

CITY OF SHERWOOD, OREGON

RESOLUTION

NO. 276

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:

Article 5: Pay Plan and Compensation
Section 5.5.3 is deleted in its entirety.

Section 5.5.4 is renumbered Section 5.5.3

Article 6: Fringe Benefits
Section 6.10: Medical and Hospital Insurance is revised to read:

The City may provide medical, hospital, dental and vision insurance for the employee and his dependents. Copies of details of coverage are available by request to the Director of Administrative Services. Gross medical, dental and vision benefits shall be subject to cancellation or modification at any time the Council determines such insurance program should not be continued or should be modified.

The Pay Plan portion of the Compensation Plan including Table I, Salary Range Table, and Table II. Salary Range by Classification, is revised by adoption of Exhibit A, attached hereto.

Adopted this 26 day of October, 1983

By Mary L. Tobias
Mary Tobias, Mayor

Attest:

Polly Blankenbaker
Polly Blankenbaker, Recorder

The City Administrator, with proper documentation of all relevant issues, may reduce an employee's merit salary. Such decrease cannot go below the maximum normal growth increase level, Step 4.

The Incentive Range

If an employee achieves the maximum merit range rate, he/she may be granted an additional 1 to 3% increase to reward outstanding performance and exemplary service to the City. This increase is intended to reward outstanding employees and/or to assist in retaining employees. The increase is considered to be for no longer than one year. At the end of the year, the individual's salary reverts back to the maximum merit rate and the employee is eligible for an evaluation.

Application of the Pay Plan to Present Employees

All current City employees will maintain their current salary rate until their next scheduled evaluation or July 1, 1983, whichever comes first. Current employees will be given a salary rate in the new ranges assigned to each position in TABLE II as follows:

1. Employees whose current salary rate falls below Step 2 of the newly assigned range will be eligible for placement at Step 2 of the new range or an increase of 5%, whichever is greater at the time of their next evaluation. Employees placed at or above Step 2 would be eligible for placement in the merit range at their second evaluation under the plan based on applicable merit pay plan policies and procedures.
2. Employees whose current Salary is at or above the Step 2 rate of the new range are eligible for placement in the merit range at their next evaluation under the plan based on applicable merit pay plan policies and procedures.
3. Employees at or above the Step 3 rate of the new range are eligible for placement in the merit range upon their next evaluation under the plan based on applicable merit pay plan policies and procedures.

Current positions have been assigned to new salary ranges so as to substantially maintain the current internal relationship between positions with the exception of the position of Director of Administrative Services (Recorder-Treasurer) position which has been reclassified to a higher range based on the LGPI position survey.

Promotions

Employees who are promoted to another classification should be placed at the salary rate in the new classification which is immediately above the employee's present salary providing that this new rate results in a 3 percent (rounded to the nearest percent) increase over the former rate.

It should be remembered that promotions and reclassifications should only occur when the actual work performed and general responsibility of the position change significantly. Promotions and reclassifications should never occur just because an employee has reached the top of a range.

TABLE I
SALARY RANGE TABLE

<u>RANGE</u>	<u>STEP 1</u>	<u>NORMAL GROWTH RANGE</u>		<u>STEP 4</u>	<u>MERIT RANGE</u>	<u>INCENTIVE RANGE</u>
		<u>STEP 2</u>	<u>STEP 3</u>		<u>15%</u>	<u>3%</u>
1	\$ 669	\$ 686	\$ 702	\$ 739	\$ 850	\$ 875
2	760	779	798	838	964	992
3	862	884	906	951	1,094	1,127
4	980	1,004	1,030	1,081	1,243	1,280
5	1,114	1,142	1,169	1,228	1,412	1,454
6	1,264	1,295	1,328	1,394	1,603	1,651
7	1,436	1,472	1,508	1,583	1,820	1,875
8	1,631	1,672	1,712	1,797	2,067	2,129
9	1,850	1,896	1,942	2,039	2,345	2,415
10	2,101	2,153	2,207	2,317	2,665	2,744
11	2,386	2,446	2,507	2,631	3,026	3,116
12	2,710	2,778	2,847	2,989	3,437	3,540

TABLE II
SALARY RANGE BY CLASSIFICATION

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>MERIT RANGE</u>	<u>INCENTIVE RANGE</u>
Office Aide	1						
Library Aide	1	\$ 669	\$ 686	\$ 702	\$ 739	\$ 850	\$ 875
Aid/Clerk	2	760	779	798	838	964	992
Public Property Maintenance Wkr.	4						
Customer Services/ Police Serv. Clerk	4	980	1,004	1,030	1,081	1,243	1,280
Utility Worker	5	1,114	1,142	1,169	1,228	1,412	1,454
Police Officer	6						
Sr. Utility Worker	6						
Planning Asst.	6						
Librarian	6	1,264	1,295	1,328	1,394	1,603	1,651
Police Sergeant	7						
Public Works Foreman	7						
Building Official	7	1,436	1,472	1,508	1,583	1,820	1,875
Planning Director	8	1,631	1,672	1,712	1,797	2,067	2,129
Police Chief	9						
Director Admin. Serv.	9						
Director of Public Works	9	1,850	1,896	1,942	2,039	2,345	2,415