, except that upon retirement accumulated sick leave will be applied as provided in ORS 238.350. Sick leave shall not accrue during any leave of absence without pay.
- 8.6. Pay for Unused Sick Leave. All Management and Confidential employees may elect to receive 1/3 of their unused annual sick leave accrual (maximum of 32 hours) as cash on their first paycheck in December. If cash payment is not elected, the unused portion of sick leave will be added to cumulative sick leave balance or converted to accrued vacation at the option of the employee.

9. **Funeral Leave.** An employee may be granted five calendar days funeral leave with regular pay in the event of death in the immediate family of the employee. An employee's immediate family shall include spouse, parent, children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law or other relatives living in the same household. Leave with pay, for up to four hours may be granted when an employee serves as a pallbearer.

10. **Other Leaves of Absence**

10.1. **Criteria and Procedure.** Leaves of absence without pay not to exceed 90 calendar days may be granted upon establishment of reasonable justification in instances where the work of the department will not be seriously handicapped by temporary absence of the employee. Requests for such leaves must be in writing. Normally, such leave will not be approved for an employee for the purpose of accepting employment outside the service of the city.

10.2. **Jury Duty.** Employees shall be granted leave with pay for service upon a jury. Employees may keep any payment for mileage, but all other stipends for service must be paid to the City. Upon being excused from jury service for any day an employee shall immediately contact the supervisor for assignment for the remainder of their regular workday.

10.3. **Appearances.** Leave with 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 direction by proper authority; provided, however, that the regular pay of such employee shall be reduced by an amount equal to any compensation received as witness fees.

10.4. **Required Court Appearances.** Leaves of absence with pay shall be granted for attendance in court 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.

10.5. **Family Medical Leave.** Leave in accordance with the Federal Family and Medical Leave Act and the Oregon Family Medical Leave Act shall be granted to employees eligible under those acts and for the purposes described in those acts. Leave may be unpaid or paid as provided in these acts.

10.6. **Military Leave.** Military leave shall be granted in accordance with ORS 408.290.

10.7. **Failure to Return from Leave.** Any employee who is granted a leave of absence and who, for any reason, fails to return to work at the expiration of said leave of absence, shall be considered as having resigned their position with the city, and the position shall be declared vacated; except and unless the employee, prior to the expiration of the leave of absence, has furnished evidence of not being able to

work by reason of sickness, physical disability or other legitimate reason beyond the employee's control.

11. **Discipline and Discharge.** The following section applies only to those employees subject to this resolution who do not have a written individual employment agreement with the city.

11.1. **Discipline.** The city shall abide by the legal requirements of due process prior to taking disciplinary action. Disciplinary action may include the following:

- (a) Oral reprimand
- (b) Written reprimand
- (c) Demotion
- (d) Suspension
- (e) Discharge

Disciplinary action may be imposed upon any employee for failing to fulfill responsibilities as an employee. Conduct reflecting discredit upon the city or department, or which is a direct hindrance to the effective performance of city functions, shall be considered good cause for disciplinary action. Such cause may also include misconduct, inefficiency, incompetence, insubordination, misfeasance, the willful giving of false or confidential information, the withholding of information with intent to deceive when making application for employment, willful violation of departmental rules or this management resolution, commission of any matter listed in AMC §3.08.030.B or for political activities forbidden by state law.

11.2. **Discharge.** An employee having less than twelve months of continuous service shall serve at the pleasure of the city. An employee having continuous service in excess of twelve months shall be discharged only for cause.

11.3. **Due Process.** Due process procedures shall be followed before a suspension without pay, demotion or discharge is imposed upon an employee.

Employees, other than those appointed by mayor and city council, may appeal a suspension without pay, demotion or discharge to the city administrator. The city administrator's decision shall be final.

12. **Probationary Period.**

12.1. **New Employee Probationary Period.** The probationary period is an integral part of the employee selection process and provides the city with the opportunity to upgrade and improve the departments by observing a new employee's work, training, aiding new employees in adjustment to their positions, and by providing an opportunity to reject any employee whose work performance fails to meet required work standards. Every new employee shall serve a minimum probationary period of 12 months after which, upon recommendation of the

department head, the employee shall be considered a regular employee. The probationary period may be extended upon request of the department head if an adequate determination cannot be made at the end of the probationary period.

- 12.2. Promotional Probationary Period. An employee promoted into a management or confidential position will be required to serve a six-month promotional probationary period. The city may at any time demote an employee on promotional probationary status to their previous position with or without cause.

**13. General Provisions.**

- 13.1. Non Discrimination. The provisions of this resolution shall be applied equally to all employees without discrimination as to race, color, religion, marital status, age, national origin, sex, sexual orientation or disability.

- 13.2. Other/Outside Employment. Outside employment shall be permitted only with the express prior written approval of the department head or City Administrator. Such written approval shall be documented in the employee's Personnel File. The general principles to be followed by the City in permitting or restricting such outside employment shall be:

1. The need for mentally and physically alert City employees;
2. Insulating employees from potential conflict of interest situations;
3. Maintaining efficiency unimpaired by other employment, particularly for those city positions requiring employees to be available for duty 24 hours a day. In the event that the above principles are violated, the department head or City Administrator may revoke previously granted permission to hold outside employment.

- 13.3. Worker's compensation. All employees will be insured under the provisions of the Oregon State Workers' Compensation Act for injuries received while at work for the city. Compensation paid by the city for a period of sick leave also covered by workers' compensation shall be equal to the difference between the Workers' compensation pay for lost time and the employee's regular pay rate.

- 13.4. Liability Insurance. The city shall purchase liability insurance in the maximum amounts set forth in ORS 30.271 for the protection of employees against claims against them incurred in or arising out of the performance of their official duties.

**14. Compensation**

- 14.1. Pay Periods. Employees shall be paid on a bi-weekly basis, on every other Friday. In the event a regularly scheduled pay date falls on a holiday, the preceding workday shall be the pay date.



- 14.2. Compensation - Pay Schedule. Employees shall be compensated in accordance with the pay schedule adopted by resolution of the City Council. When any position not listed on the pay schedule is established, the City Administrator shall designate a job classification and pay rate for the position in accordance with sections 3.08.050 and 3.08.070 of the Ashland Municipal Code.
- 14.3. Overtime. Exempt management employees are expected to devote whatever time is necessary to accomplish their job. For all non-exempt employees, the city has the right to assign overtime work as required in a manner most advantageous to the city and consistent with the requirements of municipal service and the public interest.
- 14.4. Form of Compensation. The City Administrator, City Attorney, department heads and division supervisors are not eligible for paid overtime but are allowed compensatory time off at their own discretion depending on the operating requirements of the city. Mid-Level supervisors and confidential personnel shall be compensated in the form of pay at the rate of time and one-half the regular rate for overtime work or given equivalent time off at the option of the city. No employee shall have more than 40 hours of compensatory time on the records at any time.
- 14.5. Administration of Pay Plan. Employees shall be entitled to pay in accordance with the current salary resolution. In the event of a vacancy, the City Administrator may appoint a new employee at any appropriate step within the pay range.

**15. Health, Welfare and Retirement.**

The city agrees to provide health, welfare and retirement benefits in accordance with Appendix "B" for employees subject to this resolution.

**16. Compliance with FLSA.**

This resolution shall be interpreted in a manner to preserve the exempt status of the city's bona fide administrative, executive, and professional employees, as those terms are used in the Federal Fair Labor Standards Act (FLSA). Such exempt employees shall not have their pay docked or reduced in any manner that would be inconsistent with the salary test set forth in the FLSA and they are not subject to disciplinary suspensions of less than a week except for major safety violations.

**17. Effective Date.** This resolution shall become effective as of July 01, 2012.

This resolution was read by title only in accordance with Ashland Municipal Code §2.04.090. duly PASSED and ADOPTED this 17 day of ~~June~~ <sup>July</sup>, 2012.

Barbara Christensen  
Barbara Christensen, City Recorder

July

SIGNED and APPROVED this 18 day of June, 2012.

John Stromberg  
John Stromberg, Mayor

Reviewed as to form:

David Lohman  
David Lohman, City Attorney

**APPENDIX "A" Classifications in the Management and Confidential Employee Groups**

**MANAGEMENT**

**EXECUTIVE MANAGEMENT**

City Administrator	Exempt
Assistant City Administrator	Exempt
City Attorney	Exempt
Police Chief	Exempt
IT/Electric Utility Director	Exempt
Administrative Services/Finance Director	Exempt
Fire Chief	Exempt
Public Works Director	Exempt
Community Development Director	Exempt

**DIVISION SUPERVISORS**

Electric Operations Superintendent	Exempt
Deputy Police Chief	Exempt
Fire Division Chief (EMS, Fire & Life Safety and Operations Divisions)	Exempt
Human Resource Manager	Exempt
Planning Manager	Exempt
Building Official	Exempt
Public Works Superintendent	Exempt
Engineering Services Manager	Exempt
Computer Services Manager	Exempt
AFN Operations Manager	Exempt
Accounting Manager	Exempt
Municipal Court Supervisor	Exempt

**MID-LEVEL SUPERVISORS**

Assistant City Attorney	Exempt
Senior Information Systems Analyst	Exempt
Information Systems Analyst/Programmer	Exempt

Network Administrator	Exempt
Senior Planner	Exempt
Senior Engineer	Exempt
Management Analyst	Exempt
Police Sergeant	Non-Exempt
Water Treatment Plant Supervisor	Non-Exempt
Water Quality and Distribution Supervisor	Non-Exempt
Wastewater & Water Reuse Supervisor	Non-Exempt
Street Supervisor	Non-Exempt
GIS Manager	Non-Exempt
Forest Resource Specialist	Non-Exempt
Maintenance Safety Supervisor	Non-Exempt
Customer Service Supervisor	Non-Exempt
Financial Analyst	Non-Exempt
Accounting Analyst	Non-Exempt
Risk Management Specialist	Non-Exempt
User Support Coordinator	Non-Exempt
Telecommunications Technician	Non-Exempt
Administrative Supervisor	Non-Exempt
CERT Program Coordinator	Non-Exempt

**CONFIDENTIAL**

Paralegal	Non-Exempt
Executive Secretary	Non-Exempt
Human Resource Assistant	Non-Exempt
Legal Secretary	Non-Exempt
Administrative Assistant	Non-Exempt
Receptionist	Non-Exempt

**APPENDIX "B"**  
**Health, Welfare, and Retirement Benefits**

The city agrees to provide health, welfare and retirement benefits in accordance with this appendix for employees subject to this resolution.

1. Health Insurance.

- A. *Effective August 1, 2008*, the City implemented a Preferred Provider option of the existing health plan, Blue Cross/Blue Shield medical Plan V-A.

*Effective January 1, 2009*, the City implemented a change to Blue Cross/Blue Shield medical Plan V-B Preferred Provider Option with a \$200 Deductible. The City established an HRA VEBA for each employee covered by this resolution and began contributing 1% of salary for the employee to coincide with the January 1, 2009 medical plan change.

*Effective April 1, 2011*, the City implemented a change in health benefit providers to Pacific Source Health Care. The Plan was underwritten to provide the same benefit levels as our previous health plan (Blue Cross/Blue Shield medical Plan V-B Preferred Provider Option with a \$200 Deductible).

The City implemented a change to Pacific Source Vision coverage and employees will be offered the choice of two dental plans—Pacific Source incentive dental which matches the previous ODS Dental Plan, and Willamette Dental Plan.

*Effective July 1, 2012*, the City increased the contribution to HRA VEBA to an amount equal to 2% of salary for each employee covered by this resolution.

The City provides medical, dental and vision coverage for employees and their eligible dependents. New employees will begin coverage on the first day of the month after they are hired.

The City will pay 95% of the total monthly health premium (Medical, dental and vision), with the employee paying the remaining 5% on a pre-tax basis.

The City reserves the right to make funding decisions regarding our health benefit program which may include self-insurance. We will strive to retain equivalent benefit offerings wherever feasible. If the decision is made to self-insure health benefits, management & confidential employees will have a voice regarding changes made to the program through designated representatives on the Benefits Advisory Committee.

- B. Reimbursement for preventative/wellness medical costs as provided in the city's Wellness Program.

## **APPENDIX "B"**

### **Health, Welfare & Retirement Benefits**

#### **Page: Two**

2. Life Insurance. Premiums for the League of Oregon Cities life insurance policy for each employee at one times annual salary.
3. Dependent's Life Insurance. Premiums for the League of Oregon Cities \$1,000 life insurance policy for each qualified dependent of an employee.
4. Retirement. As required by law, the city will contribute to the Oregon State Public Employees Retirement System for each employee. Enrollment will commence six months from the date of employment for new employees, unless that person was in PERS immediately before coming to work for the city. Upon retirement, one-half of unused sick leave earned will be applied to retirement as provided in statute. The city will also assume or pay the employees' contributions required by ORS 237.071 for employees at a uniform rate of six percent.
5. Social Security. Contributions to Social Security as required by law.
6. Medical Insurance for Retirees. All employees retiring from city employment and their eligible dependents will have the option of continued participation in the city's medical insurance program at the same monthly group premium as active employees. The retiree must be actively covered under the city's group plan at the time of retirement to be eligible for continued retiree coverage. Retirees must make their health insurance payment to the city on or before the 15<sup>th</sup> of the month prior to the covered month to continue health coverage. The right to participate and medical coverage ceases when the retiree or their eligible dependent(s) become Medicare-eligible at age 65.

Any employee retiring in a position covered by this resolution who has 15 or more years of service and who is Medicare-eligible at the time of retirement, shall be provided with Blue Cross Preferred Choice 65/ Plan C, or equivalent plan selected by the city. The city will pay the premium for the retiree. The retiree must have been participating in the city's group plan at the time of retirement to be eligible for this benefit.

Early retirees who retire in a position covered by this resolution, and have 15 or more years of service, and are at least age 60 at retirement shall receive a monthly check equal to the amount paid for Blue Cross Preferred Choice 65/Plan C, or equivalent plan selected by the city, until they become eligible for Medicare at age 65. The retiree must elected continued retiree coverage under the city's group plan to be eligible for this benefit. Once the retiree turns 65 and establishes Medicare eligibility, the city will pay the premium directly to Blue Cross Preferred Choice 65/Plan C or the equivalent plan selected by the city, on the retiree's behalf.

**APPENDIX "B"**

**Health, Welfare & Retirement Benefits**

**Page: Three**

Any employee hired on or after July 1, 2008, or hired into management on or after July 1, 2008 will not be eligible to receive retiree benefits under this provision. Employees hired on or before June 30, 2008 will continue to be eligible as long as the criteria for benefit eligibility are met.

7. Deferred Compensation. Deferred compensation in the amount of \$40.00 per month in matching funds per employee enrolled in a city deferred compensation program. This program is at the option of the employee and contingent upon a minimum \$15.00 per month contribution paid by the employee.

**City of Ashland**  
**Non Represented Employee Salary Schedule for 2017-2018**  
 Updated 1/4/18

Effective 7/1/2016 - 2% COLA				
EXECUTIVE MANAGEMENT - All Job Classes are Exempt				
Group/BU Code 1010		Hourly	Monthly	Annual
<b>Grade = 501 EXE MGMT 1</b>	Step 0 - First 6 Months	\$62.4777	\$10,829.45	\$129,953
Positions in this grade: City Administrator (1)	Step 1 - Next 12 Months	\$65.6016	\$11,370.92	\$136,451
	Step 2 - Next 12 Months	\$68.8816	\$11,939.45	\$143,273
	Step 3 - Next 12 Months	\$72.3257	\$12,536.43	\$150,437
	Step 4 - Thereafter	\$75.9421	\$13,163.27	\$157,959
<b>Grade = 502 EXE MGMT 2</b>	Step 0 - First 6 Months	\$51.4006	\$8,909.42	\$106,913
Positions in this grade: City Attorney (1); Assistant City Administrator (1)	Step 1 - Next 12 Months	\$53.9706	\$9,354.89	\$112,259
	Step 2 - Next 12 Months	\$56.6691	\$9,822.63	\$117,872
	Step 3 - Next 12 Months	\$59.5025	\$10,313.75	\$123,765
	Step 4 - Next 12 Months	\$62.4777	\$10,829.45	\$129,953
	Step 5 - Next 12 Months	\$64.0397	\$11,100.19	\$133,202
	Step 6 - Next 12 Months	\$65.6406	\$11,377.68	\$136,532
	Step 7 - Next 12 Months	\$67.2817	\$11,662.14	\$139,946
	Step 8 - Thereafter	\$68.9637	\$11,953.69	\$143,444
<b>Grade = 504 EXE MGMT 3</b>	Step 0 - First 6 Months	\$46.6218	\$8,081.10	\$96,973
Positions in this grade: Fire Chief (1) Police Chief (1) Director of Public Works (1) Director of IT & Electric (1) Director of Community Development Director of Administrative Services (1) Director of HR (1)	Step 1 - Next 12 Months	\$48.9529	\$8,485.15	\$101,822
	Step 2 - Next 12 Months	\$51.4006	\$8,909.42	\$106,913
	Step 3 - Next 12 Months	\$53.9706	\$9,354.89	\$112,259
	Step 4 - Next 12 Months	\$56.6691	\$9,822.63	\$117,872
	Step 5 - Next 12 Months	\$58.0859	\$10,068.20	\$120,818
	Step 6 - Next 12 Months	\$59.5380	\$10,319.90	\$123,839
	Step 7 - Next 12 Months	\$61.0264	\$10,577.89	\$126,935
	Step 8 - Thereafter	\$62.5521	\$10,842.34	\$130,108

Effective 7/1/2017 - 2% COLA				
EXECUTIVE MANAGEMENT - All Job Classes are Exempt				
Group/BU Code 1010		Hourly	Monthly	Annual
<b>Grade = 501 EXE MGMT 1</b>	Step 0 - First 6 Months	\$63.7273	\$11,046.04	\$132,552
Positions in this grade: City Administrator (1)	Step 1 - Next 12 Months	\$66.9136	\$11,598.34	\$139,180
	Step 2 - Next 12 Months	\$70.2592	\$12,178.24	\$146,139
	Step 3 - Next 12 Months	\$73.7722	\$12,787.16	\$153,446
	Step 4 - Thereafter	\$77.4609	\$13,426.54	\$161,118
<b>Grade = 502 EXE MGMT 2</b>	Step 0 - First 6 Months	\$52.4286	\$9,087.61	\$109,051
Positions in this grade: City Attorney (1); Assistant City Administrator (1)	Step 1 - Next 12 Months	\$55.0500	\$9,541.98	\$114,504
	Step 2 - Next 12 Months	\$57.8025	\$10,019.08	\$120,229
	Step 3 - Next 12 Months	\$60.6926	\$10,520.02	\$126,240
	Step 4 - Next 12 Months	\$63.7273	\$11,046.04	\$132,552
	Step 5 - Next 12 Months	\$65.3205	\$11,322.20	\$135,866
	Step 6 - Next 12 Months	\$66.9534	\$11,605.24	\$139,263
	Step 7 - Next 12 Months	\$68.6273	\$11,895.38	\$142,745
	Step 8 - Thereafter	\$70.3430	\$12,192.76	\$146,313
<b>Grade = 504 EXE MGMT 3</b>	Step 0 - First 6 Months	\$47.5542	\$8,242.72	\$98,913
Positions in this grade: Fire Chief (1) Police Chief (1) Director of Public Works (1) Director of IT & Electric (1) Director of Community Dev. (1) Director of Admin Services (1) Director of HR (1)	Step 1 - Next 12 Months	\$49.9320	\$8,654.86	\$103,858
	Step 2 - Next 12 Months	\$52.4286	\$9,087.61	\$109,051
	Step 3 - Next 12 Months	\$55.0500	\$9,541.98	\$114,504
	Step 4 - Next 12 Months	\$57.8025	\$10,019.08	\$120,229
	Step 5 - Next 12 Months	\$59.2476	\$10,269.57	\$123,235
	Step 6 - Next 12 Months	\$60.7288	\$10,526.30	\$126,316
	Step 7 - Next 12 Months	\$62.2469	\$10,789.45	\$129,473
	Step 8 - Thereafter	\$63.8031	\$11,059.19	\$132,710



**City of Ashland**  
**Non Represented Employee Salary Schedule for 2017-2018**

Updated 1/4/18

Effective 7/1/2016 - 2% COLA				
EXEMPT SUPERVISORS - All Job Classes are Exempt				
Group/BU Code 1020		Hourly	Monthly	Annual
<b>Grade = 511 EXP SUP 2</b>	Step 0 - First 6 Months	\$42,2996	\$7,331.92	\$87,983
Positions in this grade:	Step 1 - Next 12 Months	\$44,4154	\$7,698.65	\$92,384
Electric Ops Superintendent (1)	Step 2 - Next 12 Months	\$46,6354	\$8,083.45	\$97,001
Deputy Police Chief (1)	Step 3 - Next 12 Months	\$48,9671	\$8,487.61	\$101,851
Deputy Fire Chief (1)	Step 4 - Thereafter	\$51,4154	\$8,911.99	\$106,944
Assistant to City Administrator (1)				
<b>Grade = 503 EXP SUP 3</b>	Step 0 - First 6 Months	\$40,2854	\$6,982.79	\$83,793
Positions in this grade:	Step 1 - Next 12 Months	\$42,2996	\$7,331.92	\$87,983
EMS Division Chief (1)	Step 2 - Next 12 Months	\$44,4154	\$7,698.65	\$92,384
Fire & Life Safety Division Chief (1)	Step 3 - Next 12 Months	\$46,6354	\$8,083.45	\$97,001
AFR Division Chief (1)	Step 4 - Thereafter	\$48,9671	\$8,487.61	\$101,851
Public Works Superintendent (1)				
Engineering Services Mgr. (1)				
Police Lieutenant (1)				
<b>Grade = 525 EXP SUP 4</b>	Step 0 - First 6 Months	\$38,3670	\$6,650.27	\$79,803
Positions in this grade:	Step 1 - Next 12 Months	\$40,2853	\$6,982.77	\$83,793
Building Official (1)	Step 2 - Next 12 Months	\$42,2996	\$7,331.92	\$87,983
Planning Manager (1)	Step 3 - Next 12 Months	\$44,4154	\$7,698.65	\$92,384
Assistant City Attorney (1)	Step 4 - Thereafter	\$46,6354	\$8,083.45	\$97,001
<b>Grade = 515 EXP SUP 5</b>	Step 0 - First 6 Months	\$36,5406	\$6,333.69	\$76,004
Positions in this grade:	Step 1 - Next 12 Months	\$38,3670	\$6,650.27	\$79,803
Accounting Manager (1);	Step 2 - Next 12 Months	\$40,2853	\$6,982.77	\$83,793
Public Works Superintendent (1)	Step 3 - Next 12 Months	\$42,2996	\$7,331.92	\$87,983
Engineering Services Mgr. (1)	Step 4 - Thereafter	\$44,4154	\$7,698.65	\$92,384
AFN Operations Mgr. (1)				
Computer Services Manager (1)				

Effective 7/1/2017 - 2% COLA				
EXEMPT SUPERVISORS - All Job Classes are Exempt				
Group/BU Code 1020		Hourly	Monthly	Annual
<b>Grade = 511 EXP SUP 2</b>	Step 0 - First 6 Months	\$43,1456	\$7,478.55	\$89,743
Positions in this grade:	Step 1 - Next 12 Months	\$45,3037	\$7,852.63	\$94,232
Electric Ops Superintendent (1)	Step 2 - Next 12 Months	\$47,5681	\$8,245.12	\$98,941
Deputy Police Chief (1)	Step 3 - Next 12 Months	\$49,9464	\$8,657.37	\$103,888
Deputy Fire Chief (1)	Step 4 - Thereafter	\$52,4437	\$9,090.23	\$109,083
Asst to City Administrator (1)				
Assistant City Attorney (1)				
Deputy Finance Director				
Deputy Public Works Director (1)				
<b>Grade = 503 EXP SUP 3</b>	Step 0 - First 6 Months	\$41,0911	\$7,122.45	\$85,469
Positions in this grade:	Step 1 - Next 12 Months	\$43,1456	\$7,478.55	\$89,743
EMS Division Chief (1)	Step 2 - Next 12 Months	\$45,3037	\$7,852.63	\$94,232
Fire & Life Safety Div Chief (10)	Step 3 - Next 12 Months	\$47,5681	\$8,245.12	\$98,941
AFR Division Chief (1)	Step 4 - Thereafter	\$49,9464	\$8,657.37	\$103,888
Public Works Superintend (1)				
Engineering Services Mgr.				
Polie Lieutenant(1)				
<b>Grade = 525 EXP SUP 4</b>	Step 0 - First 6 Months	\$39,1343	\$6,783.27	\$81,399
Positions in this grade:	Step 1 - Next 12 Months	\$41,0910	\$7,122.43	\$85,469
Building Official (1)	Step 2 - Next 12 Months	\$43,1456	\$7,478.55	\$89,743
Planning Manager (1)	Step 3 - Next 12 Months	\$45,3037	\$7,852.63	\$94,232
Assistant City Attorney (1)	Step 4 - Thereafter	\$47,5681	\$8,245.12	\$98,941
<b>Grade = 515 EXP SUP 5</b>	Step 0 - First 6 Months	\$37,2714	\$6,460.37	\$77,524
Positions in this grade:	Step 1 - Next 12 Months	\$39,1343	\$6,783.27	\$81,399
Accounting Manager (1);	Step 2 - Next 12 Months	\$41,0910	\$7,122.43	\$85,469
AFN Operations Mgr. (1)	Step 3 - Next 12 Months	\$43,1456	\$7,478.55	\$89,743
Computer Svcs Manager (1)	Step 4 - Thereafter	\$45,3037	\$7,852.63	\$94,232

**City of Ashland**  
**Non Represented Employee Salary Schedule for 2017-2018**

Updated 1/4/18

<b>Grade = 521 EXP SUP 6</b>	Step 0 - First 6 Months	\$33,1435	\$5,744.86	\$68,938	<b>Grade = 521 EXP SUP 6</b>	Step 0 - First 6 Months	\$33,8064	\$5,859.76	\$70,317
Positions in this grade:	Step 1 - Next 12 Months	\$34,8006	\$6,032.09	\$72,385	Positions in this grade:	Step 1 - Next 12 Months	\$35,4966	\$6,152.73	\$73,833
Management Analyst (2)	Step 2 - Next 12 Months	\$36,5406	\$6,333.69	\$76,004	Management Analyst	Step 2 - Next 12 Months	\$37,2714	\$6,460.37	\$77,524
	Step 3 - Next 12 Months	\$38,3670	\$6,650.27	\$79,803	Administrative Services Mgr (1)	Step 3 - Next 12 Months	\$39,1343	\$6,783.27	\$81,399
	Step 4 - Thereafter	\$40,2853	\$6,982.77	\$83,793		Step 4 - Thereafter	\$41,0910	\$7,122.43	\$85,469
<b>Grade = 526 EXP SUP 7</b>	Step 0 - First 6 Months	\$31,5652	\$5,471.29	\$65,655	<b>Grade = 526 EXP SUP 7</b>	Step 0 - First 6 Months	\$32,1965	\$5,580.72	\$66,969
Positions in this grade:	Step 1 - Next 12 Months	\$33,1435	\$5,744.86	\$68,938	Positions in this grade:	Step 1 - Next 12 Months	\$33,8064	\$5,859.76	\$70,317
Senior Planner (1)	Step 2 - Next 12 Months	\$34,8006	\$6,032.09	\$72,385	Senior Planner (2)	Step 2 - Next 12 Months	\$35,4966	\$6,152.73	\$73,833
Customer Service Manager (1)	Step 3 - Next 12 Months	\$36,5406	\$6,333.69	\$76,004	Customer Svc Manager (1)	Step 3 - Next 12 Months	\$37,2714	\$6,460.37	\$77,524
	Step 4 - Thereafter	\$38,3670	\$6,650.27	\$79,803	Comm. & Civic Engagement Mgr.	Step 4 - Thereafter	\$39,1343	\$6,783.27	\$81,399
<b>Grade = 552 EXP SUP 8 (GRANDFATHERED)</b>	Step 0 - First 6 Months	\$32,6206	\$5,654.13	\$67,850	<b>Grade = 552 EXP SUP 8 (GRANDFATHERED)</b>	Step 0 - First 6 Months	\$33,2730	\$5,767.21	\$69,207
Positions in this grade:	Step 1 - Next 12 Months	\$34,3375	\$5,951.72	\$71,421	Positions in this grade:	Step 1 - Next 12 Months	\$35,0243	\$6,070.75	\$72,849
WW & Water reuse supervisor (1)	Step 2 - Next 12 Months	\$36,1493	\$6,265.76	\$75,189	WW & Water reuse spvsr (1)	Step 2 - Next 12 Months	\$36,8723	\$6,391.07	\$76,693
WTP Supervisor	Step 3 - Next 12 Months	\$38,0476	\$6,594.79	\$79,137	WTP Supervisor	Step 3 - Next 12 Months	\$38,8086	\$6,726.69	\$80,720
	Step 4 - Thereafter	\$40,0572	\$6,943.11	\$83,317		Step 4 - Thereafter	\$40,8583	\$7,081.98	\$84,984
<b>Grade = 529 EXP SUP 9</b>	Step 0 - First 6 Months	\$25,9688	\$4,501.25	\$54,015	<b>Grade = 529 EXP SUP 9</b>	Step 0 - First 6 Months	\$26,4882	\$4,591.28	\$55,095
Positions in this grade:	Step 1 - Next 12 Months	\$27,2672	\$4,726.31	\$56,716	Positions in this grade:	Step 1 - Next 12 Months	\$27,8125	\$4,820.83	\$57,850
Municipal Court Supervisor (1)	Step 2 - Next 12 Months	\$28,6305	\$4,962.61	\$59,551	Municipal Court Supervisor (1)	Step 2 - Next 12 Months	\$29,2031	\$5,061.86	\$60,742
	Step 3 - Next 12 Months	\$30,0620	\$5,210.74	\$62,529		Step 3 - Next 12 Months	\$30,6632	\$5,314.95	\$63,779
	Step 4 - Thereafter	\$31,5652	\$5,471.29	\$65,655		Step 4 - Thereafter	\$32,1965	\$5,580.72	\$66,969

Effective 7/1/2016 - 4% COLA				
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 1060		Hourly	Monthly	Annual
<b>Grade = 520 NonEXP SUP 1</b>	Step 0 - First 6 Months	\$34,4561	\$5,972.38	\$71,669
Positions in this grade:	Step 1 - Next 12 Months	\$36,1789	\$6,271.00	\$75,252
Police Sergeants (6)	Step 2 - Next 12 Months	\$37,9877	\$6,584.52	\$79,014
	Step 3 - Next 12 Months	\$39,8864	\$6,913.63	\$82,964
	Step 4 - Thereafter	\$41,8807	\$7,259.31	\$87,112

Effective 7/1/2017 - 2% COLA				
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 1060		Hourly	Monthly	Annual
<b>Grade = 520 NonEXP SUP 1</b>	Step 0 - First 6 Months	\$35,1452	\$6,091.83	\$73,102
Positions in this grade:	Step 1 - Next 12 Months	\$36,9025	\$6,396.42	\$76,757
Police Sergeants (6)	Step 2 - Next 12 Months	\$38,7475	\$6,716.21	\$80,595
	Step 3 - Next 12 Months	\$40,6841	\$7,051.90	\$84,623
	Step 4 - Thereafter	\$42,7183	\$7,404.49	\$88,854

**City of Ashland**  
**Non Represented Employee Salary Schedule for 2017-2018**

Updated 1/4/18

Effective 7/1/2016 - 2% COLA				
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 1030		Hourly	Monthly	Annual
<b>Grade = 512 NonEXP SUP 2</b> Positions in this grade: GIS Manager (1)	Step 0 - First 6 Months	\$31.5652	\$5,471.29	\$65,655
	Step 1 - Next 12 Months	\$33.1435	\$5,744.86	\$68,938
	Step 2 - Next 12 Months	\$34.8006	\$6,032.09	\$72,385
	Step 3 - Next 12 Months	\$36.5406	\$6,333.69	\$76,004
	Step 4 - Thereafter	\$38.3670	\$6,650.27	\$79,803
<b>Grade = 527 NonEXP SUP 3</b> Positions in this grade: Water Quality Supervisor (1) Distribution Supervisor (1)	Step 0 - First 6 Months	\$30.0621	\$5,210.75	\$62,529
	Step 1 - Next 12 Months	\$31.5651	\$5,471.27	\$65,655
	Step 2 - Next 12 Months	\$33.1435	\$5,744.86	\$68,938
	Step 3 - Next 12 Months	\$34.8007	\$6,032.11	\$72,385
	Step 4 - Thereafter	\$36.5406	\$6,333.69	\$76,004
<b>Grade = 528 NonEXP SUP 4</b> Positions in this grade: Maintenance & Safety Supervisor (1) Street Supervisor (1) WW Collections Supervisor (1)	Step 0 - First 6 Months	\$28.6305	\$4,962.61	\$59,551
	Step 1 - Next 12 Months	\$30.0621	\$5,210.75	\$62,529
	Step 2 - Next 12 Months	\$31.5651	\$5,471.27	\$65,655
	Step 3 - Next 12 Months	\$33.1435	\$5,744.86	\$68,938
	Step 4 - Thereafter	\$34.8007	\$6,032.11	\$72,385

Effective 7/1/2017 - 2% COLA				
NON EXEMPT SUPERVISORS - All Job Classes are NON-EXEMPT				
Group/BU Code 1030		Hourly	Monthly	Annual
<b>Grade = 512 NonEXP SUP 2</b> Positions in this grade: GIS Manager (1)	Step 0 - First 6 Months	\$32.1965	\$5,580.72	\$66,969
	Step 1 - Next 12 Months	\$33.8064	\$5,859.76	\$70,317
	Step 2 - Next 12 Months	\$35.4966	\$6,152.73	\$73,833
	Step 3 - Next 12 Months	\$37.2714	\$6,460.37	\$77,524
	Step 4 - Thereafter	\$39.1343	\$6,783.27	\$81,399
<b>Grade = 527 NonEXP SUP 3</b> Positions in this grade: Water Quality Supervisor (1) Distribution Supervisor (1)	Step 0 - First 6 Months	\$30.6633	\$5,314.97	\$63,780
	Step 1 - Next 12 Months	\$32.1964	\$5,580.70	\$66,968
	Step 2 - Next 12 Months	\$33.8064	\$5,859.76	\$70,317
	Step 3 - Next 12 Months	\$35.4967	\$6,152.75	\$73,833
	Step 4 - Thereafter	\$37.2714	\$6,460.37	\$77,524
<b>Grade = 528 NonEXP SUP 4</b> Positions in this grade: Maint & Safety Supervisor (1) Street Supervisor (1) WW Collections Supervisor (1) Development Services Coord. Customer Services Supervisor	Step 0 - First 6 Months	\$29.2031	\$5,061.86	\$60,742
	Step 1 - Next 12 Months	\$30.6633	\$5,314.97	\$63,780
	Step 2 - Next 12 Months	\$32.1964	\$5,580.70	\$66,968
	Step 3 - Next 12 Months	\$33.8064	\$5,859.76	\$70,317
	Step 4 - Thereafter	\$35.4967	\$6,152.75	\$73,833

Effective 7/1/2016 - 2% COLA				
Non-Represented Non Supervisory - All Job Classes are mixed				
Group/BU Code 1040		Hourly	Monthly	Annual
<b>Grade = 543 NonSup 1 (exempt)</b> Positions in this grade: Senior Engineer (1)	Step 0 - First 6 Months	\$33.3076	\$5,773.31	\$69,280
	Step 1 - Next 12 Months	\$34.9729	\$6,061.96	\$72,743
	Step 2 - Next 12 Months	\$36.7215	\$6,365.05	\$76,381
	Step 3 - Next 12 Months	\$38.5569	\$6,683.18	\$80,198
	Step 4 - Thereafter	\$40.4847	\$7,017.33	\$84,208
<b>Grade = 549 NonSup 2 (exempt)</b> Positions in this grade: Network Administrator (2) Senior Info Systems Analyst (2)	Step 0 - First 6 Months	\$31.7214	\$5,498.37	\$65,980
	Step 1 - Next 12 Months	\$33.3076	\$5,773.31	\$69,280
	Step 2 - Next 12 Months	\$34.9729	\$6,061.96	\$72,743
	Step 3 - Next 12 Months	\$36.7215	\$6,365.05	\$76,381
	Step 4 - Thereafter	\$38.5569	\$6,683.18	\$80,198
<b>Grade = 542 NonSup 3 (exempt)</b> Positions in this grade: IS Analyst/Programmer User Support Coordinator (1)	Step 0 - First 6 Months	\$26.0973	\$4,523.52	\$54,282
	Step 1 - Next 12 Months	\$27.4022	\$4,749.71	\$56,996
	Step 2 - Next 12 Months	\$28.7723	\$4,987.19	\$59,846
	Step 3 - Next 12 Months	\$30.2109	\$5,236.55	\$62,839

Effective 7/1/2017 - 2% COLA				
Non-Represented Non Supervisory - All Job Classes are mixed				
Group/BU Code 1040		Hourly	Monthly	Annual
<b>Grade = 543 NonSup 1 (exempt)</b> Positions in this grade: Senior Engineer (1)	Step 0 - First 6 Months	\$33.9738	\$5,888.77	\$70,665
	Step 1 - Next 12 Months	\$35.6724	\$6,183.20	\$74,198
	Step 2 - Next 12 Months	\$37.4559	\$6,492.35	\$77,908
	Step 3 - Next 12 Months	\$39.3280	\$6,816.85	\$81,802
	Step 4 - Thereafter	\$41.2944	\$7,157.68	\$85,892
<b>Grade = 549 NonSup 2 (exempt)</b> Positions in this grade: Network Administrator (2) Senior Info Systems Analyst (2)	Step 0 - First 6 Months	\$32.3558	\$5,608.33	\$67,300
	Step 1 - Next 12 Months	\$33.9738	\$5,888.77	\$70,665
	Step 2 - Next 12 Months	\$35.6724	\$6,183.20	\$74,198
	Step 3 - Next 12 Months	\$37.4559	\$6,492.35	\$77,908
	Step 4 - Thereafter	\$39.3280	\$6,816.85	\$81,802
<b>Grade = 542 NonSup 3 (exempt)</b> Positions in this grade: IS Analyst/Programmer (1) User Support Coordinator (1)	Step 0 - First 6 Months	\$26.6192	\$4,613.99	\$55,368
	Step 1 - Next 12 Months	\$27.9502	\$4,844.70	\$58,136
	Step 2 - Next 12 Months	\$29.3477	\$5,086.93	\$61,043
	Step 3 - Next 12 Months	\$30.8151	\$5,341.28	\$64,095

**City of Ashland**  
**Non Represented Employee Salary Schedule for 2017-2018**

Updated 1/4/18

Telecomm Technician (1)	Step 4 - Thereafter	\$31,721.4	\$5,498.37	\$65,980	Telecomm Technician (1)	Step 4 - Thereafter	\$32,355.8	\$5,608.33	\$67,300
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**City of Ashland**  
**Non Represented Employee Salary Schedule for 2017-2018**

Updated 1/4/18

<b>Grade = 522 NonSup 4 (not exempt)</b>					<b>Grade = 522 NonSup 4 (not exempt)</b>				
Step 0 - First 6 Months	\$26.0973	\$4,523.52	\$54,282		Step 0 - First 6 Months	\$26.6192	\$4,613.99	\$55,368	
Positions in this grade:	Step 1 - Next 12 Months	\$27.4022	\$4,749.71	\$56,996	Positions in this grade:	Step 1 - Next 12 Months	\$27.9502	\$4,844.70	\$58,136
<b>Risk Management (1)</b>	Step 2 - Next 12 Months	\$28.7723	\$4,987.19	\$59,846	<b>Risk Management (1)</b>	Step 2 - Next 12 Months	\$29.3477	\$5,086.93	\$61,043
<b>Fire Adapted Communities Coord (1)</b>	Step 3 - Next 12 Months	\$30.2109	\$5,236.55	\$62,839	<b>Fire Adapted Comm Coord (1)</b>	Step 3 - Next 12 Months	\$30.8151	\$5,341.28	\$64,095
	Step 4 - Thereafter	\$31.7214	\$5,498.37	<b>\$65,980</b>	<b>Comm Preparedness Coord (1)</b>	Step 4 - Thereafter	\$32.3558	\$5,608.33	<b>\$67,300</b>
<b>Grade = 535 NonSup 5 (non exempt)</b>					<b>Grade = 535 NonSup 5 (non exempt)</b>				
Step 0 - First 6 Months	\$20.4476	\$3,544.24	\$42,531		Step 0 - First 6 Months	\$20.8566	\$3,615.13	\$43,382	
Positions in this grade:	Step 1 - Next 12 Months	\$21.4703	\$3,721.51	\$44,658	Positions in this grade:	Step 1 - Next 12 Months	\$21.8997	\$3,795.94	\$45,551
<b>CERT Program Coordinator (1)</b>	Step 2 - Next 12 Months	\$22.5438	\$3,907.58	\$46,891	<b>Vacant</b>	Step 2 - Next 12 Months	\$22.9947	\$3,985.74	\$47,829
	Step 3 - Next 12 Months	\$23.6710	\$4,102.97	\$49,236		Step 3 - Next 12 Months	\$24.1444	\$4,185.02	\$50,220
	Step 4 - Thereafter	\$24.8548	\$4,308.16	<b>\$51,698</b>		Step 4 - Thereafter	\$25.3519	\$4,394.32	<b>\$52,732</b>

<b>Effective 7/1/2016 - 2% COLA</b>				
<b>Non-Represented Confidential - All Job Classes are non exempt</b>				
<b>Group/BU Code 1050</b>				
		<b>Hourly</b>	<b>Monthly</b>	<b>Annual</b>
<b>Grade = 541 Conf 1</b>				
Step 0 - First 6 Months	\$26.0973	\$4,523.52	\$54,282	
Positions in this grade:	Step 1 - Next 12 Months	\$27.4022	\$4,749.71	\$56,996
<b>Accounting Analyst (2)</b>	Step 2 - Next 12 Months	\$28.7723	\$4,987.19	\$59,846
<b>Human Resources Analyst</b>	Step 3 - Next 12 Months	\$30.2109	\$5,236.55	\$62,839
<b>Police Administrative Analyst (1)</b>	Step 4 - Thereafter	\$31.7214	\$5,498.37	<b>\$65,980</b>
<b>Grade = 530 Conf 2</b>				
Step 0 - First 6 Months	\$22.5438	\$3,907.58	\$46,891	
Positions in this grade:	Step 1 - Next 12 Months	\$23.6710	\$4,102.97	\$49,236
<b>Administrative Supervisor (2)</b>	Step 2 - Next 12 Months	\$24.8547	\$4,308.14	\$51,698
<b>Fiscal Services Specialist (1)</b>	Step 3 - Next 12 Months	\$26.0973	\$4,523.52	\$54,282
<b>Paralegal</b>	Step 4 - Thereafter	\$27.4022	\$4,749.71	<b>\$56,996</b>
<b>Grade = 534 Conf 3</b>				
Step 0 - First 6 Months	\$21.4703	\$3,721.51	\$44,658	
Positions in this grade:	Step 1 - Next 12 Months	\$22.5438	\$3,907.58	\$46,891
<b>Executive Assistant (1)</b>	Step 2 - Next 12 Months	\$23.6710	\$4,102.97	\$49,236
	Step 3 - Next 12 Months	\$24.8547	\$4,308.14	\$51,698
	Step 4 - Thereafter	\$26.0974	\$4,523.54	<b>\$54,282</b>
<b>Grade = 535 Conf 4</b>				
Step 0 - First 6 Months	\$20.4476	\$3,544.24	\$42,531	
Positions in this grade:	Step 1 - Next 12 Months	\$21.4703	\$3,721.51	\$44,658
<b>Administrative Assistant (5)</b>	Step 2 - Next 12 Months	\$22.5438	\$3,907.58	\$46,891
	Step 3 - Next 12 Months	\$23.6710	\$4,102.97	\$49,236
	Step 4 - Thereafter	\$24.8548	\$4,308.16	<b>\$51,698</b>

<b>Effective 7/1/2017 - 2% COLA</b>				
<b>Non-Represented Confidential - All Job Classes are non exempt</b>				
<b>Group/BU Code 1050</b>				
		<b>Hourly</b>	<b>Monthly</b>	<b>Annual</b>
<b>Grade = 541 Conf 1</b>				
Step 0 - First 6 Months	\$26.6192	\$4,613.99	\$55,368	
Positions in this grade:	Step 1 - Next 12 Months	\$27.9502	\$4,844.70	\$58,136
<b>Accounting Analyst (2)</b>	Step 2 - Next 12 Months	\$29.3477	\$5,086.93	\$61,043
<b>Human Resources Analyst</b>	Step 3 - Next 12 Months	\$30.8151	\$5,341.28	\$64,095
<b>Administrative Analyst (1)</b>	Step 4 - Thereafter	\$32.3558	\$5,608.33	<b>\$67,300</b>
<b>Executive Analyst (1)</b>				
<b>Grade = 530 Conf 2</b>				
Step 0 - First 6 Months	\$22.9947	\$3,985.74	\$47,829	
Positions in this grade:	Step 1 - Next 12 Months	\$24.1444	\$4,185.02	\$50,220
<b>Administrative Supervisor (2)</b>	Step 2 - Next 12 Months	\$25.3518	\$4,394.30	\$52,732
<b>Fiscal Services Specialist (1)</b>	Step 3 - Next 12 Months	\$26.6192	\$4,613.99	\$55,368
<b>Paralegal</b>	Step 4 - Thereafter	\$27.9502	\$4,844.70	<b>\$58,136</b>
<b>Grade = 534 Conf 3</b>				
Step 0 - First 6 Months	\$21.8997	\$3,795.94	\$45,551	
Positions in this grade:	Step 1 - Next 12 Months	\$22.9947	\$3,985.74	\$47,829
<b>Executive Assistant (1)</b>	Step 2 - Next 12 Months	\$24.1444	\$4,185.02	\$50,220
	Step 3 - Next 12 Months	\$25.3518	\$4,394.30	\$52,732
	Step 4 - Thereafter	\$26.6193	\$4,614.01	<b>\$55,368</b>
<b>Grade = 535 Conf 4</b>				
Step 0 - First 6 Months	\$20.8566	\$3,615.13	\$43,382	
Positions in this grade:	Step 1 - Next 12 Months	\$21.8997	\$3,795.94	\$45,551
<b>Administrative Assistant (5)</b>	Step 2 - Next 12 Months	\$22.9947	\$3,985.74	\$47,829
	Step 3 - Next 12 Months	\$24.1444	\$4,185.02	\$50,220
	Step 4 - Thereafter	\$25.3519	\$4,394.32	<b>\$52,732</b>

<b>ELECTED OFFICIALS - FLSA EXEMPT</b>				
<b>Group/BU Code 1070</b>				
<b>3.1282% increase calculated per City Charter</b>				
		<b>Hourly</b>	<b>Monthly</b>	<b>Annual</b>
<b>City Recorder</b>	\$41.9746	\$7,275	\$87,305	
<b>Municipal Judge</b>	\$28.5276	\$4,945	\$59,336	

<b>ELECTED OFFICIALS - FLSA EXEMPT</b>				
<b>Group/BU Code 1070</b>				
<b>2.375% increase calculated per City Charter</b>				
		<b>Hourly</b>	<b>Monthly</b>	<b>Annual</b>
<b>City Recorder</b>	\$42.9715	\$7,448	\$89,379	
<b>Municipal Judge</b>	\$29.2051	\$5,062	\$60,745	