

Effective Date: *July 1, 2000*

Approved by:

SUBJECT: Employee Classification and Salary Plan

1.0 PURPOSE:

To establish a policy and procedure to maintain an Employee Classification and Salary Plan.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 REFERENCES:

Washington State Wage Act (WSWA), RCW 49.46, Federal Fair Labor Standards Act, as amended.

4.0 POLICY:

4.1 General Policy: It is the policy of the City to maintain an Employee Classification and Salary Plan designed to pay salaries that provide incentives for excellence in job performance and that are equitable internally, that is, salaries which are in a proper relationship to all other jobs within the City. It is also the policy of the City to pay salaries which compare favorably with other similar cities and the local area for comparable jobs within budget limitations and with full consideration for the public it serves. The City Council adopts a Classification Plan by Ordinance, and approves the salaries to be paid as part of the annual budget. The current Classification Plan and salary structures are contained in the Appendix.

The necessity of changing an employee's assigned job classification, modifying the content of a job description, updating salary ranges or other elements of the plan will arise due to the assumption of new City services, the expansion or contraction of existing services, substantial change in job duties, and changes in the salary levels for comparable positions in other similar cities and local area.

The application of the Plan will be reviewed continually to verify the adequacy of job descriptions, the proper allocation of the jobs to the appropriate salary ranges, and to assure that employees are properly classified and compensated.

The City Council will review the compensation schedule as part of the budget process each year, and the City Manager may recommend other schedules or an evaluation if deemed necessary. Consideration shall be given to a) adjusting the salary structures and b) granting employees a general salary increase based on competitive conditions, the City budget and applicable collective bargaining agreements.

4.1.1 Salary Structures: The Plan consists of four (4) salary structures:

Salary Structure A - AFSCME

Salary Structure B - Non-Represented

Salary Structure C - IAFF Local 2099

Salary Structure D - Bothell Police Officers' Guild

4.1.2 Coverage under the Plan includes all position classifications established by the City except the City Manager, which is defined by contract with the City Council.

4.2 Starting Salary: New employees are generally hired at the lowest level in the pay range. With the approval of the City Manager, when experience, training or proven capabilities warrant, employees may be hired at Step B or C (Schedule A or B), Firefighter I, II or III (Schedule C), or Police Officer I, II or III (Schedule D). In rare cases when market conditions warrant, employees on salary structure A or B may be hired at Step D or E with the approval of the City Manager

4.3 Performance Appraisals: Written performance appraisals are prepared by supervisors and reviewed with employees at the completion of probation and each year on or prior to the employee's anniversary date. It is the manager's and department director's responsibility to ensure that performance appraisals are conducted timely.

It is a violation of this policy, and subject to disciplinary action, for a manager or department director to fail to complete their employee's performance appraisal by the due date set forth in this policy. (See following paragraph for penalty). Provided, however, that a manager and employee may agree upon an extension of time to complete the performance appraisal, without penalty, due to extraordinary circumstances as approved by the City Manager.

In the event that an employee's performance appraisal has not been completed and signed by the appraiser, department director and Administrative Services Director by the first day of the month it is due, the City Manager or designee will hold a due process hearing at which the responsible manager and/or department director will have an opportunity to explain the apparent violation. If affirmed, a policy violation of this nature is subject to disciplinary action, up to and including a salary reduction

of one step (4%), until all performance appraisals for which they are responsible are up-to-date, calculated in pay period (1/2 month) increments.

Performance Appraisal Guidelines are included in the Appendix.

- 4.4 Step Advancement - Satisfactory Performance: Advancement through the salary schedule is based on the following time increments and overall satisfactory performance. Time increments are measured from the employee's anniversary date as defined in Chapter 2. Individuals with overall below satisfactory performance are not eligible for step increases. Time increments for incumbents to advance in Schedules C and D are set by Civil Service rules and Union contracts

SCHEDULE FOR STEP ADVANCEMENT

<u>Salary</u>	<u>Schedule A/B</u>	<u>Time Increment</u>
Step		
Increases	A	N/A
	B	12 months
	C	12 months
	D	12 months
	E	12 months

- 4.5 Step Advancement - Meritorious Performance: Advancement beyond Step E (Salary Schedules A and B) occurs only with demonstrated sustained high level of overall work performance as determined by the supervisor and Department Head, and according to the following schedule:

Salary Structure A

<u>Merit Step</u>	<u>Time Increment</u>
F	18 months
G	24 months

Salary Structure B

<u>Merit Step</u>	<u>Time Increment</u>
F/F1	12 months
G/G1	12 months
H/H1	12 months
I	12 months

4.6 Administrative Provisions:

4.6.1 Merit Pay:

- (1) Special Proficiency Level salary increases (i.e. E to F1, F to G1) may be recommended by a Department Head in the event a non-represented employee has maintained an exceptionally and sustained high level of overall job performance that deserves to be formally acknowledged with the employee. Such requests require prior approval of the City Manager.
- (2) Half step proficiency increases may be indicated when an employee's work performance is at an overall high level but some goals are not attained.
- (3) Employees who do not receive a merit increase at their appointed merit increase date will be reevaluated in twelve (12) months, and may, at that time, be recommended for an increase if their performance has reached an exceptional or sustained high overall level.
- (4) Regular part-time employees, as defined in the City's Personnel Policies and Procedures, will follow the evaluation schedule established by this Plan for both regular performance appraisals and for merit performance appraisals.

4.6.2 Skill Based Pay

- (1) The 1996 Classification Plan contains limited "flexibly staffed" classification series which provide the opportunity for advance from the entry to journey (and, in some cases, advanced journey) level based on a combination of experience with the City, training/education, demonstrated, measurable job-related skills, and sustained meritorious performance.
- (2) Typically employees are hired in at the entry level, and are eligible to advance after meeting the experience, training, skill and performance criteria which are approved by the Department Head and Administrative Services Director.

4.7 Job Description Change/Reclassification: (See Policy 5.2)

4.8 General Salary Increase: Following collective bargaining and City Council approval, a cost-of-living increase may be implemented which adjusts salary structures by an approved percentage or flat dollar amount.