

RESOLUTION NO. 2023-31

A RESOLUTION establishing the Fiscal Year 2024 compensation schedule for each position in the City service not covered by a valid union contract.

WHEREAS, the City Manager has prepared and submitted to the City Council of the City of Ellensburg a standard schedule of pay; and

WHEREAS, maintaining living wage jobs is essential to attracting and retaining quality employees; and

WHEREAS, Step 6 of Pay Grade 50 has been adjusted by an annual Cost of Living Adjustment (COLA) of 3.6% over the 2023 wage, and all other non-represented positions are adjusted accordingly based on maintaining the integrity of the pay grade structure, and hourly positions will be adjusted based on the 2024 Washington State Minimum Wage; and

WHEREAS, the City Attorney's office created a Legal Intern position, which was unpaid in 2023, but will be paid in 2024 to be consistent with the practice of other departments that utilize interns; and

WHEREAS, the Public Works & Utilities department implemented a temporary Construction Project Manager in 2023 which was grant funded; however, the increasing project workload requires an additional full-time Civil Engineer, and to be competitive in the market as well as on par with internal positions, Civil Engineer will be increased from Pay Grade 28 to Pay Grade 33; and

WHEREAS, the City Council of said City desires to adopt such amended pay plan;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The pay grade structure for non-union positions is hereby adopted as set forth in Appendix A, effective January 1, 2024; and

Section 2. The compensation schedule for each non-represented position is hereby adopted as set forth below, effective January 1, 2024.

CLASS TITLES BY DEPARTMENT	PAY RANGE		
<u>CITY MANAGER</u>			
TITLE	MIN	MAX	Pay Grade
City Manager	14,226	16,097	50
Assistant City Manager/City Attorney	13,541	15,321	48
Human Resources Director	10,842	12,267	39
Assistant City Attorney	9,823	11,113	35
Public Information Officer	8,470	9,582	29

TITLE	MIN	MAX	Pay Grade
Arts & Economic Development Manager	8,062	9,120	27
Human Resources Specialist	6,617	7,484	19
Executive Assistant – City Attorney/Deputy City Clerk	6,455	7,301	18
Executive Assistant – City Manager	5,706	6,454	13
Human Resources Assistant	5,706	6,454	13
Civil Service Secretary/Chief Examiner	150/mo	150/mo	n/a
Legal Intern	16.28/hr	16.28/hr	n/a

COMMUNITY DEVELOPMENT

TITLE	MIN	MAX	Pay Grade
Community Development Director	10,842	12,267	39
Building Official	8,263	9,348	28
Planning Manager	8,263	9,348	28
Building Inspector II	7,125	8,060	22
Housing & Grants Administrator	6,782	7,671	20
Building Inspector I	6,617	7,484	19

FINANCE

TITLE	MIN	MAX	Pay Grade
Finance Director	11,968	13,540	43
Assistant Finance Director	9,823	11,113	35
Utility Services Supervisor	8,470	9,582	29
Accounting Manager	8,263	9,348	28
Accountant III – Budget Officer	8,263	9,348	28
City Clerk	7,304	8,262	23
Accountant II	6,782	7,671	20

INFORMATION TECHNOLOGY

TITLE	MIN	MAX	Pay Grade
IT Director	10,842	12,267	39
IT & Telecommunications Manager	8,899	10,068	31
IT Systems Administrator (2 positions)	7,673	8,681	25
IT Business Analyst	7,673	8,681	25
Service Desk Specialist	5,706	6,454	13
IT Intern – Desktop Support	16.28/hr	16.28/hr	n/a

LIBRARY

TITLE	MIN	MAX	Pay Grade
Library Director	10,068	11,391	36
Librarian	5,994	6,780	15
Part-time Library Substitute*	16.28/hr	16.28/hr	n/a

*Reflects WA Minimum Wage increase of 3.4%

PARK AND RECREATION

TITLE	MIN	MAX	Pay Grade
Parks & Recreation Director	10,068	11,391	36
Aquatic & Recreation Supervisor	6,617	7,484	19

TITLE	Steps	1	2	3
Recreation Leader – AAC/SBYC*	21.81	22.90	24.05	
Recreation Leader – KVMP*	22.90	24.05	25.25	

*AAC – Adult Activity Center; SBYC – Stan Basset Youth Center; KVMP – Kittitas Valley Memorial Pool

TITLE	I	II	III	IV	V	VI
Custodian	17.09	17.94	18.84			
Recreation Aide	17.94	18.84	19.78	20.77		
Sports Official	17.94	18.84	19.78	20.77	21.81	22.90
Swim Instructor	18.84	19.78	20.77			
Senior Van Driver	18.84	19.78	20.77			
Lifeguard	19.78	20.77	21.81			

Hourly Parks & Recreation wages reflect the WA Minimum Wage increase of 3.4%

POLICE

TITLE	MIN	MAX	Pay Grade
Police Chief	11,968	13,540	43
Police Captain (2 positions)	10,320	11,676	37
Police Records Supervisor	6,782	7,671	20
Crime Analyst	6,455	7,301	18
Reserve Officer	16.28/hr	16.28/hr	n/a

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PUBLIC WORKS AND UTILITIES

TITLE	MIN	MAX	Pay Grade
Public Works & Utilities Director	13,541	15,321	48
City Engineer/Engineering Services Manager	11,391	12,888	41
Assistant Utilities Director	11,113	12,574	40
Senior Electrical Engineer	10,578	11,968	38
Project Engineer	10,320	11,676	37
Operations Supervisor - Light	10,320	11,676	37
Energy Resources Manager	10,068	11,391	36
Assistant Public Works Director	9,823	11,113	35
Assistant City Engineer/Capital Projects Manager*	9,823	11,113	35
Gas Engineer	9,583	10,842	34
Civil Engineer (2 positions)	9,349	10,578	33
Stormwater Utility Manager	8,899	10,068	31
Transit Manager	8,899	10,068	31
Shop/Warehouse Manager	8,899	10,068	31
PW Finance Officer	6,782	7,671	20
Sustainability & Energy Coordinator	6,617	7,484	19
Rate Analyst	6,455	7,301	18
Operations Analyst – ES	5,994	6,780	15
GIS Intern – Gas Division	22.00/hr	22.00/hr	n/a

*Plus 5% for current ISA Arborist Certification

All other City positions are covered by Union contracts. This resolution has no application to such positions.

Section 3. The Pay Plan set forth herein shall be administered in accordance with applicable provisions of the Personnel Policies Manual and as further provided herein:

- (a) Initial employment: Employees shall be paid within the limits of their pay grade to which their positions are assigned. Usually, new employees will begin employment at Step 1 of the pay grade for their respective classification. However, a new employee may be employed at a higher step within their pay grade when the employee's experience, training, or proven capability warrant, or when prevailing market conditions require a starting wage greater than Step 1. Additionally, the City Manager may negotiate and authorize higher leave accrual rates and adjusted PTO starting balances for a new employee.
- (b) Anniversary date, employee performance review, and performance-based or merit raises: After an employee has been certified as having successfully completed the appropriate trial period, their anniversary date of employment will be retroactive to the date first employed in that position on a full-time basis. A performance-based

raise or merit pay is an increase in pay of one or more steps in the appropriate pay grade and is for the purpose of recognizing reliable achievement over time by the employee which meets and frequently exceeds supervisory expectations. Such raises shall be based on tangible results which clearly demonstrate the employee is continuing to add value to the City and City services. An increase to a higher step in the Salary Schedule will normally occur if the employee receives a performance evaluation demonstrating the employee meets and frequently exceeds expectations.

If an employee's performance is unsatisfactory, no performance-based raise will be given for a stipulated period of time during which improvement must be shown or until the employee's job performance is again satisfactory or better, unless a different process is provided in the employee's bargaining agreement. Performance-based raises are normally provided at the beginning of each budget year. However, a Department Director may request approval for a step increase at the end of a trial period, and at the end of the first year of employment, or upon the assumption of substantially increased duties and/or responsibilities.

Performance-based raises are within the sole discretion of the City Manager, are not automatic, and are subject to the availability of budgeted funds.

Section 4. Exempt Leave. In recognition of the performance of professional responsibilities of employees who work beyond the regularly scheduled workday, who are not compensated for overtime regardless of the time required to perform assigned tasks, and who are classified as "exempt" under the Fair Labor Standards Act, up to forty (40) hours of paid exempt leave may be granted each calendar year subject to review and approval by the City Manager or his/her designee. Persons first employed in any month after January will be granted a pro-rata exempt leave bank through December of their first year of employment. Exempt leave must be used during the year in which it is granted; it cannot be carried over from year to year, and it may not be cashed out. Exempt leave may only be taken in increments greater than two (2) hours.

Section 5. Personal Time Off (PTO). In order to modernize the City's approach to the allocation of employee benefits, the PTO program was established in 2016. The PTO program merges vacation and sick leave into a single leave category and combines leave accrual rates for non-represented staff.

As a condition of implementation of the PTO program employees will receive annually in their paycheck for the January 1-15 payroll period the sum of \$262.00. This amount shall be reviewed by the City Manager in November of each year and adjusted as necessary and appropriate by the City Manager.

Section 6. PTO accrual cash out. If an employee is unable to take PTO leave due to circumstances dictated by special needs of the City, the City Manager may authorize the carry-over or cash-out of any portion of an employee's accrued PTO hours in excess of the maximum allowable accrued PTO hours identified in the Personnel Manual.

Section 7. Cell Phone Allowances. Employees required to carry a cell phone for City business

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may be provided a cell phone by the City for official use, or with the approval of the City Manager, may be provided a cell phone allowance of up to \$75 per month to compensate for the use of a private cell phone for City business. Employees requesting the allowance must submit a copy of their cell phone bill to HR for approval of the reimbursement and must abide by all applicable City policies.

Section 8. Life Insurance. Employees covered under this resolution shall be provided with a \$25,000 life insurance policy at City expense.

Section 9. VEBA. The City will contribute \$100 per month to the HRA VEBA accounts of benefit-eligible employees covered under this Resolution.

This Resolution supersedes all prior pay resolutions.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 4th day of December, 2023.



Nancy J. Ellingsen
Mayor
Attest: 

Bette Leader
City Clerk

APPENDIX A
RESOLUTION 2023-31

GRADE	1	2	3	4	5	6
50	14,226	14,582	14,947	15,321	15,704	16,097
49	13,879	14,226	14,582	14,947	15,321	15,704
48	13,541	13,879	14,226	14,582	14,947	15,321
47	13,210	13,540	13,879	14,226	14,582	14,947
46	12,888	13,210	13,540	13,879	14,226	14,582
45	12,574	12,888	13,210	13,540	13,879	14,226
44	12,267	12,574	12,888	13,210	13,540	13,879
43	11,968	12,267	12,574	12,888	13,210	13,540
42	11,676	11,968	12,267	12,574	12,888	13,210
41	11,391	11,676	11,968	12,267	12,574	12,888
40	11,113	11,391	11,676	11,968	12,267	12,574
39	10,842	11,113	11,391	11,676	11,968	12,267
38	10,578	10,842	11,113	11,391	11,676	11,968
37	10,320	10,578	10,842	11,113	11,391	11,676
36	10,068	10,320	10,578	10,842	11,113	11,391
35	9,823	10,068	10,320	10,578	10,842	11,113
34	9,583	9,822	10,068	10,320	10,578	10,842
33	9,349	9,582	9,822	10,068	10,320	10,578
32	9,121	9,348	9,582	9,822	10,068	10,320
31	8,899	9,120	9,348	9,582	9,822	10,068
30	8,682	8,898	9,120	9,348	9,582	9,822
29	8,470	8,681	8,898	9,120	9,348	9,582
28	8,263	8,469	8,681	8,898	9,120	9,348
27	8,062	8,262	8,469	8,681	8,898	9,120
26	7,865	8,060	8,262	8,469	8,681	8,898
25	7,673	7,863	8,060	8,262	8,469	8,681
24	7,486	7,671	7,863	8,060	8,262	8,469
23	7,304	7,484	7,671	7,863	8,060	8,262
22	7,125	7,301	7,484	7,671	7,863	8,060
21	6,952	7,123	7,301	7,484	7,671	7,863
20	6,782	6,949	7,123	7,301	7,484	7,671
19	6,617	6,780	6,949	7,123	7,301	7,484
18	6,455	6,615	6,780	6,949	7,123	7,301
17	6,298	6,454	6,615	6,780	6,949	7,123
16	6,144	6,297	6,454	6,615	6,780	6,949
15	5,994	6,143	6,297	6,454	6,615	6,780
14	5,848	5,993	6,143	6,297	6,454	6,615
13	5,706	5,847	5,993	6,143	6,297	6,454
12	5,566	5,704	5,847	5,993	6,143	6,297
11	5,431	5,565	5,704	5,847	5,993	6,143
10	5,298	5,429	5,565	5,704	5,847	5,993

GRADE	1	2	3	4	5	6
9	5,169	5,297	5,429	5,565	5,704	5,847
8	5,043	5,168	5,297	5,429	5,565	5,704
7	4,920	5,042	5,168	5,297	5,429	5,565
6	4,800	4,919	5,042	5,168	5,297	5,429
5	4,683	4,799	4,919	5,042	5,168	5,297
4	4,569	4,682	4,799	4,919	5,042	5,168
3	4,457	4,568	4,682	4,799	4,919	5,042
2	4,348	4,457	4,568	4,682	4,799	4,919
1	4,242	4,348	4,457	4,568	4,682	4,799

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