

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 462

AN ORDINANCE re-establishing job classifications and salaries; and repealing Ordinance Nos. 427 and 429.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1, Ordinance Nos. 427 passed December 27, 1960, and 429 passed January 10, 1961, are hereby repealed.

Section 2. Following are the pay ranges for the year 1962:

<u>Pay Range</u> <u>No.</u>	<u>Step</u> <u>A</u>	<u>Step</u> <u>B</u>	<u>Step</u> <u>C</u>	<u>Step</u> <u>D</u>	<u>Step</u> <u>E</u>
1	\$162	\$171	\$179	\$188	\$198
2	171	179	188	198	207
3	179	188	198	207	217
4	188	198	207	217	228
5	198	207	217	228	240
6	207	217	228	240	251
7	217	228	240	251	264
8	228	240	251	264	277
9	240	251	264	277	290
10	251	264	277	290	306
11	264	277	290	306	321
12	277	290	306	321	337
13	290	306	321	337	353
14	306	321	337	353	372
15	321	337	353	372	390
16	337	353	372	390	410
17	353	372	390	410	431
18	372	390	410	431	453
19	390	410	431	453	476
20	410	431	453	476	501
21	431	453	476	501	525
22	453	476	501	525	551
23	476	501	525	551	579
24	501	525	551	579	608
25	525	551	579	608	639
26	551	579	608	639	671
27	579	608	639	671	705
28	608	639	671	705	740
29	639	671	705	740	777
30	671	705	740	777	815

<u>Pay Range</u> <u>No.</u>	<u>Step</u> <u>A</u>	<u>Step</u> <u>B</u>	<u>Step</u> <u>C</u>	<u>Step</u> <u>D</u>	<u>Step</u> <u>E</u>
31	\$705	\$740	\$777	\$815	\$856
32	740	777	815	856	899
33	777	815	856	899	943
34	815	856	899	943	991
35	856	899	943	991	1,040
36	899	943	991	1,040	1,092
37	943	991	1,040	1,092	1,146
38	991	1,040	1,092	1,146	1,204
39	1,040	1,092	1,146	1,204	1,265
40	1,092	1,146	1,204	1,265	1,328

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, 1961, 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:

Section 3a.

<u>Department Position</u>	<u>Pay Range</u> <u>Number</u>
Councilmen, incumbents, \$5.00 per meeting, and not to exceed \$10.00 per month.	
Councilmen, elected in 1962, \$20.00 per meeting, and not to exceed \$40.00 per month.	
City Manager	--- \$958.33 per mo.
City Clerk	22
Deputy Clerk	17
Treasurer	19

Section 3b.

City Engineer	31
Asst. City Engineer	26
Associate Engineer	24
Junior Engineer	22
Senior Engineer Aide	20

Section 3c.

Junior Engineer Aide	16
Engineer Secretary	14

Section 3d.

Chief of Police	27
Captain	24
Sergeant	22
Detective	22
Patrolman	20

Section 3e.

Secretary-Matron	15
Senior Clerk-Matron	15
Clerk-Typist-Matron	14
Clerk-Typist, part time	14

<u>Department Position</u>	<u>Pay Range Number</u>	
Section 3f.		
Building Inspector	23	
Planning Director	27	
Planning Assistant	23	
Draftsman	14	
Clerk-Secretary	14	
Section 3g.		
Construction Supervisor	24	
Heavy Equipment Operator	21	
Leadman	21	
Senior Engineer Aide	20	
Light Equipment Operator, Street	20	
Truck Operator	19	
Utilityman	17	
Laborer, part time	16	
Section 3h.		
City Attorney	---	\$500.00 per mo.
Police Judge	---	\$350.00 per mo.
Clerk-Munic. Court & Traffic Bureau	15	
Clerk, part time	14	
Section 3i.		
Park Director	23	
Lt. Equip. Operator, Park	19	
Maintenance Man	17	
Secretary, part time	14	
Lifeguards		\$1.65 per hour
Section 3j.		
Secretary, Manager's Office	14	
Tax & Registration Clerk	15	
Clerk-Typist-Switchboard	13	
Collector, Carpenter, Janitor	18	
Section 3k.		
Civil Defense, Director		\$10.00 per mo.
Civil Service, Secretary-Examiner		\$ 2.00 per hour
Janitor, Library		\$150.00 per mo.
Planning Comm. Secretary		\$25.00 per mo.
Part Time, not to exceed \$2.00 per hour		

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 Consumer's Price Index for Seattle.

Section 4c. Inasmuch as the pay ranges for the year 1961 were based on the Consumers' Price Index as forecast in 1960, and this wage scale is for 1962, it is felt that the entire table should be adjusted upwards 3% to be more in line with wages currently being paid for like occupations.

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. Also, that increases to Step D and E be approved as outlined below, 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 Wage and Salary 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 Wage and Salary Committee.

- c. 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 the 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 4f. In the event that a full time employee or a regular part time employee, as defined by Ordinance No. 238 as amended, is compensated for a period of time which is less than the regular pay period, the rate of compensation will be prorated for that pay period by dividing the actual number of normal working days of the month in question into the monthly salary rate as fixed by ordinance. "Normal working days" contemplates a five-day work week including legal holidays. "Regular pay periods" are from the 1st to the 15th day, both inclusive, and from the 16th to the last day of the month, both inclusive.

Section 5. This Ordinance shall take effect and be in force five (5) days after its passage, approval and legal publication.

PASSED by the City Council on this 28th day of November, 1961, and signed in authentication of its passage this 28th day of November, 1961.



Mayor

Approved as to Form:



City Attorney

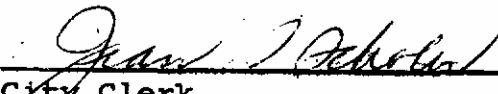
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FILED NO. 6148
CITY OF BELLEVUE

DATE 11-29-61

CITY CLERK Tatiana K. Miller, Dey

Attest:



City Clerk

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