

Amended by
Res 2000-892



Resolution No. 2000-871

A RESOLUTION AMENDING THE CITY OF SHERWOOD EMPLOYEE MANUAL

WHEREAS, the current City Employee Manual, hereinafter called ("Manual"), established by Resolution 93-547, effective July 1, 1993; does not currently reflect market salaries and,

WHEREAS, Appendix "B", Salary Steps by Title, of the Manual needs to be amended to reflect the revisions from the compensation study conducted by LGPI (Local Government Personnel Institute), and

WHEREAS, Appendix "B", Salary Steps by Title is listed as Exhibit A to this document; and

WHEREAS, the Budget Committee for the City's 2000-2001 Budget recommended the City pick up the employees' 6% pretax PERS payment in lieu of a COLA increase,

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1. Adoption: Appendix "B", Salary Steps by Title 00-01, of the Rules are hereby approved and adopted. The employees' pretax 6% PERS payment will be made by the employer, City of Sherwood and that change will be reflected in the Employee Manual and is shown here as Exhibit B to this document.

Section 2. Effective Date. This Resolution shall become effective July 1, 2000.

Duly passed by the City Council this 13th day of June 2000.

A handwritten signature in blue ink that reads "Walt Hitchcock".

Walt Hitchcock, Mayor

ATTEST:

A handwritten signature in blue ink that reads "C.L. Wiley".

C.L. Wiley, City Recorder

CITY OF SHERWOOD
APPENDIX B - SALARY STEPS BY TITLE
EFFECTIVE JULY 1, 2000
FY 00-01

TITLE	CLASS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Library Page	1	\$1,421	\$1,492	\$1,567	\$1,645	\$1,727	\$1,814
	2	\$1,667	\$1,750	\$1,838	\$1,930	\$2,026	\$2,128
Library Assistant I Parks Maintenance Worker Police Clerk Receptionist Utility Service Worker I	3	\$1,913	\$2,009	\$2,109	\$2,215	\$2,325	\$2,442
Evidence Control Technician Library Assistant II Municipal Court Administrator Parks Landscaper/Arborist Permit Specialist Secretary Utility Billing Clerk Utility Service Worker II	4	\$2,160	\$2,268	\$2,381	\$2,500	\$2,625	\$2,757
Accounting Technician Administrative Assistant Building Maintenance Coordinator Code Compliance/Zoning Technician Community Service Worker Engineering Coordinator Water Quality Specialist	5	\$2,406	\$2,526	\$2,653	\$2,785	\$2,925	\$3,071
Assistant Planner Circulation Supervisor Head of Technical Services Lead Utility Service Worker Librarian Park Ranger Parks Maintenance Lead Project Inspector Staff Accountant	6	\$2,652	\$2,785	\$2,924	\$3,070	\$3,224	\$3,385
Associate Planner Construction Supervisor	7	\$2,898	\$3,043	\$3,195	\$3,355	\$3,523	\$3,699
Detective Supervisor Head of Public Services System Administrator	8	\$3,144	\$3,301	\$3,466	\$3,640	\$3,822	\$4,013
Human Resource Analyst Police Sergeant Public Works Operations Mgr Senior Planner	9	\$3,390	\$3,560	\$3,737	\$3,924	\$4,121	\$4,327
Special Projects Manager Civil Engineer	10	\$3,637	\$3,819	\$4,010	\$4,210	\$4,421	\$4,642
Police Commander	11	\$3,883	\$4,077	\$4,281	\$4,495	\$4,720	\$4,956
Library Director Parks & Recreation Director	12	\$4,129	\$4,335	\$4,552	\$4,780	\$5,019	\$5,270
Finance Director Planning Director	13	\$4,375	\$4,594	\$4,823	\$5,065	\$5,318	\$5,584
Public Works Director/City Engineer	14	\$4,621	\$4,852	\$5,095	\$5,349	\$5,617	\$5,898
Police Chief	15	\$4,868	\$5,111	\$5,367	\$5,635	\$5,917	\$6,213
Resolution 2000-871 June 13, 2000	16	\$5,114	\$5,370	\$5,638	\$5,920	\$6,216	\$6,527

SALARY COMPARISON

EE Name	FTE	Position
Klock, Amanda		HR Analyst
Morgan, John		City Manager
Wiley, Chris		City Recorder
Young, Jan		Admin Asst-Admin
Admin. Total	4 FTE	

Carley, Bill		Construction Super
Colliander, Nicki		Engineer. Coordinator
Gates, Doug		Civil Engineer
Hill, Sharon		Project Inspector
Keyes, Terry		PW Director/City Eng
Engineer'g Total	5 FTE	

Caldwell, Michelle		Utility Billing Clerk
Carlson, Elizabeth		Staff Accountant
Henkes, Barb		Accounting Tech
Layne, Lisa		Municipal Ct Admin
Luman, Deanna (20)		Receptionist
Thomas, Pati (20)		Receptionist
Schultz, Ross		Finance Director
Finance Total	6 FTE	

Locke, Jennifer (10)		Library Asst I
Miller, Sally (10)		Library Asst I
North, Pam		Head of Public Svcs
Oliver, Lisa (12)		Library Asst II
Roseberry, Ann		Library Dir
Sibray, Carol (12)		Library Asst II
Stinnett, Marilyn (20)		Library Asst II
Swanson, Mark		Circulation Supervisor
Teich, Michelle (32)		Library Asst II
Thoreson, Jaime (20)		Library Asst II
Library Total	6 FTE	

Bailey, Tracie		Building Maint Coord
Denny, Jim		Landscape/Arborist
Rainey, Reed		Parks & Rec Director
Roach, Steve		Parks Maint Lead
Parks Total	4 FTE	

July 2000 with current salary

Mthly	Annual
3022	36264
8334	100008
3811	45732
2658	31896
	\$213,900

4004	48048
3098	37176
3522	42264
2876	34512
5049	60588
	\$222,588

2530	30360
2806	33672
2593	31116
2593	31116
1958	11748
1958	11748
4926	59112
	\$208,872

2118	6354
2118	6354
2876	34512
2171	7816
5049	60588
2396	8626
2396	14376
2516	30192
2171	20842
2396	14376
	\$204,035

2171	26052
2171	26052
3811	45732
2408	28896
	\$126,732

July 1, 2000 with adopted salary

Mthly	Annual
3390	40680
8334	100008
3811	45732
2785	33420
	\$219,840

4004	48048
3098	37176
3637	43644
2924	35088
5095	61140
	\$225,096

2625	31500
2924	35088
2653	31836
2625	31500
2009	12054
2009	12054
5065	60780
	\$214,812

2215	6645
2215	6645
3144	37728
2268	8165
5270	63240
2500	9000
2500	15000
2652	31824
2268	21773
2500	15000
	\$215,020

2406	28872
2268	27216
4129	49548
2652	31824
	\$137,460

\$5,940

\$2,508

\$5,940

\$10,985

\$10,728

6.11 GROUP INSURANCE PROGRAMS

- 6.11.1 **Health Insurance** – All regular full time employees may participate in the City's medical, vision, dental, orthodontic and life insurance programs according to each program's eligibility requirements. Part time employees working a minimum of twenty (20) hours per workweek may participate in the City's group medical, vision, dental and orthodontic insurance programs only. Coverage shall extend to the employee's spouse and dependents with the approval of the insurance plan. The City may contribute towards the premium cost of group insurance programs. Any premium costs not covered by the City shall be paid by the enrolled employee in a manner determined by the City Manager. The terms, condition and extent of the City's group insurance programs may be modified or canceled at any time by action of the City Council or the insuring agency. Employees are responsible for keeping current with the terms, conditions, and extent of group insurance programs. The City is not responsible for interpreting the terms or conditions of group insurance programs or for errors, omissions, and ambiguities in published materials on group insurance programs.
- 6.11.2 **Life Insurance** – The City provides life insurance at one and one half (1 ½) times the employee's annual salary. In addition, the City provides dependent life insurance in the amount of two thousand dollars (\$2,000). The City pays for one hundred percent (100%) of the premium.
- 6.11.3 **Long Term Disability** – The City provides LTD insurance at fifty percent (50%) of the employee's monthly salary up to a maximum monthly benefit of three thousand dollars (\$3,000). The City pays fifty percent (50%) of the premium for LTD insurance.

6.12 RETIREMENT PLAN

- 6.12.1 **Enrollment** – After six (6) full calendar months of employment, all employees scheduled to work at least six hundred (600) hours per year shall participate in the State of Oregon Public Employees Retirement System (PERS). Provided, however, that individuals actively enrolled in PERS as a result of prior employment shall be immediately re-enrolled upon hire. The City shall pay the employee's share in addition to the employer's share of the cost of the retirement plan for each employee. Employees do not have the option of receiving this pick up as salary and paying their contribution directly.