

**CITY OF FLORENCE  
RESOLUTION NO. 19, SERIES 2015**

**A Resolution Amending Resolution No. 18, Series 2013, a Resolution of the City of Florence Adopting the 2014 City of Florence Personnel Handbook, in Order to Clarify the Title of the City of Florence Employee Handbook and Implement Amendments to the Pay Administration Section of the City of Florence's Employee Handbook.**

RECITALS:

1. The City of Florence Personnel Handbook states that the City will establish a pay range for each job based upon a market survey of other Oregon communities who have similar locations, populations and economic bases; the pay range will designate a minimum (hiring level) and a flexible maximum rate of pay for each job; and the market study will be updated generally every five to ten years.
2. The City contracted with the Local Government Personnel Institute (LGPI) in 2014 to provide a compensation analysis and recommendations.
3. The Florence City Council reviewed LGPI's recommendations on February 17, 2015 and during the City of Florence Budget process.
4. The City Manager has utilized the results of the LGPI analysis to determine a new salary schedule utilizing grades, with a minimum, middle, and maximum for each grade.
5. On July 6, 2015 the Florence City Council further reviewed the updated salary schedule.
6. The City of Florence, through Resolution 18, Series 2013, last adopted the Employee Handbook but mistitled it the Personnel Handbook.
7. Amendments to the 2014 City of Florence Personnel Handbook are proposed in response to the updated salary schedule provided to the City Council on July 6, 2015.
8. These amendments include:
  - a. Establishing grades for City positions that include updated ranges with a minimum and maximum cap for each.
  - b. Adjusts the timeline for periodic salary surveys to every three to seven years.
  - c. Added language to establish maximum caps for salary ranges.

- d. Establishment of cost of living adjustments (COLAs) to pay ranges for non-represented employees to be applied annually, effective July 1, as funding is available in the City's budget.
- e. Provided language consistency throughout Pay Administration section.

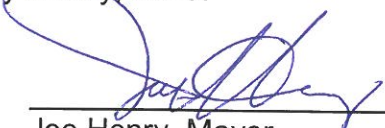
Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. The City of Florence approves the recommended, revised salary schedule as set forth in Exhibit A.
2. The City of Florence acknowledges the updated title for the Employee Handbook.
3. The City of Florence approves the amended Pay Administration section of the 2014 City of Florence Personnel Handbook as set forth in Exhibit B.
4. This Resolution shall take effect immediately upon adoption and financial actions shall retroactively take effect as of July 1, 2015.

ADOPTION:

This Resolution is passed and adopted on the 6<sup>th</sup> day of July, 2015.

  
\_\_\_\_\_  
Joe Henry, Mayor

Attest:

  
\_\_\_\_\_  
Kelli Weese, City Recorder

# City of Florence Salary Schedule

# Exhibit A

Effective July 1, 2015  
Includes 1.5% COLA  
5% between each Grade  
5% between Non-PERS and Minimum  
32% between Minimum and Maximum

Grade	Classification		Non-PERS New Hires	Min	Mid	Max	
1		Annual	22,980.00	24,129.00	27,940.56	31,752.12	
		Monthly	1,915.00	2,010.75	2,328.38	2,646.01	
		Hourly	11.05	11.60	13.43	15.27	
2	Finance Clerk	Annual	24,129.00	25,335.45	29,337.59	33,339.72	
		Monthly	2,010.75	2,111.29	2,444.80	2,778.31	
		Hourly	11.60	12.18	14.10	16.03	
3		Annual	25,335.45	26,602.22	30,804.47	35,006.71	
		Monthly	2,111.29	2,216.85	2,567.04	2,917.23	
		Hourly	12.18	12.79	14.81	16.83	
4	City Hall Clerk I	Annual	26,602.22	27,932.33	32,344.69	36,757.05	
		Monthly	2,216.85	2,327.69	2,695.39	3,063.09	
		Hourly	12.79	13.43	15.55	17.67	
5		Annual	27,932.33	29,328.95	33,961.92	38,594.90	
		Monthly	2,327.69	2,444.08	2,830.16	3,216.24	
		Hourly	13.43	14.10	16.33	18.56	
6		Annual	29,328.95	30,795.40	35,660.02	40,524.64	
		Monthly	2,444.08	2,566.28	2,971.67	3,377.05	
		Hourly	14.10	14.81	17.14	19.48	
7	Accounting Clerk I	Annual	30,795.40	32,335.17	37,443.02	42,550.87	
		Monthly	2,566.28	2,694.60	3,120.25	3,545.91	
		Hourly	14.81	15.55	18.00	20.46	
8	Court Clerk	Annual	32,335.17	33,951.93	39,315.17	44,678.42	
	Building Maintenance Worker	Monthly	2,694.60	2,829.33	3,276.26	3,723.20	
	Utility/Billing Clerk	Hourly	15.55	16.32	18.90	21.48	
	Executive Assistant to PW Dir						
	FEC Maintenance Technician						
	FEC Office Coordinator						
9	Building Technician	Annual	33,951.93	35,649.52	41,280.93	46,912.34	
		Monthly	2,829.33	2,970.79	3,440.08	3,909.36	
		Hourly	16.32	17.14	19.85	22.55	
10	GIS Technician	Annual	35,649.52	37,432.00	43,344.98	49,257.96	
		Code Enforcement Officer	Monthly	2,970.79	3,119.33	3,612.08	4,104.83
		Exec Assistant to PD - Confidential	Hourly	17.14	18.00	20.84	23.68
		FEC Marketing Specialist & Event Coord					
11	Water Treatment Plant Operator I	Annual	37,432.00	39,303.60	45,512.23	51,720.85	
		Field Assistant/PW	Monthly	3,119.33	3,275.30	3,792.69	4,310.07
		Utility Worker II	Hourly	18.00	18.90	21.88	24.87
		Planning Technician					
12	Utility Worker II/Engineering Tech	Annual	39,303.60	41,268.78	47,787.84	54,306.90	
		Wastewater Treatment Plant Operator II	Monthly	3,275.30	3,439.06	3,982.32	4,525.57
		HR Coordinator	Hourly	18.90	19.84	22.97	26.11
13	Assistant Planner	Annual	41,268.78	43,332.22	50,177.23	57,022.24	
		Monthly	3,439.06	3,611.02	4,181.44	4,751.85	
		Hourly	19.84	20.83	24.12	27.41	
14	Water Treatment Plant Operator II	Annual	43,332.22	45,498.83	52,686.09	59,873.35	
		Monthly	3,611.02	3,791.57	4,390.51	4,989.45	
		Hourly	20.83	21.87	25.33	28.79	
15	City Recorder/Economic Dev. Coord.	Annual	45,498.83	47,773.77	55,320.40	62,867.02	
		Wastewater Treatment Plant Operator III	Monthly	3,791.57	3,981.15	4,610.03	5,238.92
		Assistant to the City Manager/PIO	Hourly	21.87	22.97	26.60	30.22
		Human Resources Manager					
16	Communications Center Supervisor	Annual	47,773.77	50,162.46	58,086.42	66,010.37	
		Assistant Finance Director	Monthly	3,981.15	4,180.20	4,840.53	5,500.86
		Parks Maintenance Supervisor	Hourly	22.97	24.12	27.93	31.74

# City of Florence Salary Schedule

Effective July 1, 2015

Includes 1.5% COLA

5% between each Grade

5% between Non-PERS and Minimum

32% between Minimum and Maximum

Grade	Classification		Non-PERS New Hires	Min	Mid	Max
17	Court Administrator	Annual	50,162.46	52,670.58	60,990.74	69,310.89
		Monthly	4,180.20	4,389.22	5,082.56	5,775.91
		Hourly	24.12	25.32	29.32	33.32
18	Wastewater Treatment Plant Supervisor	Annual	52,670.58	55,304.11	64,040.27	72,776.44
		Monthly	4,389.22	4,608.68	5,336.69	6,064.70
		Hourly	25.32	26.59	30.79	34.99
19	Police Sergeant	Annual	55,304.11	58,069.32	67,242.29	76,415.26
		Monthly	4,608.68	4,839.11	5,603.52	6,367.94
		Hourly	26.59	27.92	32.33	36.74
20		Annual	58,069.32	60,972.78	70,604.40	80,236.02
		Monthly	4,839.11	5,081.07	5,883.70	6,686.34
		Hourly	27.92	29.31	33.94	38.58
21	FEC Director	Annual	60,972.78	64,021.42	74,134.62	84,247.82
		Monthly	5,081.07	5,335.12	6,177.89	7,020.65
		Hourly	29.31	30.78	35.64	40.50
22	Police Lieutenant	Annual	64,021.42	67,222.49	77,841.35	88,460.21
		Monthly	5,335.12	5,601.87	6,486.78	7,371.68
		Hourly	30.78	32.32	37.42	42.53
23	Planning Director	Annual	67,222.49	70,583.62	81,733.42	92,883.22
		Monthly	5,601.87	5,881.97	6,811.12	7,740.27
		Hourly	32.32	33.93	39.29	44.66
24	Finance Director	Annual	70,583.62	74,112.80	85,820.09	97,527.38
		Monthly	5,881.97	6,176.07	7,151.67	8,127.28
		Hourly	33.93	35.63	41.26	46.89
25		Annual	74,112.80	77,818.44	90,111.10	102,403.75
		Monthly	6,176.07	6,484.87	7,509.26	8,533.65
		Hourly	35.63	37.41	43.32	49.23
26	Police Chief	Annual	77,818.44	81,709.36	94,616.65	107,523.94
	Public Works Director	Monthly	6,484.87	6,809.11	7,884.72	8,960.33
		Hourly	37.41	39.28	45.49	51.69

## **PAY ADMINISTRATION (REV. 7/1/2015)**

The City values quality employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the City. The pay of a new employee may be established based on the pay level of current employees in the same or similar positions, as well as on the new employee's previous experience, education, and skills. Employees will be eligible for future pay increases based on the City's approved budget and employee performance.

### **Starting Salary**

Normally, the minimum of the salary range will be the starting salary for a new employee. In instances where a new employee has experience or skills that are above those required for a starting employee, it is possible that the new employee will be hired above the minimum salary. The department manager and City Manager will examine and both must approve the credentials of an employee who may be considered for a starting salary above the minimum.

To the extent allowed by law, information pertaining to your rate of pay and increases in pay, if any, is deemed to be a confidential personal matter between the employee and the employee's supervisor. The City requests that employees exercise great discretion and care regarding any discussion about pay, even though your salary is a public record.

### **Pay Plan**

Each job description in the City is allocated to a particular salary grade and range which has a minimum and maximum range. Once an employee reaches the maximum salary for their grade they are only eligible for cost of living adjustments as funding is available.

### **Pay Increases**

It is the City's policy to reward employees with increases in pay for their dedication to work, extra effort, and contributory performance. Management does not award increases on an automatic basis or at any preset interval. An employee's supervisor will determine if an increase is warranted at the time of the employee's performance review or evaluation. Salary increase recommendations must be approved in writing by the City Manager or his/her designee. These increases are not automatic, but will be based on performance, as funds are available and at the discretion of the City Manager.

### ***Performance Evaluation***

The City's performance evaluation form is designed to provide a composite score after considering the most important essential job factors to the employee's work with the City. The composite ratings on the form shall be designated as "Outstanding", "Exceeds Standards", "Meets Standards" and "Below Standards". The composite ratings will be used to determine pay adjustments based upon performance. A performance evaluation will be performed for each employee on the anniversary of their date of hire. The evaluation will be communicated to the employee, on forms provided by the HR Coordinator, by their immediate supervisor or department manager.

### ***Composite Ratings/Merit Increase***

Effective fiscal year 2015-2016, the following structure is contingent upon whether or not the employee has reached the maximum for their salary range. Any employee not at their maximum whose composite rating is "Meets Standards" will receive a pay increase of one (1%) percent. Any employee not at their maximum whose composite rating is "Exceeds Standards" will receive a pay increase of two (2%) percent. Likewise any employee not at their maximum who receives an "Outstanding" composite score will receive a pay increase of three (3%) percent.

Any employee whose composite Performance Evaluation score is "Below Standards" will not receive a pay increase. Should any such employee receive a similar rating of "Below Standards" for two periods during his/her employment and still remain employed with the City, his/her rate of pay will be adjusted downward by two (2%) percent. (Note 1: Such a decrease in pay is subject to the City's grievance process. Note 2: Percent increases are subject to the approval of the City Budget Committee each fiscal year.)

Composite ratings pay increases are subject to the availability of funds and shall be consistent with the City's approved budget in any given year. Employee pay increases may be suspended or modified by the City Manager or the Budget Committee at any time they deem necessary to balance the City's budget.

### ***Salary Survey***

A pay range for each job will be established based upon a market survey of other Oregon communities who have similar locations, populations and economic bases. The pay range will designate a minimum (hiring level) and a maximum rate of pay for each job. The market study will be updated generally every three to seven years, and if possible, using the same comparable communities from survey to survey. As economic and population changes take place, it is more important to use cities with comparable budgets and size who are willing to participate, rather than specific cities that have been used in the past. Non-represented employees whose rate of pay is more than the maximum established for his/her position by the salary survey will not be eligible for a performance pay adjustment in the year of the survey or more as determined necessary

by the City Manager to bring the employee's salary within the range established by the survey for the position. Non-represented employees whose rate of pay is less than the minimum established for his/her position by the salary survey will be moved to the minimum salary and are eligible for a performance pay adjustment in the year of the survey. Employees whose salaries fall within the range established by the survey are eligible for a performance pay adjustment but are not otherwise affected by the survey.

### **PERS and non-PERS Employees**

Whether an employee is eligible for PERS upon hire is based on criteria determined by PERS and state law. An employee who is not eligible for PERS upon hire, and who successfully completes their probationary period, will be given a five (5%) percent salary increase to help offset the start of the employee's six (6%) percent contribution to PERS. An employee who is PERS eligible upon hire will be assumed to have the five (5%) percent increase factored into their initial starting salary. No PERS adjustment will be made for these employees after completion of their probationary period.

### **Cost of Living**

For non-represented employees there will be a "cost of living" (COLA) adjustment to pay ranges annually, effective July 1, as funding is available in the City's budget. The COLA will be based on the U.S., All Cities CPI-W for March to February of the previous year, with a minimum of one (1.0%) percent and a maximum of three (3%) percent.

### **Paydays**

Employees will be paid bi-weekly; the work week will be Sunday through Saturday. Paydays will occur five (5) days after the pay period and will fall on Friday. If the Friday payday is a holiday, employees will be paid on the preceding Thursday.

### **Payroll Deductions**

Certain mandatory and elective deductions are made from employee pay, and are noted on the paycheck stub. Only those deductions mandated by law or those you have authorized in writing are made, provided such deductions are not otherwise prohibited by federal or state regulations.

### **Salary Advances**

As a matter of policy, the City does not provide advance payments of salary.

### **Delivery of Paychecks**

Each payday, employees will receive their paychecks by mail or hand-delivery. Employees may also have their paychecks electronically deposited to a designated account at a financial institution, provided the institution has direct deposit capability. No paychecks will be delivered to any person other than the employee except upon the employee's written request to do so.

### **Method of Payment**

A statement of earnings and deductions showing gross earnings, deductions and the net salary amount will accompany each paycheck or notice of direct deposit.

### **Employee Withholding Exemption Certificates (Form W-4)**

Employees are required under Federal law to furnish the City with a valid Employee Withholding Exemption Certificate (W-4) at the time of hire. Employees may request additional withholding for state and/or federal taxes. If you fail to provide a W-4, the City is required by law to withhold at the single/no dependents rate.

### **Timekeeping for Non-exempt Employees**

Non-exempt employee pay is calculated from reported hours as approved by the employee's supervisor. The time record is formal documentation of the exact time worked and should be filled out in blue or black ink. It should be completed daily and reviewed at the end of each week for completeness and accuracy. It must be completed and approved at the end of each pay period.

An employee's supervisor or designee will review and approve time records each pay period. If an error is to be corrected or time clarified, the employee should notify his/her supervisor during the review process. The employee's written signature on the time record each pay period verifies that the times and dates are true and accurate to the best of the employee's knowledge. Employees should never allow someone else to make entries on his or her time record. Willfully falsifying a time record or submitting an inaccurate time record will be grounds for discipline, up to and including termination. It is your responsibility to submit an accurate time record.

### **Time Records for Exempt Employees**

Employees classified as exempt are to fill out time records each pay period primarily to keep track of FMLA leave, sick leave, vacation leave and holiday leave. A time slip may only be marked "no exceptions" by an employee if he or she has actually worked 40 or more hours in each of the work weeks during the pay period. Exempt employees are expected to work at least 40 hours per work week unless they take leave time. Exempt employees who work less than 40 hours in any work week, must take leave time for the difference between 40 hours and the actual number of hours worked. For example, if you only work 32 hours, you must take 8 hours of leave time during that work week. Exempt employees must complete a written Leave Request form for all leave time recorded on their time record, have their supervisors sign the Leave Request form, and attach the leave slip(s) to their time record.

### **Final Paycheck**

The City requests employees give at least ten (10) working days advance notice prior to departure when resigning or retiring from the organization. If an employee provides the



City with at least forty-eight (48) hours notice of his or her departure from employment (excluding holidays and weekends), the employee will receive his or her final paycheck on the last day worked.

If less notice is given, the final paycheck will be provided within five (5) business days or the next regularly scheduled payday, whichever occurs first.

If an employee is terminated, the employee's final paycheck will be paid no later than the end of the next business day. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits (excluding PERS) that are due and payable at separation.

Checks can be picked up at the City Hall or mailed to the current home address if requested in writing by the terminating employee.

Exempt employees who terminate employment prior to the last day in the pay period in which they terminate, will be paid at an hourly rate of pay for all hours worked. Exempt employees who normally are scheduled to work less than forty (40) hours per week will be paid their normal pro-rated holiday hours for any holidays that fall during the final month of employment with the City.