

RESOLUTION NO. 12 FOR 2013

**A RESOLUTION ESTABLISHING WAGE AND BENEFIT SCHEDULES FOR
NON-REPRESENTED GENERAL EMPLOYEES.**

WHEREAS, the City of Sweet Home wishes to formally adopt a wage and benefit plan for its Non-Represented General Employees as attached as exhibit "A" and "B",

NOW, THEREFORE, the City of Sweet Home resolves as follows:

The attached salary schedules and benefit provisions for Non-Represented full-time and part-time General positions are adopted for positions currently authorized as shown in exhibit "A" attached.

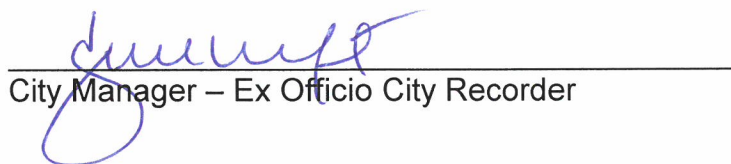
This Resolution hereby replaces Resolution No. 15 for 2011 and shall be effective July 1, 2013

PASSED BY THE City Council and approved by the Mayor this 24th day of September 2013



Mayor

ATTEST:



City Manager – Ex Officio City Recorder

RESOLUTION NO. 12 FOR 2013
EXHIBIT A - SALARY SCHEDULES
July 1, 2013 - June 30, 2014
NON-REPRESENTED GENERAL EMPLOYEES
MANAGEMENT

(same as general union contract - 2% salary increase)

STEP POSITION	A	B	C	D	E
LIBRARY DIRECTOR	4210	4420	4641	4780	4924
OFFICER MANAGER 2	3286	3451	3623	3732	3844
ADMINISTRATIVE ASSISTANT	3877	4071	4274	4403	4535
COMMUNITY DEVELOP. DIRECTOR	5295	5560	5838	6013	6193
SR. ENGINEERING TECH	4237	4449	4671	4812	4956
PLANT SUPERINTENDENT	4119	4325	4541	4677	4817
MAINT. SUPERINTENDENT	4237	4449	4671	4812	4956
FINANCE DIRECTOR	5295	5560	5838	6013	6193
PUBLIC WORKS DIRECTOR	5295	5560	5838	6013	6193
CITY MANAGER	6916	7261	7624	7853	8089

Employees who have completed 8 years of continuous employment with the City will receive an additional two percent (2%) Longevity Merit Pay increase above the step 5 scale.

This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

Salary schedule is based upon attached CIS HDHP-1/HSA insurance program

\$350 insurance incentive to be deposited into employee's HSA account by January 31, 2014

RESOLUTION NO. 12 FOR 2013
EXHIBIT A - SALARY SCHEDULES
July 1, 2013 - June 30, 2014
PART-TIME EMPLOYEES (HOURLY)
 (same as general union contract - 2% salary increase)

STEP POSITION	A	B	C	D	E
JANITOR	9.84	10.34	10.85	11.18	11.51
TYPIST	9.84	10.34	10.85	11.18	11.51
LIBRARY ASSISTANT	12.36	12.98	13.63	14.04	14.46
P/W SECRETARY	9.95	10.44	10.96	11.29	11.63

Employees who have completed 8 years of continuous employment with the City will receive an additional one percent (1%) Longevity Merit Pay increase above the step 5 scale.

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RESOLUTION NO. 12 FOR 2013
EXHIBIT A - SALARY SCHEDULES
July 1, 2014 - June 30, 2015
NON-REPRESENTED GENERAL EMPLOYEES
MANAGEMENT

(same as general union contract - 2% salary increase)

STEP POSITION	A	B	C	D	E
LIBRARY DIRECTOR	4294	4509	4734	4876	5023
OFFICER MANAGER 2	3352	3519	3695	3806	3920
ADMINISTRATIVE ASSISTANT	3955	4152	4360	4491	4625
COMMUNITY DEVELOP. DIRECTOR	5401	5671	5954	6133	6317
SR. ENGINEERING TECH	4322	4538	4765	4908	5055
PLANT SUPERINTENDENT	4201	4411	4632	4771	4914
MAINT. SUPERINTENDENT	4322	4538	4765	4908	5055
FINANCE DIRECTOR	5401	5671	5954	6133	6317
PUBLIC WORKS DIRECTOR	5401	5671	5954	6133	6317
CITY MANAGER	7054	7407	7777	8011	8251

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RESOLUTION NO. 12 FOR 2013
EXHIBIT A - SALARY SCHEDULES
July 1, 2014 - June 30, 2015
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
 (same as general union contract - 2% salary increase)

STEP POSITION	A	B	C	D	E
JANITOR	10.04	10.54	11.07	11.40	11.74
TYPIST	10.04	10.54	11.07	11.40	11.74
LIBRARY ASSISTANT	12.61	13.24	13.90	14.32	14.75
P/W SECRETARY	10.15	10.66	11.19	11.52	11.87

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RESOLUTION NO. 12 FOR 2013
EXHIBIT A - SALARY SCHEDULES
July 1, 2015 - December 31, 2015
NON-REPRESENTED GENERAL EMPLOYEES
MANAGEMENT

(same as general union contract - 1-1/2% salary increase)

STEP POSITION	A	B	C	D	E
LIBRARY DIRECTOR	4358	4576	4805	4949	5098
OFFICER MANAGER 2	3402	3572	3751	3864	3979
ADMINISTRATIVE ASSISTANT	4014	4215	4426	4559	4695
COMMUNITY DEVELOP. DIRECTOR	5482	5756	6044	6225	6412
SR. ENGINEERING TECH	4387	4606	4836	4982	5131
PLANT SUPERINTENDENT	4264	4477	4701	4842	4987
MAINT. SUPERINTENDENT	4387	4606	4836	4982	5131
FINANCE DIRECTOR	5482	5756	6044	6225	6412
PUBLIC WORKS DIRECTOR	5482	5756	6044	6225	6412
CITY MANAGER	7160	7518	7894	8131	8374

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RESOLUTION NO. 12 FOR 2013
EXHIBIT A - SALARY SCHEDULES
July 1, 2015 - December 31, 2015
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
 (same as general union contract - 1-1/2% salary increase)

STEP POSITION	A	B	C	D	E
JANITOR	10.19	10.70	11.24	11.57	11.92
TYPIST	10.19	10.70	11.24	11.57	11.92
LIBRARY ASSISTANT	12.80	13.44	14.11	14.53	14.97
P/W SECRETARY	10.30	10.82	11.36	11.70	12.05

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Salary schedule is based upon attached CIS HDHP-1/HSA insurance program

RESOLUTION NO. 12 FOR 2013
EXHIBIT A - SALARY SCHEDULES
January 1, 2016 - June 30, 2016
NON-REPRESENTED GENERAL EMPLOYEES
MANAGEMENT

(same as general union contract - 1-1/2% salary increase)

STEP POSITION	A	B	C	D	E
LIBRARY DIRECTOR	4423	4645	4877	5023	5174
OFFICER MANAGER 2	3453	3626	3807	3921	4039
ADMINISTRATIVE ASSISTANT	4074	4278	4492	4627	4765
COMMUNITY DEVELOP. DIRECTOR	5564	5842	6135	6319	6508
SR. ENGINEERING TECH	4453	4675	4909	5056	5208
PLANT SUPERINTENDENT	4328	4544	4772	4915	5062
MAINT. SUPERINTENDENT	4453	4675	4909	5056	5208
FINANCE DIRECTOR	5564	5842	6135	6319	6508
PUBLIC WORKS DIRECTOR	5564	5842	6135	6319	6508
CITY MANAGER	7267	7631	8012	8253	8500

Employees who have completed 8 years of continuous employment with the City will receive an additional two percent (2%) Longevity Merit Pay increase above the step 5 scale.

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Salary schedule is based upon attached CIS HDHP-1/HSA insurance program

RESOLUTION NO. 12 FOR 2013
EXHIBIT A - SALARY SCHEDULES
January 1, 2016 - June 30, 2016
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
 (same as general union contract - 1-1/2% salary increase)

STEP POSITION	A	B	C	D	E
JANITOR	10.34	10.86	11.40	11.75	12.10
TYPIST	10.34	10.86	11.40	11.75	12.10
LIBRARY ASSISTANT	12.99	13.64	14.32	14.75	15.20
P/W SECRETARY	10.45	10.98	11.53	11.87	12.23

Employees who have completed 8 years of continuous employment with the City will receive an additional one percent (1%) Longevity Merit Pay increase above the step 5 scale.

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Salary schedule is based upon attached CIS HDHP-1/HSA insurance program

RESOLUTION NO. 12 for 2013
EXHIBIT B – NON REPRESENTED GENERAL EMPLOYEES
MEDICAL, DENTAL, AND VISION INSURANCE COVERAGE

For the remainder of calendar year 2013, the City will maintain the current health insurance plan and premium cost sharing in effect on June 30, 2013.

Effective January 1, 2014, the City will provide a \$1,500.00 (\$1,500.00 Employee only/\$3,000.00 Employee + Family) high deductible health care plan (HDHCP) to employees with a Health Savings Account (HSA). The HSA balance is portable and is owned by the employee; THE City will select the financial institution which will administer the HSA accounts for the benefit of employees and arrange for accounts to be established prior to January 15, 2014 in cooperation with the employees and City Insurance Services (CIS).

To offset the higher deductible , the City will deposit into the HSA of each eligible employee a contribution payment based on the employee's tier of insurance benefit; for Employee Only the amount deposited will be \$1,250.00, and for Employee + Family the amount deposited will be \$2,250.00, payable in each year as hereinafter described.

During calendar year 2014, the City will contribute the employee's HSA contribution based upon the employee's tier of coverage, the sum total of which for Employee Only will be \$1,250.00, and for Employee + Family \$2,250.00.

During calendar year 2015, the City will contribute four equal quarterly contributions to each employee's HSA based upon the employee's tier of coverage, the sum total of which for Employee Only will be \$1,250.00, and for Employee + Family \$2,250.00 reduced by the amount of any increase in the total annual premium cost for the employee's tier of benefit in 2015 over the cost for the same tier in 2014.

During calendar year 2016, the City will contribute four equal quarterly contributions to each employee's HSA based upon the employee's tier of coverage, the sum total of which for Employee Only will be \$1,250.00, and for Employee + Family \$2,250.00 reduced by the amount of any increase in the total annual premium cost for the employee's tier of benefit in 2016 over the cost for the same tier in 2014.

Except for the initial year, contributions to HSA accounts referred to in this attachment will be made quarterly to the accounts of employees eligible during the prior calendar year quarter to participate in a HSA, pro-rated for periods of ineligibility if any, and pro-rated for the portion of the quarter when the employee was not employed by the City.

This attachment shall not be construed or applied to require the City to make a HSA contribution on behalf of any employee not eligible to receive it. Employees that are not eligible for HSA participation under the Internal Revenue Code and federal regulations include employees with a spouse covered by a Health Reimbursement Account (HRA) or health Flexible Savings Account (FSA), and those who have received veterans' medical benefits during the preceding three (3) months. Whenever an employee is ineligible to benefit from an HSA contribution, the City will make a "catch-up" contribution when the employee becomes eligible provided however that in no case will the City contribute in any calendar year to an employee's HSA as "catch-up" and quarterly contribution(s) more than the statutorily permitted maximum HSA contribution for the calendar year. If in any calendar year an eligible employee presents to the City an Explanation of Benefit (EOB) documentation or other acceptable proof of HSA reimbursable/payable expenses incurred for service or product received, the City will contribute to that eligible employee's HSA

funds sufficient to cover the payments up to and not in excess of the maximum HSA contribution for the calendar year.

During 2013 each employee shall continue to contribute to the cost of insurance five percent (5%) of the monthly premium for the employee's tier of insurance by payroll deduction.

During 2014, 2015 and 2016 each employee will contribute by payroll deduction to the cost of insurance five percent (5%) of the monthly premium established and paid during calendar year 2014 for the same tier of insurance.

The City will provide employees with a form of certificate of eligibility consistent with the law as amended periodically to protect employees and the City from the consequences possible in the event of ineligible contributions – that is, if the City makes an HSA contribution for an ineligible employee, the City will be required to report it as taxable income to the employee, and in addition to the income tax deficiency that the employee would owe with interest and penalties, the employee will be subject to a 6% federal excise tax for each year the excess contribution remains in the HSA. Similarly, the City would be subject to increased taxes and penalties.

The foregoing health related benefits will be administered consistent with the following:

- a. All employer and employee contributions to HSA accounts, enrollments and benefits under this Article will be made consistent with eligibility and general requirements established by law and regulations as amended periodically, and in any permissible fashion that is consistent with the employee receiving the health insurance and HSA contribution(s) intended as described above.
- b. Two spouses who each are employed by the City may elect to enroll in the HDHCP plan at the Employee Only tier, and in such case may each have a separate HSA to be administered in accordance with law and regulation.
- c. The City shall contract with the HSA plan administrator of its selection to administer the HSA for the benefit of all City employees and bargaining units based on considerations of service, options and value to the plan participants.
- d. The City will extend to eligible part time employees the same medical, dental, and vision benefits including HSA contributions as offered to full time employees and their dependants on a pro-rated basis. The benefits will be pro-rated for part-time employees based upon the gross number of hours paid each month and will be provided so long as the part-time employees make up the difference of the benefit cost.