

RESOLUTION NO. 12 FOR 2021

A RESOLUTION ESTABLISHING SALARY SCHEDULES FOR NON-REPRESENTED EMPLOYEES.

WHEREAS, the City of Sweet Home wishes to formally adopt a salary plan for its Non-Represented Employees.

NOW, THEREFORE, the City of Sweet Home resolves as follows:

The attached salary schedules for Non-Represented full-time and part-time positions are adopted for positions currently authorized as shown in Exhibit "A".

This Resolution hereby replaces Resolution No. 9 for 2019 and shall be effective January 1, 2021.

PASSED BY THE City Council and approved by the Mayor this 13th day of April 2021.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
MANAGEMENT

(Additional % to be added upon settlement of contracts)

Step Position	A	B	C	D	E
COURT ADMINISTRATOR	3,812	4,003	4,204	4,331	4,461
ACCOUNTING SUPERVISOR	4,194	4,404	4,624	4,763	4,906
ASSOCIATE PLANNER	4,194	4,404	4,624	4,763	4,906
ADMINISTRATIVE ASSISTANT	4,387	4,607	4,837	4,982	5,132
PLANT SUPERINTENDENT	4,849	5,104	5,372	5,534	5,701
LIBRARY DIRECTOR	5,160	5,431	5,716	5,888	6,065
SR. ENGINEERING TECH	5,071	5,339	5,620	5,789	5,963
MAINT. SUPERINTENDENT	4,795	5,035	5,287	5,446	5,609
PUBLIC WORKS DIRECTOR	6,082	6,402	6,738	6,941	7,150
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6,744	7,081	7,435	7,658	7,888
FINANCE DIRECTOR	6,777	7,116	7,472	7,696	7,927
CITY MANAGER	8,347	8,786	9,248	9,526	9,812
POLICE CHIEF	6,964	7,330	7,715	7,947	8,186

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases
Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)

(Additional % to be added upon settlement of contracts)

Step Position	A	B	C	D	E
JANITOR	11.14	11.69	12.28	12.64	13.02
TYPIST	11.14	11.69	12.28	12.64	13.02
P/W SECRETARY	11.25	11.82	12.41	12.78	13.16
LIBRARY ASSISTANT	13.99	14.69	15.42	15.89	16.36
PROJECT ASSISTANT	18.05	19.00	20.00	20.60	21.22

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases

Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
MANAGEMENT
(Budgeted COLA at 3%)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	3,927	4,124	4,331	4,461	4,595	
ACCOUNTING SUPERVISOR	4,320	4,537	4,763	4,906	5,054	
ASSOCIATE PLANNER	4,320	4,537	4,763	4,906	5,054	
ADMINISTRATIVE ASSISTANT	4,519	4,746	4,983	5,132	5,286	
PLANT SUPERINTENDENT	4,995	5,258	5,534	5,701	5,873	
LIBRARY DIRECTOR	5,315	5,594	5,888	6,065	6,247	
SR. ENGINEERING TECH	5,224	5,500	5,789	5,963	6,142	
MAINT. SUPERINTENDENT	4,939	5,187	5,446	5,610	5,778	
PUBLIC WORKS DIRECTOR	6,172	6,480	6,805	7,009	7,219	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6,947	7,294	7,659	7,888	8,125	
FINANCE DIRECTOR	6,981	7,330	7,697	7,927	8,165	
CITY MANAGER	8,598	9,050	9,526	9,812	10,107	
POLICE CHIEF	7,173	7,550	7,947	8,186	8,432	
COMMUNICATIONS COMMANDER	4,688	4,923	5,169	5,325	5,484	5,758
SERGEANT	5,419	5,690	5,974	6,154	6,338	6,655

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B, C & F are 5% increases
Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021

EXHIBIT A

SALARY SCHEDULE
July 1, 2019 - June 30, 2020
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
(Budgeted COLA at 3%)

Step Position	A	B	C	D	E
JANITOR	11.48	12.05	12.65	13.02	13.42
TYPIST	11.48	12.05	12.65	13.02	13.42
P/W SECRETARY	11.59	12.18	12.79	13.17	13.56
LIBRARY ASSISTANT	14.41	15.14	15.89	16.37	16.86
PROJECT ASSISTANT	18.60	19.57	20.60	21.22	21.86

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases

Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021

EXHIBIT A

SALARY SCHEDULE

~~July~~ January 1, 2020-2021 - June 30, 2021

NON-REPRESENTED EMPLOYEES

MANAGEMENT

(COLA at 3%)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,045	4,248	4,461	4,595	4,733	
ACCOUNTING SUPERVISOR	4,450	4,674	4,906	5,054	5,206	
ASSOCIATE PLANNER	4,450	4,674	4,906	5,054	5,206	
ADMINISTRATIVE ASSISTANT	4,655	4,889	5,133	5,286	5,445	
PLANT SUPERINTENDENT	5,145	5,416	5,701	5,873	6,050	
MAINT. SUPERINTENDENT	5,088 <u>5,145</u>	5,343 <u>5,416</u>	5,610 <u>5,701</u>	5,779 <u>5,873</u>	5,952 <u>6,050</u>	
SR. ENGINEERING TECH	5,381	5,665	5,963	6,142	6,327	
LIBRARY DIRECTOR	5,475	5,762	6,065	6,247	6,435	
<u>INFO TECH SYS MANAGER</u>	<u>5,837</u>	<u>6,128</u>	<u>6,435</u>	<u>6,628</u>	<u>6,826</u>	
PUBLIC WORKS DIRECTOR	6,358	6,675	7,010	7,220	7,436	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,156	7,513	7,889	8,125	8,369	
FINANCE DIRECTOR	7,191	7,550	7,928	8,165	8,410	
CITY MANAGER	8,856	9,322	9,812	10,107	10,411	
POLICE CHIEF	7,389 <u>7,444</u>	7,777 <u>7,816</u>	8,186 <u>8,206</u>	8,432 <u>8,452</u>	8,685 <u>8,705</u>	
<u>POLICE CAPTAIN</u>	<u>6,895</u>	<u>7,239</u>	<u>7,600</u>	<u>7,827</u>	<u>8,061</u>	<u>8,302</u>
COMMUNICATIONS COMMANDER	4,829	5,071	5,325	5,485	5,649	5,931
SERGEANT	5,582	5,861	6,154	6,339	6,529	6,855

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B, C & F are 5% increases

Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2020 - June 30, 2021
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
(Planned COLA at 3%)

Step Position	A	B	C	D	E
JANITOR	11.83	12.42	13.03	13.42	13.83
TYPIST	11.83	12.42	13.03	13.42	13.83
P/W SECRETARY	11.94	12.55	13.18	13.57	13.97
LIBRARY ASSISTANT	14.85	15.60	16.37	16.87	17.37
PROJECT ASSISTANT	19.16	20.16	21.22	21.86	22.52

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases
Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021
EXHIBIT A

SALARY SCHEDULE
July 1, 2021 - June 30, 2022
NON-REPRESENTED EMPLOYEES
MANAGEMENT
(3% SHOWN, ACTUAL TIED TO 2020-2021 CPI)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,167	4,376	4,595	4,733	4,875	
ACCOUNTING SUPERVISOR	4,584	4,815	5,054	5,206	5,363	
ASSOCIATE PLANNER	4,584	4,815	5,054	5,206	5,363	
ADMINISTRATIVE ASSISTANT	4,795	5,036	5,287	5,445	5,609	
PLANT SUPERINTENDENT	5,300	5,579	5,873	6,050	6,232	
LIBRARY DIRECTOR	5,640	5,935	6,247	6,435	6,629	
SR. ENGINEERING TECH	5,543	5,835	6,142	6,327	6,517	
MAINT. SUPERINTENDENT	5,241	5,504	5,779	5,953	6,131	
PUBLIC WORKS DIRECTOR	6,549	6,876	7,221	7,437	7,660	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,371	7,739	8,126	8,369	8,621	
FINANCE DIRECTOR	7,407	7,777	8,166	8,410	8,663	
CITY MANAGER	9,122	9,602	10,107	10,411	10,724	
POLICE CHIEF	7,611	8,011	8,432	8,685	8,946	
COMMUNICATIONS COMMANDER	4,974	5,224	5,485	5,650	5,819	6,109
SERGEANT	5,750	6,037	6,339	6,530	6,725	7,061

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B, C & F are 5% increases
Steps D & E are 3% increases

RESOLUTION NO. 12 FOR 2021

EXHIBIT A

SALARY SCHEDULE

July 1, 2021 - June 30, 2022

NON-REPRESENTED EMPLOYEES

PART-TIME EMPLOYEES (HOURLY)

(3% SHOWN, ACTUAL TIED TO 2020-2021 CPI)

Step Position	A	B	C	D	E
JANITOR	12.19	12.80	13.43	13.83	14.25
TYPIST	12.19	12.80	13.43	13.83	14.25
P/W SECRETARY	12.30	12.93	13.58	13.98	14.39
LIBRARY ASSISTANT	15.30	16.07	16.87	17.38	17.90
PROJECT ASSISTANT	19.74	20.77	21.86	22.52	23.20

Employees who have completed 8 years of continuous employment with the city will receive an additional two percent (2%) Longevity Merit Pay increase. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Steps B & C are 5% increases

Steps D & E are 3% increases