

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 427

AN ORDINANCE re-establishing job-classifications and salaries; and repealing Ordinance Nos. 336, 356, 364, 382, 390, 399, 402 and 417.

Section 1. Ordinance Nos. 336, 356, 364, 382, 390, 399, 402 and 417 are hereby repealed.

Section 2. Following are the pay ranges for the year 1961:

<u>Pay Range Number</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
1	\$157	\$166	\$174	\$183	\$192
2	166	174	183	192	201
3	174	183	192	201	211
4	183	192	201	211	221
5	192	201	211	221	233
6	201	211	221	233	244
7	211	221	233	244	256
8	221	233	244	256	269
9	233	244	256	269	282
10	244	256	269	282	297
11	256	269	282	297	312
12	269	282	297	312	327
13	282	297	312	327	343
14	297	312	327	343	361
15	312	327	343	361	379
16	327	343	361	379	398
17	343	361	379	398	418
18	361	379	398	418	440
19	379	398	418	440	462
20	398	418	440	462	486
21	418	440	462	486	510
22	440	462	486	510	535
23	462	486	510	535	562
24	486	510	535	562	590
25	510	535	562	590	620
26	535	562	590	620	651
27	562	590	620	651	684
28	590	620	651	684	718
29	620	651	684	718	754
30	651	684	718	754	791
31	684	718	754	791	831
32	718	754	791	831	873
33	754	791	831	873	916
34	791	831	873	916	962
35	831	873	916	962	1,010
36	873	916	962	1,010	1,060
37	916	962	1,010	1,060	1,113
38	962	1,010	1,060	1,113	1,169
39	1,010	1,060	1,113	1,169	1,228
40	1,060	1,113	1,169	1,228	1,289

Section 3. The administrative and legislative officers, agents and employees of the City of Bellevue hereinafter listed shall be compensated for services rendered to the City after the 31st day of December, 1960, at the salary, wage or compensation set forth in the following subsections of this section, or according to the pay range indicated for their respective job classifications:

	<u>Pay Range Number</u>
<b>Section 3a.</b>	
Councilmen, \$5.00 per meeting, and not to exceed \$10.00 per month	
City Manager, \$10.00 per month	35
City Clerk	21
Deputy City Clerk	17
Treasurer	19
<b>Section 3b.</b>	
City Engineer	31
Asst. City Engineer	26
Assoc. Engineer	24
Jr. Engineer	22
Sr. Engineering Aide	20
<b>Section 3c.</b>	
Jr. Engineering Aide	16
Engineering Secretary	14
Extra & Part Time, Engineer, not to exceed \$2.25 per hour.	
Civil Defense Dir. \$10.00 per month	
<b>Section 3d.</b>	
Chief of Police	26
Captain	23
Lieutenant	22
Sergeant	21
Patrolmen	20
Detective	21
<b>Section 3e.</b>	
Secretary-Matron	14
Sr. Clerk-Matron	14
Clerk-Typist-Matron	14
Clerk-Typist	14
Motorcycle-Officer, \$10.00 per month	
<b>Section 3f.</b>	
Building Inspector	23
Planning Director	27
Planning Assistant	23
Clerk-Secretary	14
Planning Comm. Sec'y., \$25.00 per month	

Pay Range  
Number

Section 3g.

Construction Supervisor	24
Heavy Equip. Oper.	21
Leadman	21
Light Equip. Oper.	20
Truck Operator	19

Section 3h.

Utilityman	17
Laborers	16
Extra & Part Time, not to exceed \$2.00 per hour, with monthly limit of \$375.00	

Section 3i.

City Attorney	20
Police Judge	14
Clerk-Municipal Court & Traffic Bureau	15
Part Time Clerk, \$2.00 per hour	
Park Sup't	23

Section 3j.

Truck Dr. & Lt. Equip. Operator	19
Maintenance Man	17
Clerk-Secretary	14
Lifeguards, \$1.50 per hour	
Sec.-Manager's Office	14

Section 3k.

Tax & Reg. Clerk	15
Clerk-Typist-Switchbd:	13
Civil Ser. Sec. Exam., \$10.00 per month	
Part Time, not to exceed \$2.00 per hour, with monthly limit of \$300.00	
Collector, Carpenter & Janitor	18
Janitor (Library), \$100.00 per month	

*- 2.00 per hour  
3600.00 per year*

Section 4. Philosophy:

Section 4a. To pay wages commensurate with those paid for like occupations by other nearby cities and industry; not the highest and not the lowest, but a good living wage.

Section 4b. To continue to apply the Wage and Salary Administration Plan for City of Bellevue, Washington, dated August 1, 1959 as to method of evaluation, progression and wage ranges based on the Consumers' Price Index for Seattle.

Section 4c. Inasmuch as the pay ranges for the year 1960 were based on the Consumers' Price Index for 1959, and this wage

scale is for 1961, it is felt that the entire table should be adjusted upwards to be more in line with wages currently being paid for like occupations. This new base then can be adjusted in the following years by the application of the Consumers' Price Index then in effect to set up the budget for the next year.

Section 4d. It is recognized that certain inequities exist and that adjustments should be made in the salary range numbers to make the plan practical and administerable as follows:

- a. To place the large group of employees in any occupation on Step C of the applicable range.
- b. To provide enough money in the budget so the department head can administer salaries between steps without changing the ordinance. That it be understood that this budget is to have money left in it at the end of 1961. Also, that increases to Step D and E be approved as outlined in said Wage and Salary Administration Plan, to-wit:

Step D. This level is more difficult to achieve and performance ratings should be scrutinized in detail by the City Manager. It is directed that the City Manager's recommendations for increases to this level be examined by the Council or a Committee for approval.

Step E. This is the highest level and is reached by a very limited number of superior people only. The City Manager's recommendation for increases to this level shall be subjected to very careful scrutiny and approval by the City Council or a wage and salary committee.

and approval

- Deleted*
- ~~c. That there be enough difference between an employee's range and the range of his supervisor so that when he is promoted from Step D of his range to Step B of his supervisor's range, there will be an increase in salary. This is important to make said Wage and Salary Administration Plan workable.~~

- d. Normally, a qualified employee, will start out in a job classification at a salary in Step A.

If by reason of experience or educational background or both, it is determined that the candidate can perform as well as an employee with considerable experience in this job, it may be permissible to start the employee in this job classification at Step B.

If the candidate by reason of experience, educational background or both, can perform all-phases of the job in a wholly satisfactory manner with no additional training, it may be permissible to start the employee at Step C.

The appointing official is authorized to commence a new employee, on basis of experience and references as per the above, at a rate not higher than Step C, subject to revision after a performance rating within 6 months.

Any questions regarding this policy shall be referred to the Salary and Wage Committee of the Council.

- d. The appointing official be authorized to commence an employee, upon promotion to a new position in the same class of service to a step not below rate received in his prior position.
- e. Should new or revised job descriptions be deemed necessary, the Salary and Wage Committee of the Council shall prepare the same and shall select the pay Range Number, and shall present their recommendation to the Council.
- f. No reduction in pay shall be made to any employee who, because of the terms of this ordinance, and the pay ranges and steps set hereunder, might otherwise receive less than his present salary; but rather said employee's present salary shall continue.
- g. Upon the recommendation of the Manager, and with the concurrence of the Salary and Wage Committee of the Council, an employee may receive a wage not specifically set forth in that employee's assigned pay range number, but not to exceed Step "E".

Section 4e. Upon termination of employment, the sum of money to be paid to said employee for each day of permissive leave, longevity service leave and severance pay, shall be figured on the basis of the lowest of the following: (1) the annual salary for the position in question divided by 260, or (2) the number of working days in the month in which employment terminates divided into the monthly salary for the position.

Section 5. An emergency exists, making the immediate passage of this Ordinance necessary for the preservation of public health, safety and general welfare in the City of Bellevue, and the same shall take effect immediately upon its passage and approval, and shall fix the compensation for services rendered from and after the 1st day of January, 1961.

PASSED by the City Council on this 27<sup>th</sup> day of December, 1960, and signed in authentication of its passage this 27<sup>th</sup> day of December, 1960.

Approved as to form:

[Signature]  
City Attorney

[Signature]  
Mayor

(SEAL)

Attest:

[Signature]  
City Clerk

FILED  
CITY OF BELLEVUE  
DATE Dec. 28, 1960  
CITY CLERK [Signature]

Published December 29, 1960