

ORDINANCE NO. 618

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REPEALING ORDINANCE NO. 599, ESTABLISHING AUTHORIZED EMPLOYEE POSITIONS, PAY RANGES, AND BENEFITS FOR 2016.

WHEREAS, Ordinance No. 599 established authorized employee positions, pay ranges, and benefits for 2015; and

WHEREAS, the City Council must establish authorized positions, pay ranges, and benefits on an annual basis; and

WHEREAS, concurrent with the adoption of the 2015/2016 Biennial Budget, the City Council intends to establish the number and types of employee positions, wage and salary rates and ranges, and benefits for its employees effective January 1, 2016;

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

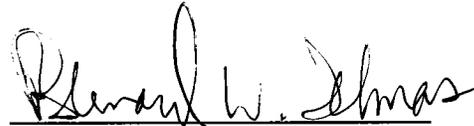
Section 1: For 2016, the number and titles of authorized Full-Time Equivalent employees (FTEs), including regular, non-regular, full-time, and part-time employees, shall be established at 38.17 FTEs, as detailed in Attachment A.

Section 2. The City Council hereby adopts the Employee Salaries, Wages, and Benefit Plans for each employee group, effective January 1, 2016 as shown in the following Attachments:
Attachment B: Non-Represented Regular Employees
Attachment C: Non-Regular Employees
Attachment D: Teamsters

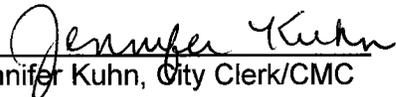
Section 3. The effective date for payment of salary steps, ranges and benefits shall be in accordance with the City's Personnel Policies Manual or applicable approved collective bargaining agreement and shall apply and continue until amended by action of the City Council.

Section 4. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

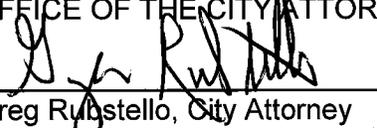
**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE
THIS 1ST DAY OF DECEMBER 2015.**


Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:


Jennifer Kuhn, City Clerk/CMC

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY


Greg Rubistello, City Attorney

PASSED BY THE CITY COUNCIL: 12-01-2015
PUBLISHED: 12-07-2015
EFFECTIVE DATE: 12-14-2015
ORDINANCE NO. 618

ATTACHMENT A
Ordinance No. 618
City of Woodinville, Washington
2016 Authorized Positions

Department	2016	Dept Total
<u>EXECUTIVE</u>		5.12
City Manager	1.00	
Assistant to the City Manager	1.00	
Management Analyst	1.00	
City Clerk	1.00	
Exec Assistant/Dep City Clerk	1.00	
Administrative Intern	0.12	
<u>ADMINISTRATIVE SERVICES</u>		6.00
Finance Director	1.00	
Senior Accountant	1.00	
Accounting Clerk	3.00	
Information Services Manager	1.00	
<u>PUBLIC WORKS/ENGINEERING</u>		16.05
Public Works Director	1.00	
Assistant Public Works Director	1.00	
Senior Engineer	1.00	
Senior Administrative Assistant	1.00	
Field Engineer/E1	2.00	
Engineering Technician	1.00	
Maintenance Supervisor	1.00	
Maintenance Worker III	2.00	
Maintenance Worker II	2.00	
Maintenance Worker I	3.00	
Laborer II (Non-Reg, SW)	0.35	
Laborer II (Non-Reg, Streets)	0.35	
Laborer II (Non-Reg, Parks)	0.35	
<u>DEVELOPMENT SERVICES</u>		10.00
Development Services Director	1.00	
Senior Planner	1.00	
Associate Planner	2.00	
Senior Administrative Assistant	1.00	
Building Official	1.00	
Building Inspector II	1.00	
Permit Coordinator	1.00	
Permit Technician II	1.00	
Records Clerk	1.00	
<u>POLICE</u>		1.00
Police Clerk	1.00	
<u>TOTAL CITY STAFFING</u>		38.17

ATTACHMENT B
Ordinance No. 618
Pay Ranges for Non-Represented Regular Employees
Effective Date: January 1, 2016

Assigned Pay Range (1)	Position Title
4	Records Clerk
25	Permit Technician II Police Clerk
30	Administrative Assistant, Senior Accounting Clerk Engineering Technician
40	Permit Coordinator
42	Executive Assistant/Deputy City Clerk
49	Building Inspector II Associate Planner
55	Accountant, Senior Engineer I/Field Engineer Information Services Manager Management Analyst
61	Maintenance Supervisor
68	City Clerk Engineer, Senior Planner, Senior
71	Building Official
80	Assistant Public Works Director Assistant to the City Manager
105	Director, Finance Director, Development Services Director, Public Works
CM 1	City Manager ⁽²⁾

- (1) Refer to Salary Schedule – Attachment B-1
(2) Refer to Employment Contract for specific benefits.

ATTACHMENT B
Ordinance No. 618

**Salaries, Wages, and Benefits for Non-Represented Employees
Benefits Effective January 1, 2016 for All Eligible Regular Employees**

1. Health Benefits

1.1 Medical

The City will contribute up to the following amounts towards monthly premiums for AWC Health First or AWC Group Health Plan 2 medical insurance plans for all regular employees:

COVERAGE CLASS	TOTAL MONTHLY CONTRIBUTION
EMPLOYEE ONLY	\$684.27
EMPLOYEE & SPOUSE	\$1,373.71
EMPLOYEE, SPOUSE, CHILD	\$1,712.92
EMPLOYEE, SPOUSE, 2+ CHILDREN	\$1,993.99
EMPLOYEE, CHILD	\$1,023.47
EMPLOYEE, 2+ CHILDREN	\$1,304.55

Regular Employees may use any unused portion of the City's contribution towards the employee's out-of-pocket costs for other City provided medical or dental monthly premiums.

1.2 High Deductible Medical Coverage Option

In addition to other medical coverage plans offered by the City, eligible employees may voluntarily opt to participate in the High Deductible Health Plan (HDHP) offered through AWC Regence. The City will contribute up to the following amounts for HDHP participants:

COVERAGE CLASS	MONTHLY PREMIUM CONTRIBUTION	MONTHLY HSA CONTRIBUTION	TOTAL MONTHLY CONTRIBUTION
EMPLOYEE ONLY	\$383.91	\$142.98	\$526.88
EMPLOYEE & SPOUSE	\$772.55	\$285.21	\$1,057.76
EMPLOYEE, SPOUSE, CHILD	\$967.42	\$351.52	\$1,318.95
EMPLOYEE, SPOUSE, 2+ CHILDREN	\$1,126.98	\$408.39	\$1,535.37
EMPLOYEE, CHILD	\$578.77	\$209.30	\$788.07
EMPLOYEE, 2+ CHILDREN	\$738.56	\$265.95	\$1,004.50

Regular Employees may use the difference between the total monthly contribution stated in 1.1 Medical and the total monthly contribution in 1.2 High Deductible Medical Coverage Option towards the employee's out-of-pocket costs for other City provided medical or dental monthly premiums.

1.3 Dental

The City will contribute up to the following amounts towards monthly premiums for AWC Delta Dental of Washington or AWC Willamette Dental Service \$10 Copay dental insurance plans for all regular employees:

COVERAGE CLASS	TOTAL MONTHLY CONTRIBUTION
EMPLOYEE ONLY	\$52.92
EMPLOYEE & SPOUSE	\$100.43
EMPLOYEE, SPOUSE, CHILD	\$160.07
EMPLOYEE, SPOUSE, 2+ CHILDREN	\$160.07
EMPLOYEE, CHILD	\$100.43
EMPLOYEE, 2+ CHILDREN	\$160.07

1.4 Vision Insurance

The City will contribute up to the following amounts towards monthly premiums for AWC Vision Service Plan \$10 Deductible Plan for all regular employees:

COVERAGE CLASS	TOTAL MONTHLY CONTRIBUTION
EMPLOYEE ONLY	\$9.82
EMPLOYEE & SPOUSE	\$19.64
EMPLOYEE, SPOUSE, CHILD	\$29.46
EMPLOYEE, SPOUSE, 2+ CHILDREN	\$29.46
EMPLOYEE, CHILD	\$19.64
EMPLOYEE, 2+ CHILDREN	\$29.46

1.4 AWC Employee Assistance Plan

Paid by City for all employees.

2. EMPLOYEE LEAVE TIME

2.1 Vacation Leave

Each regular full-time employee is entitled to accrue vacation leave as follows:

LENGTH OF SERVICE	HOURS OF LEAVE PER CALENDAR MONTH OF SERVICE	ANNUAL LEAVE IN DAYS PER YEAR OF SERVICE
0 - 12TH MONTH	6.67 hours	10
13TH - 48TH MONTH	8.67 hours	13
49TH - 84TH MONTH	10 hours	15
85TH - 132ND MONTH	12 hours	18
133RD + MONTHS	16 hours	24

2.2 Sick Leave

All regular full-time employees accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment.

2.3 Bereavement Leave

Employees may be granted up to three (3) paid working days of bereavement leave per calendar year due to the death of an immediate family member. An employee may request to use additional paid time-off from accrued leave balances to deal with the death of an immediate family member subject to the approval of the Department Director and City Manager. Immediate family members include the employee's spouse, child, parent, brother and sister, mother-in-law and father-in-law, son-in-law and daughter-in-law, aunt and uncle, grandparents, grandchildren, or step-relatives in one of these relationships.

2.4 Holidays

Regular employees shall receive 11 holidays per calendar year as follows:

1. New Years Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day
11. One Floating Holiday

2.5 Exempt Employee Personal Leave

In addition to all other authorized leaves, the City Manager may grant up to 40 hours per year of paid Exempt Employee Leave to each exempt employee. Such grants of leave will be based upon extraordinary time, effort, and commitment of the employee in the performance of their job as determined in the sole discretion of the City Manager. The City Manager may grant between 0-40 hours per year to each qualifying exempt employee. All Personal Leave time must be used within the calendar year it is granted and may not be carried-over to future periods.

3. MUNICIPAL EMPLOYEES BENEFIT TRUST (MEBT)

In-lieu of Social Security coverage, the City provides contributions to the MEBT. Eligibility and participation in MEBT shall be in accordance with the City of Woodinville Employees' Retirement Benefit Plan and Restated Agreement, adopted January 1, 2013; or its successor agreements.

4. MISCELLANEOUS BENEFITS

4.1 Required Items

The City and employee shall pay for all required coverages, insurances, etc. in accordance with applicable federal and state laws, including but not limited to: Medicare, Unemployment, Workers Compensation, etc.

4.2 ICMA 457 Deferred Compensation Plan/ICMA Roth 457 Plan – the City will make available a 457 Deferred Compensation Plan/Roth 457 Plan that allows employees to make voluntary contributions to tax-deferred retirement accounts through direct payroll deductions.

4.3 Term Life Insurance – \$10,000 of coverage paid by City.

4.4 Coffee and Tea - The City shall furnish coffee, tea, and other hot water based drinks that are traditionally offered in office/business settings, to employees as a benefit of employment.

4.5 Flu Immunization – Available without cost to City employees, regular full time and part time, who work at least 20 hours per week, provided that the immunization shall only be available without cost to the employee on the day, place and time set forth through the Wellness Program at City Hall, and subject to the availability of flu vaccine.

4.6 Computer - The City shall furnish a computer for staff for non-City business use during lunch or rest periods. Procedures and policies for use of the computer will be established in an Administrative Policy. The computer and use of the computer shall be considered a benefit of employment.

4.7 Proration of Benefits – For Regular Employees scheduled to work less than full-time (40 hours per week), their benefits shall be prorated based upon the time they are regularly scheduled to work in relation to the full-time workweek. For example, a Regular Employee who is regularly scheduled to work 20 hours per week, would be eligible for ½ of the benefits provided to full-time regular employees.

4.8 Automobile and Technology Allowance

The City will provide a monthly allowance in-lieu of mileage reimbursement and use of city-owned vehicles and equipment, including but not limited to: vehicles, cellular telephones and take home computers.

- City Manager: \$200 per month
- Department Heads as determined by the City Manager: \$100 per month

City of Woodinville, Washington
SALARY SCHEDULE
NON-REPRESENTED REGULAR EMPLOYEES
 Effective 1/1/2016

MONTHLY PAY

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
4	\$3,242	\$3,404	\$3,575	\$3,753	\$3,941	\$4,138	4
25	\$3,996	\$4,195	\$4,405	\$4,625	\$4,857	\$5,100	25
30	\$4,199	\$4,409	\$4,630	\$4,861	\$5,104	\$5,360	30
40	\$4,639	\$4,871	\$5,114	\$5,370	\$5,639	\$5,920	40
42	\$4,732	\$4,969	\$5,217	\$5,478	\$5,752	\$6,039	42
49	\$5,073	\$5,327	\$5,593	\$5,873	\$6,167	\$6,475	49
55	\$5,386	\$5,655	\$5,938	\$6,234	\$6,546	\$6,873	55
61	\$5,717	\$6,003	\$6,303	\$6,618	\$6,949	\$7,296	61
68	\$6,129	\$6,436	\$6,757	\$7,095	\$7,450	\$7,823	68
71	\$6,315	\$6,631	\$6,962	\$7,310	\$7,676	\$8,060	71
80	\$6,907	\$7,252	\$7,615	\$7,995	\$8,395	\$8,815	80
105	\$8,857	\$9,300	\$9,765	\$10,253	\$10,766	\$11,304	105
CM1	To be determined by contract with City Council.						

ATTACHMENT C
Ordinance No. 618
Pay Ranges for Non-Regular Employees
Effective Date: January 1, 2016

Assigned Pay Range	Position Title
25	Laborer 1
35	Laborer 2
34	Office Assistant 1
54	Office Assistant 2 Management Intern

Salaries, Wages, and Benefits for Non-Regular Employees
Benefits Effective January 1, 2016 for All Eligible Non-Regular Employees

1. Non-Regular Employee

A temporary worker, seasonal worker, or intern.

2. Required Items

Non-regular employees are at-will employees and are not eligible for paid leave, paid holidays, health or life insurance coverage or any other parts of the employee benefit package, except to the extent that may be required by State or Federal law.

The City and employee shall pay for all required coverages, insurances, etc. in accordance with applicable federal and state laws, including but not limited to: Medicare, Unemployment, Workers Compensation, etc.

Attachment B-2

City of Woodinville, Washington
SALARY SCHEDULE
NON-REGULAR EMPLOYEES
Effective 1/1/2016

HOURLY PAY

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
25	\$12.28	\$12.89	\$13.54	\$14.21	\$14.92	\$15.67	25
34	\$13.43	\$14.10	\$14.81	\$15.55	\$16.32	\$17.14	34
35	\$13.56	\$14.24	\$14.95	\$15.70	\$16.49	\$17.31	35
54	\$16.39	\$17.20	\$18.06	\$18.97	\$19.92	\$20.91	54

ATTACHMENT D
Ordinance No. 618
Classification Pay Range
Teamster-Represented Employees
Effective Date: January 1, 2016

Assigned Pay Range	Position Title
B	Maintenance Worker I
D	Maintenance Worker II
E	Maintenance Worker III

Wages, and Benefits for Teamster-Represented Employees
Benefits Effective January 1, 2016 for All Eligible Teamster-Represented Employees

Wages and benefits for this group shall be provided in accordance with the Collective Bargaining Agreement agreed and approved for this group. The current agreement was adopted on January 8, 2013 and covers the period of January 1, 2013 through December 31, 2015. These conditions shall not be amended or modified except as allowed in that Agreement or until a successor agreement is approved and properly executed.

[Note: The terms and conditions for the Teamsters are subject to change pending the outcome of labor negotiations.]

Attachment B-3

City of Woodinville, Washington
WAGES SCHEDULE
TEAMSTERS - REPRESENTED EMPLOYEES
Effective 1/1/2016

Monthly Pay							
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
B	\$3,669	\$3,867	\$4,074	\$4,294	\$4,525	\$4,768	B
D	\$4,065	\$4,284	\$4,516	\$4,759	\$5,015	\$5,282	D
E	\$4,279	\$4,508	\$4,752	\$5,007	\$5,277	\$5,563	E