

CITY OF LYNNWOOD

City of Lynnwood

DEC 22 2000

ORDINANCE NO. 2286

SCANNED

AN ORDINANCE AMENDING CHAPTERS 2.48, 2.49, AND 2.54 OF THE LYNNWOOD MUNICIPAL CODE, SECTIONS 2.48.020, 2.48.185, 2.49.010, 2.54.010, 2.54.020, 2.54.030, 2.54.065, 2.54.070, AND 2.54.140 RELATING TO DEFINITIONS AND BENEFITS OF REGULAR EMPLOYEES, PAY PLAN, AND PAY GRADE CLASSIFICATION FOR REGULAR EMPLOYEES OF THE CITY OF LYNNWOOD NOT OTHERWISE COVERED UNDER A COLLECTIVE BARGAINING AGREEMENT.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD DO ORDAIN AS FOLLOWS:

Section 1. Amendment. That portion of LMC 2.48.185 - Pay Grade Classification is amended as follows:

2.48.185 - Pay Grade Classification

The following shall be the pay grades in the General Salary Ordinance set forth in LMC 2.48.185, assigned to the appropriate position:

ADMINISTRATIVE SERVICES

(EE)	Finance Director	28 23
(E)	Assistant Finance Director – Information Services	24 19
(E)	Assistant Finance Director -- <u>Treasury</u>	23 18
	Manager – <u>Purchasing and Contracts</u>	22 17
	Manager – Accounting	22 17
	Financial Analyst	19 14
	Operations Supervisor	19 14
(R)	Computer Systems Engineer	19 14
	Budget Analyst	18 13
	Financial System Accountant	18 13
(R)	Computer Technician/Engineer	17 12
	Programmer	17 12
	Warehouse Supervisor/Buyer	15 10
	Year 2000 Compliance Coordinator	15 10
	Accounting Specialist – Enterprise Funds	14 9
	Finance Specialist – Accounting	14 9
	Finance Specialist – Payroll	14 9
	Buyer/Expediter Purchasing	14 9
	Finance Specialist – LEOFF/Business Licensing	14 9
(R)	PC Support Specialist	14 9
	Graphics Artist	13 8
	Finance Specialist – Records	13 8
	Lead Data Processor	12 7
	Computer Operator	12 7
	Purchasing Specialist	12 7
	Accounting Technician – Payroll	12 7
	Accounting Specialist – Payables	12 7
	Finance Technician – Customer Service	11 6
	Finance Technician – Records	11 6

Accounting Technician – Payables	11 6
Finance Assistant – Customer Service Assistant	10 5
Accounting Assistant – Utility Billing	10 5
Data Entry/Computer Operator	10 5
Data Entry Operator	9 4
Finance Clerk Receptionist	9 4
Clerk II	5
Clerk I	3
Mailroom Assistant	1
BUILDING AND PROPERTY SERVICES	
(R) Building Operations & Maintenance Supervisor	20 45
(R) Lead Maintenance Worker	14 9
(R) Maintenance Worker	13 8
Lead Custodian	12 7
Custodian	10 5
COMMUNITY DEVELOPMENT	
(EE) Community Development Director	25 20
(E) Planning Manager	23 48
Economic Development Manager	22 47
Building Official	21 46
Senior Planner	19 44
Associate Planner	18 43
Associate Planner/GIS	17 42
Building Inspector (Certified)	17 42
Combination Electrical Inspector	17 42
Code Enforcement Officer	16 41
Compliance & Public Nuisance Abatement Coordinator	16 41
Plans Examiner/Inspector	15 40
Planning Technician	14 9
Administrative Assistant	14 9
Permit Coordinator	14 9
Permit Technician	11 6
COURT	
(E) Court Administrator	21 46
Court Specialist/Court Clerk II Legal Specialist II	12 7
Court Specialist/Court Clerk I Legal Specialist I	10 5
EXECUTIVE	
Executive Assistant to the Mayor	21 46
Executive Administrative Aide	16 41
FIRE	
(EE) Fire Chief	28 23
(E) Assistant Fire Chief – Operations	25 20
(E) Assistant Fire Chief – Fire Marshall	25 20
Administrative Assistant	14 9
Clerk I	3
Reserve Firefighter	6 Step 1

HUMAN RESOURCES

(E) Human Resources Director	23 48
Human Resources Analyst	17 42
Human Resources Technician	13 8
Clerk II	5

PARKS AND RECREATION

(EE) Parks and Recreation Director	28 23
Recreation Manager	22 47
Parks Maintenance Superintendent	20 45
Golf Course Superintendent	19 44
Parks Planner	18 43
Project/Tourism Manager	18 43
Recreation Supervisor	17 42
Asst. Golf Course Superintendent – Maintenance	17 42
Pro Shop Supervisor	16 41
Administrative Assistant	14 9
Assistant Aquatics Supervisor	14 9
Assistant Pro Shop Supervisor	13 8
Clerk Specialist (Lead)	12 7
Clerk Specialist	10 5
Pro Shop Assistant	10 5
Recreation Program Assistant	9
Senior Guard	5
Recreation Specialist	3
Lifeguard/WSI	2
Recreation Clerk	2
Weight Room Monitor	2
Lifeguard	1

POLICE

(EE) Police Chief	28 23
(EE) Deputy Police Chief	25 20
(E) Police Commander	22 47
Detention Manager	22 47
Police Support Services Manager	20 45
Administrative Assistant	14 9
Data Entry Clerk	7
Reserve Police Officer	6 Step 1

PUBLIC WORKS

(EE) Public Works Director/City Engineer	28 23
(EE) Engineering Services Manager	24 49
(EE) Operations Manager	24 49
(EE) Construction Manager	24 49
Traffic Engineer	22 47
Project Manager	20 45
Resident Engineer	20 45
Streets Maintenance Supervisor	20 45
Treatment Plant Supervisor	20 45
Utilities Maintenance Supervisor	20 45
Civil Engineer II	20 45
Civil Engineer I	18 43
Engineering Technician II	18 43
(R) Traffic Signal Technician Lead (Certified)	18 43

	Assistant Treatment Plant Supervisor	17 12
	Engineering Technician – CAD/GIS	17 12
	Mechanic – Shop Foreman	17 12
(R)	Traffic Signal Technician	17 12
	Engineering Technician I	17 12
	Fiber Optics Installation Technician	17 12
	Heavy Equipment Mechanic	16 11
	Lab Technician	15 10
	Administrative Assistant	14 9
	Construction Project Coordinator	14 9
	Technical Support Specialist	13 8
	Shop Assistant	11 6
	Office Assistant	11 6
	Meter Reader/Shop Assistant	10 5
	FOG Inspector	9

Section 2. Amendment. That portion of LMC 2.48.020 – Definitions is amended to add the underlying text below, and to delete the portion stricken below, and except as shown below, the balance of the section remains the same:

~~“Continuous service” means continuous performance in a full-time position of employment with the City in a full-time paid status and shall continue until the resignation or involuntary dismissal of an officer or employee. (Military leave of thirty days or less in any one calendar year, suspension from service for seven days or less in any one calendar year, absence because of involuntary service in time of war, absence while receiving sick leave pay or injury pay from the City shall not constitute a discontinuance of service.)~~

Regular Employees: Regular employees are employees who have completed the orientation period and are in full-time positions, or part-time positions working a minimum of 20 hours per week but less than 40 hours per week on a consistent year-round basis.

Orientation Employee: During the first six (6) months of employment unless otherwise specified in a collective bargaining agreement, in law, or by civil service rules, all employees are in an orientation period and will be trained, coached and evaluated in their ability to perform at a satisfactory level. For these employees, sick leave, vacation leave and floating holiday leave accrue, but cannot be taken during this period. Termination during the orientation period cannot be appealed. Orientation employees receive all other employee benefits unless specified otherwise in a collective bargaining agreement or by civil service rules. Satisfactory completion of the orientation period does not create an employment contract nor guarantee employment with the City for a specific duration.

C. WORK DAY

The ~~eight-hour~~ work day for full-time employees is normally based on a ~~an~~ normal eight and a half hour shift, ~~including lunch and breaks.~~

Section 3. Amendment. That portion of LMC 2.49.010 – Part-Time Employee Classification, Salary Plan, and Benefits Program is amended to read as follows:

~~B. (1) "Regular Part-time Position" means a position that has been designated as "regular part-time" in the annual budget and/or subsequent ordinance and in which the employee works a minimum of twenty (20) hours or more but less than forty (40) hours of work per week throughout a calendar year.~~

E. Regular part-time/Part-time/Seasonal/Temporary Salary Schedule

Rates of pay for ~~Regular part-time~~, part-time or seasonal/temporary employees are set forth in section 2.49.050.

Section 4. Amendment. That portion of LMC 2.54.010 - Definitions is amended to read as follows:

~~D. "Full-time position" means that of a person who serves at least the normal number of hours during any monthly period.~~

~~E. "Permanent employee" means a person whose position is established as full-time position by the City Council in the budget.~~

A. Regular Full-time: Regular full-time employees are employees who have completed the orientation period and are in full-time positions that are considered to be year-round positions (as opposed to seasonal). Regular full-time employees are entitled to a full employee benefit package of sick leave accrual, vacation accrual, medical/dental/vision, long-term disability, life insurance benefits and retirement system membership.

B. Regular Part-time: Regular part-time employees work a minimum of 20 hours per week but less than 40 hours per week on a regular year-round basis and have completed the orientation period. They are eligible for retirement system enrollment and receive pro-rated medical, vision, and leave benefits, based on the number of hours allocated for their positions.

Section 5. Amendment. That portion of LMC 2.54.020 - Holidays Granted is amended to read as follows:

D. HOLIDAYS DESIGNATED

Each ~~permanent~~ regular City employee shall be entitled to ~~one day of vacation~~ paid time off at their designated accrual rate on each of the following holidays of the City:

New Year's Day	January 1 st
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veterans' Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Day before Christmas	December 24 th
Christmas	December 25 th
One Floating Holiday	*To be scheduled with department head; Approved on an individual basis.

*A new employee shall be eligible for a floating holiday after completion of six months' continuous service.

D. COMPENSATION FOR HOLIDAYS WORKED

Any ~~permanent-regular~~ full-time City employee (not covered by union contract or exempt status) who works on any holiday shall be paid time and one-half, plus the holiday pay.

Section 6. Amendment. That portion of LMC 2.54.030 - Accrual of Annual Vacation is amended to read as follows, with the balance of the section remaining the same:

A. SCHEDULE

Each regular full-time employee shall accrue the following amount of vacation time with pay depending on the length of continuous service with the City, ~~except that this will not include employees paid on an hourly basis~~, and may only be drawn by an employee after satisfactory completion of his ~~probationary~~ orientation period. Regular part-time employees will receive a pro-rated amount of vacation based on the number of hours allocated to their position.

Section 6. Amendment. That portion of LMC 2.54.065 - Sick Leave Entitlement is amended to read as follows:

Sick leave entitlement shall accrue for all ~~full-time regular~~ employees, except those in Section 2.52.110 based on rates established in this chapter, and as specified in Union Contracts, including L.E.O.F.F. Retirement System, Plan II. Such leave shall, in accordance with RCW 41.48.100 through 41.48.180, be paid on account of the employee's illness ~~and excluded as taxable wages under Federal Old Age and Survivor's Insurance (O.A.S.I.) and in accordance with Section 209 (b) of the Social Security Act.~~

Section 7. Amendment. That portion of LMC 2.54.070 - Sick Leave Accrual is amended to read as follows:

Sick leave with pay shall accrue at the rate of 3.693 hours per pay period for all regular full-time employees. Regular part-time employees will accrue sick leave at a pro-rated rate, based on the number of hours they are allocated to work. ~~And a~~ Any such leave accrued but unused in any year shall be accumulative for succeeding years. ~~A probationary employee~~ An orientation period employee is not eligible for to use sick leave until the orientation period has been satisfactorily completed.

Section 8. Amendment. That portion of LMC 2.54.140 - Crediting Prior Accrued Benefits is amended to read as follows:

The vacation or sick leave for each ~~regular permanent-City~~ employee accrued but unused at the time of enactment of the ordinance codified in this chapter shall be credited to the employee for use under terms of this chapter.

Section 9. Severability. If any section, subsection, sentence, clause, phrase, or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this Ordinance.

Section 10: Effective Date. This ordinance shall take effect and be in full force January 1, 2000.

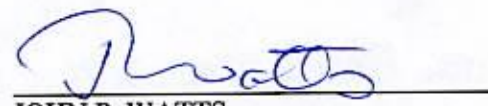
PASSED this 22 day of November, 1999 and signed in authentication of its passage this 23 day of November, 1999.


TINA ROBERTS, MAYOR

ATTEST:

APPROVED AS TO FORM:


MICHAEL E. BAILEY
Finance Director


JOHN P. WATTS
Lynnwood City Attorney

Base Pay Plan -- 2000

<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
1	7.99	8.31	8.64	8.99	9.35	9.72	10.11
2	8.48	8.82	9.17	9.54	9.92	10.32	10.73
3	8.98	9.34	9.71	10.10	10.50	10.93	11.36
4	9.52	9.90	10.29	10.70	11.13	11.57	12.04
5	10.08	10.48	10.91	11.34	11.79	12.26	12.76
6	10.69	11.12	11.56	12.03	12.51	13.00	13.53
7	11.33	11.78	12.25	12.75	13.25	13.78	14.34
8	12.02	12.49	12.99	13.51	14.05	14.61	15.21
9	12.73	13.24	13.77	14.32	14.90	15.49	16.10
10	13.50	14.03	14.60	15.17	15.79	16.42	17.08
11	14.31	14.88	15.47	16.09	16.74	17.41	18.11
12	15.16	15.77	16.40	17.06	17.74	18.45	19.19
13	16.07	16.72	17.39	18.09	18.81	19.56	20.35
14	17.04	17.73	18.43	19.17	19.94	20.73	21.56
15	18.07	18.79	19.54	20.31	21.13	21.98	22.86
16	19.15	19.92	20.71	21.53	22.40	23.29	24.23
17	20.29	21.10	21.95	22.83	23.74	24.69	25.68
18	21.51	22.38	23.27	24.20	25.16	26.17	27.22
19	22.81	23.72	24.67	25.65	26.68	27.74	28.86
20	24.18	25.14	26.14	27.19	28.27	29.41	30.59
21	25.63	26.65	27.72	28.83	29.98	31.17	32.42
22	27.16	28.24	29.38	30.55	31.78	33.05	34.37
23	28.80	29.94	31.14	32.39	33.68	35.03	36.43
24	30.51	31.74	33.01	34.32	35.70	37.13	38.62
25	32.35	33.64	34.99	36.39	37.85	39.35	40.94
26	34.29	35.66	37.09	38.58	40.11	41.72	43.39
27	36.35	37.81	39.31	40.88	42.52	44.23	45.99
28	38.53	40.07	41.68	43.34	45.07	46.87	48.75