CITY OF SHERWOOD, OREGON

RESOLUTION NO. 213

WHEREAS, the city council is authorized and directed under the provisions of Ordinance No. 686, adopted October 19, 1977, to make and amend personnel rules and policies by resolution; and

WHEREAS, the council by resolution No. 169 enacted November 9 1977, adopted personnel policies, procedures and rules; and

WHEREAS, the council finds that the following changes and amendments to those procedures are necessary and appropriate;

IT IS HEREBY

RESOLVED: That the Personnel Rules, Policies and Procedures of the City of Sherwood be and are hereby amended as follows:

1. Article 2, Section 2.14: Travel Expense Subsection 2.14.1(b) second sentence to read as follows:

   ...If the employee is authorized to use a private vehicle, mileage expense shall be reimbursed at the rate of $.20 per mile...

2. Article 4: Classification Plan, shall include in addition to position descriptions previously approved by the council, the position of library aide, and the description of said position hereto attached as Exhibit A is hereby adopted by the council.

3. Article 5: Pay Plan And Compensation, section 5.1 "Pay Plan" is revised by adoption of "Revised Table I, Salary Range by Classification", "Revised Table II, Salary Schedule" attached hereto as Exhibits B and C respectively, and by deletion of all reference to a "six-step" pay plan and insertion of a "ten-step" pay plan.

4. Article 5, Section 5.4.1: Pay Day is amended to read as follows:

   Normally, employees will be paid once a month on the last day of each month. A draw of up to 30% of the gross monthly wage will be allowed on the 15th day of the month. If the 15th or the last day of the month falls on a Saturday, Sunday, or holiday, employees will usually be paid on the last working day preceding that date.

5. Article 6: Fringe Benefits, first paragraph is amended by inserting the following sentence after the first sentence of the policy as presently written:

1. RESOLUTION NO. 213

The City will "pick up" up to 6% of the employee's contribution to the retirement plan.

6. Article 6: Fringe Benefits, Section 6.10, Medical and Hospital Insurance, is amended to read as follows:

The City may provide medical, hospital, dental and vision insurance for the employee. The employee may elect to cover his dependents at the employee's expense. The City may pay the cost of insurance premium for dependents after successful completion of employee's probationary period.

INTRODUCED AND ADOPTED this 10th day of June, 1981.

CITY OF SHERWOOD, OREGON

By: _Clyde R. List_____
    Mayor

By: _Polly Blankenbaker_____
    Recorder

2. RESOLUTION NO. 213

LIBRARY-AIDE

GENERAL STATEMENT OF DUTIES:

Accommodates the needs of the patron at the circulation desk and provides the general public with library related information; does related work as required by librarian.

SUPERVISION RECEIVED:

Works under the direction of the librarian and the City Administrator who outlines personnel and library policies.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of positions in this classification.

TYPICAL EXAMPLES OF WORK:

Any single position within a class will not usually involve all the duties listed and some positions will involve duties which are not listed.

1. Is in charge of circulation desk, checking out of books, tapes, or other library materials; checks in returned materials.

TYPICAL EXAMPLE OF RESPONSIBILITIES:

- assists patrons with book request
- handles A-V check out
- book and periodical check out
- overdue book cards
- types and processes new books
- returns card to book and shelfs
- handles reserves
- calls on reserve book
- mends & repairs books
- files cards

2. Assists librarian during inventory and weeding books. Maintains and keeps a clean and orderly desk with periodic check of book shelves.

3. Follows instruction of Sherwood Public Library Policy & Procedure guidelines.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT, KNOWLEDGE, SKILL & ABILITY.

Knowledge of principles and practices of a library. Ability to assist the librarian. Reasonable typing skills; typing accurately and with reasonable speed. Ability to exercise good judgement, courtesy and tact in dealing with the public and other employees.

TRAINING AND EXPERIENCE:

Two years experience in general clerical work; which includes, filing, typing, etc. Graduation from high school. Any satisfactory equivalent combination of experience and training which insure the ability to perform the work may substitute for the above.

TABLE I

SALARY RANGE BY CLASSIFICATION

CLASSIFICATION	RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Library Aid	21	$ 613	$ 644	$ 676	$ 710	$ 745	$ 782	$ 821	$ 862	$ 905	$ 950
Aid/Clerk	25	677	711	746	784	823	864	907	952	1,000	1,050
Public Property Maint. Worker	32	805	845	888	932	978	1,027	1,078	1,132	1,189	1,248
Custromer Services/ Police Serv. Clerk	33	825	866	910	955	1,003	1,053	1,106	1,161	1,219	1,280
Utility Worker	39	957	1,005	1,055	1,108	1,163	1,221	1,282	1,236	1,413	1,484
Sr. Utility Worker	41	1,006	1,056	1,109	1,165	1,223	1,284	1,348	1,415	1,486	1,560
Police Officer	42	1,031	1,083	1,137	1,194	1,253	1,316	1,382	1,451	1,524	1,600
Corporal	44	1,083	1,137	1,194	1,254	1,316	1,382	1,451	1,524	1,600	1,680
Planning Asst.	45	1,110	1,166	1,224	1,285	1,349	1,417	1,488	1,562	1,640	1,722
Police Sergeant	47	1,166	1,224	1,286	1,350	1,417	1,488	1,562	1,640	1,722	1,808
Librarian	48	1,195	1,255	1,317	1,383	1,453	1,525	1,601	1,681	1,765	1,853
Recorder/Treasurer	48	1,195	1,255	1,317	1,383	1,453	1,525	1,601	1,681	1,765	1,853
Public Works Foreman	48	1,195	1,255	1,317	1,383	1,453	1,525	1,601	1,681	1,765	1,853
Building Official	50	1,256	1,319	1,385	1,454	1,527	1,603	1,683	1,767	1,855	1,948
Planning Director	52	1,319	1,385	1,454	1,527	1,603	1,683	1,767	1,855	1,948	2,045
Police Chief	57	1,493	1,568	1,646	1,728	1,815	1,905	2,000	2,100	2,205	2,315
Dir. of Public Works	57	1,493	1,568	1,646	1,728	1,815	1,905	2,000	2,100	2,205	2,315
City Administrator	60	1,607	1,687	1,772	1,860	1,953	2,051	2,154	2,262	2,375	2,494

EXHIBIT B

TABLE II

SALARY SCHEDULE
Monthly Rate of Pay for 40-Hour Week

EXHIBIT C

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
20	$ 598	$ 628	$ 659	$ 692	$ 727	$ 763	$ 801	$ 841	$ 883	$ 927
21	613	644	676	710	745	782	821	862	905	950
22	628	659	692	727	763	802	842	884	928	974
23	644	676	710	746	783	822	863	906	951	999
24	660	693	728	764	802	842	884	928	974	1,023
25	677	711	746	784	823	864	907	952	1,000	1,050
26	694	729	765	803	844	886	930	977	1,026	1,077
27	711	747	784	823	864	907	952	1,000	1,050	1,103
28	729	765	804	844	886	930	977	1,026	1,077	1,131
29	747	784	824	865	908	953	1,001	1,051	1,104	1,159
30	766	804	845	887	931	978	1,027	1,078	1,132	1,189
31	785	824	865	909	954	1,002	1,052	1,105	1,160	1,218
32	805	845	888	932	978	1,027	1,078	1,132	1,189	1,248
33	825	866	910	955	1,003	1,053	1,106	1,161	1,219	1,280
34	846	888	933	979	1,028	1,080	1,134	1,191	1,251	1,314
35	867	910	956	1,004	1,054	1,107	1,162	1,220	1,281	1,345
36	889	933	980	1,029	1,081	1,135	1,192	1,252	1,315	1,381
37	911	957	1,004	1,055	1,107	1,163	1,221	1,282	1,346	1,413
38	934	981	1,030	1,081	1,135	1,192	1,252	1,315	1,381	1,450
39	957	1,005	1,055	1,108	1,163	1,221	1,282	1,236	1,413	1,484
40	981	1,030	1,082	1,136	1,192	1,252	1,315	1,381	1,450	1,523
41	1,006	1,056	1,109	1,165	1,223	1,284	1,348	1,415	1,486	1,560
42	1,031	1,083	1,137	1,194	1,253	1,316	1,382	1,451	1,524	1,600
43	1,057	1,110	1,165	1,224	1,285	1,349	1,416	1,487	1,561	1,639
44	1,083	1,137	1,194	1,254	1,316	1,382	1,451	1,524	1,600	1,680
45	1,110	1,166	1,224	1,285	1,349	1,417	1,488	1,562	1,640	1,722
46	1,138	1,195	1,255	1,317	1,383	1,452	1,525	1,601	1,681	1,765
47	1,166	1,224	1,286	1,350	1,417	1,488	1,562	1,640	1,722	1,808
48	1,195	1,255	1,317	1,383	1,453	1,525	1,601	1,681	1,765	1,853
49	1,225	1,286	1,351	1,418	1,489	1,563	1,641	1,723	1,809	1,899
50	1,256	1,319	1,385	1,454	1,527	1,603	1,683	1,767	1,855	1,948
51	1,287	1,351	1,419	1,490	1,564	1,643	1,725	1,811	1,902	1,997
52	1,319	1,385	1,454	1,527	1,603	1,683	1,767	1,855	1,948	2,045
53	1,352	1,420	1,491	1,565	1,643	1,726	1,812	1,903	1,998	2,098
54	1,386	1,455	1,528	1,604	1,685	1,769	1,857	1,950	2,048	2,150
55	1,421	1,492	1,567	1,645	1,727	1,814	1,905	2,000	2,100	2,205
56	1,457	1,530	1,606	1,687	1,771	1,860	1,953	2,051	2,154	2,262

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
57	1,493	1,568	1,646	1,728	1,815	1,905	2,000	2,100	2,205	2,315
58	1,530	1,607	1,687	1,771	1,860	1,953	2,051	2,154	2,262	2,375
59	1,568	1,646	1,729	1,815	1,906	2,001	2,101	2,206	2,316	2,432
60	1,607	1,687	1,772	1,860	1,953	2,051	2,154	2,262	2,375	2,494
61	1,647	1,729	1,816	1,907	2,002	2,102	2,207	2,317	2,433	2,555
62	1,688	1,772	1,861	1,954	2,052	2,154	2,262	2,375	2,494	2,555
63	1,730	1,817	1,907	2,003	2,103	2,208	2,318	2,434	2,556	2,619
64	1,773	1,862	1,955	2,052	2,155	2,263	2,376	2,495	2,620	2,684
65	1,817	1,908	2,003	2,103	2,209	2,319	2,435	2,557	2,685	2,751
66	1,862	1,955	2,053	2,156	2,263	2,376	2,495	2,620	2,751	2,819
67	1,909	2,004	2,105	2,210	2,320	2,436	2,558	2,686	2,820	2,889
68	1,957	2,055	2,158	2,265	2,379	2,498	2,623	2,754	2,892	2,961
69	2,006	2,106	2,212	2,322	2,438	2,560	2,688	2,822	2,963	3,037
70	2,056	2,159	2,267	2,380	2,499	2,624	2,755	2,893	3,038	3,111
71	2,108	2,213	2,324	2,440	2,562	2,690	2,825	2,966	3,114	3,190
72	2,161	2,269	2,383	2,502	2,627	2,758	2,896	3,041	3,193	3,270
73	2,215	2,326	2,442	2,564	2,692	2,827	2,968	3,116	3,272	3,353
74	2,270	2,384	2,503	2,628	2,759	2,897	3,042	3,194	3,354	3,436
75	2,327	2,443	2,566	2,694	2,828	2,970	3,119	3,275	3,439	3,522