

City of St. Helens
RESOLUTION NO. 1968

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
OREGON, 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 benefit and salary information that is specific to unrepresented employees within the City of St. Helens who are not represented by a union.

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

Section 1: Exhibit A consists of benefits that are specific to unrepresented employees within the City of St. Helens.

Section 2: Exhibit B consists of a salary schedule that is specific to unrepresented employees within the City of St. Helens.

Section 3. This Resolution supersedes Resolution No. 1921 and 1928.

Section 4. This Resolution is retroactive to July 1, 2022.

Approved and adopted by the City Council on October 19, 2022, by the following vote:

Ayes: Morten, Topaz, Chilton, Birkle, Scholl

Nays: None



Rick Scholl, Mayor

ATTEST:

for 

Kathy Payne, City Recorder

EXHIBIT A

Management Leave *(Commonly referred to as Unrepresented Administrative Leave)*

In recognition of the fact that exempt employees are often required to work long hours and attend night meetings and do not qualify for overtime, 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, unused 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 two percent (2%) of the premium cost of the employee’s selected health insurance. This is deducted from pre-tax earnings by payroll deduction.

Physical Fitness or Wellness Activity

The City shall provide for regular full-time employees up to \$75 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. This is a taxable fringe benefit and will be reimbursed on your paycheck. 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.

For purposes of this policy, “physical fitness and wellness” is defined as an activity that contributes to the overall physical well-being of each employee such as a membership at a physical fitness club or swimming pool, smoking cessation or weight loss programs, or activities such as martial arts or yoga. Some examples of activities this policy does not apply to would be massage, acupuncture, naturopathic medicine, or mental health services. These activities/services are covered by our health insurance for a nominal co-payment. There are also many other opportunities through our insurance and employee assistance program to take advantage of that contribute to the well-being of our employees.

HRA VEBA Contributions

Unrepresented employees will receive an employer contribution into HRA VEBA accounts in the amount of 2% of base salary.

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

Vacation Leave Accrual

Months of Service Greater Than	Months of Service Less Than or Equal To	Hours Accrued Per Month	Max
1	48	8.00	No Max
49	108	12.00	No Max
109	168	16.00	No Max
169	228	18.00	No Max
229		20.00	No Max

Housing Incentive

City Council, on a case-by-case basis, may provide a housing incentive for Class A Unrepresented employees.

Police Department Unrepresented Employee Benefits

- Certification and ORPAT Pay: Included in regular monthly pay, payout tiers and percentages are tied to SHPA Contract.
- Instructor Premium: Will follow SHPA Contract. Sergeants will be allowed to receive a 5% premium for defensive tactics, less lethal, or firearms training. This will be from direction of Lt. or Chief to approve and monitor.
- Clothing Allowance will follow SHPA Contract.
- Sergeants Holiday and Holiday Pay procedures will follow SHPA Contract.

EXHIBIT B

Unrepresented Salary Schedule – FY2022/2023

Grade	2022/2023 - Un Rep WAGES	Leave	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
U-1	Accountant I	C	4,732	4,853	4,978	5,105	5,236	5,371	5,508	5,650	5,794
U-2			4,853	4,978	5,105	5,236	5,371	5,508	5,650	5,794	5,943
U-3			4,978	5,105	5,236	5,371	5,508	5,650	5,794	5,943	6,095
U-4	Deputy City Recorder	C	5,105	5,236	5,371	5,508	5,650	5,794	5,943	6,095	6,252
U-5	Accountant II	C	5,236	5,371	5,508	5,650	5,794	5,943	6,095	6,252	6,412
	IT Specialist I	C									
U-6			5,371	5,508	5,650	5,794	5,943	6,095	6,252	6,412	6,576
U-7			5,508	5,650	5,794	5,943	6,095	6,252	6,412	6,576	6,745
U-8			5,650	5,794	5,943	6,095	6,252	6,412	6,576	6,745	6,918
U-9	Accountant III	C	5,794	5,943	6,095	6,252	6,412	6,576	6,745	6,918	7,095
U-10	Government Affairs Specialist	C	5,943	6,095	6,252	6,412	6,576	6,745	6,918	7,095	7,277
U-11	IT Specialist II	B	6,095	6,252	6,412	6,576	6,745	6,918	7,095	7,277	7,464
U-12	Parks Field Supervisor	B	6,252	6,412	6,576	6,745	6,918	7,095	7,277	7,464	7,655
	Public Works Supervisor	B									
	Public Works Safety Coordinator	B									
U-13	City Recorder / HR Coordinator	A	6,412	6,576	6,745	6,918	7,095	7,277	7,464	7,655	7,851
	Facility Maintenance Supervisor	B									
U-14			6,576	6,745	6,918	7,095	7,277	7,464	7,655	7,851	8,053
U-15			6,745	6,918	7,095	7,277	7,464	7,655	7,851	8,053	8,259
U-16	IT Specialist III	B	6,918	7,095	7,277	7,464	7,655	7,851	8,053	8,259	8,471
U-17	Sergeant	C	7,095	7,277	7,464	7,655	7,851	8,053	8,259	8,471	8,688
U-18	Building Official	A	7,277	7,464	7,655	7,851	8,053	8,259	8,471	8,688	8,911
	Water Quality Manager	B									
U-19			7,464	7,655	7,851	8,053	8,259	8,471	8,688	8,911	9,140
U-20			7,655	7,851	8,053	8,259	8,471	8,688	8,911	9,140	9,374
U-21	Parks & Recreation Manager	B	7,851	8,053	8,259	8,471	8,688	8,911	9,140	9,374	9,614
U-22			8,053	8,259	8,471	8,688	8,911	9,140	9,374	9,614	9,861
U-23	Library Director	A	8,259	8,471	8,688	8,911	9,140	9,374	9,614	9,861	10,114
	City Planner	A									
U-24	Lieutenant	A	8,471	8,688	8,911	9,140	9,374	9,614	9,861	10,114	10,373
	Engineering Manager	B									
U-25			8,688	8,911	9,140	9,374	9,614	9,861	10,114	10,373	10,639
U-26			8,911	9,140	9,374	9,614	9,861	10,114	10,373	10,639	10,912
U-27			9,140	9,374	9,614	9,861	10,114	10,373	10,639	10,912	11,191
U-28			9,374	9,614	9,861	10,114	10,373	10,639	10,912	11,191	11,478
U-29	Finance Director	A	9,614	9,861	10,114	10,373	10,639	10,912	11,191	11,478	11,773
	Public Works Director	A									
U-30	Chief of Police	A	9,861	10,114	10,373	10,639	10,912	11,191	11,478	11,773	12,075
U-31			10,114	10,373	10,639	10,912	11,191	11,478	11,773	12,075	12,384
U-32			10,373	10,639	10,912	11,191	11,478	11,773	12,075	12,384	12,702
U-33			10,639	10,912	11,191	11,478	11,773	12,075	12,384	12,702	13,027
U-34			10,912	11,191	11,478	11,773	12,075	12,384	12,702	13,027	13,361
U-35	City Administrator	A	11,191	11,478	11,773	12,075	12,384	12,702	13,027	13,361	13,704