

Resolution No. 509

Amending the personnel manual for
employees of the City of Forks to provide clarification regarding
salary step increases for non-collective bargaining unit members

WHEREAS, the City adopted a personnel policy manual in 2000;

WHEREAS, the process of employees, not associated with collective bargaining agreements, advancing in the salary schedule has remained a matter of uncertainty;

WHEREAS, amending the City's personnel manual to clarify this process would be mutually beneficial to the city and its employees;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORKS, THAT

1. **STEP INCREASES.** The following provides clarification and guidance for increases associated with the adopted City pay scale.
 - A. Step increases are to reflect the increased competency, proficiency and effectiveness in an employee's assigned role and duties. Step increases can also be used to reflect modifications to the hired employee's assigned duties where a reassessment of the employees' job in relationship to the established range for that job is not required.
 - B. Supervisors may make recommendations regarding any member of their staff having their salary increased by either a half-step or full-step to the Mayor as part of the budgeting process.
 - C. It is reasonable that an employee who is satisfactorily performing in the course of their duties would receive at least a half-step every two years or so. However, the realities of revenue and costs must remain a driving factor in all budgeting processes, and as such, there may be situations where the time between step increases is longer than this
 - D. ***Probationary periods in relationship to Step Increases.*** An employee hired by the City will be assigned a starting, probationary wage rate using one of the steps associated with their job's range. Upon hiring, they will be informed that upon the successful completion of their probationary period, their wage would be increased by a half step.
 - E. ***Mid-year increases.*** From time to time, the Mayor may determine that it is in the best interest of the City to adjust an employee's salary. Such situations should be seen as a rarity and should be done only after financial considerations have been made in addition to the identified pressing need of the City triggering such a solution. Such actions will be noted to the Council in any subsequent budget report.
 - F. The City's Human Resources Director shall maintain the official list of employees, their position's assigned range, and the history of their step increases which will be shared with the Mayor and the City's department heads as part of the initial budgeting process.

2. EFFECTIVE DATE. The above changes shall take effect upon adoption and be utilized in the budgeting process for the 2024, and subsequent, budget years.

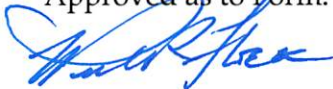
Passed this 13 February 2023 by the City Council of the City of Forks.


Tim Fletcher
Mayor

Attested to and Authenticated by:


Ginger Simons
Deputy Clerk/Treasurer

Approved as to Form:


William R. Fleck
Attorney/Planner