

City of St. Helens
RESOLUTION NO. 1888

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS
ADOPTING AN AGREEMENT WITH UNREPRESENTED EMPLOYEES OF THE CITY
OF ST. HELENS

WHEREAS, the City of St. Helens and unrepresented employees agree to the following salary and benefit information that is specific to unrepresented employees within the City of St. Helens who are not represented by the St. Helens Police Union or AFSCME employees union.

NOW, THEREFORE, THE BE IT RESOLVED, by the Common Council of City of St. Helens, Oregon, that:

Section 1. Exhibit A consists of specific unrepresented employee benefits and salary schedule that are specific to unrepresented employees within the City of St. Helens.

Approved and adopted by the City Council on June 3, 2020, by the following vote:

Ayes: Locke, Carlson, Morten, Topaz, Scholl

Nays: None



Rick Scholl, Mayor

ATTEST:



Kathy Payne, City Recorder

EXHIBIT A

Management Leave

Commonly referred to as Unrepresented Administrative Leave. Exempt employees are not entitled to overtime or compensatory time. However, in recognition of the fact that exempt employees are often required to work long hours and attend night meetings, the City will provide exempt employees with a management leave benefit.

On July 1 of each year, all unrepresented employees will receive a designated "class level" of management leave dependent on their position. The class level is determined by the opportunity and off-hours requirements of the position. A class level will be designated on all job descriptions for unrepresented employees.

<u>CLASS LEVEL</u>	<u>ANNUAL HOURS RECEIVED</u>
Class A	96 hours per fiscal year
Class B	72 hours per fiscal year
Class C	48 hours per fiscal year

Management leave is not paid out upon separation from employment with the city; unused hours are forfeited at the time of resignation. At the end of each fiscal year, up to 50% of management leave time can be paid out if approved by the City Administrator and is allowed within the approved City budget.

Healthcare Benefits

Unrepresented employees will contribute five percent (5%) of the premium cost of the employee's selected health insurance. This is deducted from pre-tax earnings by payroll deduction.

Physical Fitness Club

The City shall provide for regular full-time employees up to \$50 payment per month per employee for participation by the employee in any physical fitness club or other wellness activity approved by the City Administrator. Payment is on a reimbursement basis. Reimbursement requests for January through June must be submitted by July 15 and reimbursement requests for July through December must be submitted by January 15.

HRA VEBA Contributions

Unrepresented employees will receive the following employer contribution into HRA VEBA accounts for the following insurance groups:

<u>INSURANCE PROVIDER</u>	<u>MONTHLY CONTRIBUTION</u>
Regence	\$120.00
Kaiser	\$70.00

Longevity

Longevity pay shall be paid monthly to regular full-time employees under the following schedule:

After five (5) full years of service	\$50.00
After ten (10) full years of service	\$100.00
After fifteen (15) full years of service	\$150.00
After twenty (20) full years of service	\$200.00

Unrepresented Salary Schedule, Effective July 1, 2020

Unrepresented Employees - Effective 7/1/2020	Mgmt. Leave Class	MONTHLY SALARY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Seasonal Public Works Summer Crew (Hourly)	None	12.00				
Seasonal Recreation Assistant (Hourly)	None	12.00				
TEMP - Water Filtration Supervisor (On-Call)	None	60.00				
Deputy City Recorder	C	3,951	4,159	4,378	4,609	4,851
Recreation Manager	C	4,224	4,446	4,680	4,927	5,186
Accountant	C	4,623	4,866	5,122	5,392	5,675
Field Supervisor / Safety Coordinator	C	5,316	5,595	5,890	6,200	6,526
Water Filtration Facility Supervisor	C	5,316	5,595	5,890	6,200	6,526
WWTP Operator IV	C	5,316	5,595	5,890	6,200	6,526
IT Specialist	B	5,501	5,790	6,095	6,416	6,754
Government Affairs Project Specialist	B	5,501	5,790	6,095	6,416	6,754
Public Works Supervisor	C	5,796	6,101	6,422	6,760	7,116
City Recorder	B	5,843	6,151	6,474	6,815	7,174
Police Sergeant	C					7,412
WWTP Superintendent	C	6,227	6,554	6,899	7,262	7,645
Building Official	B	6,835	7,195	7,573	7,972	8,391
City Planner	B	6,835	7,195	7,573	7,972	8,391
Library Director	A	6,842	7,203	7,582	7,981	8,401
Public Works Engineering Director	B	6,904	7,268	7,650	8,053	8,477
Lieutenant	C	7,050	7,421	7,811	8,222	8,655
Public Works Director	A	7,846	8,259	8,693	9,151	9,633
Chief of Police	C	8,036	8,459	8,907	9,373	9,866
Assistant City Administrator	A	8,399	8,842	9,307	9,797	10,312
City Administrator	A	8,841	9,306	9,796	10,311	10,854