ORDINANCE NO. 171

CITY OF LACEY

AN ORDINANCE ADOPTING THE PAY OR COMPENSATION PLAN PRESCRIBING THE SALARIES TO BE PAID TO THE EMPLOYEES OF THE CITY OF LACEY, AND ESTABLISHING THE PERSONNEL POLICY FOR THE EMPLOYEES OF THE CITY OF LACEY, AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LACEY:

Section 1. Definitions:

(a) Appointing Authority. The appointing authority shall be the Mayor of the City of Lacey.

(b) Administrative Leave. Administrative leave shall be leave granted by the appointing authority not chargeable as annual leave, sick leave or leave without pay.

(c) Department Head. Department head shall be any employee serving as the head of a department of the City and designated or titled as director, supervisor, superintendent, foreman or chief and shall include without being limited thereto, the Chief of Police, Municipal Judge, Building Official, Clerk-Treasurer, Public Works Director and Parks and Recreation Director.

(d) Employee. The term employee shall mean all non-elective officers and employees of the City.

Section 2. Composition of the Compensation Plan:

The Compensation plan shall include:

1st Speech 13/1/70

(a) A schedule of salary grades consisting of minimum and maximum rates of pay and intermediate steps for all classes.

(See Section 20)

(b) The annual budgets and supplemental budgets.

Section 3. Development and Maintenance of the Salary Grades: Salary grades shall be directly related to and determined with due regard to grades of pay for the classes; relative difficulty and responsibility of positions; availability of employees in particular occupational categories; prevailing rates of pay for similar employment both private and public in the Lacey area; cost of living factors; the financial policies of the City; and other economic considerations.

Section 4. Salary Steps:

The following shall be the general policy with respect to the use of the pay steps within salary grades.

(a) The minimum rate of pay for a class as described in the job classification section of the City Organization Manual shall be paid any person in his original appointment to a position, except when, as determined by the appointing authority and confirmed by the Council, the new employee possesses exceptional qualifications warranting a higher rate of pay or new employees cannot be obtained for the minimum rate.

(b) Within salary grades increases shall be granted from pay step one to the next higher pay step upon completion of the first six (6) months of employment for the City, and every year thereafter to the fifth step.

(c) Periodic increase dates will be set on the closest first of the month when an employee commences his employment or is promoted to a new salary grade. Any period beginning before the 16th of the month will count as a full month, and any period beginning after the 15th will be counted as no month at all.

Section 5. Transfers - Promotions - Demotions and Reinstatement: When an employee is transferred, promoted, demoted, or reinstated, his rate of pay for the new position shall be determined as follows:

(a) Transfer. An employee transferred to another position of the same grade shall continue to receive the same rate of pay until promoted or demoted, or adjusted in accordance with Section 3 and 4 of this ordinance.

(b) Promotion. An employee promoted to a higher grade shall receive a salary increase as follows:

1. If his rate of pay in the lower grade is below the minimum salary of the higher grade, his pay shall be increased to the minimum of the higher class.

2. If his rate of pay in the lower grade is within the range of the higher grade, he shall be advanced to the step in the higher grade which constitutes a one step increase in pay.

3. The date of promotion to the new grade shall be the anniversary date for step increases.

(c) Demotion. An employee demoted from a position in one class to a position in a lower grade shall be reduced to the same pay step in the lower grade, commensurate with longevity.

(d) Reinstatement. The compensation for an employee reinstated to his former position shall be as follows:

1. An employee who has resigned from his position with the City service shall be reinstated in accordance with Section 3 of this ordinance.

2. An employee re-employed to his former position after layoff shall be paid at the new pay step in the grade for his class that he was receiving at the time of layoff, and shall retain time in grade.

Section 6. Suspension Without Pay: The appointing authority may suspend an employee without pay for a period not

to exceed thirty (30) days within any twelve (12) month period. Such action and the reasons therefore shall be reported in writing to the Clerk-Treasurer, the City Council and the affected employee. Any Civil Service employee shall be subject to the rules and privileges of the Civil Service Rules of the City of Lacey.

Section 7. Probation: All new employees of the City shall be on a probationary status for twelve (12) months.

Section 8. Discharge: The appointing authority shall have the authority to terminate any permanent employee.

The following are declared to be cause for discharge from City service, although charges may be based on causes other than those enumerated:

1. Incompetency, incapacity, or inefficiency in performance of duties.
2. Violation of law, of official rules or regulations, or orders, or failure to obey any lawful or reasonable direction when such failure or violation amounts to insubordination or serious breach of discipline.
3. Acceptance for personal use of a fee, gift, or other valuable thing in the course of work when given in the hope or expectation

of receiving a favor or better treatment than that accorded the public generally.

4. Failure to pay just debts if scandal is caused the City because of such failure.
5. Conviction of a felony or of any crime involving moral turpitude.
6. Willful or repeated negligence in performing duties, and conduct unbecoming an officer or employee of the City.
7. Conduct subversive of public order and discipline, and sustained conduct detrimental to the efficiency or morale of the service.
8. Misuse of public funds or property.
9. Falsifying reports or records.
10. Intoxication or drinking intoxicating liquor while on duty.
11. The use of illegal drugs.

Section 9. Normal Work Week: The normal work week, with the exception of the Police Department, shall be five (5) consecutive days of not less than eight (8) hours per day, exclusive of lunch period. Compensatory time off equal to the overtime hours worked shall be granted for all time over eight (8) hours per day or forty (40) hours per week.

Section 10. Compensatory Time, Stand By Time, Emergency Work: Compensatory time, stand by and emergency work shall be compensated for as follows:

(a) Employees of the City of Lacey other than members of the Police force, who are required to perform at home "stand-by" service to provide for emergencies during normal off-duty hours shall be compensated in the following manner:

1. For those employees who are detailed for such stand-by duty on a rotational basis, compensation will be at the rate of Twenty-Five Dollars ($25.00) per month, after the end of each month on stand-by and shall be in addition to and not part of their regular salary.

2. For those employees who respond to off-duty emergencies, whether as part of their stand-by duties or if called upon at other times, compensation shall be on an hour-for-hour compensatory time-off basis, with a minimum of two hours compensatory time accrued, regardless of the duration of such emergency work, and on an hour-for-hour compensatory time accrual for any time in excess of two (2) hours per call-up.

3. All employees of a department, including working (leader) foremen, shall be eligible for stand-by duty and emergency work, with compensation as delineated in Sub-sections 1 and 2 preceeding. Heads of departments considered salaried employees with executive responsibilities, including supervision shall not receive compensation for stand-by duty or off-duty emergency work.

(b) Each department head or working foreman shall furnish to the City Clerk not later than one working day after the end of each calendar month a certified roster of personnel of his department who performed stand-by duty and the dates such duty was performed. He shall further maintain a record of compensatory time earned by each of his employees, and shall reconcile this accounting with each employee no less frequently than once each calendar month.

(c) Compensatory time earned shall be taken as time off within sixty (60) calendar days of accrual. Compensatory time off shall be scheduled as soon as possible after accrual, at the convenience of the department, but with due regard for the employee's needs insofar as this can be accomplished

without detracting from sound and orderly administration. In the event that a date or dates for use of compensatory time cannot be agreed upon, the matter shall be referred to the Chief Executive of the City for adjudication, and his decision shall be final. It is the responsibility of department heads to insure that compensatory time-off is used within sixty (60) days; and if not used within sixty (60) days from accrual, all compensatory time rights shall be lost for that applicable period.

(d) No compensatory time accrued to the date of effectiveness of this ordinance shall be convertible to overtime. Such compensatory time will be used or lost by the end of the seventh calendar month following the date this ordinance becomes effective.

(e) Voluntary severance of employment with the City by an employee shall constitute a waiver of all rights to compensatory time-off for extra hours worked. Involuntary separation shall be on an effective date that permits the employee to fully utilize compensatory time-off prior to the effective date of separation; notice of involuntary separation shall be provided the employee in

sufficient advance time to fully cover unused compensatory time.

Section 11. Department Heads: City Department heads shall not be compensated for any overtime, and shall not be entitled to compensatory time off for overtime worked.

Section 12. Leave Without Pay:

(a) Leave without pay may be granted by the department head for a period of one (1) to five (5) normal working days, and by the appointing authority for a period up to thirty (30) normal working days. In all such instances a written report shall be filed with the City Clerk, and a copy placed in the employees personnel record.

(b) An employee returning to his position after an authorized leave of absence without pay, shall be reinstated in his former salary step, within the salary grade, and shall retain time in grade.

Section 13. Military Leave: Pursuant to R.C.W. 38.40.060 of the Laws of the State of Washington, every employee of the City who is a member of the Washington National Guard, or of the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve of the United States or of any organized reserve of the Armed Forces of the United States, shall be entitled to and shall be granted military leave of absence for a period

not to exceed fifteen (15) days during each calendar year. Such leave shall be granted for such time the employee is ordered to active training duty. Such leave shall be in addition to any vacation, such leave to which the employee is otherwise entitled and shall not affect the employees rating privileges or pay. During the period of military leave the employee shall receive from the City, his normal pay.

Section 14. Jury Duty: An employee summoned for Jury Duty shall be granted administrative leave for such service and shall be paid by the City his regular wage, less such remuneration he shall receive as compensation for jury service.

Section 15. Sick Leave: Upon application from an employee, he may be granted sick leave with pay equal to his cumulated sick leave credits but not to exceed sixty (60) days within any one (1) calendar year. The Clerk-Treasurer may from time to time require a certificate from the attending physician when such sickness exceeds three (3) consecutive working days.

Sick leave shall be accumulated at the rate of one (1) day earned per month of employment and shall be charged in one-half (1/2) day increments. Sick leave shall be cumulative to a total of ninety (90) days. When an employee has exhausted the cumulative sick leave or at the end of sixty (60) days

within any one calendar year whichever first occurs sick leave without pay may be granted by the Appointing Authority for the entire period of sickness or disability unless the employee requests use of cumulative annual leave or compensatory time off credits.

In the event of failure of the employee to submit a certificate from the attending physician after being requested to do so or such certificate does not clearly show sufficient disability to preclude the employee from performance of his duties, the Appointing Authority may cancel such sick leave whether with or without pay and require the employee to report to work.

Section 16. Absence Without Duly Authorized Leave: Absence without duly authorized leave shall be treated as absence without pay and, in addition, may be grounds for disciplinary action. Upon his return the employee shall give a written statement to his department head, explaining the nature of his absence. An employee who is absent from his position for three (3) consecutive days without notice to his department head or the appointing authority may be considered to have abandoned his position.

Section 17. Annual Leave With Pay (Vacation):

(a) Annual leave with pay shall be allowed to each full-time employee with six (6) months continuous service at the rate of one (1) working day vacation leave credit for each

month of completed service. This will amount to twelve (12) working days per year, plus "bonus days" for length of service as provided herein. In addition, police officers shall receive one working day vacation leave credit for each legal holiday worked by said officer, Sundays excluded.

(b) Bonus days for each full-time employee shall be allowed at the rate of one additional working day vacation leave credit for each year for satisfactorily completing the first five, ten and fifteen continuous years of employment, respectively. These bonus vacation days are credited to the employees on the anniversary date of employment so that:

1. On completion of each of the fifth (5th) through the ninth (9th) years of service there will be allowed the employee 13 days vacation leave credit rather than 12.

2. On completion of each of the tenth (10th) through the fourteenth (14th) years of service there will be allowed the employee 14 days vacation leave credit rather than 12.

3. On completion of each of the fifteenth (15th) and succeeding years of service there will be allowed the employee 15 days vacation leave credit rather than 12.

(c) During the first six months of service paid annual leave shall accrue but shall not be taken. During the second six months of service leave may be allowed to the limit of the amount credited. If the employee is separated within the first six (6) months of service all annual leave may be cancelled.

(d) The leave credited for any month of service may be authorized in that month or in any subsequent month. Annual leave is accumulative to a total

of twenty-five (25) working days, after which time if not taken, it lapses month by month. Each employee shall be required to take at least five (5) days' annual leave each year. No such leave shall be granted except at a time when it will least interfere with the work of the department and unless written application for such leave has been made in advance and approved by the department head.

Section 18. Holidays with Pay: The following and such other days as the City Council, by resolution, may fix are holidays for all regularly employed full-time employees of the City.

(a) New Years Day
(b) Lincoln's Birthday
(c) Washington's Birthday
(d) Memorial Day
(e) Fourth of July
(f) Labor Day
(g) Columbus Day
(h) Thanksgiving Day
(i) Veteran's Day
(j) Christmas Day
(k) Biennial State Election Day

When one of the holidays falls on a Saturday or Sunday, such holiday will be observed on the next work day following the holiday, provided that however, the department head shall grant some employees the normal working day before the holiday rather than the day following in order to maintain normal office hours of his department.

Section 19. Separation: Upon separation of employment with the City all leave time shall be cancelled and all annual leave time shall be paid at the employees regular pay scale.

Section 20. Schedule of Salary Grades: The schedule of salary grades for employees shall be as follows:

STEP	1	2	3	4	5	ANNUAL	
GRADE						MIN.	MAX.
1	368	386	405	425	446	4416	5352
2	386	405	425	446	468	4632	5616
3	405	425	446	468	491	4860	5892
4	425	446	468	491	516	5100	6192
5	446	468	491	516	542	5352	6504
6	468	491	516	542	569	5616	6828
7	491	516	542	569	597	5892	7164
8	516	542	569	597	627	6192	7524
9	542	569	597	627	658	6504	7896
10	569	597	627	658	691	6828	8292
11	597	627	658	691	726	7164	8712
12	627	658	691	726	762	7524	9144
13	658	691	726	762	800	7896	9600
14	691	726	762	800	840	8292	10080
15	726	762	800	840	882	8712	10584
16	762	800	840	882	926	9144	11112
17	800	840	882	926	972	9600	11664
18	840	882	926	972	1021	10080	12252
19	882	926	972	1021	1072	10584	12864
20	926	972	1021	1072	1126	11112	13512
21	972	1021	1072	1126	1182	11664	14184
22	1021	1072	1126	1182	1241	12252	14892
23	1072	1126	1182	1241	1303	12864	15636
24	1126	1182	1241	1303	1368	13512	16416

STEP	1	2	3	4	5	ANNUAL	
GRADE						MIN.	MAX.
25	1182	1241	1303	1368	1436	14184	17232
26	1241	1303	1368	1436	1508	14892	18096
27	1303	1368	1436	1508	1583	15636	18996
28	1368	1436	1508	1583	1662	16416	19944
29	1436	1508	1583	1662	1745	17232	20940

STEP	1	2	3	4	5	ANNUAL	
GRADE						MIN.	MAX.
27	1241	1303	1368	1436	1508	14892	18696
28	1303	1368	1436	1508	1583	15636	18996
29	1368	1436	1508	1583	1662	16316	19944
30	1436	1508	1583	1662	1745	17232	20940

Section 21. Civil Service: In the event there is any conflict between the terms of this ordinance and the Lacey Civil Service Rules for Police, the provisions of the Civil Service Rules for Police shall prevail.

Section 22. Acceptance as Condition of Employment: The Chief Executive of the City shall reduce the provisions of this ordinance to a written form indicating acceptance of the provisions of this ordinance as a condition of employment with the City, and shall provide a copy to each employee of the City, present and future, and will obtain a signed and dated copy of the form to be retained in the City's files. Refusal to sign the form will constitute a rejection of willingness to work under the City's rules and conditions.

Section 23. A determination that any part of this ordinance is invalid shall not impair the validity of the remaining portions.

Section 24. Repeal: Ordinance No. 87, of the City of Lacey, is hereby repealed.

Section 25. This ordinance is necessary for the immediate preservation of the public peace, health and safety, and shall take effect immediately upon its passage and publication.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this 17th day of December, 1970.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PASSED: Dec. 17, 1970

PUBLISHED: Dec. 23, 1970

City of Lacey

"FASTEST GROWING CITY IN THE SOUTH SOUND AREA"

POST OFFICE DRAWER "B"
LACEY, WASHINGTON 98503

PHONE 491-3210

January 8, 1973

In accordance with Ordinance No. 293 of the City of Lacey, the attached is the Schedule of Salary Grades for the year 1974. (Reference Ordinance No. 171) This schedule reflects the Cost of Living Increase.

Also attached is a copy of your salary grade and step, along with other members within your department.

If you have any questions regarding your grade or step, please contact this office.

Timothy McGuire

Timothy McGuire
Clerk/Treasurer

Police	Grade/Step	Monthly SALARY	Yearly
LAND	24-5	1368	16416
EVANS	18-5	1021	12252
Kollmer	18-5	1021	12252
Smith	18-3&4	926@3 & 972@9	11526
Dickerson	18-3&4	926@3 & 972@9	11526
Elliott	16-5	926	11112
Ingram	16-5	926	11112
Kydland	16-5	926	11112
Nichols	16-5	926	11112
Keselburg	16-4&5	882@1 & 926@11	11068
Blood	16-4&5	882@8 & 926@4	10760
Dobbs	16-4&5	882@9 & 926@3	10716
Harderberg	16-4&5	882@11 & 926@1	10628
Sorger	16-3&4	840@3 & 882@9	10458
Dittmar	16-3&4	840@5 & 882@7	10374
Hartley	16-3&4	840@8 & 882@4	10248
McClanahan	16-3&4	840@9 & 882@3	10206
Jones	16-2&3	800@10 & 840@2	9680
TESSIER	16-1&2	762@1 & 800@11	9562
Ulery	13-5	800	9600
Fusco	10-2&3	597@7 & 627@5	7314

EQUIPMENT RENTAL

Dotson	16-3&4	840@10 & 882@2	10164
Woods	10-2&3	597@8 & 627@4	7284

Court	Grade/Step	Monthly Salary	Yearly
Dorsey	3-2	405	4860
Horn	7-5	597	7164
Building			
Faure	18-5	1021	12252
DPW			
Villanueva	15-3 & 4	800 @ 2 & 840 @ 10	10000
Zikas	13-3 & 4	726 @ 6 & 762 @ 6	8928
Computer			
Moss	14-2 & 3	726 @ 10 & 762 @ 2	8784
Clerk			
McGuire	22-2 & 3	1072 @ 3 & 1126 @ 9	13350
Leicht	15-2 & 3	762 @ 7 & 800 @ 5	9334
Reid	11-1 & 2	597 @ 2 & 627 @ 10	7464
Rockwell	11-1 & 2	597 @ 2 & 627 @ 10	7464
Zimmerschied	11-1 & 2	597 @ 1 & 627 @ 11	7494
Main	8-1 & 2	516 @ 4 & 542 @ 8	6398

Water	Grade/Step	Monthly Salary	Yearly
Solomon	15-5	882	10584
Auderer	13-5	800	9600
Richards	13-5	800	9600
Deppiesse	12-5	762	9144
Huntamer	12-1 & 2	627@ 2 & 658@ 10	7834
Smith	15-2	762	9144
Brown	11-1 & 2	597@ 1 & 627@ 11	7494

City Streets

Rodriquez	15-4 & 5	840@ 6 & 882@ 6	10332
Bures	12-3 & 4	691 @ 7 & 726@ 5	8467
Darmody	12-3 & 4	691 @ 6 & 726 @ 6	8502
Leigh	12-4 & 5	726 @ 9 & 762 3	8820

Parks

Layton	10-2	597	7164

Custodian

Minnitti	9-3 & 4	597@ 6 & 627@ 6	7344

Section 20. Schedule of Salary Grades: The schedule of salary grades for employees shall be as follows:

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GRADE						MIN.	MAX.
1	350	368	386	405	425	4200	5100
2	368	386	405	425	446	4416	5352
3	386	405	425	446	468	4632	5616
4	405	425	446	468	491	4860	5892
5	425	446	468	491	516	5100	6192
6	446	468	491	516	542	5352	6504
7	468	491	516	542	569	5616	6828
8	491	516	542	569	597	5892	7164
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17	762	800	840	882	926	9144	11112
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OFFICE OF THE
CITY ATTORNEY

City of Lacey

"FASTEST GROWING CITY IN THE SOUTH SOUND AREA"

4515 LACEY BLVD. PHONE 491-2220
LACEY, WASHINGTON 98501

December 17, 1970

The City Council and
Mr. C. R. Koetsch
Lacey City Clerk
P.O. Drawer B
Lacey, Washington 98501

Re: Ordinance Re Compensation
for Lacey City Employees

Gentlemen:

Enclosed you will find an original and three copies of Lacey Ordinance regarding compensation and employment for City of Lacey employees. The Councilmen have previously been forwarded a copy of a draft of this ordinance of which pages 11, 12, and 13 have been redrafted pursuant to suggestions of the Council. Enclosed also are 7 copies each of pages 11, 12, and 13 for each of the Councilmen to replace in their copy of the ordinance.

Yours very truly,

ARGAL D. OBERQUELL
City Attorney

By: Kenneth R. Ahle
KENNETH R. AHLE
Assistant City Attorney

KRA:ka
Enclosures
Ordinance (orig. & 3 copies)
7 sets of pages 11, 12 & 13