

CITY OF BELLEVUE, WASHINGTON

ORIGINAL

ORDINANCE NO. 562

AN ORDINANCE declaring the salary and promotion policy of the City of Bellevue.

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

Section 1. The objective of the salary administration and promotion policy of the City shall be the establishment and operation of a merit system which will provide proper employee incentive and reward, as well as assuring the best use of public funds with respect to the payment of proper compensation for services rendered.

- a. The City will seek to pay salaries and wages which will enable it to recruit and retain a capable work force. Cognizance shall be taken of prevailing salary and wage levels in comparable positions in the area in both private and public employment.
- b. The City shall continue to apply the Wage and Salary Administration Plan for the City of Bellevue, Washington, dated August 1, 1959 as to the method of evaluation, progression and wage ranges.
- c. The City shall consider the forecasted changes in the Seattle Consumers' Price Index, in setting the pay ranges for each calendar year.

Section 2. The following rules shall be followed in the administration of the salary plan:

- 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 or Council 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 or Council.

- 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 a 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.

- 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. Upon the recommendation of the Manager, and with the concurrence of the Salary and Wage Committee or 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".
- g. Any questions regarding this policy shall be referred to the Salary and Wage Committee or the Council.

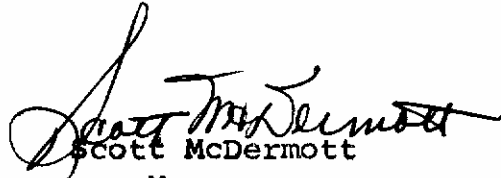
Section 3. Upon termination of employment, the sum of money to be paid to said employee for each day of permissive leave, longevity service leave and severance pay, shall be figured on the basis of the lowest of the following: (1) the annual salary for the position in question divided by 260, or (2) the number of working days in the month in which employment terminates divided into the monthly salary for the position.

Section 4. In the event that a full time employee or a regular part time employee, as defined by Chapter 3.80 of Bellevue City Code, 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.

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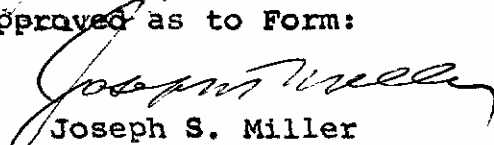
Section 5. This Ordinance shall take effect and be in force on January 1, 1963.

PASSED by the City Council on this 4<sup>th</sup> day of December, 1962, and signed in authentication of its passage this 4<sup>th</sup> day of December, 1962.

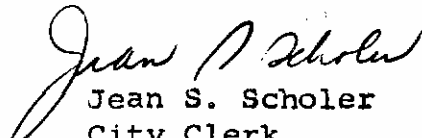
  
Scott McDermott  
Mayor

(SEAL)

Approved as to Form:

  
Joseph S. Miller  
City Attorney

Attest:

  
Jean S. Scholer  
City Clerk

Published December 13, 1962

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CITY OF BELLEVUE  
DATE DEC 5 1962  
CITY CLERK Jean S. Scholer