

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ESTABLISHING) RESOLUTION NO. 79-75
A CLASSIFICATION AND COMPENSATION)
PLAN FOR THE MSD AND PROVIDING A) At The Request Of
COST OF LIVING ADJUSTMENT FOR) Rick Gustafson
FY 1980)

WHEREAS, Ordinance No. 79-73 adopted Personnel Rules of the Metropolitan Service District which requires the establishment of a Position Classification Plan and a Compensation Plan for non-union MSD Regular and Temporary employees; and

WHEREAS, Said Ordinance requires an annual salary adjustment review to reflect consideration of cost-of-living changes and classification changes; and

WHEREAS, The Local Government Personnel Institute was retained to assist in meeting this requirement through the conduct of extensive interviews, job analysis, internal relationship and external salary survey data; and

WHEREAS, Said study has resulted in a proposed Position Classification Plan and a proposed Compensation Plan; and

WHEREAS, Reclassifications and cost-of-living adjustments should be retroactive to the beginning of FY 1980, July 1, 1979; now, therefore,

BE IT RESOLVED,

1. That pursuant to Section 26 of the Personnel Rules, the Temporary Employment Program dated July 1, 1979, and attached hereto, is adopted as Appendix "A" to the Personnel Rules of the MSD.

2. That pursuant to Section 30 (g) of the Personnel Rules, the Salary Plan and Administrative Guidelines dated

July 1, 1979, and attached hereto, is adopted as Appendix "B" to the Personnel Rules of the MSD.

3. That the Position Classification Plan attached hereto is adopted pursuant to Section 20, Position Classification Plan, of the Personnel Rules of the MSD.

4. That the Compensation Plan attached hereto is adopted pursuant to Section 26 and 27, Pay Plan, of the Personnel Rules of the MSD.

5. That the Executive Officer is hereby authorized and directed, on behalf of the MSD, to implement the Position Classification Plan, the Compensation Plan, and the related provisions contained in Appendix "A" and "B" of the Personnel Rules of the MSD, retroactive to July 1, 1979.

ADOPTED By the Council of the Metropolitan Service District this 23rd day of August, 1979.



Presiding Officer

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TEMPORARY EMPLOYMENT PROGRAM

Preamble

In order to establish a consistent, equitable program for temporary employees; and to overcome dissimilarities of temporary employment provisions between the former CRAG and MSD agencies before merger in January 1979, the following Temporary Employment Program provisions shall apply.

Definition: Temporary Employee

Any employee hired under the Temporary Employment Program to perform a specific task or to participate in a series of specific projects for a period not to exceed 2,080 hours over an eighteen (18) month period. This definition excludes interns, CETA, and Work Study students.

Status of Temporary Employees

Temporary employment will be expected to terminate upon completion of the task or project. No commitments will be made by MSD to retain the employee past the termination date of the project in question. The term of employment in any case may not exceed twelve (12) months without approval of the Executive Officer who may grant up to a six (6) month extension provided, however, accrued hours shall not exceed 2,080 over an eighteen (18) month period. Continuation of employment beyond said point may only occur upon appointment to a regular position authorized under a currently approved budget.

Benefits

Benefits required by law such as Workers' Compensation and Social Security will be paid for all temporary employees. No additional benefits will be paid to temporary employees working less than a regular forty (40) hour week except for designated holidays as provided for regular employees in the Personnel Rules. If a designated holiday occurs on the employee's work day, then the employee will be compensated for that day on the basis of the number of hours normally worked. Should a temporary employee be required to work on a designated holiday, the employee shall be allowed time off computed at the overtime rate of one and one-half (1-1/2) times the hourly rate for time actually worked.

Two (2) floating holidays a year shall be provided temporary employees working a forty (40) hour week who have completed a minimum of six (6) months of full-time continuous service. Six (6) months of full-time continuous service for each floating holiday shall be prerequisite to earning such a floating holiday.

Benefit Guidelines

Benefits, in addition to those required by law, will be paid to temporary employees working a forty (40) hour week on the following scale depending on length of employment. Time spent in previous temporary part-time positions (less than forty (40) hours per week) may not be counted in accumulating employment time.

A. Under three (3) months:

Regular paid designated holidays as described under above Benefits.

B. Over three (3) months:

1. Regular paid designated holidays as described in "A" above.
2. Sick leave at the same rate as for regular employees with accrual starting with the fourth (4th) month.

C. Over six (6) months:

1. Regular paid designated holidays as provided in "A" above.
2. Sick leave as provided in "B" (2) above.
3. Vacation and floating holidays, after six (6) months employment, at the same rate as for regular employees with accrual starting with the seventh (7th) month.
4. Health benefits at the same level as regular employees, but limited to the employee only.

Other Considerations

A temporary employee working forty (40) hours per week will be allowed to compete for regular positions on a preferred basis along with other regular employees. If hired into a regular position, employment time spent in previous full-time temporary positions may be counted toward the accumulation of vacation and personal holiday time.

Implementation

These guidelines become effective on July 1, 1979. Time spent in temporary positions of forty (40) hours per week prior to this date will be counted in qualifying for benefits by a full-time temporary employee, but with accrual starting on July 1, 1979, except that vacation and personal holiday benefits shall accrue based upon time worked including service preceding July 1, 1979. Prior service shall also be counted towards the work in the Temporary Employment Program. A termination date will be set for each temporary employee on the payroll as of July 1 of each year provided, however, that initially the Executive Officer shall have until September 30, 1979 to determine termination dates and identification of which temporary positions are to be converted over to regular positions.

Application of Other Personnel Rules

All other Personnel Rules including the pay and classification procedures will apply to temporary employees.

Classification

In order to reduce the number of special titles and the possibility of confusion between regular and temporary staff, the following temporary classes are created. The Staff Assistant I and II classes provide for a career ladder which recognizes growth and skill development and increased value to MSD. The Extra Help class provides the Executive Officer with flexibility to deal with unanticipated and/or special needs.

STAFF ASSISTANT I

Definition: Entry level staff assignments to assist regular staff in research; statistical compilations; organization of data for development of reports; perform various office related duties.

Qualifications: One (1) year of college level education or comparable work experience.

STAFF ASSISTANT II

Definition: Same as Staff Assistant I, but with broader responsibilities and operates under less supervision.

Qualifications: 1,500 hours of work experience as a Staff Assistant I, and a total of eighteen (18) months of college level education.

EXTRA HELP

Definition: A general work assignment which may be

skilled or unskilled, designed to provide office, clerical and related duties in assisting professional and office staff in specific projects.

Qualifications: Some general office, research, or related work experience; education can be substituted; generally the skills, knowledge, and ability of the individual are related to the work assignment to be performed.

Salary Plan

	<u>Entry Step</u>		<u>Growth Step</u>		<u>Merit Step I</u>		<u>Merit Step II</u>
Staff Assistant I	4.28	5% (3 mos.)	4.49	5% (6 mos.)	4.71	5% (6 mos.)	4.95
Staff Assistant II					5.40	5% (6 mos.)	5.67
	<u>Salary Range</u>						
Extra Help*	4.29						10.80

General Salary Administration Policy

Hiring: All persons should be hired at the Entry Step of the Staff Assistant I level. Exceptions approved by the Executive Officer may be made allowing hiring at the Growth Step.

Promotion: Eligibility for promotion to Staff Assistant II level shall be when said employee has served in the capacity of Staff Assistant I for a minimum of 1,500 hours. Said promotion shall be based on: 1) growth in skills, knowledge and abilities, 2) growth in work assignments, 3) upon recommendation of Department Director and approval of Director of Management Services.

Administration Policy for Salary Increase

Growth Step: Completion of the equivalent of three (3)

*Salary set on basis of individual qualifications; work assignment; past salary earning capacity; present salaries being paid to other Extra Help performing similar duties or full-time staff performing same duties and having equal qualifications. Six (6) month evaluations are required together with review and adjustment of salary to maintain consistency with above criteria and related considerations. The intent of the required six (6) month reviews is to assure that the "temporary" status of the employee is being maintained.

Administration Policy for Salary Increase (continued)

months of full-time, satisfactory service at the Entry Step, unless the Department Director recommends that the increase be withheld, but not for more than one (1) month.

Merit Step I: Completion of the equivalent of six (6) months of full-time, satisfactory service at the Growth Step, upon recommendation by the Department Director, with a performance evaluation submitted to the Manager of Personnel and Support Services for approval.

Merit Step II: Completion of the equivalent of 1,500 hours of full-time, satisfactory service at Merit Step I, upon recommendation of the Department Director, with a performance evaluation submitted to the Manager of Personnel and Support Services for approval.

NOTE: Use same procedure as above for the Staff Assistant II Merit Step increases using "six (6) months with evaluation."

If an employee in any of these categories works on an assignment that is also being performed by a CETA employee their salary rates should be equalized.

Evaluation Process

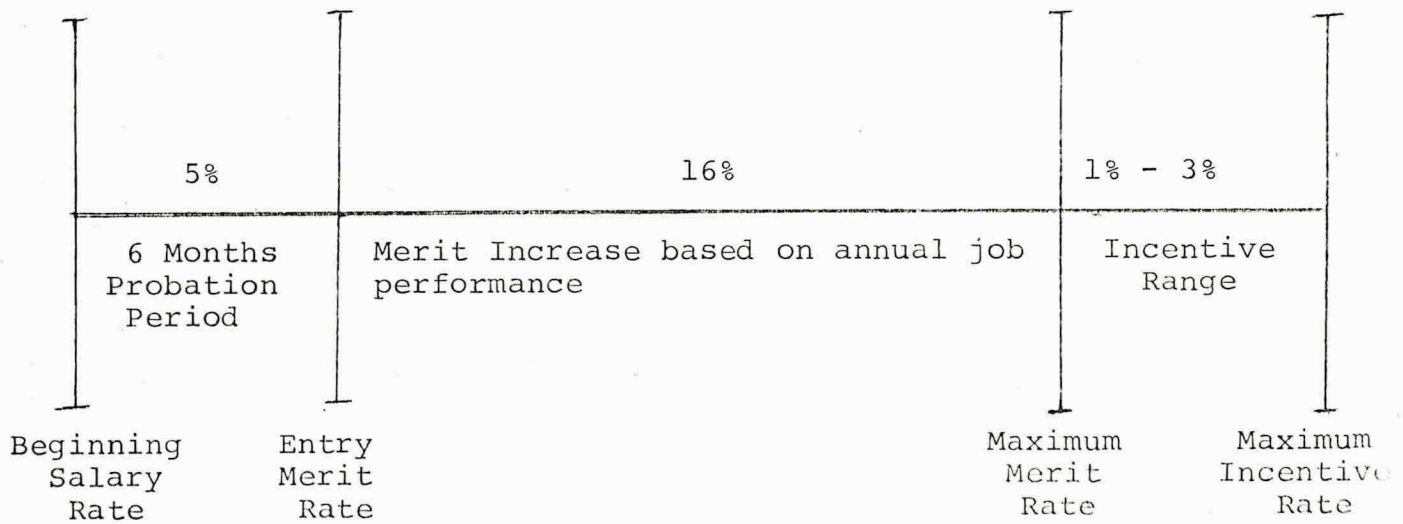
Use the present form for evaluation; place forms in personnel file; use form for evaluation if and when employee is considered for full-time employment. Evaluation may be made as deemed appropriate by Department Heads and/or the Executive Officer.

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SALARY PLAN AND ADMINISTRATIVE GUIDELINES

This salary plan is designed to allow an employee the opportunity for growth and adjustment to a new position, and to earn salary increases on a planned basis. In addition, taking into account the differences in individual growth and development of employees, this salary plan also provides for flexibility in earning salary increases. The combination approach allows for employees to become adjusted to a new position without emphasis on performance; however, after six months, it is expected that the employee has adjusted to the new position, and is capable of earning salary increases based on performance.

Salary Range:



All salary increase actions require the Supervisor's recommendation, and the approval of both the appointing authority and Personnel Manager prior to providing said increase to the employee.

ADMINISTRATIVE PROCEDURES

- . Employees hired or promoted to the beginning Step of a salary range receive a normal growth salary increase of five (5) percent in six (6) months of continuous service to the entry merit range.
- . The Normal Growth Step increase of 5% to the entry merit range is initiated by Personnel on the appropriate dates unless an appointing authority provides Personnel with a negative performance evaluation and a request to temporarily withhold said increase, but for no longer than sixty (60) days. This does not absolve the appointing authority from performing an evaluation at the point the employee reaches the entry merit range.
- . After an employee has reached the entry merit range, he/she is eligible for salary increases in one (1) percent increments up to and including the maximum salary shown for the assigned salary range. Criteria for providing the increases are on the following pages.
- . The Incentive Salary Rate of one (1) percent to three (3) percent is to be administered by the Executive Officer in conjunction with the Personnel Manager and the appropriate Department Head. This salary is deemed to be used in terms of rewarding outstanding employees and/or to assist in retaining employees.
- . All merit increases have to be authorized and approved by the appointing authority and reviewed by the Personnel Manager prior to implementation.
- . The normal growth salary increases (except as noted in the second paragraph of this section) and the merit and incentive increases must be submitted to Personnel with an employee evaluation form.
- . The Maximum Merit Rate is considered the rate which is set annually by the Council according to agency salary policies relating to comparable and competitive rates of pay found in the labor market for similar work, and which rate reflects the impact of the cost-of-living for the Portland metropolitan area. When the Maximum Merit Range rate is adjusted, the entire salary range must be adjusted and the individual's salary should be adjusted by the same rate. This adjustment will maintain the internal balance between salary ranges for each class and maintain the employee's salary within the assigned salary scale.

It will be general practice to hire new employees at the Beginning Step, but promoted employees may have to be assigned a salary within the appropriate category in line with MSD Personnel Rules and policies.

Criteria to be considered in recommending and granting merit salary increases should include but not be limited to:

- . Length of service
- . Competency
- . Growth in handling job responsibilities
- . Attitude
- . Specific actions toward self-improvement
- . Recognition of excellence
- . Productivity increases of tangible quantities and qualities
- . Creative and innovative contributions
- . Cost and budgetary savings realized

This criteria shall apply to salary increases given in the merit range of the Salary Schedule. The Personnel Manager shall review the Supervisor's and appointing authority's merit salary increase actions, and shall assure that the above criteria are essentially met in whole or in part, that there is consistency as to application of the merit increase concept, that there is availability of funds, and that the following points are applied:

- . Employees who are just performing their work as assigned should not be granted merit salary increases
- . Employees who are showing progressive and continual growth are eligible to receive no more than a three (3) percent merit salary increase at the time that they are evaluated
- . Employees performing at an exceptional and outstanding level are eligible to receive no more than an eight (8) percent merit salary increase at the time that they are evaluated
- . Employees will be considered for merit increases upon the anniversary date on which they reached the entry merit rate.

The Executive Officer, upon request by the appointing authority and supported with proper documentation of all relevant issues, may reduce an employee's merit salary. Such decrease cannot go below the entry merit rate. All such reductions shall be subject to the Grievance Procedure.

MANAGEMENT OF INCENTIVE RANGE

The Incentive Range of three (3) percent should be managed exclusively by the Executive Officer. Request for incentive increases by appointing authorities should be sent directly to the Executive Officer.

The major use of this part of the salary plan should be for outstanding performance, retention and/or assignment of an additional project of agencywide importance. Other reasons as deemed appropriate by the Executive Officer can be applied. This increase is considered to be for no longer than one year. The Personnel Manager shall assist the Executive Officer with the implementation and management of this provision.

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Position Classification Plan

Effective July 1, 1979

<u>Level</u>	<u>Classification Title</u>
1.0	Clerk Typist
1.5	
2.0	Clerk Typist II
2.5	
3.0	Receptionist Clerk Offset Printing Machine Operator
3.5	
4.0	Data Input Clerk Storekeeper Secretary I Word Processing Operator
4.5	
5.0	Lead Word Process Operator Engineer Technician Nutrition Technician Secretary II Secretary/Information Services Assistant Secretary/Volunteer Coordinator
5.5	Cartographer Graphics Designer Photographer Public Information Assistant
6.0	Accountant Technician Office Manager
6.5	Regional Planner I Computer Programming Specialist I Local Government Assistant I Gift Shop Supervisor
7.0	Clerk of the Council Administrative Assistant Engineer Planner I Public Information Specialist Solid Waste Technician
7.5	

<u>Level</u>	<u>Classification Title</u>
8.0	Concession Supervisor Environmental Technician Veterinary Technician
8.5	Regional Planner II Education Services Specialist Graphics/Exhibits Specialist Public Involvement Program Coordinator Local Government Assistant II Computer Programming Specialist II
9.0	Engineer Planner II
9.5	
10.0	Regional Planner III Local Government Assistant III Research Coordinator Animal Keeper Foreman Solid Waste Engineer Senior Accountant
10.5	Engineer Planner III Public Relations Coordinator/Zoo
11.0	Educational Services Manager Research and Policy Development Officer Solid Waste Coordinator Visitor Services Manager
11.5	Implementation and Compliance Manager Building and Grounds Manager Senior Regional Planner
12.0	Director of Public Information Services Director of Local Govm't & Cit. Involvement Urban Economist Manager of Personnel and Support Services Veterinarian
12.5	Curator Engineering and Analysis Manager
13.0	Principal Regional Planner Director of Criminal Justice Planning
13.5	Finance Director Assistant Zoo Director
14.0	

Level

Classification Title

14.5

Director of Solid Waste
Director of Public Facilities
Director of Metropolitan Development
Zoo Director
Director of Management Services
General Counsel

15.0

Director of Environmntl & Technical Services
Director of Transportation Planning

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Compensation Plan

Effective July 1, 1979

<u>Salary Range Number</u>	<u>Entry Rate</u>	<u>Maximum Merit Rate</u>	<u>Maximum Incentive Rate</u>
1.0	\$ 8,215	\$9,911	\$10,208
1.5	8,586	10,388	10,700
2.0	8,957	10,865	11,191
2.5	9,434	11,395	11,737
3.0	9,911	11,925	12,283
3.5	10,388	12,561	12,938
4.0	10,865	13,197	13,593
4.5	11,395	13,886	14,303
5.0	11,925	14,575	15,012
5.5	12,561	15,317	15,777
6.0	13,197	16,059	16,541
6.5	13,886	16,854	17,360
7.0	14,575	17,543	18,069
7.5	15,317	18,497	19,052
8.0	16,059	19,451	20,035
8.5	16,854	20,458	21,072
9.0	17,543	21,465	22,109
9.5	18,497	22,525	23,201
10.0	19,451	23,585	24,293
10.5	20,458	24,857	25,603
11.0	21,465	26,129	26,913
11.5	22,525	27,401	28,223
12.0	23,585	28,673	29,533
12.5	24,857	30,210	31,116
13.0	26,129	31,747	32,699
13.5	27,401	34,132	35,156
14.0	28,673	34,927	35,975
14.5	30,051	36,623	37,722
15.0	31,535	38,531	39,687
15.5	33,549	40,651	41,871

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- . 1978-79 MSD salary schedule has been adjusted by adding \$350 and 6 percent to each entry rate and merit maximum rate.
 - . 20.6 to 21.9 percent between entry rate and maximum merit rate.
 - . 3 percent between maximum merit rate and maximum incentive rate.

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