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COBEA City Counterproposal to COBEA

May 26, 2022

Time: _____

ARTICLE 13 - SALARY ADMINISTRATION

Section 13.1 Management has the right to determine personnel actions such as promotions, transfers, and assignments.

Section 13.2 New Hires. New regular employees are normally hired at the first (1st) step of the Salary Grade of their classification. Hiring rates above the first step for exceptional qualifications or in periods of low availability of qualified applicants must be approved by the City Manager.

Section 13.3 Each Association member shall be paid at one of the steps in the Salary Grade for the employee's job classification set forth in Appendices A-C, a copy of which is attached hereto and incorporated by reference herein.

Section 13.4 Anniversary Date. An employee's anniversary date for wage increases is as follows:

- (a) New employees will be the date of appointment to the classification
- (b) Promoted employees shall be the date of appointment to the higher classification
- (c) Lateral transfer shall be the date of appointment to the new classification
- (d) Recall from layoff will be the date of reinstatement to the City.

Section 13.5 PERS/OPSRP. Participation in the Public Employees Retirement System or Oregon Public Service Retirement Plan (OPSRP) will be provided pursuant to Oregon PERS/OPSRP regulations.

Section 13.6 Annual Increases. All regular employees who are below the sixth step for their classification shall be considered for a performance based step increase following each twelve (12) months of continuous employment from their anniversary date. These increases are not automatic. Work records will be reviewed by the department prior to recommendations. The division manager shall recommend any step increase and it shall be forwarded to the department head and then to the City Manager or designee for appropriate actions. The amount of annual increases shall be one step of their existing salary grade. All denials must be documented and presented to the employee.

For purposes of salary administration, an employee's step increase shall be effective the beginning of the pay period that is nearest the employee's anniversary date.

Section 13.7 Promotions. When an employee is promoted to a classification with a higher salary grade, they will receive an increase to the nearest higher step in the new salary grade.

An employee shall be considered for a performance based step increase at six (6) months from the date of promotion. Consideration for future salary increases will follow each twelve (12) months of service from the date of promotion until the employee reaches the maximum step for that classification. If an employee is promoted and does not meet the requirements of the new position, the City may return the employee to their former position provided a vacancy exists in that previous position.

Section 13.8 Position Reclassification. When warranted by a substantial, non-temporary increase in the complexity of duties or level of responsibilities assigned to a position, such position shall be reclassified to an appropriate classification in a higher salary grade, or the higher level duties reassigned by the City. If the position is filled at the time of reclassification, the employee's salary shall be adjusted by assigning the employee to, a step equal to or the nearest higher step in the new pay grade, relative to the employee's current pay rate. Upon reclassification, an employee's performance evaluation' date shall remain the same.

Reclassification Review:

increases within the salary grade for their class of work. Such increases, if approved, will not affect the employee's anniversary date.

Section 13.12 Temporary Work in a Higher Classification. An employee assigned to perform the major distinguishing duties of a higher classification and/or to replace another employee in a higher classification, and to perform a majority of the principal duties of that classification for a period of four (4) continuous hours in a single work shift shall receive a five percent increase from their base rate for all hours worked. An employee's time spent taking meal and rest period will not be considered when calculating continuous hours. Any out of classification work lasting more than 5 continuous days must be documented in writing by the employee and supervisor. This premium does not apply in situations where the employee is performing higher level duties for the purpose of professional development where the employee has volunteered in writing. Compensation for the out of class pay shall occur no later than 30 working days, including COBEA paid holidays, after the original date that the out of class work began, and shall be retroactive back to the first qualified day of out of class work.

When an employee works in a higher classification during all hours worked in an FLSA work week or longer period of time, the employee will be paid the higher classification rate for all hours in pay status.

Such temporary assignment shall normally be up to six (6) months, but for no longer than 12 months.

Section 13.13 Language Premium Pay. Association members who are proficient in another language that is required by the City will receive an additional ~~\$1.152.00~~ \$1.50 added to the member's base hourly rate of pay.

The premium shall be paid for all hours worked, including overtime.

Section 13.14 Classification and Compensation Review. COBEA may petition the City to conduct a classification and compensation review of positions. Upon receipt of a written request to the Human Resources Department and department head, which specifies the positions and the grounds upon which it is based, COBEA and the City will meet within 30 days to jointly determine how to proceed taking into consideration the following: number of positions, length of time since the positions were previously

analyzed, availability of City resources (staffing and funding) to perform the work, and other relevant factors.

Section 13.15 Deferred Compensation Plan. The City of Bend shall make available a deferred compensation plan for employee contribution. Deductions will be made from paychecks upon receipt of proper authorization. Employees are responsible for notifying the City of changes in deductions. Deductions will be implemented on the 1st of the month following date of submission pursuant to plan provisions.

Section 13.16 Timesheet Accountability. Employees are responsible for ensuring that their timesheets are complete and accurate and submitted by the deadline.

Section 13.17 Overpayments and Payments in Violation of the Agreement. An employee receiving inadvertent payments has the obligation to call such error to the attention of the City Payroll office. As soon as the overpayment is known, the City will make every effort to recover such overpayment, by agreeing to a reasonable payment plan with the employee prior to any payroll deduction.

When an error occurs which results in a negative impact on the employee, upon notification by the employee, and verification by the Payroll office, payment in correction of an error of less than five percent (5%) of the employee's gross wages shall be made in the employee's paycheck for the current pay period. When an underpayment represents more than (5%) of the employee's gross wages due on the