

**CITY OF LANGLEY, WASHINGTON RESOLUTION NO. \_\_\_\_\_**

**A Resolution Of The City Of Langley, Washington In Regards To The Establishment Of A Compensation Program For Persons Employed By The City Of Langley, Updating And Replacing Resolution No. 912, Adopted In December Of 2008**

**WHEREAS**, The payroll resolution No. 912, adopted in December of 2008, has not been updated since its adoption; and

**WHEREAS**, The City Council of Langley desires to update the City's compensation program for all permanent employee positions of the City, to include the establishment of a compensation grid for both nonexempt hourly employees and for department heads; and

**WHEREAS**, The major goals of the City compensation program are to establish uniformity of pay commensurate with the employee's position, knowledge, training, and experience and to motivate employees to perform their best; providing exemplary services to the community above and beyond the satisfactory completion of day-to-day work assignments; and

**WHEREAS**, A evaluation of compensation for municipal employees in Washington State employed in a city or town with a population of 7,500 or less has been conducted to support the proposed compensation grid; and

**WHEREAS**, The nonexempt uniformed police officers of the City of Langley have formed a collective bargaining unit and are now in the process of negotiating a bargaining unit agreement with the City, to include salaries and benefits;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Langley, Washington as follows:

**Section 1.** All permanent City employees will receive at least one performance evaluation annually. When recommended by the Mayor, employees who have demonstrated consistent exemplary work performance are eligible for a single step merit increase upon approval of the Council. The implementation of the merit program will be authorized by the Council following the preparation of a merit pay program by the Mayor for the review and approval of the Council; consistent with Article 6.1 - Performance Evaluations, of the adopted Personnel Policies Manual. The merit step program is a separate five step grid based upon the employee's compensation step at the time of commencement of the merit program. An employee's advancement within the merit program is based upon the consistent exemplary performance of the employee. The merit step of the employee within the merit program is maintained only by continued satisfactory performance over time. Failure to maintain two successive satisfactory performance evaluations shall be cause to reduce the employee to the next lowest compensation step consistent with Article 5.2 Employee Pay Rates. In addition, failure to maintain satisfactory performance evaluations shall be cause for disciplinary action.

**Section 2.** The salary schedule for hourly nonexempt employees and department heads is based upon a 10 step compensation grid. The incremental step increases within the grid are set at 2%. Advancement is based upon performance and not longevity. Upon adoption of the compensation grid, the salaries of the current employees will be reset per

attachment A. In those case where an employee’s current salary is in excess of the maximum step of the job description, the 2011 hourly or annual wage becomes the base for the employee for purposes of COLA and merit pay.

**Section 3.** Based upon an assessment of the Association of Washington Cities 2011 Salary survey attached hereto as Exhibit B, the base step of the compensation grid is established at the average low hourly or annual salary for the most comparable job positions, responsibilities, and hours worked. In those cases where an employee’s position involves the responsibilities of one or more positions within the Association of Washington Cities 2011 Salary survey, the position’s base pay will be averaged.

**Section 4.** The following pay rates for hourly nonexempt employees shall be as follows:

<b>Job Position*</b>		<b>Base Step</b>	<b>Midstep (5)</b>	<b>Maximum Step</b>
General Clerk/ Office Assistant (AWC - 245)		\$17.00	\$18.40	\$20.30
Deputy Clerk-Treasurer (AWC 510 - 250)		\$21.00	\$22.50	\$25.10
Utility/Maintenance I** (AWC-420)		\$21.00	\$22.50	\$25.10
Police Officer(AWC				
Building Official/Inspector (AWC 624 and 580)		\$25.50	\$27.60	\$30.50
Utility Supervisor ***(AWC 495, 497, & 610 - See also AWC 622 - Water Treatment Plant Superintendent – Average low \$28.08)		\$27.00	\$29.20	\$32.30

\*The pay steps for uniformed officers will be added following approval of the bargaining unit contract by the City Council.

\*\* Includes at least one water and/or waste water certification

\*\*\* Includes at least two water and/or waste water certifications

**Section 5.** The following monthly and annual compensation rates for Department Head positions shall be as follows:

<b>Department Head*</b>		<b>Base Step</b>	<b>Midstep (5)</b>	<b>Maximum Step</b>
	Monthly	\$5,300	\$5,737	\$6,334
	Annual	\$62,400	\$68,843	\$76,008

**Section 6.** With the exception of the uniformed officers, the initial placement of employees on the hourly nonexempt and exempt department head compensation steps shall be made in association with the adoption of the year 2012 budget per Attachment A.

**Section 7.** This resolution is to be reviewed annually in association with the preparation of the succeeding year's budget.

**Section 8.** The aforesaid compensation grid and the resetting of employee wages per Attachment A become effective as of January 1, 2012.

**PASSED** by the City Council of the City of Langley and approved by the Mayor at a regularly scheduled public meeting this \_\_\_\_day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
PAUL O. SAMUELSON, Mayor

ATTEST:

\_\_\_\_\_  
DEBBIE L. MAHLER, Director of Finance/Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
GRANT K. WEED, City Attorney

Resolution \_\_\_\_\_

**Attachment A**

**Finance Department:**

<b>Position</b>	<b>Current Pay</b>	<b>2012</b>	<b>2012</b>
Director	\$5,905	\$6,209 – Step 9	\$74,508
Deputy Clerk	\$24.48	\$25.10 - Step 10	\$52,208
General Clerk/ Office Assistant	\$15.00	\$17.00 - Step 1	\$35,360

**Planning Department:**

<b>Position</b>	<b>Current Pay</b>	<b>2012</b>	<b>2012</b>
Director	\$4,815	\$5,737 – Step 5	\$68,844
Building Official	\$30.00	\$30.00 - Step 9	\$31,200 (.5 FTE)

**Police Department:**

<b>Position</b>	<b>Current Pay</b>	<b>2012</b>	<b>2012</b>
Chief	\$5,200	\$5,410 – Step 2	\$64,920
Officer	\$25.65	TBD	
Officer	\$24.14	TBD	
Reserve	\$22.09	TBD	

**Public Works Department:**

<b>Position</b>	<b>Current Pay</b>	<b>2012</b>	<b>2012</b>
Director	\$4,815	\$5,851- Step 4	\$70,212
103	\$18.16	\$22.70 - Step 5	\$47,216
104	\$24.38	\$29.20 - Step 3	\$60,736
105	\$18.92	\$23.20 - Step 6	\$48,256
106	\$16.81	\$22.70 - Step 5	\$47,216