

**CITY OF WASILLA
ORDINANCE SERIAL NO. 09-44**

AN ORDINANCE OF THE WASILLA CITY COUNCIL REPEALING SECTIONS 3.55.010 THROUGH 3.55.090 OF WMC CHAPTER 3.55 SALARY ADMINISTRATION PLAN, AND WMC 3.90.010, PERFORMANCE APPRAISAL; ENACTING SECTIONS 3.55.010 THROUGH 3.55.070 OF WMC CHAPTER 3.55, SALARY ADMINISTRATION PLAN; AND AMENDING WMC 3.45.010 DEFINITIONS, WMC 3.45.040, SCOPE OF COVERAGE AND AMENDMENT OF RULES, WMC 3.50.060 SELECTION OF CURRENT AND FORMER EMPLOYEES, WMC 3.50.070, PROBATIONARY PERIOD, WMC 3.65.020, COVERAGE, USE ACCRUAL AND OTHER ASPECTS OF PTO, WMC 3.85.050 COMPENSATION, AND WMC 3.85.070 SUPERVISION AND PERFORMANCE APPRAISALS; REGARDING THE SALARY ADMINISTRATION PLAN, EMPLOYEE PERFORMANCE EVALUATION, THE CLASSIFIED STATUS OF THE DEPUTY CITY CLERK, AND CONFLICTS BETWEEN THE PERSONNEL RULES AND COLLECTIVE BARGAINING AGREEMENTS.

Section 1. Classification. This ordinance is of a general and permanent nature and shall become part of the city code.

Section 2. Repeal of sections. Sections 3.55.010 through 3.55.090 of WMC Chapter 3.55, Salary administration plan, are repealed:

[3.55.010 GENERAL POLICY—ANNUAL FOCAL REVIEW PROCESS.

THE POLICY OF THE CITY IS TO FAIRLY COMPENSATE ITS EMPLOYEES ON THE BASIS OF MERIT, AND TO REVIEW AND UPDATE COMPENSATION DURING THE ANNUAL FOCAL REVIEW PROCESS. DURING THE ANNUAL FOCAL REVIEW PROCESS, EACH EMPLOYEE'S PERFORMANCE SHALL BE APPRAISED AND HIS OR HER PAY ADJUSTED IN ACCORDANCE WITH THE PROVISIONS OF THIS CHAPTER. ALL PAY ADJUSTMENTS ARE SUBJECT TO AVAILABILITY OF

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FUNDS IN LIGHT OF FISCAL AND BUDGETARY REALITIES EXPERIENCED BY THE CITY.

3.55.020 POSITION CLASSIFICATION.

A. ASSIGNMENT OF POSITION. THE MAYOR SHALL HAVE THE DUTY OF ASSIGNING POSITIONS TO THE APPROPRIATE GRADE IN THE SALARY ADMINISTRATION PLAN AND MAKING REASSIGNMENTS OF POSITIONS WHEN CHANGES IN DUTIES AND RESPONSIBILITIES JUSTIFY SUCH ACTION. DEPARTMENTAL AND EMPLOYEE REQUESTS FOR RECLASSIFICATION SHALL BE SUBMITTED TO THE MAYOR FOR REVIEW AT SUCH TIME AND IN SUCH FORM AS HE OR SHE MAY REQUIRE. CHANGES SHALL BECOME EFFECTIVE UPON APPROVAL OF THE MAYOR. THE MAYOR, WITH ADVICE AND ASSISTANCE FROM DEPARTMENT HEADS, SHALL MAINTAIN WRITTEN POSITION DESCRIPTIONS FOR ALL POSITIONS WITH THE CITY. EACH POSITION DESCRIPTION SHALL INCLUDE:

1. AN APPROPRIATE TITLE;
2. A GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES;
3. EXAMPLES OF DUTIES;
4. A LISTING OF MINIMUM QUALIFICATIONS FOR THE POSITION; AND
5. ESSENTIAL JOB FUNCTIONS, INCLUDING BUT NOT NECESSARILY LIMITED TO ANY PHYSICAL REQUIREMENTS FOR THE JOB, OR ANY REQUIRED READING, WRITING, AND COMPUTER SKILLS.

B. POSITION DESCRIPTIONS. POSITION DESCRIPTIONS SHALL BE CONSIDERED ONLY AS DESCRIPTIVE GUIDELINES AND NOT AS INCLUSIVE OF

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ALL DUTIES REQUIRED OF POSITIONS ASSIGNED TO A PARTICULAR GRADE. ALL POSITION DESCRIPTIONS SHALL BE KEPT UP-TO-DATE. THE CITY RETAINS THE RIGHT TO DETERMINE THAT QUALIFICATIONS OTHER THAN THOSE INCLUDED IN THE MINIMUM QUALIFICATIONS QUALIFY A PERSON FOR THE POSITION, REGARDLESS OF WHETHER OR NOT THE POSITION DESCRIPTION EXPLICITLY STATES THAT OTHER QUALIFICATIONS MAY QUALIFY A PERSON FOR THE JOB.

1. IT SHALL BE THE RESPONSIBILITY OF DEPARTMENT HEADS TO PREPARE AND MAINTAIN POSITION DESCRIPTIONS WHICH DEFINE THE DUTIES AND QUALIFICATIONS REQUIRED FOR EACH OF THE POSITIONS IN THEIR DEPARTMENT AS DELINEATED IN SUBSECTION A OF THIS SECTION AND TO PROVIDE THOSE DESCRIPTIONS TO THE MAYOR.

C. DUTIES OF EMPLOYEES. ANY EMPLOYEE MAY BE REQUIRED BY A DEPARTMENT HEAD TO PERFORM ANY OF THE DUTIES DESCRIBED IN HIS OR HER POSITION DESCRIPTION, AND OTHER DUTIES WHICH MAY BE NECESSARY OR DESIRABLE AND FOR WHICH THE EMPLOYEE IS QUALIFIED TO PERFORM. NOTHING IN THIS SECTION PROHIBITS THE CITY FROM REQUIRING AN EMPLOYEE TO PERFORM DUTIES WHICH ARE NOT DETAILED IN THE EMPLOYEE'S POSITION DESCRIPTION.

D. QUALIFICATIONS STATEMENTS. COMMON ALTERNATIVE COMBINATIONS OF EDUCATION, TRAINING OR EXPERIENCE ARE SPECIFIED IN THE POSITION DESCRIPTIONS. HOWEVER, OTHER COMBINATIONS MAY BE QUALIFYING, IF DEEMED EQUIVALENT, BY THE MAYOR. POSITION

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DESCRIPTIONS SHALL BE CONSIDERED ONLY AS DESCRIPTIVE GUIDELINES AND NOT AS INCLUSIVE OF ALL DUTIES REQUIRED OF POSITIONS ASSIGNED TO A PARTICULAR GRADE. THE CITY RETAINS THE RIGHT TO DETERMINE THAT QUALIFICATIONS OTHER THAN THOSE INCLUDED IN THE MINIMUM QUALIFICATIONS QUALIFY A PERSON FOR THE POSITION, REGARDLESS OF WHETHER OR NOT THE POSITION DESCRIPTION EXPLICITLY STATES THAT OTHER QUALIFICATIONS MAY QUALIFY A PERSON FOR THE JOB. PERSONAL TRAITS, INCLUDING, BUT NOT NECESSARILY LIMITED TO, GOOD CHARACTER, LOYALTY, HONESTY, INDUSTRIOUSNESS, AMENABILITY TO SUPERVISION, WILLINGNESS TO ADAPT TO CHANGE, AND WILLINGNESS TO COOPERATE WITH CO-WORKERS SHALL BE QUALIFICATIONS REQUIRED FOR EACH POSITION, EVEN THOUGH SUCH TRAITS MAY NOT BE SPECIFICALLY MENTIONED IN THE POSITION DESCRIPTIONS.

3.55.030 SALARY ADMINISTRATION PLAN.

A. THE MAYOR SHALL ESTABLISH AND MAINTAIN THE SALARY ADMINISTRATION PLAN, WHICH SHALL GROUP TOGETHER THOSE POSITIONS THAT ARE SUFFICIENTLY SIMILAR IN KIND, RESPONSIBILITY AND DIFFICULTY OF WORK TO WARRANT ASSIGNMENT TO THE SAME PAY RANGE ESTABLISHED FOR A PARTICULAR GRADE. THE PAY RANGES ESTABLISHED FOR A PARTICULAR GRADE SHALL BE APPROVED BY THE COUNCIL BY RESOLUTION.

B. THE OFFICIAL GRADES AND POSITIONS SHALL BE USED AS THE EXCLUSIVE MEANS OF REFERENCE IN ALL OFFICIAL RECORDS AND

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TRANSACTIONS, BUT WORKING TITLES ACCEPTABLE TO DEPARTMENT HEADS MAY BE USED IN CORRESPONDENCE AND OTHER DEALINGS WITH THE PUBLIC.

3.55.040 SALARY STRUCTURE.

A. THE MAYOR SHALL DEVELOP, AND PRESENT TO THE CITY COUNCIL FOR APPROVAL, AN EQUITABLE SALARY STRUCTURE FOR CLASSIFIED AND CONFIDENTIAL/MANAGERIAL POSITIONS. THE CITY COUNCIL SHALL ADOPT THE SALARY STRUCTURE, LISTING EACH PAY RANGE ASSIGNED TO EACH GRADE INCLUDED IN THE SALARY STRUCTURE, BY RESOLUTION. AMENDMENTS TO THE SALARY STRUCTURE MAY BE RECOMMENDED TO THE CITY COUNCIL BY THE MAYOR AND SHALL BECOME EFFECTIVE UPON CITY COUNCIL APPROVAL OR ANY OTHER DATE SPECIFIED BY THE CITY COUNCIL. PAY RANGES FOR EACH GRADE SHALL BE BASED UPON ECONOMIC TRENDS AND FORECASTS IN ALASKA, FISCAL AND BUDGETARY REALITIES, AND/OR ANY OTHER INFORMATION DEEMED RELEVANT TO EMPLOYEE PAY BY THE MAYOR. EMPLOYEES MAY PROVIDE INPUT TO THE MAYOR AND THE COUNCIL REGARDING PAY RANGES.

B. WHEN AN EMPLOYEE'S PAY RANGE IS AMENDED AND HIS OR HER CURRENT PAY FALLS BELOW THE MINIMUM RATE OF PAY IN THE PAY RANGE APPLICABLE TO HIS OR HER POSITION, THE EMPLOYEE'S PAY SHALL BE ADJUSTED UPWARDS TO THE MINIMUM RATE OF PAY FOR THE PAY RANGE. WHEN AN EMPLOYEE'S PAY RANGE IS AMENDED AND HIS OR HER CURRENT PAY IS HIGHER THAN THE MAXIMUM RATE OF PAY IN THE PAY RANGE

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APPLICABLE TO HIS OR HER POSITION, THE EMPLOYEE'S PAY WILL BE FROZEN AT HIS OR HER CURRENT HIGHER RATE OF PAY. WHEN AN EMPLOYEE'S PAY RANGE IS NOT AMENDED AND HIS OR HER PAY IS AT THE TOP OF THE RANGE, THE MAYOR IN HIS OR HER SOLE DISCRETION, MAY PROVIDE THE EMPLOYEE WITH A LUMP SUM LONGEVITY PAYMENT, NOT TO EXCEED THREE PERCENT OF HIS OR HER ANNUAL PAY. ANY SUCH LONGEVITY PAYMENT SHALL NOT BE CONSIDERED A PART OF THE EMPLOYEE'S SALARY OR BECOME A PART OF THE EMPLOYEE'S BASE PAY; RATHER, ANY SUCH LONGEVITY PAYMENT IS A ONE TIME PAYMENT ONLY.

3.55.050 PAY RANGES.

A. A PAY RANGE IS A LEVEL OF PAY THAT IS ASSIGNED TO A GRADE WHICH DETERMINES THE PAY OF EMPLOYEES IN THAT GRADE. IT COMPRISES A RANGE OF PAY THROUGH WHICH AN EMPLOYEE MAY PROGRESS IF HIS OR HER PERFORMANCE MERITS AN INCREASE (SUBJECT TO AVAILABILITY OF FUNDS). THE POSITIONS ASSIGNED A GRADE MAY BE ADJUSTED TO ANY RATE OF PAY WITHIN THE SALARY RANGE.

B. PAY RANGES ARE ASSIGNED TO GRADES BASED UPON ALL OR SOME OF THE FOLLOWING FACTORS:

1. DUTIES AND RESPONSIBILITIES OF POSITIONS WITHIN THE GRADE;
2. INTERNAL EQUITY WITHIN A PAY RANGE;
3. MARKET RATES FOR COMPARABLE WORK IN BOTH PUBLIC AND PRIVATE EMPLOYMENT;

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4. PAY RELATIONSHIPS FOR SIMILAR JOBS;
5. PAY RELATIONSHIPS BETWEEN SUPERVISORS AND EMPLOYEES;
6. EMPLOYEE RECRUITMENT AND RETENTION;
7. ECONOMIC TRENDS AND FORECASTS;
8. SALARY SURVEY DATA, INCLUDING COMPARATIVE FRINGE BENEFITS;
9. AVAILABILITY OF FUNDS; AND
10. OTHER FACTORS DEEMED RELEVANT BY THE MAYOR AND CITY COUNCIL.

3.55.060 BASIS OF PAY RANGES.

A. PAY RANGES ARE BASED ON FULL-TIME EMPLOYMENT FOR THE RESPECTIVE POSITIONS ASSIGNED TO THE GRADES.

1. CLASSIFIED EMPLOYEES ARE PAID AT AN HOURLY RATE CALCULATED BY DIVIDING THE ACTUAL AMOUNT OF PAY WITHIN THE PAY RANGE ASSIGNED TO A PARTICULAR CLASSIFIED EMPLOYEE BY TWO THOUSAND EIGHTY (2,080) HOURS PER YEAR.

2. EMPLOYEES SERVING IN CONFIDENTIAL/MANAGERIAL POSITIONS ARE PAID AN ANNUAL SALARY BASED ON THE ACTUAL AMOUNT OF PAY WITHIN THE PAY RANGE FOR THE GRADE TO WHICH THE EMPLOYEE'S POSITION IS ASSIGNED, OR PAID ON AN HOURLY BASIS AS PROVIDED FOR IN SECTION 3.55.070(A).

3.55.070 PAY RATES.

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A. STARTING RATE ON INITIAL EMPLOYMENT. A NEW EMPLOYEE'S INITIAL STARTING RATE SHALL BE AT THE PLACE IN THE PAY RANGE FOR THE GRADE IN WHICH THE EMPLOYEE'S POSITION IS ASSIGNED WHICH BEST CORRESPONDS WITH THE EMPLOYEE'S QUALIFICATIONS FOR THE POSITION. IN RECOMMENDING THE APPROPRIATE PLACE IN THE PAY RANGE TO THE MAYOR, A DEPARTMENT HEAD SHALL CONSIDER THE EMPLOYEE'S PRIOR JOB EXPERIENCES AND ABILITIES, AND THE CURRENT LABOR MARKET FOR SIMILAR POSITIONS, IN ADDITION TO THE NEW EMPLOYEE'S QUALIFICATIONS FOR THE POSITION. UPON THE DEPARTMENT HEAD'S RECOMMENDATION, THE MAYOR MAY APPROVE A STARTING PAY RATE AT OR ABOVE THE MIDPOINT OF THE PAY RANGE. ANY NEW EMPLOYEE HIRED FROM JULY 1ST THROUGH MARCH 31ST SHALL BE INCLUDED IN THE FOCAL REVIEW PROCESS THAT OCCURS ON JULY 1ST. ANY NEW EMPLOYEE HIRED APRIL 1ST THROUGH JUNE 30TH SHALL BE HIRED AT A PAY RATE THAT ANTICIPATES THAT THEY WILL NOT BE INCLUDED IN THE FOCAL REVIEW PROCESS UNTIL JULY 1ST OF THE FOLLOWING YEAR.

B. REINSTATEMENT AND REEMPLOYMENT OF EMPLOYEES.

1. REINSTATEMENT OF VETERANS. A REINSTATED VETERAN SHALL BE REINSTATED IN ACCORDANCE WITH STATE AND FEDERAL LAW. HIS OR HER LENGTH OF SERVICE SHALL BE THAT ESTABLISHED BEFORE LEAVING FOR MILITARY SERVICE. A PROBATIONARY PERIOD SHALL NOT BE REQUIRED UNLESS ONE WAS NOT COMPLETED IN HIS/HER LAST PREVIOUS

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EMPLOYMENT, IN WHICH CASE ONLY THE INCOMPLETE PORTION NEED BE SERVED UPON REINSTATEMENT.

2. REEMPLOYMENT OF CERTAIN LAID-OFF EMPLOYEES. WHEN A LAID-OFF EMPLOYEE IN LAYOFF STATUS FOR TWELVE (12) MONTHS OR LESS, WHO REQUESTED REEMPLOYMENT IN WRITING AFTER PREVIOUSLY OBTAINING A REGULAR APPOINTMENT TO A POSITION, BECOMES REEMPLOYED, HE OR SHE IS ENTITLED TO THE SAME PAY RECEIVED AT THE TIME OF LAYOFF IF HE/SHE IS REEMPLOYED IN A POSITION IN THE SAME GRADE AS THE POSITION HELD PRIOR TO LAYOFF. HIS OR HER LENGTH OF SERVICE WILL BE ADJUSTED BY THE NUMBER OF MONTHS AND/OR DAYS LAID OFF. THE EMPLOYEE SHALL BE INCLUDED IN THE NEXT SCHEDULED FOCAL REVIEW PROCESS. A PROBATIONARY PERIOD SHALL BE REQUIRED ONLY IF REQUESTED BY THE DEPARTMENT HEAD AND APPROVED IN ADVANCE BY THE MAYOR, UNLESS ONE WAS NOT COMPLETED IN THE LAST PREVIOUS EMPLOYMENT, IN WHICH CASE THE INCOMPLETE PORTION NEED BE SERVED IN NEW EMPLOYMENT.

3. REINSTATEMENT AS RESULT OF CHAPTER 3.75. AN EMPLOYEE REINSTATED THROUGH THE HEARING PROCESS PROVIDED FOR IN CHAPTER 3.75 OF THIS TITLE IS ENTITLED TO ALL RIGHTS PREVIOUSLY ESTABLISHED, INCLUDING THE SAME PAY, AND THE SAME LENGTH OF SERVICE, UNLESS OTHERWISE DIRECTED BY THE MAYOR.

C. REHIRE. A FORMER EMPLOYEE MAY BE REHIRED AT THE SAME PAY RATE HE OR SHE HAD BEFORE SEPARATION OR ANY LOWER OR HIGHER

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PAY RATE, DEPENDING ON THE POSITION FOR WHICH THE EMPLOYEE IS REHIRED. WHEN REHIRED IN THE SAME GRADE OR A LOWER GRADE, WHEN APPROVED IN ADVANCE BY THE MAYOR, THE EMPLOYEE MAY BE PAID AT THE RATE THAT BEST REFLECTS PRIOR CREDITABLE CITY SERVICE. CONSIDERATION SHALL BE GIVEN TO EXPERIENCE AND EDUCATION ACQUIRED SINCE LEAVING CITY EMPLOYMENT. THE EMPLOYEE MUST SERVE A PROBATIONARY PERIOD.

D. DEMOTION.

1. PAY RATE FOR LOWER GRADE. WHEN AN EMPLOYEE IS DEMOTED, HIS OR HER PAY RATE IN THE RANGE FOR THE LOWER GRADE SHALL BE THAT RATE WHICH IS DETERMINED BY THE DEPARTMENT HEAD AND APPROVED IN ADVANCE BY THE MAYOR. FACTORS TO DETERMINE THE PAY RATE MAY INCLUDE, BUT ARE NOT NECESSARILY LIMITED TO, REASON FOR DEMOTION, PAST AND CURRENT PERFORMANCE APPRAISALS, COOPERATION WITH THE DEPARTMENT HEAD AND OTHER EMPLOYEES; PREVIOUS EXPERIENCE IN THE LOWER GRADE; BUDGETED FUNDS AVAILABLE; AND LENGTH OF SERVICE.

A. DEMOTION FOR DISCIPLINARY REASONS. AN EMPLOYEE DEMOTED FOR DISCIPLINARY REASONS MAY BE PLACED AT THE PAY RATE IN A LOWER PAY RANGE THAT IS APPROPRIATE GIVEN THE EMPLOYEE'S OVERALL LEVEL OF PERFORMANCE.

B. DEMOTION IN LIEU OF LAYOFF. EMPLOYEES DEMOTED IN LIEU OF LAYOFF SHALL BE PLACED AT THE PAY RATE IN THE PAY RANGE FOR THE

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GRADE TO WHICH THE DEMOTED POSITION IS ASSIGNED THAT IS APPROPRIATE GIVEN THE EMPLOYEE'S OVERALL LEVEL OF PERFORMANCE.

2. LENGTH OF SERVICE. LENGTH OF SERVICE OF A DEMOTED EMPLOYEE SHALL REMAIN UNCHANGED.

3.55.080 ADVANCEMENTS WITHIN A PAY RANGE.

A. AN EMPLOYEE'S ADVANCEMENT THROUGH THE PAY RANGE FOR A PARTICULAR POSITION SHALL BE DETERMINED IN THE ANNUAL FOCAL REVIEW PROCESS IN WHICH EACH EMPLOYEE'S PERFORMANCE IS APPRAISED AND THEIR RATE OF PAY REVIEWED AND ADJUSTED IN ACCORDANCE WITH THEIR PERFORMANCE, SUBJECT TO AVAILABILITY OF FUNDS. IN THE FIRST YEAR OF THE FOCAL REVIEW PROCESS, THE ANNUAL FOCAL REVIEW PROCESS SHALL CULMINATE ON AUGUST 1ST INSTEAD OF JULY 1ST, AND ANY ADJUSTMENT TO AN EMPLOYEE'S PAY RATE SHALL BE RETROACTIVE TO JULY 1ST.

B. AFTER THE EMPLOYEE'S PERFORMANCE IS APPRAISED, HIS OR HER PAY RATE SHALL BE ADJUSTED ACCORDINGLY, SUBJECT TO AVAILABILITY OF FUNDS. DURING THE FIRST YEAR OF TRANSITION TO THE FOCAL REVIEW PROCESS, A PAY INCREASE ALREADY RECEIVED BY AN EMPLOYEE ON HIS OR HER ANNIVERSARY DATE OR UPON SUCCESSFUL COMPLETION OF A PROBATIONARY PERIOD BEFORE AUGUST 1ST SHALL BE TAKEN INTO ACCOUNT IN DETERMINING HIS OR HER PAY RATE DURING THE FOCAL REVIEW PROCESS. THE DEPARTMENT HEAD'S RECOMMENDATION FOR A PAY INCREASE MUST BE BASED ON MERIT AND THE PERFORMANCE OF AN

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EMPLOYEE. PAY INCREASES ARE NOT AUTOMATIC AND SHALL ONLY BE AWARDED TO AN EMPLOYEE WHOSE PERFORMANCE MERITS AN INCREASE, IF FUNDS ARE AVAILABLE TO FUND THE PAY INCREASE. THE AMOUNT OF A PAY INCREASE IS DISCRETIONARY. AN EMPLOYEE WHO DOES NOT MEET THE MINIMUM REQUIREMENTS FOR THE JOB SHALL RECEIVE NO PAY INCREASE. AN EMPLOYEE WHO NEEDS IMPROVEMENT OR AN EMPLOYEE WHO MEETS THE REQUIREMENTS OF HIS/HER JOB MAY RECEIVE A PAY INCREASE, DEPENDING ON WHERE THE EMPLOYEE'S PAY FALLS WITHIN THE PAY RANGE AT THE TIME OF EVALUATION AND THE EMPLOYEE'S ACTUAL PERFORMANCE, AS WELL AS AVAILABILITY OF FUNDS. AN EMPLOYEE WHOSE PERFORMANCE EXCEEDS REQUIREMENTS OR AN EMPLOYEE WHOSE PERFORMANCE IS EXCEPTIONAL SHALL RECEIVE A PAY INCREASE DEPENDING ON WHERE THE EMPLOYEE'S PAY FALLS WITHIN THE PAY RANGE AT THE TIME OF EVALUATION AND THE EMPLOYEE'S ACTUAL PERFORMANCE, IF FUNDS ARE AVAILABLE FOR THE PAY INCREASE.

3.55.090 PAY ADJUSTMENT ON TRANSFER, PROMOTION, DEMOTION AND REINSTATEMENT.

A. IN THE EVENT OF TRANSFERS, DEMOTIONS AND PROMOTIONS, OR REINSTATEMENT, THE FOLLOWING PRINCIPLES SHALL APPLY, SUBJECT TO AVAILABILITY OF FUNDS:

1. TRANSFER. IN THE CASE OF TRANSFER, THE PAY RATE OF THE EMPLOYEE SHALL REMAIN UNCHANGED UNLESS IT IS BELOW THE MINIMUM

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OF THE PAY RANGE FOR THE TRANSFERRED POSITION, IN WHICH CASE THE EMPLOYEE'S PAY SHALL BE INCREASED TO THE MINIMUM OF THE PAY RANGE.

2. PROMOTION. IN THE CASE OF PROMOTION, THE PAY RATE OF THE PROMOTED EMPLOYEE SHALL INCREASE TO THE POINT IN THE PAY RANGE THAT REFLECTS THE EMPLOYEE'S QUALIFICATIONS. EMPLOYEE'S SALARY SHALL REPRESENT AT LEAST A FIVE PERCENT INCREASE.

3. UPWARD RECLASSIFICATION. IN ANY CASE WHERE A POSITION IS RECLASSIFIED UPWARDS THE SALARY OF THE EMPLOYEE OCCUPYING THE POSITION SHALL BE INCREASED A MAXIMUM OF AT LEAST THREE PERCENT.

4. DEMOTION. IN THE CASE OF DEMOTION, THE PAY RATE OF THE DEMOTED EMPLOYEE SHALL BE DETERMINED BY THE MAYOR IN CONSULTATION WITH THE EMPLOYEE'S DEPARTMENT HEAD.

Section 3. Repeal of section. WMC 3.90.010, Performance appraisal, is repealed:

[3.90.010 PERFORMANCE APPRAISAL.

A. THE MAYOR SHALL, IN COOPERATION WITH DEPARTMENT HEADS AND OTHERS, DEVELOP AND ADOPT A SYSTEM OF APPRAISING THE PERFORMANCE OF CLASSIFIED EMPLOYEES DURING THE ANNUAL FOCAL REVIEW PROCESS. DEPARTMENT HEADS SHALL MAKE EVERY EFFORT TO COMPLETE PERFORMANCE APPRAISALS SUFFICIENTLY IN ADVANCE OF JULY 1ST OF EACH YEAR SO THAT ANY PAY ADJUSTMENTS MADE AS A RESULT OF THE PERFORMANCE APPRAISAL PROCESS CAN GO INTO EFFECT JULY 1ST, EXCEPT THAT DURING THE FIRST YEAR OF THE FOCAL REVIEW PROCESS,

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DEPARTMENT HEADS SHALL MAKE EVERY EFFORT TO COMPLETE PERFORMANCE APPRAISALS SUFFICIENTLY IN ADVANCE OF AUGUST 1ST AND ANY PAY ADJUSTMENTS MADE AS A RESULT OF THE PERFORMANCE APPRAISAL PROCESS SHALL BE RETROACTIVE TO JULY 1ST.

B. PERFORMANCE APPRAISALS ARE USED FOR THE FOLLOWING PURPOSES:

1 TO PROVIDE A BASIS FOR INFORMED DECISION ON SUCH MATTERS AS PAY, PROMOTION, WORK ASSIGNMENTS, TRAINING, RECOGNITION AND AWARDS AND TERMINATION OF EMPLOYMENT;

2. TO KEEP EMPLOYEES ADVISED OF WHAT IS EXPECTED OF THEM AND HOW WELL THEY ARE MEETING THESE EXPECTATIONS;

3. TO STIMULATE IMPROVED WORK PERFORMANCE AND COMMITMENT TO CITY GOALS;

4. TO PROVIDE A BASIS FOR MEETING EMPLOYEE NEEDS FOR GROWTH AND DEVELOPMENT;

5. TO ENABLE MANAGEMENT TO MAKE BETTER USE OF ITS PERSONNEL RESOURCES;

6. TO FOSTER AN EFFECTIVE WORKING PARTNERSHIP BETWEEN SUPERVISOR AND EMPLOYEE; AND

7. TO DETERMINE THE EFFECTIVENESS OF PLACEMENT AND PROMOTION ACTIONS.

C. PREPARATION. A PERFORMANCE APPRAISAL REPORT SHOULD BE PREPARED FOR ALL CLASSIFIED EMPLOYEES AS SET FORTH BELOW. EACH

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DEPARTMENT HEAD SHALL DEVELOP AND USE PERFORMANCE STANDARDS SUITED TO THE REQUIREMENTS OF HIS OR HER DEPARTMENT. STANDARDS OF PERFORMANCE ESTABLISHED AS A BASIS FOR PERSONNEL APPRAISAL SHALL HAVE REFERENCE TO THE QUALITY AND QUANTITY OF WORK, THE MANNER IN WHICH SERVICE IS RENDERED AND SUCH CHARACTERISTICS AS WILL MEASURE THE VALUE OF THE EMPLOYEE TO THE CLASSIFIED SERVICE. EMPLOYEES SHOULD BE INFORMED OF SUCH STANDARDS.

D. FORM AND TIMING. THE MAYOR SHALL DEVELOP A PERFORMANCE APPRAISAL REPORT. PERFORMANCE APPRAISAL REPORTS SHOULD BE COMPLETED AT THE END OF A PROBATIONARY PERIOD, AND ANNUALLY DURING THE FOCAL REVIEW PROCESS. PERFORMANCE APPRAISAL REPORTS MAY ALSO BE COMPLETED AT ANY OTHER TIME AT THE DISCRETION OF A DEPARTMENT HEAD.

E. REVIEW OF PERFORMANCE APPRAISAL WITH EMPLOYEE. THE EVALUATOR SHOULD PREPARE THE PERFORMANCE APPRAISAL REPORT AND DISCUSS IT PRIVATELY WITH THE EMPLOYEE TO WHOM IT PERTAINS UNLESS THE EMPLOYEE IS NOT AVAILABLE. IN THAT CASE, THE DEPARTMENT HEAD SHOULD DELIVER A COPY OF THE APPRAISAL REPORT TO THE EMPLOYEE. EMPLOYEES MAY COMMENT ON THE CONTENT OF THE PERFORMANCE APPRAISAL REPORT. SUCH WRITTEN COMMENTS SHALL BE ATTACHED TO THE REPORT AND BECOME A PART OF IT.

F. DISTRIBUTION OF REPORTS. THE DEPARTMENT HEAD SHALL FURNISH THE EMPLOYEE WITH A COPY OF THE PERFORMANCE APPRAISAL

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REPORT. THE ORIGINAL SHALL BE FILED WITH THE EMPLOYEE'S PERSONNEL FILE.

G. THE SUBSTANCE OF A PERFORMANCE APPRAISAL REPORT SHALL NOT BE THE SUBJECT OF A GRIEVANCE.

H. THE EMPLOYEE'S SIGNATURE SHALL NOT CONSTITUTE AGREEMENT WITH THE APPRAISAL.]

Section 4. Adoption of sections. Sections 3.55.010 through 3.55.070 of WMC Chapter 3.55, Salary administration plan, are adopted to read as follows:

3.55.010 Salary administration plan.

A. The salary administration plan consists of the grouping of similar positions into grades and the assignment of a pay range to each grade.

B. All city records and transactions shall refer to a position only by the position title and grade in the salary administration plan, but department heads may approve the use of working position titles in correspondence and other dealings with the public.

3.55.020 Position classification.

The mayor shall determine which positions are sufficiently similar in kind, responsibility and difficulty of work to warrant assignment to the same pay range, and based on that determination assign each position to a grade in the salary administration plan. The mayor from time to time may reassign positions among the grades in the salary administration plan either at the mayor's initiative or at the request of a department head or an employee. Requests for reassignment

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shall be submitted to the mayor at such times and in such form as the mayor may require. A reassignment becomes effective upon its approval by the mayor.

3.55.030 Position descriptions.

A. The mayor, with advice and assistance from department heads, shall maintain a written position description for each position. Each position description shall include:

1. An appropriate title;

2. A general statement of duties and responsibilities;

3. Examples of duties;

4. A listing of minimum qualifications for the position; and

5. Essential job functions, including without limitation any physical requirements for the job, and any required reading, writing or computer skills.

B. Each department head shall prepare and update as required for the approval of the mayor a position description for each position in the department.

C. A position description is a general description and need not describe all duties required of a position. A supervisor may require an employee to perform any of the duties described in the employee's position description, as well as other duties that are necessary or desirable and which the employee is qualified to perform.

D. The statement of qualifications in a position description may consist of common alternative combinations of education, training or experience that are required to perform the duties of the position. The city may determine that other

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qualifications equivalent to those stated in the position description are sufficient, regardless of whether the position description explicitly provides for such a determination. Whether or not mentioned in the position description, personal traits, including without limitation good character, loyalty, honesty, industriousness, amenability to supervision, willingness to adapt to change, and willingness to cooperate with co-workers are qualifications required for each position.

3.55.040 Pay ranges.

A. The salary structure assigns a pay range, which is a range of hourly or annual rates of pay, to each grade. A pay range consists of a series of steps through which an employee may progress in accordance with this chapter. The salary structure is adopted annually by council resolution. Employees may provide input to the mayor and the council regarding pay ranges.

B. The mayor and council may consider any of the following factors in assigning a pay range to a grade:

1. Duties and responsibilities of positions within the grade;

2. Market rates for comparable work in both public and private employment, including comparative fringe benefits;

3. Pay relationships between supervisors and their subordinates;

4. Employee recruitment and retention;

5. Economic trends and forecasts; and

6. Availability of funds.

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C. Pay ranges are based on full-time employment. An annual rate of pay in a pay range is divided by two thousand eighty (2,080) hours per year to determine the corresponding hourly rate of pay.

D. When an amendment to the pay range for an employee's position increases the minimum rate of pay in the range above the employee's current rate of pay, the employee's rate of pay shall be increased to the minimum rate of pay in the pay range. When an amendment to the pay range for an employee's position decreases the maximum rate of pay in the range below the employee's current rate of pay, the employee's rate of pay will not change.

E. When the mayor finds it is in the best interest of the city, the mayor annually may authorize a lump sum longevity payment not exceeding three percent of the employee's annual pay to an employee whose pay is at the top of the pay range for the employee's position. The authorization of such a lump sum longevity payment in any year does not obligate the city to provide the payment in any other year, or increase the rate of pay of the employee receiving the payment.

3.55.050 Assignment of step in pay range.

A. Initial Employment. A newly hired employee is assigned to the step in the pay range for the employee's position that the mayor selects after considering the department head's recommendation. In making the assignment, the mayor considers the employee's prior job experience and abilities, the current labor market for similar positions, and the employee's qualifications for the position.

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

B. Transfer, Promotion or Reclassification. The pay of an employee who is transferred does not change upon the transfer, except that it is changed to the minimum rate of pay in the pay range for the employee's new position if that rate exceeds the employee's current rate of pay. An employee who is promoted shall be assigned to the step in the pay range for the employee's new position that reflects the employee's qualifications and increases the employee's pay by at least five percent. An employee whose position is reclassified to a grade with a higher pay range shall be assigned to the step in the new pay range that increases the employee's pay by at least three percent.

C. Reemployment or Reinstatement.

1. Reemployment after Military Service. A former employee who left city employment for active duty military service shall be reemployed in accordance with state and federal law.

2. Reemployment after Layoff. A former employee who was laid off and is reemployed within twelve (12) months shall be assigned to the same step in the pay range to which the employee was assigned immediately before layoff.

3. Reinstatement after Disciplinary Hearing. An employee reinstated after a disciplinary hearing under Chapter 3.75 of this title and any post-hearing appeal shall be assigned to the step in the pay range to which the employee was assigned immediately before the disciplinary action, subject to the terms of the hearing or appeal decision.

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

D. Rehire. A former employee who is rehired after voluntary separation from city employment is assigned to the step in the pay range for the employee's new position that the mayor selects in the same manner as for a newly hired employee, taking into account the employee's qualifications and experience at the time of rehire, provided that if the employee is rehired in the same or a lower grade, the mayor may approve assignment of the employee to a step in the pay range that best reflects the employee's length of prior city service.

E. Demotion. The mayor shall assign an employee demoted for disciplinary reasons or in lieu of layoff to the step in the pay range for the employee's new position that is appropriate given the employee's overall level of performance.

3.55.060 Advancement within a pay range.

A. An employee's rate of pay may advance within a pay range as the result of a Cost of Living Adjustment (COLA), a step increase, or a combination of the two, subject to the remainder of this section.

B. The City may apply a COLA based on the Anchorage Consumer Price Index to each pay range, effective as of July 1 of a fiscal year.

C. The City may advance an employee's rate of pay annually by one step in the pay range, based upon a not less than satisfactory performance evaluation. An employee whose performance evaluation is less than satisfactory is not eligible for a step increase.

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

D. The City's awarding of each COLA or step increase is discretionary, and subject to the availability of funds. No COLA or step increase shall cause an employee's rate of pay to exceed the maximum for the employee's pay range.

3.55.070 Annual performance evaluation.

A. The mayor shall develop and adopt a system of appraising the performance of employees in the classified and confidential/managerial service. This appraisal is known as the annual performance evaluation and is used for the following purposes:

1. To provide a basis for informed decisions on such matters as promotion, work assignments, training, recognition and awards and termination of employment;

2. To keep employees advised of what is expected of them and how well they are meeting these expectations;

3. To stimulate improved work performance and commitment to department and city goals;

4. To provide a basis for meeting employee needs for growth and development;

5. To enable management to make better use of its personnel resources;

6. To foster an effective working partnership between supervisor and employee; and

7. To determine the effectiveness of placement and promotion actions.

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

B. An annual performance evaluation shall be prepared for all employees, excluding temporary employees, elected officials and positions appointed by the city council. Each supervisor, with assistance of the human resources division, shall develop and use performance standards suited to the requirements of their department. Standards of performance established as a basis for personnel evaluation shall have reference to the quality and quantity of work, the manner in which service is rendered, and such characteristics as will measure the value of the employee to the city.

C. A new employee hired from July 1st through March 31st shall receive an initial performance evaluation after the following July 1st. A new employee hired from April 1st through June 30th shall receive an initial performance evaluation after July 1st of the following year. An employee rehired after layoff shall receive a performance evaluation after the following July 1st.

D. The substance of a performance evaluation shall not be the subject of a grievance or arbitration.

Section 5. Amendment of section. WMC 3.45.010, Definitions, is amended by deleting the definition of "focal review":

["FOCAL REVIEW" MEANS THE ANNUAL PERFORMANCE AND PAY REVIEW PROCESS FOR ALL EMPLOYEES. PERFORMANCE EVALUATIONS SHALL BE COMPLETED SUFFICIENTLY IN ADVANCE OF JULY 1ST OF EACH YEAR SO THAT ANY PAY ADJUSTMENTS MADE AS A RESULT OF THE PERFORMANCE EVALUATION PROCESS CAN GO INTO EFFECT ON JULY 1ST OF EACH YEAR. ANY NEW EMPLOYEE HIRED FROM JULY 1ST THROUGH MARCH 31ST SHALL BE

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

INCLUDED IN THE FOCAL REVIEW PROCESS THAT OCCURS ON JULY 1ST. ANY NEW EMPLOYEE HIRED APRIL 1ST THROUGH JUNE 30TH SHALL BE HIRED AT A PAY RATE THAT ANTICIPATES THAT THEY WILL NOT BE INCLUDED IN THE FOCAL REVIEW PROCESS UNTIL JULY 1ST OF THE FOLLOWING YEAR.]

Section 6. Amendment of subsection. Subsection A of WMC 3.45.040, Scope of coverage and amendment of rules, is amended to read as follows:

A. These rules shall apply to all employees except that:

1. The city clerk [AND THE DEPUTY CITY CLERK] shall be appointed, terminated and paid in a manner determined by the city council; however, unless expressly provided otherwise in a contract with the city council or elsewhere in the Wasilla Municipal Code, the rules and any policies and procedures developed by the mayor to implement these rules shall apply to the city clerk [AND THE DEPUTY CITY CLERK];

2. The mayor is elected and shall be compensated in the manner provided for in Section 2.16.070. The mayor shall receive the same benefits as those provided to employees who have obtained a regular appointment to a city position;

3. These rules shall not apply to election officials, city council members, members of city boards and commissions, temporary employees, employees hired by the mayor on a contractual basis, the city attorney, interns, nonregular hourly employees, or volunteers unless expressly provided for in these rules (for example, see subsection (A)(1) of this section) or in the policies and procedures implementing the rules (for example, see the city's anti-harassment policy and procedure).

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

4. To the extent that a provision of these rules conflicts with an applicable provision of an executed and ratified collective bargaining agreement, the provision of the collective bargaining agreement shall govern.

Section 7. Amendment of subsection. Subsection A.3 of WMC 3.50.060, Selection of current and former employees, is amended to read as follows:

3. Reemployment After Layoff. An employee who has attained a regular appointment who is in layoff status for twelve (12) months or less, and who has requested reemployment in writing, may be reemployed within one year from the effective date of **the** [HIS OR HER] layoff. The mayor may approve reemployment if the candidate qualifies for the vacant position. **The service time of** a reemployed employee shall **be** [HAVE HIS OR HER SERVICE TIME] adjusted to **include the period of employment prior to layoff** [HIS OR HER ORIGINAL DATE OF EMPLOYMENT LESS THE TIME OFF THE PAYROLL, TO ESTABLISH HIS OR HER ADJUSTED SERVICE DATE]. He or she shall be eligible to receive a **step** [MERIT] increase **as provided in Sections 3.55.060 and 3.55.070** [(DESERVED AND FUNDS ARE AVAILABLE) IN THE NEXT ANNUAL FOCAL REVIEW PROCESS].

Section 8. Amendment of section. WMC 3.50.070, Probationary period, is amended to read as follows:

3.50.070 Probationary period.

A. The probationary period for full-time **employees** [POSITIONS, EXCEPT POLICE OFFICERS,] is six months, [UNLESS EXTENDED IN ACCORDANCE WITH THIS SECTION.] **and** [T]the probationary period for part-time **employees** [POSITIONS] is five hundred twenty (520) cumulative hours of service, **except for the following:**

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

[UNLESS EXTENDED IN ACCORDANCE WITH THIS SECTION. THE PROBATIONARY PERIOD FOR POLICE OFFICERS IS ONE YEAR UNLESS EXTENDED IN ACCORDANCE WITH THIS SECTION. EMPLOYEES WHO SUCCESSFULLY TRANSFER TO BECOME A POLICE OFFICER WILL BE REQUIRED TO SERVE AN ADDITIONAL ONE YEAR PROBATION.]

1. The probationary period for police officers is one year.

2. An employee serves an additional six month probationary period upon promotion, transfer or demotion, except that an employee who transfers to the position of police officer serves an additional one year probationary period upon transfer [PROMOTED, TRANSFERRED, OR DEMOTED EMPLOYEES WILL SERVE A PROMOTIONAL, TRANSFER, OR DEMOTION PROBATIONARY PERIOD OF SIX MONTHS].

[2]3. Any [ALL] probationary period[S] may be extended once for up to three months.

B. A former employee who is rehired after voluntary separation from city employment must serve a probationary period in the same manner as a newly hired employee.

C. A former employee who is rehired after active duty military service need not serve a probationary period, except to the extent that a probationary period was not completed during the prior city employment.

D. A former employee who is rehired after layoff need not serve a probationary period, except to the extent that a probationary period was not

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

completed during the prior city employment or if a probationary period is requested by the department head and approved in advance by the mayor.

E. ___An employee who is serving a probationary [APPOINTMENT WHO IS SEPARATED FROM THE SERVICE OF THE CITY PRIOR TO COMPLETION OF THE PROBATIONARY] period accrues paid time off, but upon separation from city employment before the end of the probationary period receives no compensation [SHALL NOT BE COMPENSATED] for accrued and unused [EARNED] paid time off, and no credit for length of service or accrual of paid time off [OTHER FRINGE BENEFITS, OR RETAIN ANY SERVICE CREDITS WHICH MAY HAVE ACCUMULATED DURING THIS PROBATIONARY PERIOD. AN EMPLOYEE WHO IS TERMINATED DURING THIS PROBATIONARY PERIOD SHALL LOSE ALL ACCUMULATED PAID TIME OFF].

F. While serving a probationary period an employee is an at-will employee who may be disciplined, up to and including termination, with or without cause. Discipline or termination of a probationary employee shall not be the subject of a grievance or arbitration.

[C. PROBATIONARY EMPLOYEES ARE AT-WILL EMPLOYEES WHO MAY BE DISCIPLINED, UP TO AND INCLUDING TERMINATION, AT ANY TIME DURING THE PROBATIONARY PERIOD WITH OR WITHOUT CAUSE, AND FOR ANY REASON OR NO REASON. DISCIPLINE OF A PROBATIONARY EMPLOYEE IS NOT GRIEVABLE, AND THE EMPLOYEE SHALL NOT HAVE ACCESS TO THE GRIEVANCE PROCESS PROVIDED FOR IN CHAPTER 3.75 OF THIS TITLE. THE

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

DECISION TO TERMINATE A PROBATIONARY EMPLOYEE WILL BE MADE BY THE MAYOR AFTER CONSULTATION WITH AN ATTORNEY.

D. A DEMOTED EMPLOYEE SHALL SERVE A DEMOTION PROBATIONARY PERIOD OF SIX MONTHS DURING WHICH THE EMPLOYEE MAY BE DISCIPLINED, UP TO AND INCLUDING DISMISSAL, WITHOUT JUST CAUSE. A DEMOTED EMPLOYEE WILL CONTINUE TO ACCRUE PAID TIME OFF AND RECEIVE BENEFITS DURING THIS PROBATIONARY PERIOD AS LONG AS THE EMPLOYEE HAS ALREADY SUCCESSFULLY COMPLETED A PROBATIONARY PERIOD.]

Section 9. Amendment of subsection. Subsection C of WMC 3.65.020, Coverage, use, accrual, and other aspects of PTO, is amended to read as follows:

C. Accrual of PTO. PTO shall not begin to accrue until the first day of the first full month following an employee's date of hire. The accrual rate for employees who hold full-time positions is:

1. Twelve (12) hours per month for employees with less than three years;
2. Sixteen (16) hours per month for employees with three years and less than eight years;
3. Twenty (20) hours per month for employees with eight years or more.

For the purposes of this subsection, the length of service of a former employee who is rehired after a period of active duty military service or after layoff shall include the period of employment before the active duty military service or layoff, respectively.

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

Section 10. Amendment of subsection. Subsection WMC 3.70.010, General policy, is amended to read as follows:

3.70.010 General policy.

It shall be the general policy of the city to avoid circumstances that give rise to grievances, to the extent possible. All employees, except for confidential/managerial, probationary, temporary, intern employees, the city clerk, [THE DEPUTY CITY CLERK,] or employees or officials exempted from application of these rules under Section 3.45.040(A)(3), may file grievances in accordance with this chapter.

Section 11. Amendment of subsection. Subsection A of WMC 3.85.050, Compensation, is amended to read as follows:

A. The compensation of confidential/managerial employees shall be determined in accordance with Sections 3.55.060 and 3.55.070 [THE ANNUAL FOCAL REVIEW PROCESS PROVIDED FOR IN THESE RULES FOR CLASSIFIED EMPLOYEES].

Section 12. Amendment of subsection. Subsection B of WMC 3.85.070, supervision and performance appraisals, is amended to read as follows:

B. During the annual performance evaluation[FOCAL REVIEW] process, the mayor shall prepare and provide to the employee a written performance appraisal. Confidential/managerial employees shall be allowed to place their own comments on any performance appraisal. Performance appraisals for confidential/managerial employees shall be maintained as part of the city's [PERMANENT] personnel records.

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

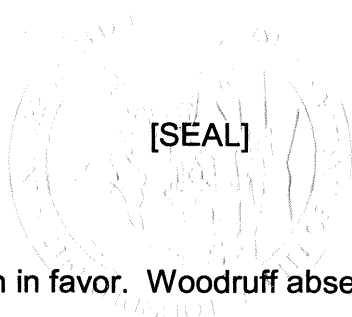
Section 13. Effective date. This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on June 22, 2009.


VERNE E. RUPRIGHT, Mayor

ATTEST:


KRISTIE SMITHERS, MMC, City Clerk



VOTE: Cox, Hall, Harris, Holler, and Larson in favor. Woodruff absent.



**CITY OF WASILLA
LEGISLATION STAFF REPORT**

RE: Amendment to WMC 3.55, Salary Administration Plan, in regard to annual focal review process and pay advancement.

Agenda of: June 8, 2009

Date: May 27, 2009

Originator: **Marvin Yoder, Deputy Administrator**
Gwen Brew, HR Generalist

Route to:	Department	Signature/Date
X	Human Resource Generalist	<i>Gwen Brew</i> 5-27-09
X	Director of Finance	<i>[Signature]</i> 5-28-09
X	Deputy Administrator	<i>Marvin Yoder</i>
X	City Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR VERNE E. RUPRIGHT:

[Signature]

FISCAL IMPACT: yes no

Funds Available yes no

Account name/number:

Attachments:

OR 09-44 (30 pp)
Non-Union Hourly Pay Rates (1 p)

SUMMARY STATEMENT:

The Deputy Administrator and HR Generalist have been reviewing the prior methodologies used to administer annual focal reviews (annual performance evaluations) and pay advancement (both merit and Cost of Living Adjustment (COLA)). The focal review provided annual wage increases based on the annual performance evaluation. Additionally, where the employee resided on the pay range for their position was factored in so that employees in the lower percentile received a higher pay increase than those in the upper percentile of their grade.

With the implementation of several labor contracts in 2008 and 2009 (removing those employees from the current process), we felt this was an opportune time to review and revise the process for those employees not covered under a collective bargaining agreement. It has been determined that a Grade and Step system will not only be consistent with all of the labor agreements we have in place, but will also compensate non-represented employees fairly and equitably both internally and externally. The mid-point of the old ranges were used to establish Step G, and positions in each grade were benchmarked to ensure market comparability.

In addition to salary administration, the ordinance addresses and removes redundancies; clarifies that the Mayor is the personnel officer for the city and is responsible to establish positions and set the grades (based on the requirements written in the job descriptions); reaffirms that Council is the legislative branch who approves the budget and changes all references to "Focal Review" and refers only to "performance evaluation".

STAFF RECOMMENDATION: To adopt the proposed Ordinance 09-44.

Non-Union Hourly Pay Rates
Effective 7/1/09
(Includes 3.3% COL)

FY 2010 pay rates based on current rates times 3.3% COL														
Grade	Job Title	A	B	C	D	E	F	G Midpoint	H	I	J	K	L	M
1	No Current Positions	\$7.96	\$8.17	\$8.38	\$8.59	\$8.81	\$9.04	\$9.27	\$9.48	\$9.69	\$9.91	\$10.13	\$10.36	\$10.59
2	Library Helper	\$9.56	\$9.80	\$10.05	\$10.31	\$10.57	\$10.85	\$11.12	\$11.37	\$11.63	\$11.89	\$12.16	\$12.43	\$12.71
	MUSC Cashier - NR													
	MUSC Concession Attendant I - NR													
	MUSC Concession/Skate - NR													
3	MUSC Concession Attendant II - NR	\$11.47	\$11.76	\$12.06	\$12.37	\$12.69	\$13.02	\$13.35	\$13.65	\$13.96	\$14.27	\$14.59	\$14.92	\$15.26
4	Finance Clerk I	\$13.76	\$14.11	\$14.48	\$14.85	\$15.23	\$15.62	\$16.02	\$16.38	\$16.75	\$17.12	\$17.51	\$17.90	\$18.31
	Library Aide													
	Museum Aide													
	Public Works Clerical Assistant													
	Office Assistant - NR													
5	No Current Positions	\$16.51	\$16.94	\$17.37	\$17.82	\$18.27	\$18.74	\$19.22	\$19.65	\$20.10	\$20.55	\$21.01	\$21.48	\$21.97
6	Finance Clerk II	\$18.16	\$18.63	\$19.11	\$19.60	\$20.10	\$20.62	\$21.14	\$21.62	\$22.11	\$22.60	\$23.11	\$23.63	\$24.16
7	Finance Clerk III	\$19.98	\$20.49	\$21.02	\$21.56	\$22.11	\$22.68	\$23.26	\$23.78	\$24.32	\$24.86	\$25.42	\$26.00	\$26.58
	HR Assistant													
	City Administrative Aide													
	Interlibrary Loan Coordinator													
	Museum Curator													
	Planning Clerk													
	Public Works Clerk													
	Recreation Coordinator													
8	Staff Accountant	\$21.98	\$22.54	\$23.12	\$23.71	\$24.32	\$24.95	\$25.58	\$26.16	\$26.75	\$27.35	\$27.97	\$28.60	\$29.24
	Exec Asst to the Mayor													
9	Adult & Electronic Service Librarian	\$24.18	\$24.80	\$25.43	\$26.08	\$26.75	\$27.44	\$28.14	\$28.78	\$29.42	\$30.09	\$30.76	\$31.46	\$32.16
	Children's Librarian													
	Deputy City Clerk													
	IT Network Support Specialist													
	HR Generalist													
10	(No Current Positions)	\$26.59	\$27.28	\$27.98	\$28.69	\$29.43	\$30.18	\$30.96	\$31.65	\$32.37	\$33.09	\$33.84	\$34.60	\$35.38
11	Maintenance Supervisor	\$29.25	\$30.00	\$30.77	\$31.56	\$32.37	\$33.20	\$34.05	\$34.82	\$35.60	\$36.40	\$37.22	\$38.06	\$38.92
	20% between each Grade from 1 - 5													
	10% between each Grade from 6 - 11.													
	Steps equal 2.5% increments A to Mid													
	Steps equal 2.25% increments Mid to M													

Non-Union Salaried Pay Rates
Effective 7/1/09
(Includes 3.3% COL)

Grade	Job Title	A	B	C	D	E	F	G Midpoint	H	I	J	K	L	M
20	Library Director	\$53,262	\$54,628	\$56,029	\$57,465	\$58,939	\$60,450	\$62,000	\$63,395	\$64,821	\$66,280	\$67,771	\$69,296	\$70,855
21	City Engineer	\$58,588	\$60,091	\$61,632	\$63,212	\$64,833	\$66,495	\$68,200	\$69,735	\$71,304	\$72,908	\$74,548	\$76,226	\$77,941
	City Planner													
	Economic Planner													
	Purchasing/Contracting Officer													
	Records & Communication Mgr													
22	(No Current Positions)	\$64,447	\$66,100	\$67,795	\$69,533	\$71,316	\$73,145	\$75,020	\$76,708	\$78,434	\$80,199	\$82,003	\$83,848	\$85,735
23	Police Lieutenant	\$70,892	\$72,710	\$74,574	\$76,486	\$78,447	\$80,459	\$82,522	\$84,379	\$86,277	\$88,219	\$90,203	\$92,233	\$94,308
24	Deputy Chief of Police	\$77,981	\$79,981	\$82,032	\$84,135	\$86,292	\$88,505	\$90,774	\$92,817	\$94,905	\$97,040	\$99,224	\$101,456	\$103,739
	Controllor													
	Deputy Director of Public Works													
25	Chief of Police	\$85,779	\$87,979	\$90,235	\$92,548	\$94,921	\$97,355	\$99,852	\$102,098	\$104,395	\$106,744	\$109,146	\$111,602	\$114,113
	Director of Finance													
	Director of Public Works													
	Deputy Administrator													
	Cultural & Recreation Services Mgr													
	City Attorney													
	10% between each Grade from 20-25.													
	Steps equal 2.5% increments A to Mid													
	Steps equal 2.25% increments Mid to M													