

CITY OF TUMWATER
POLICY MANUAL – PART 1: PERSONNEL POLICIES

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5.01 General Provisions

A position classification plan will be maintained by the City, based on investigation and analysis of the duties and responsibilities of each position. The completed plan will consist of a classification specification for each position, including appropriate title, description of duties and responsibilities, and minimum requirements and/or desirable training, experience or other qualifications.

5.02 Classification Plan

5.02.01 Preparation of Classification Plan

The Mayor is responsible to assure the preparation of a plan which includes a specification for each classification. Specifications will be prepared after consultation with supervisors and other persons technically familiar with the duties and responsibilities of the job to be performed.

5.02.02 Classification of Positions

Each position will be assigned by the Mayor to one of the classifications of the approved classification plan. Employees will be notified of the classification of their position. The title, as it appears on the specification, will be used to designate the position on official records and payroll.

5.02.03 Classification Specification

The classification specifications are hereby declared to have the following definition and scope:

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- 5.02.03 a) They are explanatory only and not restrictive.
Classification Specification
- b) In determining a position classification, the specification will be considered as a whole, comparing general duties, responsibilities, minimum qualifications and relationship to other positions in order to obtain an inclusive picture of the position and place it in the appropriate classification.
- c) The outline of principal duties of work performed applies to general duties or tasks and is not intended to prescribe the specific duties of a given position, nor to limit the alteration or modification of detailed tasks involved in the duties of any position, so long as they remain within the general definition of the classification.
- d) The classification specification may include additional requirements which are determined to be necessary for the best interests of the City. These requirements may include possession of a valid motor vehicle operator's license, physical ability, or any other bona fide occupational qualifications pertinent to the positions covered.
- e) Nothing in the classification specification is to be interpreted as restricting a supervisor from assigning an employee of one classification to perform some of the duties of a higher or lower classification for a limited period of time.

5.02.04 New Positions

The Mayor will review any request for a new classification. No new classification will be used until there is an approved classification specification covering the work to be performed. If none of the existing classifications is appropriate, a new classification specification is to be prepared in accordance with these policies. Authorization for new positions will be approved

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through City Council adoption and amendments of the annual salary resolution and/or budget.

5.02.05 Classification Plan Revision & Reclassification

A classification may be reclassified at the request of the department manager, employee, or City Administrator when it appears that the duties and responsibilities of an existing classification are changed. Reasons for the reclassification request are to be stated in writing and the Mayor will determine whether the present classification is correct or whether a reclassification is necessary. New or revised classification specifications will be prepared as provided in these policies and will become a part of the classification plan.

5.02.06 Incumbents of Reclassification Positions

- a) When reclassification occurs, an employee occupying the position may be retained in the position provided that the Mayor determines that the reclassification results from an official recognition of a change in duties and responsibilities which has already occurred and is a long-term inequity of classification.
- b) If the reclassification results in a higher maximum salary, this constitutes a promotion and the rules governing promotion with regard to salary apply. If the reclassification results in a lower maximum salary, this constitutes a demotion and the rules governing demotion with regard to salary apply.

5.02.07 Reallocation

A reclassification may be reallocated to a new pay range at the request of the department manager, employee, or the City Administrator when it appears that the duties and responsibilities of an existing classification are changed. Reasons for the reallocation request are to be stated in writing and the Mayor will determine whether the present allocation is

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correct or whether a reallocation is necessary.

5.02.08 Incumbents of Reallocation Classifications

- a) When a classification is reallocated, the employee occupying the position may be retained after it has been reallocated, without examination.
- b) If the reallocation results in a higher salary range, the employee's salary will be adjusted, if necessary, to the step in the new range resulting in a salary nearest that existing salary which will not result in a salary decrease.
- c) If the reallocation results in a lower salary range, the employee's salary will be adjusted downward to the next lowest step in the new range that will result in an equal salary or the least reduction in salary.
- d) Nothing in the classification specifications is to be interpreted as restricting a supervisor from assigning an employee of one classification to perform some of the duties of a higher or lower classification for a limited period of time.

5.02.09 Use of Classification Titles

The classification title is the official title of every position assigned to the classification for the purpose of personnel actions and is to be used on all payrolls, budget documents, and official records and reports relating to the position. Any other working title desired and authorized for use by the Mayor may be used as a designation of any position for the purpose of internal administration or in contacts with the public.

5.02.10 Appeals of Classification

Any department manager or employee affected by the classification of a position may file a written request for

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reconsideration with the Mayor. The Mayor will review the classification of the position. The decision of the Mayor is final.

5.03 Salary Plan

5.03.01 Adoption of Salary Plan

The Mayor is responsible to recommend to the City Council for adoption of a Salary Plan for the City of Tumwater. The Plan will include salaries for non-bargaining unit personnel, as well as salary grades negotiated by employee representatives.

5.03.02 Salary Plan Review

The Salary Plan is to be reviewed annually by the City Council, usually as part of the normal budgetary process for the City. Any changes to the Salary Plan as part of the annual review process are distinguished from merit increases and are not intended to give recognition to length or quality of service, but to general labor market salary requirements and internal relationships.

5.03.03 Qualification for Benefits

When an employee has been in pay status fifteen or more calendar days, including holidays in any given calendar month, the month will be considered qualified to accrue benefits, serve out probation, and for computation of merit increase dates. A new employee may be credited with the entire month if employed prior to the 16th of the month. Each regular or temporary status employee not represented by a bargaining agreement shall accrue sick leave at a minimum rate according to the terms outlined in section 6.05, regardless of days worked in the calendar month.

5.04 Payment of Salaries

All employees are paid at an hourly or monthly rate, as specified in the City's

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annual budget document. Hourly employees are paid on the basis of actual number of hours worked, including authorized absences with pay and authorized holidays.

Salary rates for temporary or part-time employees will be based on the pay for full-time positions in the same classification.

5.04 Payment of Salaries

The City's payroll may be processed by a third party under contract with the City. Employee information necessary to accomplish payment of employees, to transmit employee payroll taxes, to process wage garnishments, etc., shall be provided to the third party entity. The third party will access this information only on a need-to-know basis for purposes of accomplishing the City's payroll transactions. The City will exercise due diligence in maintaining the confidentiality of employee information through contract oversight with the third party and through regular review of third party payroll processing activities.

5.04.01 Beginning Salary

Each employee will be appointed at the first step of the range established for the classification, with the exception of management classification, which shall be negotiated within the assigned range. If it is determined that appointment of non-management employees above the first step may be warranted, the following procedures will apply:

- a) The factors to be reviewed in approving appointment beyond the first step are: availability of applicants meeting the qualifications for the vacant position, relationship to other similar classifications, prior experience of a candidate in a comparable position, time available to continue the recruitment process, and budget consideration.
- b) The department manager will submit a request for appointment at a higher step to the Mayor, stating

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justification for the request. The Mayor will make a decision based upon the factors as outlined in 5.04.01 (a).

5.04.02 Merit Increases - Regular Status Employees

- a) When a regular status employee has performed satisfactorily, as determined through the Performance Evaluation process, a merit increase may be granted at the completion of six (6) qualified months of service from the employee's anniversary date, but not before the satisfactory completion of the employee's initial six-month probationary period.

In the case of an employee placed at the time of hire above Step One of the pay range, the initial in-class merit raise will be considered upon the completion of twelve (12) months in class and at 12-month intervals thereafter until the employee reaches the top step of the range.

- b) The annual merit increase date for an employee will change only if: 1) the employee is promoted or otherwise moved to a position assigned to another job class and is required to serve a trial performance period; 2) the employee receives a merit step adjustment as authorized by the City Administrator; or 3) the employee has used more than 15 calendar days of leave without pay in one month. For each month in which more than 15 calendar days of leave without pay has been used, the employee's annual merit increase date shall be advanced by one month.

5.04.03 Promotion

A promotion is an appointment to a position in a classification which has a higher maximum salary rate than the employee's present classification. The City Administrator will determine the salary step of the promoted employee in the new salary range on the date of the promotion. The salary step of the

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promoted employee will be set so that the promoted employee's pay level is no more than two salary steps higher than the employee's step prior to the promotion unless, in the judgment of the City Administrator, a higher pay level is required to distinguish the promoted employee's pay level from those of subordinate job classes. If step one of the salary range to which

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the employee has been promoted is a pay level more than two steps higher than the promoted employee's previous salary step, then the employee shall be assigned to step one of the higher salary range. When the date of promotion and the merit increase date coincide, the merit increase is paid prior to the promotional increase.

5.04.04 Demotions

A demotion is an appointment to a position in a classification which has a lower maximum salary rate than the employee's present classification. When a demotion occurs, the department manager will recommend to the Mayor a salary for the demoted employee within the salary range of the lower classification which is less than or equal to the employee's present salary. The employee will retain the same anniversary date.

5.04.05 Transfer

- a) A position transfer is an appointment to a position in the same or different classification of the same pay grade.
- b) When an employee is transferred to a position in a different classification with the same pay grade, or is transferred to another department with the same classification, the employee's pay remains the same. The employee will retain the same anniversary date for leave and length of service purposes.

5.04.06 Temporary Change of Classification

- a) A current employee assigned to a classification with a differing rate of pay in an "acting" appointment status will be compensated at the next higher step in the new range according to policy on promotion.

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5.04.07 Temporary Change of Classification

- b) If the employee is promoted to the higher class with regular appointment status, all policies apply from the date of promotion.

5.04.08 Payment of Overtime

- a) All overtime is to be approved by the employee's supervisor in advance of being worked. In the case of emergencies, the employee is responsible to notify the supervisor as soon as possible of the need to work overtime.
- b) Overtime is considered as time worked in excess of forty (40) hours per week, except in the case of non-standard work schedules. A non-standard work day and work week shall be established by the department manager, or by applicable bargaining agreements, employee contracts or letters of appointment, and approved by the Mayor. The work day or work week may be changed to accommodate the efficient operation of the department.
- c) Time worked as overtime will not be used to earn employee benefits or to serve out probation or merit increase periods.
- d) All overtime worked and compensated will be in accordance with the Fair Labor Standards Act.

5.04.09 Compensatory Time

Unless specifically requested and authorized by the City Administrator, compensatory time off in lieu of overtime pay will not be allowed.

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5.04.10 Exemptions

The Mayor may recommend to the City Council, positions to be exempt from overtime provisions on the basis of the nature of work, conditions of employment or by definition of administrative, supervisory and professional classifications as provided by State and Federal laws. Such exemption is based upon special conditions to work or assignment, in accordance with the Fair Labor Standards Act.