

RESOLUTION No. 591

Introduced by Jerry E. DONEY

ADOPTING PERSONNEL RULES, POLICIES, PROCEDURES, SALARIES AND FRINGE BENEFITS FOR THE CITY OF WARRENTON, OREGON; AMENDING RESOLUTION NO. 585a

WHEREAS, the City Commission of the City of Warrenton has been authorized to adopt rules and regulations for the administration of the personnel system;

NOW, THEREFORE, be it resolved that the Warrenton City Commission does hereby adopt the following personnel rules, policies and procedures:

ARTICLE I - GENERAL

Section 1. PURPOSE: The purpose of this resolution is to provide systematic procedures and regulations relating to the hiring, compensation, hours of work, leave, safety, training, working conditions, promotions, transfer, discipline, removal and other matters affecting the status of employees of the City of Warrenton.

Section 2. VARIANCES: The city manager shall have the authority to vary or modify the strict application of the provisions of this resolution in any case in which such application would result in practical difficulties or unnecessary hardships for employees or city.

Section 3. DEFINITIONS: As used in this resolution, the following terms shall have the meaning indicated:

- (a) **Advancement:** A salary increase within the limits of a pay range established for a class.
- (b) **Allocation:** The assignment of a single position to its proper class in accordance with the duties performed and the authority and responsibility exercised.
- (c) **Anniversary Date:** One-year periods from the date of employment.
- (d) **Appeal:** A request to a supervisor, department head or city manager for consideration of a decision or ruling on a problem or situation.
- (e) **Appointing Power:** The city manager, to whom authority is delegated to make the appointment to fill a vacant position.
- (f) **Calendar Year:** Twelve- (12-) month period beginning January 1 and ending December 31.
- (g) **City Manager:** The chief executive officer and head of the administrative branch of the city government who is directly responsible to the city commission for the proper administration of all affairs of the city.
- (h) **Class:** A group of positions sufficiently alike in responsibilities and authorities to require similar qualifications.
- (i) **Class Specification:** A written description of each class of position, including a class title. A statement of objectives, the reporting relationship and the relationship other than reporting. Positions, not the individual employees, are classified.
- (j) **Compensatory Time Off:** Time off from work to compensate the employee for overtime worked.
- (k) **Continuous Service:** Uninterrupted employment with the city. Reasonable absences due to military service or extended leaves approved by the city manager do not constitute a break in continuous employment.

- (l) **Demotion:** Transfer of an employee from a position in one class to one which has a lower salary range.
- (m) **Department:** A major functional unit of the city government.
- (n) **Department Head:** A person directly responsible to the city manager for supervision of a department.
- (o) **Disciplinary Action:** Imposition of certain personnel actions such as reprimand, warning, suspension, dismissal or disciplinary demotion.
- (p) **Dismissal:** Termination of employment with the city for good cause.
- (q) **Employee:** Anyone who is salaried for employment with the City of Warrenton.
 - (a) **Full-time Employee:** An employee who works 40 hours per week.
 - (b) **Part-time Employee:** An employee who works regularly for less than 40 hours per week but who normally follows a predetermined, fixed pattern of working hours.
- (r) **General Personnel File:** A file maintained in the office of the city manager which contains complete personnel records of all city employees.
- (s) **Grievance:** An employee's oral or written expression of dissatisfaction with some aspect of his/her employment, a management decision affecting the employee, or an alleged violation of his/her rights for the purpose of attempting to gain an adjustment of said cause of dissatisfaction.
- (t) **Hourly Rate:** Rate of compensation for each hour of work performed. It is determined by dividing the annual salary by the regular number of hours worked each year which, for a 40-hour week, would be 2,080 hours.
- (u) **Lay-off:** A separation from employment because of organizational change, lack of work, lack of funds or other reasons not reflecting discredit upon an employee.
- (v) **Occupational Disability:** Disability from an accident or sickness suffered or contracted as a result of the performance of assigned duties.
- (w) **Military Leave:** Leave of absence for an employee entering reserve military training duty.
- (x) **Personnel Action:** Any action taken with reference to appointment, compensation, promotion, transfer, lay-off, dismissal or other action affecting the status of employment.
- (y) **Probationary Period:** A working test period during which an employee is required to demonstrate, by actual performance of the duties of the position, his/her fitness for those duties to which he/she is appointed.
- (z) **Regular Employee:** An employee who works a regular schedule on an indefinite, continuous basis.
- (aa) **Suspension:** Temporary separation of an employee from city service, with or without pay, for disciplinary purposes.
- (bb) **Transfer:** Change of an employee from one position to another in the same class or to a position in a comparable class within the city service.

ARTICLE II - PERSONNEL POLICIES AND PROCEDURES

Section 1. APPOINTMENT:

- 1-1 All statements submitted on the employment application or resume shall be subject to investigation and verification.
- 1-2 A job applicant or employee may be required to take a physical examination. If an examination is required, the City of Warrenton will pay the cost of the examination.
- 1-3 Applicants appointed to public safety positions will be required to be fingerprinted prior to appointment.

Section 2. PROBATIONARY PERIOD:

- 2-1 All original and promotional appointments shall be tentative and subject to a probationary period of nine consecutive months (1440 hours) of service.
- 2-2 A new employee on probation may be terminated at any time without appeal.
- 2-3 In the case of promotional appointments, the promoted employee, demoted to a previous position at any time during the probationary period, has the right of appeal to the city manager.
- 2-4 Special circumstances may necessitate that a permanent employee be returned to a probationary status. An employee in this case shall be entitled to the right of appeal if dismissal is proposed during the probationary period.

Section 3. HOURS OF WORK:

- 3-1 The hours during which city offices and departments shall be open for business shall be determined by the city commission. The city manager may adjust the hours for special projects or activities.
- 3-2 For some positions, overtime is considered part of the duty and responsibility of the job and, therefore, does not justify overtime pay or require compensatory time off. The city manager may, at his sole discretion, allow compensatory time for exempt supervisory employees if he concludes that granting such compensatory time would be fair and equitable. In the event the city manager grants such compensatory time, it may be taken at a time agreeable to both parties. Exempt supervisory personnel shall not be guaranteed such formal compensatory time and shall accrue no property interest and the right to the same. Paid compensation for overtime and required compensatory time shall not be granted to the following supervisory personnel and department heads: (a) city manager, (b) chief of police, (c) public works director, (d) public works superintendent, (e) accounting supervisor, (f) harbormaster and (g) other city supervisory employees specifically designated in writing by the city manager.
- 3-3 No more than eighty (80) hours' accumulation of compensatory time shall be allowed for non-exempt employees. The employee will be required to take off at least three days every three months, provided he has earned sufficient compensatory time, which should keep the employee under the 80-hour limit. If a non-exempt employee accrues 80 hours of compensatory time, the city has the options of allowing additional compensatory time in lieu of overtime pay or of paying for subsequent overtime until such time as the compensatory time accumulation is reduced below eighty (80) hours.

3-4 **OVERTIME:** When employees are required to work overtime, it must be authorized by the department head and approved by the city manager.

(a) Overtime hours shall be hours worked in excess of forty (40) hours per week or eight (8) hours per day.

(b) If, in the judgment of the department head, work beyond the established work week is required, he shall report the circumstances to the city manager as soon as possible. A record of all overtime work shall be maintained by the department head. In case of emergency, to prevent loss of life or damage to property, the department head may authorize such overtime pending the earliest opportunity to seek the approval of the city manager. A record of all overtime work shall be maintained by the department head.

(c) When overtime payment for non-exempt employees is authorized by the department head and city manager, they will be compensated to the extent that budgeted funds are specifically available for that purpose at the rate of one and one-half (1½) times the regular hourly rate. The hourly pay rate shall be determined by dividing the annual salary by 2080 hours. Payment for overtime shall be made no later than one pay period after the pay period in which it is earned.

3-5 **CALL-OUT TIME:** On any call-out for the public works department, the employee will be compensated at the overtime rate. An employee will be allowed a minimum of two hours at time and one-half (1½), or for actual hours spent on the call-out, whichever is to the employee's advantage. A second call-out for a different problem within the original two hours would be considered an additional call-out, providing the employee is on the job beyond the original two hours.

3-6 **HOLIDAY CALL-OUTS:** The city will pay time and one-half, in addition to the regular holiday pay, for all call-outs on holidays.

Section 4. ATTENDANCE:

4-1 Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays and leaves of absence.

4-2 An employee shall not be absent from work for any reason, other than those specified in this resolution authorizing sick leave, without making prior arrangements with the supervisor. Unless prior arrangements are made, an employee who fails to report to work for any reason shall notify his/her supervisor of the reason for being absent.

4-3 Departments shall maintain records of employee attendance. Each employee will complete time cards as prescribed.

4-4 Any unauthorized absence by an employee from work shall be deemed to be absence without pay and may be cause for disciplinary action.

Section 5. PROMOTIONS:

5-1 All job vacancies may be filled by promoting qualified employees within the city service. The city manager may recruit applicants from outside the city service when deemed appropriate.

Section 6. LAY-OFFS:

- 6-1 In the event of changes of work responsibilities, lack of work or lack of funds, the city manager will have the authority to lay off employees from employment on a temporary basis. When the city determines that a reduction in force is appropriate and in the context of the staffing requirements, the city agrees that when the ability of one or more employees to do the work is equal, the determining factor for lay-off shall be inverse order of seniority within the same classification area, with the last employee hired to be the first employee laid off. The city shall be the sole judge of qualification.
- 6-2 Lay-offs shall be evaluated on an individual job classification basis with the primary criteria being that lay-offs shall be accomplished which will least negatively affect the proper functioning of city services and responsibilities. When an employee is laid off from employment pursuant to this section on either a temporary or permanent basis, his employment and all city fringe benefits shall be terminated effective with the date of his lay-off.
- 6-3 Affected employees will be advised of the lay-off at least ten (10) working days in advance of the effective date.
- 6-4 In order to maintain his right to recall, an employee must register in person or by mail with the city manager or his designee upon change of address and telephone number, and at least every six months, signifying his availability for recall.

Section 7. MILITARY LEAVE OF ABSENCE:

- 7-1 Employees who have completed six (6) months of service and are members of the National Guard or other reserve components of the United States, are entitled to a military leave of absence for a period not to exceed fifteen (15) calendar days or eleven (11) working days in any calendar year. Such leaves are granted without impairment of other rights or benefits providing bona fide orders to active or training duty for a temporary period are issued and providing the employee returns to his/her position immediately upon expiration of the period of duty. Leave without pay is allowed in accordance with Oregon State Laws upon entering military service for extended periods of active duty.

Section 8. OUTSIDE EMPLOYMENT:

- 8-1 The city manager may, at his discretion, request an employee to restrict or terminate any employment he may have other than his job with the city.

Section 9. TRAVEL EXPENSE:

- 9-1 When employees are required to travel on city business, reimbursement for expenses incurred shall be determined as follows:
- (a) Prior to travelling, the employee shall obtain approval from the department head and the city manager.
 - (b) Travel on official city business, using other than city vehicles, shall be paid at a reasonable rate per mile or the cost of the most feasible method of travel.
 - (c) Reimbursement for lodging and subsistence on official business shall be only the amount of actual and reasonable expense during the performance of official duty as a city employee.

Section 10. POLITICAL ACTIVITY:

- 10-1 No city employee shall be an officer of a political party or hold political office during his/her employment within the city government of Warrenton. Employees may not use official authority or influence to further the cause of any political party or candidate for nomination or election to political office. Oregon law forbids any city employee, while on the job, from soliciting money, influence, service or other things of value for the nomination or election of any person to public office.
- 10-2 Nothing contained within this section shall affect the right of an employee to hold membership in and support a political party or to vote as he/she chooses; to express his/her opinions on all political subjects and candidates; to maintain neutrality; or to attend political meetings.

ARTICLE III - GENERAL CONDUCT, DISCIPLINE, TERMINATION AND APPEAL

Section 1. PERSONAL APPEARANCE AND CONDUCT:

- 1-1 All employees shall be neat and clean in appearance, and shall conduct themselves in a manner which is appropriate for an employee in public service. Public relations shall be an integral part of each employee's job. Employees shall be courteous, efficient and helpful to everyone in their work and shall do the best job possible on every assignment.

Section 2. CAUSES FOR WARNING, SUSPENSION OR DISMISSAL:

- 2-1 When an employee's conduct falls below acceptable standards, he/she may be subject to disciplinary action. General reasons for which an employee may be disciplined include, but are not limited to:
- (a) Drinking intoxicating beverages or use of debilitating drugs on the job or arriving on the job under the influence of intoxicating beverages or debilitating drugs.
 - (b) Violation of a lawful duty.
 - (c) Insubordination or violation of orders, city policies, directives, ordinances, resolution or charter.
 - (d) Being absent or tardy without authorization.
 - (e) Conviction of a felony.
 - (f) Accepting fees, gifts or valuable consideration in the performance of the employee's official duties for the city.
 - (g) Inability to perform the assigned job.
 - (h) Negligence in the performance of the assigned job.
 - (i) Refusal or failure to report for work or to perform assigned duties.
 - (j) Abuse of sick leave privilege.
 - (k) Failure to maintain proper working relationship with other employees.

2-2 **Pre-dismissal and pre-suspension rights:** Any permanent employee who is being considered for suspension or dismissal from employment shall be afforded the following pre-dismissal or pre-suspension rights:

(a) Written notification of the charges against him/her.

(b) Written notification of the kinds of sanctions being considered against him/her.

(c) An opportunity to refute the charges against him/her either orally or in writing before a city official who is authorized to suspend or terminate employment.

Section 3. FORM OF DISCIPLINARY ACTION:

3-1 Disciplinary action includes oral or written reprimands, return to probationary status, suspension, demotion or dismissal from city service.

3-2 Any disciplinary action, up to and including dismissal, may be initiated by the department head or city manager.

3-3 A written notice shall be given the employee when disciplinary action is taken, stating the reasons and the date it shall take effect and giving information regarding appeal rights. A copy of the notice shall be placed in the employee's personnel file. Other than reprimands, all disciplinary actions must be approved by the city manager.

3-4 A regular employee shall have the right to appeal disciplinary action less severe than dismissal or suspension within five (5) days of such action. All such appeals shall be made as grievances in accordance with Section 4, below:

3-5 The city manager may suspend an employee for not more than thirty (30) days without pay pending the result of a charge as listed in ARTICLE III, Section 2-1 (a) through (j).

Section 4. GRIEVANCE PROCEDURE:

4-1 An employee grievance shall be resolved through the following procedure:

(a) The employee shall orally present the grievance to his/her immediate supervisor within five (5) working days of its occurrence. The supervisor shall give his/her oral reply within five (5) working days of the date, not including the date of presentation.

(b) If the grievance is not resolved, the employee shall present the written grievance to his/her department head within five (5) working days of the oral response.

(c) The department head shall reply in writing to the grievance within five (5) days of presentation of the grievance.

(d) If the grievance is not satisfactorily settled with the employee by the department head, the employee may present the written grievance to the city manager within five (5) working days after the department head's response is given. The employee shall submit, to the city manager, any information accumulated to date on the grievance. The city manager shall reply, in writing, within fifteen (15) working days of the presentation. The decision of the city manager shall be final and binding on all employees involved.

(e) If the grievance procedures are not initiated within the time limits established by this section, the grievance shall be considered to not have existed.

(f) If the city fails to meet or answer any grievance within the prescribed time limits for such action by this section, such grievance shall automatically advance to the next step, the action of the city manager being final.

The time limits prescribed in this section may be extended by mutual consent of both parties involved.

Section 5. APPEAL OF SUSPENSION OR DISMISSAL:

5-1 A regular employee shall have the right to appeal a dismissal or suspension, except a suspension pending the result of an investigation as provided in 3-5, within thirty (30) days of the receipt of the written notice of the dismissal or suspension.

5-2 The employee shall initiate the appeal by written notice to the city manager.

5-3 Within sixty (60) days of the notice of appeal, an evidentiary hearing shall be held before three persons appointed by the city commission, of which at least two shall be city commissioners. The employee shall be given notice of the date of the hearing at least ten (10) days before the date of the hearing.

In the alternative, the city commission may appoint a hearings officer who shall hear all evidence and make a recommendation or decision by the full commission. The full commission will not hear additional evidence not presented to the hearings officer. The city commission may affirm, reverse or modify the hearings officer's recommendation. The city and employee may submit either oral or written argument to the city commission under procedures as the commission may determine.

5-4 The employee may elect to be represented by counsel, and may respond and present evidence and argument in all issues involved.

5-5 The hearing shall be recorded mechanically but need not be transcribed unless a subsequent request is made. The cost of transcription shall be borne by the person requesting transcription.

5-6 The time limits prescribed in this section may be extended or shortened by mutual consent of the parties.

Section 6. RESIGNATION:

6-1 To resign in good standing, an employee shall give the city manager notice of not less than ten (10) working days prior to the resignation, unless the city manager agrees to permit a shorter period. The notice of resignation shall be in writing.

ARTICLE IV - CLASSIFICATION PLAN

Section 1. POSITION CLASSIFICATION:

- 1-1 The city manager shall prepare a position classification plan which shall consist of positions in the city service defined by class specifications and identified by class titles.
- 1-2 Positions may be reclassified whenever the duties of the position change substantially, provided the reclassification can be accomplished within the finances of the city.
- 1-3 Copies of the classification plan and specifications shall be available in the office of the city manager.

ARTICLE V - PAY PLAN AND COMPENSATION

Section 1. PAY PLAN:

- 1-1 The city manager shall prepare a compensation plan which shall prescribe a minimum, a maximum, and any intermediate rates of pay. The pay plan shall be related to the duties and responsibilities of each position.
- 1-2 Full-time employees shall be paid on a monthly rate. Hourly rates of pay may be used for those classes or positions where conditions of employment warrant part-time employees.
- 1-3 Rates of compensation provided for by this resolution are fixed on the basis of full-time service in full-time positions for the schedule of hours indicated. If any position is for less than full-time service, the rate of compensation provided for such positions shall be adjusted accordingly, except for those employees or officers working part-time or on a retainer, in which case they shall draw the full salary indicated. If the present schedule of hours is changed, appropriate adjustments shall be made in the rates.

Section 2. ANNIVERSARY DATE

- 1-1 The anniversary date shall be the first date of employment since last hired: an employee who has been laid off and subsequently re-hired would be eligible to have re-established any allowable credits for prior years' service, provided he/she is re-employed at full-time status within three months.
- 2-1 The anniversary date of any employee shall be adjusted or changed in case of leave of absence, except for a military leave of absence under the provisions of ORS 408.240 to 408.290, by moving said anniversary date forward in time equal to the length of such leave of absence.

ARTICLE VI - FRINGE BENEFITS

Section 1. HOLIDAYS:

1-1 All employees shall be entitled to the following holidays. Less than full-time employees who work twenty (20) or more hours per week on a continuing basis shall have holidays pro-rated.

New Years' Day	January 1st
Lincoln's Birthday	first Monday in February
Washington's Birthday	third Monday in February
Memorial Day	last Monday in May
Independence Day	4th of July
Labor Day	first Monday in September
Veteran's Day	November 11th
Thanksgiving Day	fourth Thursday in November
Day after Thanksgiving	
Christmas Day	December 25th

1-2 When a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday falls on a Saturday, the preceding Friday shall be deemed to be a holiday in lieu of the day observed.

Section 2. VACATIONS:

2-1 All regular, full-time employees shall accrue vacation time as listed for the following periods of continuous service:

First year - Five (5) days per year, no part of said vacation days to be used prior to the end of the year.

Second through eighth years - Ten (10) days per year, to be accrued monthly at the rate of 6.67 hours.

Ninth through fifteenth years - Fifteen (15) days per year, to be accrued monthly at the rate of 10 hours.

After fifteen years - Twenty (20) days per year, to be accrued monthly at the rate of 13.34 hours.

2-2 All regular employees who work twenty (20) hours or more per week on a continuous basis shall be entitled to pro-rated vacation leave benefits.

2-3 Vacation shall be scheduled by the department head and approved by the city manager. Consideration will be given to requests of the employee and work requirements facing the department.

2-4 New employees shall not be eligible for vacation leave during their first year of employment, although vacation time shall be accrued from the beginning of employment. If, for any reason prior to the completion of one year of continuous service with the city, such employee is terminated, he/she shall receive no credit for vacation time.

- 2-5 Vacation time shall not be used in periods of less than four (4) working hours.
- 2-6 Continuous service shall be service unbroken by separation from city service, except time spent on military leave as a member of the National Guard or other military reserves.
- 2-7 The city manager shall approve the vacation periods of all department heads of the city.
- 2-8 Vacation time will normally be taken within one year of the time earned, but may be accumulated to a maximum of thirty (30) working days.

Section 3. SICK LEAVE:

- 3-1 All regular, full-time employees shall be entitled to one working day of sick leave with pay for each calendar month or major fraction thereof served, up to an accumulated total of one hundred and twenty (120) working days. Regular employees who work twenty (20) hours or more per week on a continuous basis shall be entitled to pro-rated sick leave benefits. Sick leave with pay can be granted only upon the recommendation of the department head and approval of the city manager in case of bona fide illness of an employee or illness in the immediate family of an employee such as spouse, children or other relative living in the employee's household. However, sick leave may not be used for minor illnesses or for extended illness in the employee's family. Sick leave for illness in the immediate family will be granted only in those cases where the ill person requires an attendant and the city employee is the only person reasonably available. Such sick leave will be granted only upon approval of the city manager.
- 3-2 Verification of illness by a doctor's certificate may be required by the department head or city manager prior to authorized sick leave.
- 3-3 City employees receiving workers' compensation benefits have the option of the city taking from their accrued sick leave, vacation and compensatory time, payments in an amount of time that when added to the compensation benefits would equal their daily wages. The intent of this section is that an employee may use his sick leave, vacation and compensatory time benefits on a pro-rata basis so that the combination of workers' compensation benefits and city benefits will equal the worker's regular take-home pay. The first three days of any on-the-job illness or injury shall be charged against sick leave benefits if not paid by the worker's compensation insurance carrier under its rules for coverage.
- 3-4 Any regular employee on workmen's compensation, due to any on-the-job illness or injury, will continue to accumulate sick leave and vacation benefits for not more than sixty (60) days.
- 3-5 Any regular employee on long-term disability through non-work-related illness or injury shall be retained as an employee with all benefits until all sick leave, compensatory time and vacation time is used up. The employee may be terminated from the city's employ if it appears unlikely, based on a doctor's opinion, that said employee would be able to return to work within one year. The city commission, at its discretion, may place the employee on unpaid leave for whatever period of time seems reasonable and fair, due to extenuating circumstances.

3-6 Any regular employee on long-term disability through on-the-job illness or injury shall continue to receive employee benefits until all sick leave, compensatory time and vacation time accrued is used up. The employee shall then be placed on indefinite unpaid leave status without benefits. Upon a doctor's release, the employee will be re-hired as required by state law.

Section 4. COMPASSIONATE LEAVE:

1-1 In the event of a death in the employee's immediate family, including spouse, children, relative living in the employee's household, parents, grandparents, grandchildren and in-laws, an employee shall be granted leave of absence with pay not to exceed three (3) working days, with the approval of the city manager.

Section 5. WITNESS OR JURY DUTY:

1-1 An employee who is called for jury duty or is subpoenaed as a witness on a case involving the city shall receive his regular pay.

Section 6. RETIREMENT:

1-1 The City of Warrenton participates in Public Employees Retirement Service through the State of Oregon, and places employees on this coverage as required by state law. The city has availed itself of the PERS "sick leave" option. The city shall continue the 6% PERS pick-up of employee contribution.

Section 7. UNEMPLOYMENT INSURANCE:

1-1 All employees are covered under State of Oregon Employment Division Unemployment Insurance.

Section 8. SOCIAL SECURITY SYSTEM:

1-1 The city is a member of the Federal Social Security System. All employees are required to participate in the system as a condition of employment.

Section 9. HEALTH AND ACCIDENT, LIFE INSURANCE:

1-1 Within the budget limits set by the Warrenton City Commission, the city may purchase health, dental, vision care and life insurance for its employees to cover non-occupational injuries and illnesses. In order to receive these benefits employees must have regular, permanent status and work forty (40) hours or more per week on a continuous basis. The city will provide medical, dental and vision insurance paid by the employer up to a maximum of \$194.75 monthly, per employee. The city will also provide a \$10,000 term life insurance policy with double-indemnity up to a maximum of \$3.85 monthly, per employee. For regular, permanent, part-time employees, working twenty (20) hours per week, the city will pay for these coverages on a pro-rated schedule based on hours of work.

Section 10. CREDIT UNION:

1-1 The City of Warrenton provides a credit union for its employees through Clatsop-Tillamook Teachers' and Public Employees' Federal Credit Union, by payroll deductions.

TABLE 1
 PROPOSED SALARY SCHEDULE
 CITY OF WARRENTON

<u>Range Number</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
11	\$ 866	\$ 909	\$ 954	\$1002	\$1052
12	909	954	1002	1052	1105
13	954	1002	1052	1105	1160
14	1002	1052	1105	1160	1218
15	1052	1105	1160	1218	1279
16	1105	1160	1218	1279	1343
17	1160	1218	1279	1343	1410
18	1218	1279	1343	1410	1480
19	1279	1343	1410	1480	1555
20	1343	1410	1480	1555	1632
21	1410	1480	1555	1632	1714
22	1480	1555	1632	1714	1800
23	1555	1632	1714	1800	1890
24	1632	1714	1800	1890	1934
25	1714	1800	1890	1984	2033
26	1800	1890	1984	2083	2187
27	1890	1984	2083	2187	2297
28	1984	2083	2187	2297	2412
29	2083	2187	2297	2412	2532
30	2187	2297	2412	2532	2659

TABLE II
 JOB CLASSIFICATIONS AND
 SALARY SCHEDULE RANGES
 CITY OF WARRENTON

	<u>Range</u>	1984-85 <u>Range #/Step</u>	<u>Salary</u>
Account Clerk I	909-1105	12A	909
Account Clerk II	1002-1218	14D	1160
Utility Worker	1105-1343	16A	1105
Utility Worker	1105-1343	16A	1105
*Executive Secretary	1105-1343	16	580
Senior Utility Worker	1160-1410	17C	1279
Senior Utility Worker	1160-1410	17D	1343
Senior Utility Worker	1160-1410	17D	1343
**Lead Man	1160-1410	17E	1410
Garbage Collector	1279-1555	19E	1584
Harbor Master	1218-1480	18A	1218
Accounting Supervisor	1160-1410	17B	1218
***Police Officer	1279-1555	19	
Supt. of Public Works	1632-1984	24E	1984
Chief of Police	1714-2083	25B	1772
City Engineer/P.W. Director	1890-2297	27C	2083
City Manager	2083-2532	29D	2412

* Executive Secretary: Employee salaried on half-time with earnings based as allowed under Social Security retirement.

** Lead Man: Position will be eliminated upon retirement of individual.

*** Police Officer: Salary negotiations underway with police union.