

RESOLUTION NO. 96-045

A RESOLUTION ESTABLISHING A POLICY
FOR COMPENSATION AND BENEFITS FOR TEMPORARY
AND REGULAR PART TIME EMPLOYEES

WHEREAS, the City of The Dalles does not have a policy for compensation and benefits for temporary or regular part time employees working less than 20 hours per week; and

WHEREAS, it becomes necessary to employ individuals on a temporary or regularly scheduled part time basis to fulfill special work assignments; and

WHEREAS, funds are budgeted for these positions in the annual budget; and

WHEREAS, the City Council has reviewed the proposed policy and given their approval; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. The policy attached as Exhibit I is hereby adopted.


PASSED AND ADOPTED THIS 23RD DAY OF SEPTEMBER, 1996.

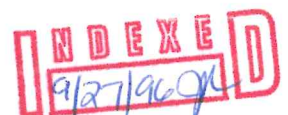
Voting Yes, Councilmembers: Van Cleave, Koch, Briggs
Voting No, Councilmembers: Davis, Hill
Absent, Councilmembers: None
Abstaining, Councilmembers: None

AND APPROVED BY THE MAYOR THIS 23RD DAY OF SEPTEMBER, 1996

Attest:


David R. Beckley, Mayor


Julie Krueger, CMC, City Clerk



POLICY ON PART TIME & TEMPORARY EMPLOYEES

Temporary Employees are those hired to serve for a specific period of time, normally not to exceed six (6) months. If circumstances require, the City Manager may extend the six months period. Temporary employees may work full time during the specified period but are not eligible for any benefits except those provided by Federal and State Law. Cost of Living Increases are not applicable to temporary employees. The hourly rate of pay will be determined by the City Manager based upon the nature of job responsibilities.

Regular Part Time Employees are those employees working less than twenty (20) hours per week. Hours of work are on a regularly scheduled basis and not for a specific period of time. Those employees doing like work of regular full time employees shall be paid at the rate as specified in the appropriate wage schedule and shall receive accrued benefits based upon their regularly scheduled hours to a 40 hour work week. These employees are not eligible for Group Medical/Dental/Vision insurance, Life Insurance, Long Term Disability or Retirement benefits.

Cost of Living Adjustments may be granted dependant upon which agreement is most similar to the position for which they are employed. If correlated with a union position, they will receive the contracted union Cost of Living Increase. If the position does not fall within the realm of a position bargained in a union contract they shall receive a Cost of Living Increase equal to the increase granted to Exempt Employees.

Regular Part time employees will advance to the next step on the appropriate schedule after completion of 2080 hours of work and a satisfactory performance evaluation. Subsequent step increases shall be granted after completion of each 2080 hours and a satisfactory performance evaluation until the top step of the pay scale is reached. The percentage of the step increase will be consistent with the appropriate pay plan.

Regular Part Time Employees working less than 20 hours per week shall serve a 6 months probationary period but will not be eligible for a step increase until 2080 hours have been worked. Regular Part Time Employees regularly scheduled to work at least 20 hours per week, and whose work falls in one of the job classifications of the union contract will be exempted from this plan.