

**RESOLUTION NO. 993**

**A RESOLUTION ESTABLISHING SALARY AND NON SALARY BENEFITS FOR  
NON REPRESENTED EMPLOYEES FOR THE CITY OF CANBY, OREGON**

WHEREAS, the City of Canby passed previous resolutions establishing salary and non-salary benefits for management employees; and,

WHEREAS, all previous resolutions regarding management salary and non-salary benefits shall be repealed; and,

WHEREAS, the City Council finds that salary and non-salary benefits need to be incorporated;

**IT IS HEREBY RESOLVED** that the City of Canby approves the following salary and non-salary benefits for the non represented employees to take effect July 1, 2008:

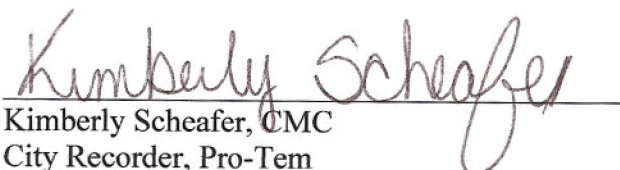
1. That Attachment "A" is attached to this Resolution as Non-Represented Salary Schedule Attachment "A", and is hereby adopted effective July 1, 2008, which incorporates a 3.7% cost of living increase based on 2006 CPI-U Portland-Salem.
2. That Attachment "B" is attached to this Resolution as a Summary of (non-salary) Benefits for Non-Represented Employees.
3. That the management level employees as a group shall not be precluded by any language in this Resolution from bringing future requests for salary increases to the City Council.
4. The City Administrator is directed to take the necessary action to place incumbent employees within the appropriate range and step upon hire and may, in his discretion, move a management level employee more than one-step if necessary to keep that employee's salary above any subordinate employee he/she may supervise.

This resolution shall take effect July 1, 2008.

ADOPTED this 18th day of June, 2008 by the Canby City Council.

  
Melody Thompson  
Mayor

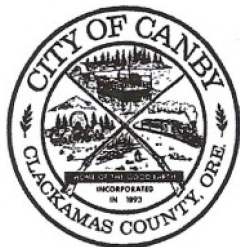
ATTEST:

  
Kimberly Scheafer, CMC  
City Recorder, Pro-Tem

**ATTACHMENT A****Non-Represented Salary Schedule (Management, Supervisory & Confidential)****Effective July 1, 2008****Includes a 3.7% COLA**

Classification	Range	5% steps					3% steps		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
	1	2,707	2,842	2,984	3,134	3,290	3,389	3,491	3,595
	2	3,086	3,240	3,402	3,572	3,751	3,864	3,979	4,099
Deputy City Recorder	3	3,518	3,694	3,879	4,073	4,276	4,404	4,537	4,673
Confidential Admin Specialist Aquatics Program Manager Senior Accountant	4	3,975	4,174	4,383	4,602	4,832	4,977	5,126	5,280
Executive Asst/City Recorder	5	4,373	4,592	4,821	5,062	5,315	5,475	5,639	5,808
Economic Development Mgr PW Supervisor	6	4,766	5,005	5,255	5,518	5,794	5,967	6,146	6,331
	7	4,909	5,155	5,413	5,683	5,967	6,146	6,331	6,521
WWTP Supervisor	8	5,155	5,413	5,683	5,967	6,266	6,454	6,647	6,847
	9	5,567	5,846	6,138	6,445	6,767	6,970	7,179	7,395
Human Resource Director Police Lieutenant PW Operations Director	10	5,957	6,255	6,568	6,896	7,241	7,458	7,682	7,912
Finance Director	11	6,314	6,630	6,962	7,310	7,675	7,906	8,143	8,387
Community Development Dir Police Chief	12	6,693	7,028	7,379	7,748	8,136	8,380	8,631	8,890





**ATTACHMENT B**  
**SUMMARY OF BENEFITS FOR NON REPRESENTED EMPLOYEES**  
*(Benefits are pro-rated for part time employees working 20-39 hours a week)*

**Effective July 1, 2008**

**Retirement:**

The City of Canby participates in the Public Employers Retirement System (PERS) and Oregon Public Service Retirement Plan (OPSRP). The City pays the employees share of 6% of employee's salary into the plan.

**Vacation:**

Paid vacation is based on length of service (the accrual rate per pay period is the annual rate divided by the total number of pay periods).

After six months	40 hours annually
After one year	120 hours annually
After five years	200 hours annually
After fourteen years	240 hours annually

**Administrative Leave:**

In recognition of additional hours worked and in lieu of overtime, exempt Director level employees are credited with fifty-five (55) hours of administrative leave annually. All other exempt employees are credited with forty (40) hours of administrative leave annually. Admin leave is use-it-or-lose-it and does not accrue or roll over year to year. Leave is pro-rated at hire (based on date of hire).

**Holidays:**

Employees are compensated for 11 holidays per year.

New Years Day – January 1	Thanksgiving – 4 <sup>th</sup> Thurs in November
President's Day – 3 <sup>rd</sup> Monday in February	Day after Thanksgiving – 4 <sup>th</sup> Fri in November
Memorial Day – Last Monday in May	Day before Christmas – December 24
Independence Day – July 4	Christmas – December 25
Labor Day – 1 <sup>st</sup> Monday in September	One Personal Holiday (8 hours)
Veteran's Day – November 11	

**Sick Leave:**

Employees earn ninety six (96) hours of sick leave annually (the accrual rate per pay period is the annual rate divided by the total number of pay periods). Upon retirement under the City's retirement plan, an employee shall be compensated for fifty percent (50%) of his/her accumulated but unused sick leave. The number of hours of sick leave for which compensation is provided shall not exceed five hundred (500).

**Health & Welfare:**

The City will pay 90% of the premium costs of the group plan [Option 1] in place for each tier of coverage. The group health plan includes medical/drug, vision and dental/orthodontia coverage. Employees electing alternative plan options made available by the City may apply these contribution amounts towards such coverage and are responsible for any remaining premium costs. Any premium

## **ATTACHMENT B**

costs not covered by the City shall be paid by the enrolled employee through automatic payroll deduction. *Refer to rate sheet for employee contribution amounts.*

### **Disability Benefits:**

**Workers Compensation** – All employees are covered by Worker's Compensation. This type of insurance covers employees in case of on-the-job injuries or job-related illnesses.

**Life Insurance** – The City provides life insurance in the amount of one and one-half (1 ½) times an employee's annual salary (maximum \$150,000).

**AD&D** – The City provides Accidental Death & Dismemberment insurance in the amount of one and one-half (1 ½) times an employee's annual salary (maximum \$150,000).

**LTD** – The City provides a program of long term disability insurance.

### **AFLAC:**

Optional benefits are available. The City does not contribute.