

CITY OF RICHLAND

COMPENSATION PLAN FOR UNAFFILIATED EMPLOYEES

2024 and Continuing



Adopted by Resolution No. 2023-185
December 5, 2023

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Article I – Introduction

As outlined in Chapter 2.28 of the Richland Municipal Code (RMC), this compensation plan (Plan) for unaffiliated employees is intended to summarize the City’s basic personnel policies and is intended to serve as a resource concerning your employment with the City. The Plan shall be amended from time to time as desired by the City Manager or Council. It is understood that the City Manager maintains broad discretion in administering the Plan and implementing subordinate policies and procedures required under the Plan, by law or regulation, or to ensure the safe, efficient, and professional operation of the City. This document is subordinate to Chapter 2.28 RMC, and where conflicts exist, the RMC shall prevail.

This Plan is adopted by Resolution No. 2023-185 and shall carryover and remain in effect until such time it is amended by the City Council. This document is not a contract of employment and does not promise or guarantee any particular benefit or specific action.

Article II - Covered Classifications, Definitions and Employment Status

Section 2.01 – Covered Classifications

Exhibit A enumerates the classifications covered by this Plan. Exhibit A identifies each classification title, classification status, EEO-4 group status, Fair Labor Standards Act (FLSA) exemption status, and pay grade. All employees must be associated with the following:

1. **Classification** – A position’s classification status is either classified or unclassified as defined by Chapter 2.28 RMC.
2. **EEO-4 Group Status** – The EEO-4 group status is assigned based on the type of work a position is responsible for performing, as well as other criteria defined by the Equal Employment Opportunity Commission (EEOC).
3. **Exemption Status** – Under the Fair Labor Standards Act (FLSA), employees may be eligible or ineligible for overtime pay. Employees eligible for overtime are “non-exempt” and employees who are ineligible for overtime are “exempt.” Exempt positions must meet the salary and duties tests under the FLSA.
4. **Pay Grade** – The pay grade denotes the pay grade and associated minimum, midpoint, and maximum pay rate assigned to the classification.
5. **Position Control Number** – The position control number enables accurate tracking of positions and alignment with budgeted positions. They are specific positions approved by the City Manager and City Council, that are funded in the operating or capital budgets

as FTEs. Both salaries and benefits are budgeted for these positions.

The City Manager may add to, delete from, or modify Exhibit A within existing budget capacity. Such amendments shall be ratified by the City Council as part of the annual budget approval process, mid-year budget amendment process, or when this Plan is amended from time to time.

Section 2.02 - Employment Status

All positions held by employees of the City are categorized under an employment status which determines the length of service, hours scheduled, and benefit eligibility. Employment status categories include:

1. **Regular Full-Time** – Any employee who is employed for a minimum of 30-40 hours per week, who has successfully completed a probationary period in a position and who continues to successfully meet the requirements of that position as determined by the appointing authority.
2. **Regular Part-Time** – Any employee who is employed on a monthly average of 20 or more, yet less than 30 hours per week, who has successfully completed a probationary period in a position and who continues to successfully meet the requirements of that position as determined by the appointing authority.
3. **Probationary** – Any employee who is serving in a probationary period prior to being appointed as a regular full-time or regular part-time employee.
4. **Intermittent** – Any employee qualified to work in a specific position classification who works at irregular or variable intervals, not to exceed an average of 30 hours per week. Employment is not guaranteed for any length of time.
5. **Temporary** – Any employee who is hired or rehired into a position for which the customary tenure is eight (8) months or less, and who may occupy either a full-time or part-time position. Temporary employees have no right to steady employment, prior notice of termination, or preference for regular full-time or regular part-time positions. Seasonal temporary employees are subject to a mandatory annual break in service of approximately thirteen (13) consecutive weeks before being eligible for rehire.
6. **Limited Term** – Any employee who is hired or rehired into a position for which the tenure of employment is expected to be greater than eight (8) months but no longer than twenty-four (24) months, and who may occupy either a full-time or part-time position. Limited term employees have no right to steady employment, prior notice of termination or preference for regular full-time or regular part-time job openings.

7. **Provisional** – Any employee hired without having participated in a competitive examination process for which the tenure of employment does not exceed four (4) months, and who may occupy either a full-time or part-time position. Employment is not guaranteed for any length of time.
8. **Student Worker/Internship** – In recognition of the importance of participating in strategic community development and workforce planning, the city may provide local government work-learning opportunities. Appointments to these positions will be made in accordance with RMC 2.28.465 and the Internship Education Program Policy No. 1440.

Article III – Performance Management Process

Section 3.01 – Performance Assessment System

The City utilizes a Performance Assessment System (PAS) to manage employee performance and results. Under the PAS, the City completes regular performance evaluations on unaffiliated employees.

Section 3.02 – Competency-based and Goal-based Performance Management Model

The PAS includes both competency-based and goal-based components of the performance management model. Combined, employees are evaluated both on what work is completed and how it is accomplished.

1. Goals define specific work projects or deliverables which are derived from strategic and operational priorities. These define “what” work is to be completed within the performance model.
2. The Competencies define the behavioral expectations of employees at four levels within the organization: 1) Foundational; 2) Supervisory; 3) Managerial; and 4) Executive. These competencies, combined with the City’s Shared Values, define expectations for employee behavior, or the “how” the work is to be completed within the performance model.

Section 3.03 – Performance Ratings

Performance ratings are defined as follows:

1. **Exceptional** – This rating should be interpreted as a job that goes "above and beyond." It is appropriate for employees who have achieved and exceeded expectations on their goals, competencies and the City's Shared Values. This rating means that performance expectations have been exceeded on a consistent basis.
2. **Successful** – This rating should be interpreted as a “job well done.” It is appropriate for

employees who have achieved the expectations on their goals, competencies and the City's Shared Values. This rating means that performance expectations have been met on a consistent basis.

3. **Needs Improvement** – This rating is intended to focus the employee's attention on improving or changing performance on their goals, competencies and/or the City's Shared Values. A rating of Needs Improvement means that expectations were not achieved as expected.

After individual components of employee performance are rated, the immediate supervisor/manager provides an "Overall Performance Rating," utilizing the above rating categories. A Performance Improvement Plan (PIP) is required for an overall year-end performance rating of "Needs Improvement." PIPs may also be used for individual goal or competency ratings of "Needs Improvement."

Section 3.04 – Employee Participation in PAS

All regular full-time and regular part-time unaffiliated employees shall participate in the PAS process each year, provided their first day of work as an unaffiliated employee commences prior to July 1st of that year. Employees hired (or transferred from an affiliated status) July 1st or later do not participate in the PAS process for their initial year. Although ineligible to participate in PAS during the first year in the position, these employees are eligible to participate in following years, and, with Department Director and City Manager approval, may receive up to a two percent (2%) salary increase for an "exceptional" performance rating during their probationary period. "At will" employees hired on or after July 1st may receive up to a two percent (2%) salary increase for "exceptional" performance after six (6) months of employment. Unaffiliated employees promoted or transferred to a new job or classification remain eligible to participate in the PAS for the year.

Intermittent, limited term, provisional, and temporary unaffiliated employees are not eligible to participate in the full PAS process; however, performance feedback sessions will be conducted by supervisors. Intermittent and temporary unaffiliated staff having worked for the City for a minimum of twelve (12) months may be eligible for an annual salary increase. The annual increase is to be determined by the City Manager and is subject to available funds.

Section 3.05 – Performance Based Salary Adjustments

The performance-based salary adjustments shall be effective the first payroll period of the payroll year following the performance measurement period, subject to available funds. PAS salary adjustments will be prepared by Department Directors. The City Manager has the authority to amend the salary adjustments annually to ensure budget compliance and to meet the needs of the City.

Section 3.06 – Pay Structure

The pay structure for unaffiliated staff is an important component of the City’s compensation program and helps ensure that the pay grades are externally competitive and internally equitable. The City Manager may issue policies that further define the City’s compensation philosophy. The pay structure is defined below as:

1. **Pay Grade** – A common pay range which includes a minimum, midpoint, and maximum for each position and which may be assigned to multiple classifications.
2. **Pay Range Minimum** – The lowest base pay rate payable to an employee.
3. **Pay Range Midpoint** – The area of the range that typically represents the midpoint for the range and is a fair and competitive salary based on market pay levels.
4. **Pay Range Maximum** – The highest level of base pay an employee can receive in a given job. Employees shall not exceed the pay range maximum.
5. **Base Pay** – The point within the pay range assigned to an employee. All movement within the range is calculated on base pay.

Section 3.07 – Pay Range Adjustments

Pay range adjustments will be made periodically. These adjustments will be based on multiple factors, such as market movement and cost of living, with due regard to ranges of pay for other classes, relative difficulty in responsibility of positions in the class, availability of employees in particular occupational categories, prevailing rates of pay for similar employment in private establishments in the Richland area, rates of pay in other jurisdictions, the financial policies of the City, and other economic considerations.

When the range is adjusted for a classification the employee’s base pay may be adjusted commensurate with education and experience requirements, subject to internal pay equity considerations and they must be paid at least the minimum of the range.

Section 3.08 – Placement in Range Upon Hire

The City’s compensation system provides that employees are hired at a market- competitive rate which will suffice until they are eligible to participate in the annual PAS process. Employees may be hired at rates above the minimum of the pay range. When hiring above the midpoint is recommended by a Department Director, it is subject to the approval of the City Manager, in consultation with Human Resources.

Section 3.09 – Progression Through the Range

Employees are able to progress through the range based on annual performance evaluations and the PAS process.

Section 3.10 – Appeals

Utilizing their regular reporting structure, employees may appeal performance evaluations, or the specific salary increase associated with that evaluation up to their respective Department Director. Employees not satisfied with the resolution may then appeal to the Human Resources Director or City Manager.

Section 3.11 – Position Change

When an employee is transferred, promoted, demoted, reinstated, rehired or reclassified, the rate of pay for the new position will be as follows:

1. **Lateral (same grade) Transfers** – An employee will transfer at rates above the minimum of the pay range commensurate with education and experience requirements, subject to internal pay equity considerations.
2. **Promotion/Reclassification** – An employee who is promoted or reclassified shall receive at least the minimum of the new pay grade or rates above the minimum of the pay range commensurate with education and experience requirements, subject to internal pay equity considerations.
3. **Demotion** – An employee who is demoted (voluntary or involuntary) shall be placed at a salary level deemed appropriate by Human Resources and the Department Director and will be slotted in the appropriate pay range for the position commensurate with education and experience requirements, subject to internal pay equity considerations.
4. **Reinstatement** – An employee who is reinstated to a previously held position, after an authorized leave of absence, or suspension or layoff, shall be paid at the same salary, not to exceed the maximum in the grade for the class that the employee was receiving at the time of the leave of absence, suspension, or layoff unless an increase is otherwise required by separate policy.
5. **Rehire** – An employee who has resigned from a position in the City service and is subsequently rehired shall be paid in accordance with the rules governing original appointments to a position in the City's service.
6. **Temporary/Acting Assignments and Additional Duties** – With the approval of the

Department Director and in consultation with Human Resources, employees performing significant additional duties or responsibilities in addition to their own classification, or those serving full-time in an acting capacity or temporarily in a higher capacity (at least one grade) due to the absence of another employee, may be eligible for temporary additional pay. Such assignments are generally only considered prospectively after the employee has performed the job for two (2) consecutive weeks. The employee must substantially fulfill essential responsibilities, as determined by the Department Director, to qualify for the additional pay. Temporary/Acting Assignment or Additional Duty pay will generally be five percent (5%) or the minimum of the higher grade. At no time will an employee be placed higher than the maximum of the grade for the temporary/acting assignment.

Article IV – Probationary Period

Except as noted below, all original and promotional appointments for regular full-time and regular part-time employees shall be tentative and require a probationary period of twelve (12) months, during which time the employee's work shall be closely observed in order to determine the employee's qualifications for regular appointment. Employees voluntarily transferring to the same or lower-level classification within a different department shall be subject to a new twelve (12) month probationary period. The immediate supervisor, manager or director shall make periodic written performance assessments during the probationary period as required to fully and fairly evaluate satisfactory performance for eligibility for regular employment.

The Department Director may terminate a probationary employee at any time during the probationary period in consultation with Human Resources and approval by the City Manager.

Employees with a status of “unclassified” (City Manager, Deputy City Manager, Assistant City Manager, Department Directors, Division Managers) who were hired on or after July 1, 1999 are considered “at will” and not subject to a probationary period. “At will” employment means the City or employee may terminate the employment relationship at any time, with or without cause, and with or without notice.

Article V – Hours of Work and Working Schedules

The workweek consists of seven (7) consecutive 24-hour periods. The City retains the right to designate when the work period begins and ends. The defined workweek is not required to be the same for all employees. For non-exempt employees, the regular work schedule shall not exceed forty (40) hours per workweek without prior authorization from an employee's immediate supervisor. All hours worked, whether regular or overtime hours, are recorded and paid in tenths of hours (each tenth equals six (6) minutes).

Department Directors may vary work schedules within their respective departments upon a determination that a change would increase the efficiency and effectiveness of overall City services. Exempt and non-exempt classified employees may be required to attend work on specific schedules to achieve operational and service needs.

The provisions related to working schedules shall not apply to unclassified positions. Due to the particular nature of their respective offices and employment, which requires varying schedules in the performance of duties, unclassified personnel adapt themselves, their schedules and their services as conditions may arise.

Section 5.01 – Departure from Schedules in Emergencies

The City Council by resolution, or the City Manager by administrative order, may authorize departure from the working schedules provided in this section for such periods of time as necessary in emergency situations. The Department Directors, in consultation with the City Manager, shall designate modified work schedules for the employees over whom they have jurisdiction, including those persons classified as exempt or non-exempt. The City Manager may issue policies that further define emergency situations and the authorities granted to Department Directors for managing employee schedules.

Section 5.02 – Meal, Rest and Lactation Breaks

Non-exempt employees are entitled to a paid ten (10) minute rest break for every four (4) hours of working time. Rest periods cannot be accrued or waived. Non-exempt employees are also entitled to an unpaid 30-minute lunch period each day, scheduled to begin between the second and fifth hour of the work shift. This lunch period cannot be accrued with rest periods or waived. Supervisors may schedule rest and meal periods within their work group to meet operational needs.

If you do not believe you are receiving adequate rest periods during your workday, promptly advise your supervisor or Human Resources.

In addition, for two (2) years following childbirth, or in accordance with state or federal laws, non-exempt employees who are nursing mothers are entitled to unpaid breaks during the workday for the purpose of expressing breast milk. These breaks will be paid to the extent they run concurrently with the above-referenced daily rest breaks.

The City will provide a suitable, private location for nursing breaks. Contact Human Resources to make appropriate arrangements if you need nursing breaks.

Article VI - Overtime

Section 6.01 – Definition of Terms

1. **Overtime** – Non-exempt employees shall receive overtime pay in accordance with the FLSA for hours worked in excess of forty (40) hours in a workweek.
2. **Call back** – Time worked when a non-exempt employee has left work or is on the employee's day off and is called back to work by the employee's supervisor or an authorized agent.
3. **Compensatory Time Off** – Paid time off to reimburse a non-exempt employee for time worked in lieu of overtime pay.
4. **Standby** – Off-duty time when a non-exempt employee is 'engaged to wait' at the direction of the employer.

Section 6.02 – Overtime Calculation

1. **Time and One-half Rate** – For non-exempt employees, one and one-half (1 1/2) times the employee's fixed rate of hourly pay times the number of overtime hours worked yields the amount of overtime pay earned at this rate. Time and one-half will be paid for all hours worked in excess of forty (40) hours in a workweek.
2. **Compensatory Time Off** – Employees working in non-exempt job classifications may choose between compensation (pay) or compensatory time off (comp time) for overtime worked. Compensatory time will be subject to the following:
 - a. Comp time is earned at a time and one-half rate.
 - b. Comp time may be accrued to a maximum of eighty (80) hours.
 - c. Comp time taken must be done so with supervisory approval, following the normal department time off request process established by the employee's director, manager or supervisor.

Section 6.03 – Call Back

When a non-exempt employee is called back to duty after completion of a normal work schedule or is on a day off, the employee shall be guaranteed a minimum of one and one-half hours of overtime, whether worked or not, beginning with the time of arrival on the job. All time worked over one and one-half hours on call-back assignment shall be compensated at the appropriate overtime rate of time and one-half except if the conditions specified above are applicable.

Section 6.04 – Meals

The Department Director may allow reimbursement for or the direct payment of the cost of meals eaten by employees who have worked at least four (4) hours overtime.

Section 6.05 – Standby Pay

In those cases where it is necessary to ensure continued operation of essential services, the City Manager may authorize incumbents of certain essential classified positions to standby during off-duty hours for immediate return to work. Standby shall normally be for a seven-day (7) period. Compensation for such standby time shall be thirty percent (30%) of the base annual salary afforded the classified position of the incumbent standing, divided by fifty-two (52). In those special cases where standby is less than seven (7) days, a pro rata compensation shall be computed and paid.

Section 6.06 – Pay Process

City employees are paid bi-weekly on Thursdays. In the event a payday falls on a holiday, employees will typically be paid the workday preceding the holiday. Direct deposit of paychecks is required.

The City will withhold from the employee's paycheck those deductions required by law (payroll taxes and withholding, court-ordered garnishments, etc.), as well as any voluntary deductions authorized by the employee.

If you believe there are any errors in your pay (including possible overpayment or underpayment), that improper deductions have been taken from your pay, or that your pay does not accurately reflect all hours worked, including overtime, immediately report your concerns to Human Resources. All reported complaints will be promptly investigated, and corrective action will be taken if appropriate.

The City prohibits and will not tolerate retaliation against any employee who filed a good faith complaint under this procedure. No one will be disciplined, intimidated, or otherwise retaliated against for exercising rights under this procedure or applicable law.

Article VII – Reduction in Force / Reduction of Hours

An employee may be laid off or have hours reduced due to lack of work, lack of funding or reorganization. An employee who is to be laid off or hours reduced will be given at least fourteen (14) calendar days' notice in advance unless other notice requirements are applicable to the reduction. Payment in lieu of notice shall satisfy this requirement.

In determining which employees shall be laid off or have hours reduced (when more than one

employee holds the same job classification), the Department Director shall consider the employee's job function, documented records of the employee's performance, length of service in the job classification and total length of service with the City. The City Manager shall approve any lay off or reduction of hours. The name of any employee laid off from the City's service shall be placed on a recall list maintained by Human Resources, in order of continuous service, and retained for a period of ninety (90) days.

Employees on a recall list shall be notified of the opportunity for recall when vacancies arise in the same or substantially similar classification occupied prior to lay off. Consideration for recall will be based on knowledge, skills, abilities, experience and job performance, not ranking on the list. Should those criteria be equal, the employee with the most total length of service with the City will be recalled. Should the employee refuse the opportunity for recall, their name shall be removed from the recall list.

Nothing in this section shall limit the City's ability to demote or utilize other means of responding to issues related to lack of work, reorganization, or lack of funds.

Article VIII – Insurance and Benefits

As described herein, the City shall, subject to the availability of funds, maintain certain coverages as a part of employee benefits, dependent on employment status. The exact terms of coverage are outlined in the respective plan documents and are available through the employee benefits portal or Human Resources.

Section 8.01 – Health Insurance

Employee Health Benefit Eligibility Policy No. 1110 governs eligibility for health insurance coverage. Eligible employees shall contribute a percentage per month to the monthly premium for the City-sponsored health plan(s). Employees may not opt out of health coverage, but dependents may be enrolled at the employee's option.

Section 8.02 – Washington Public Service Retirement

Employees covered by this plan shall be subject to the retirement system appropriate to their employment classification and status as provided for by Washington State law.

Section 8.03 – Deferred Compensation

In accordance with the City's plan document and limitations of federal law, regular full-time and regular part-time employees are eligible to voluntarily participate in the City-designated 457 Deferred Compensation Plan or, at initial eligibility only, the 401(a) Governmental Money Purchase Plan and Trust.

For eligible unaffiliated employees, the City will match an employee's contribution up to four percent (4%) of base pay into either the 457 or 401(a) plans.

In lieu of a one-to-one match, the employee may elect to contribute on a two-to-one basis to the 457 plan; for example, employee may elect to contribute only two percent (2%) to receive the maximum City contribution of four percent (4%). This option is not applicable to the 401(a) plan due to the irrevocable election required under the plan.

In addition to the City's matching contribution to the above plans, the City shall provide certain unaffiliated job classifications additional deferred compensation contributions into the City's 401(a) plan (not subject to employee match) between 1% and 4%, as specified in Exhibit A.

Section 8.04 – Retirement Health Savings Plan & Retiree Health Insurance Plan

The City provides various retirement benefits to regular full-time unaffiliated employees:

1. **Retirement Health Savings (RHS) Plan** – For employees hired after January 1, 2013, a contribution of one percent (1%) of base salary will be made each payroll period to a City RHS by both the City and the eligible employee.

Those employees who were previously eligible for the Retiree Health Insurance Plan but elected to terminate their eligibility and participated in a buy-out ("opt-out") program are eligible for a City contribution of one percent (1%) of base salary and an employee contribution of one-half percent (0.5%) of base salary each payroll period to the employee's RHS account.

2. **Employees remaining eligible for the Retiree Health Insurance Plan** – In lieu of the 1% City contribution into the RHS, the City will continue to contribute to the Retiree Health Insurance Plan. The employee will continue to contribute 1% of their base salary into a RHS account while still an active and eligible employee. The employee and City will share equally (50/50 split) in monthly tiered premiums upon employee's enrollment in the Retiree Health Insurance Plan.

Section 8.05 – IRC Section 125 Flexible Spending Account

Employees may voluntarily participate in the IRC Section 125 Flexible Spending Account program when offered by the City. The City will pay the administrative fee.

Section 8.06 – Optional Coverages

Eligible employees may voluntarily contribute to and participate in other optional benefit programs offered by the City. The City may unilaterally add, delete, increase or decrease optional plans or benefits at any time.

Article IX – Leaves

Effective January 1, 2001, Paid Time Off (PTO) and Extended Sick Leave (ESL) were provided to regular full-time and regular part-time employees. No other unaffiliated employment statuses are eligible to accrue PTO or ESL.

Section 9.01 – Paid Time Off (PTO)

The purpose of PTO is to compensate employees for absences due to injury, illness, vacation, and personal business. In addition, the program is designed to provide employees with personal flexibility regarding the use of leave.

The PTO accrual rates are stated below.

Full-time (40 hour) Accrual Rate:

<u>Years of Continuous Service</u>	<u>Maximum Hours Per Month</u>
0 months through 6 months	13.33 hours per month
6 months through 9 years	20.33 hours per month
10 years through 15 years	22.33 hours per month
16 years through 20 years	24.33 hours per month
Over 20 years	26.33 hours per month

1. **Accumulation Limit** – Accumulation of PTO shall be limited to 800 hours. Employees will be responsible for ensuring that they do not exceed the 800-hour limit by December 31st of each year. Any balances in excess of 800 hours will be reduced to 800 hours at that time.
2. **Pro-ration** – The accrual rate for regular full-time (30 hour) and regular part-time statuses is prorated based upon the position’s scheduled (i.e. budgeted) hours.
3. **Authorized Uses** – Use of PTO is either “Scheduled” or “Unscheduled” as defined below:
 - a. **Scheduled** – Obtaining prior approval constitutes scheduled leave. Requests for scheduled PTO must be submitted at least five (5) workdays in advance. Once PTO has been scheduled, it may not be changed except for reasons authorized by the Department Director or Manager. Depending on the workload of the unit, the supervisor may waive all or part of the five (5) workday notice requirement.

Employees may elect to use scheduled PTO for the first three (3) days of absence due to a work-related illness or injury. Such use is not permitted with city disability

leave or if state time loss benefits are available for the same time period. In addition, employees may use scheduled PTO for follow-up medical appointments related to an industrial injury, or to off-set differences between state-mandated benefits and regular pay as outlined herein under Disability Leave.

- b. **Unscheduled** – An employee who is unable to report to work due to an unscheduled absence must contact their supervisor in accordance with department/division procedure, or absent such procedure, within two (2) hours of the beginning of their scheduled work shift or as soon as reasonably practicable. Use of PTO for unexcused absences does not indicate approval of the absence itself.

Unscheduled uses of PTO must be compelling and of an emergent/urgent nature. Preventative health and dental appointments are not considered unscheduled and must be requested in advance in accordance with the provisions for scheduled uses above, unless eligible for State Sick Leave under Paid Sick Leave Policy No. 1340.

With the exception of protected medical leaves approved by Human Resources (Family Medical Leave Act, ADA accommodation, etc.), excessive unscheduled use of PTO may be a basis for consideration in performance evaluations and/or disciplinary action.

Prior to submitting time in the time entry system, an employee, if requested, must provide his or her supervisor with satisfactory explanation/documentation as to the nature and extent of unscheduled PTO uses. However, an employee on approved FMLA need only identify an absence to their supervisor/manager as associated with the approved FMLA, and it must be noted as such in the time entry system.

The employee must inform the supervisor or Human Resources when a condition of the employee or qualified family member may result in the need for medical leave. The employee is not required to report the specific nature of the condition to the supervisor but must follow the requirements of the City's family leave policy in order to receive the protections of that policy.

Below are eligible unscheduled uses:

- i. **Personal Sick** – Unscheduled PTO is available for employees who need to take leave for personal illness or non-work-related physical disability.
- ii. **Family Sick** – Unscheduled PTO is available when employees are required to provide temporary assistance in situations where injury or illness of an

immediate family member prevents them from coming to work. Immediate family members include spouse, registered domestic partner; child (includes step, adopted, natural or adult child); parent (includes step, adoptive or natural); grandchild (includes step, adopted or natural); guardian or grandparent; sibling (step, natural or adopted); or in-laws (includes parent-in-law, son-in-law and daughter-in-law) or any person permanently residing with the employee with an immediate familial relationship. It does not include uncle, aunt, niece, nephew, or cousin.

4. **Exempt Employee Absences and Use of PTO** – Exempt employees who are absent equal to or greater than four (4) hours in a day must use PTO to substitute for the time away from work on an hour-for-hour basis. Exempt employees who are absent for less than four (4) hours in a day will be compensated for the full day. Even though entitled to regular pay when absent less than four (4) hours in a day, exempt employees on approved FMLA must code time absent to FMLA exempt recordable hours so that FMLA time can be tracked accordingly.
5. **Optional PTO Cash-out** – Regular full-time and regular part-time employees may cash-out a minimum of forty (40) hours and maximum of eighty (80) hours of PTO per calendar year. The City Manager may override this limit based on exceptional circumstances, anticipated workload, and the needs of the City.

The employee must have at least 200 hours of PTO remaining in their accrued leave bank after cash-out.

Approved requests for cash-outs must be submitted as a part of the regular payroll with written approval from the Division Manager and Department Director.

Employees are responsible for understanding the tax implications of such a cash-out.

6. **Optional PTO Buy-out (Transfer) to ICMA-RC 457 Deferred Compensation Plan** – Regular full-time and regular part-time employees may buy-out/transfer an additional forty (40) to eighty (80) hours of PTO per year for purposes of funding the 457 Deferred Compensation Plan.

The employee must have at least 200 hours of PTO remaining in their accrued leave bank after buy-out/transfer.

Approved requests for buy-outs/transfers must be submitted as a part of the regular payroll with written approval from the Division Manager and Department Director.

7. **Mandatory PTO Buy-Out (Transfer) to Retirement Health Savings (RHS) Plan** – Effective the second payroll of each payroll year, regular full-time (40 hour) employees with current balances (PTO/State Sick Leave combined) as listed below will have an annual PTO buy-out/ transfer to the employee’s RHS Account. This buy-out/ transfer will be automatically processed by Payroll.

20-hours for employees with an accrued PTO balance of 400-599 hours
40-hours for employees with an accrued PTO balance of 600-800 hours

All PTO cash-outs and buy-outs/ transfers will be made at the employee’s base straight time hourly rate of pay.

PTO cash-outs and buy-outs/transfers must not exceed one-hundred sixty (160) hours total. The Mandatory PTO Buy-Out/Transfer to the RHS Plan are included in this total. The employee must have taken at least eighty (80) hours of scheduled PTO in the twelve (12) months preceding submittal of a PTO cash-out and/or buy-out/transfer for more than eighty (80) hours. The Mandatory PTO Buy-Out/ Transfer to the RHS Plan does not require the employee to meet this condition.

8. **Pay-Off Upon Termination** – Employees who have successfully completed their initial probationary period shall be cashed out accrued PTO up to 800 hours. The cash-out shall be processed with the employee’s final paycheck at the employee’s straight time base rate of pay. At-will employees are not subject to a probationary period and shall be cashed out PTO accruals as stated above. Employees who have not successfully completed their initial probationary period shall not be cashed out accrued PTO upon separation of employment. Employees who have completed their initial probationary period and are subsequently subject to a new probationary period due to promotion or other circumstance shall be cashed out accrued PTO as stated above, without the need to complete the additional probationary period.
9. **Donation and Transfer of Paid Time Off** - Employees are allowed to donate PTO to co-workers facing personal emergencies who have exhausted all accrued leave.

An employee is eligible for Donated Leave when: 1) they have suffered an extraordinary injury or illness (from other than a work-related cause) which exceeds sixty (60) calendar days in duration and have exhausted all other applicable accumulated leaves; or 2) when an attending physician determines the presence of an employee is necessary because of an immediate family member’s medical condition which exceeds sixty (60) calendar days in duration and the employee has exhausted all other available leaves.

Recipients are limited to receiving 240 hours of Donated Leave for any one (1) incident or illness and may not request Donated Leave more than one (1) time in any concurrent five (5) year period.

The leave recipient must pay the employee portion of insurance premiums while using Donated Leave and will not accrue PTO or ESL while using Donated Leave.

An eligible employee requiring use of Donated Leave shall notify Human Resources in writing that the use of donated leave is required, explaining and providing written documentation as to the circumstances.

Human Resources is responsible for processing and approving the request and for generating an organizational wide notification.

City employees may donate PTO leave to other employees under the following conditions:

- a. A PTO balance of at least 200 hours is maintained after the transfer, and employees may not donate more than 100 hours per year of their PTO balance.
- b. PTO is transferred based on the dollar value of said leave. For example, the requesting employee earns \$10.00 per hour base. The donating employee earns \$20.00 per hour and wishes to transfer ten (10) hours. As a result, \$200 worth of leave is transferred. The requesting employee will be credited with twenty (20) hours (\$200 divided by \$10/hour).

No City employee may intimidate, threaten, or coerce any other employee with respect to donating, receiving or using leave under this program. Only the amount of PTO needed by the recipient will be transferred, each time payroll is processed, until all donations have been exhausted.

Section 9.02 - Extended Sick Leave (ESL)

The purpose of ESL is to compensate regular full-time and regular part-time employees for long-term illness/injury or for grieving and bereavement purposes for a qualifying family member.

The ESL accrual rates are stated below:

Regular full-time (40 hour) employees – Employees subject to a probationary period begin accruing ESL at a rate of four (4) hours per month after the probationary period has been successfully completed. Upon successful completion of probationary period, employees will be credited with ESL accrued back to their hire or eligibility date.

Regular full-time (30 hour) and regular part-time employees – Employees subject to a probationary period begin accruing ESL at a prorated rate based on the position’s budgeted hours after the probationary period has been successfully completed. Upon successful completion of probationary period, employees will be credited with prorated ESL accrued back to hire or eligibility date.

At-will employees – Employees who are at-will begin accumulating ESL upon hire at a rate of four (4) hours per month.

1. **Accumulation Limit** – Effective the first payroll period of 2012, accumulations of ESL shall be limited to 800 hours.
2. **Authorized Uses** – ESL is available when employees are required to provide long-term assistance in situations where injury or illness of self or an immediate family member prevents them from coming to work. Immediate family members include spouse, registered domestic partner; child (includes step, adopted, natural or adult child); parent (includes step, adoptive or natural); grandchild (includes step, adopted or natural); guardian or grandparent; sibling (step, natural or adopted); or in-laws (includes parent-in-law, son-in-law and daughter-in-law) or any person permanently residing with the employee with an immediate familial relationship. It does not include uncle, aunt, niece, nephew or cousin.

This leave is only available once the employee has been on approved leave (for illness/injury) for two (2) continuous regularly scheduled weeks. ESL may be used retroactively if the condition persists for over two (2) continuous regularly scheduled weeks and PTO was originally requested.

When an employee returns from an approved leave which has triggered ESL use, the employee may continue to use ESL for subsequent intermittent absences related to the same illness or injury if the originating leave pertained to an immediate family member. If the originating leave’s ESL use pertained to the employee’s condition, the employee must use PTO for subsequent intermittent absences.

3. **ESL for Bereavement** – Regular full-time (40 hour) employees are authorized to use ESL for up to forty (40) hours for bereavement purposes (immediate family as defined above) per occurrence. ESL for bereavement purposes must be used in whole day increments.

Regular full-time (30 hour) and regular part-time employees are authorized to use ESL on a prorated basis based on budgeted hours per week for bereavement purposes (immediate family as defined above) per occurrence. ESL for bereavement purposes must

be used in whole day increments.

Additional time off using PTO may be requested.

4. **ESL Upon Termination** – There is no cash-out available for ESL upon termination or retirement.
5. **Donation of ESL** – ESL cannot be donated.
6. **Treatment of Grandfathered Sick Leave** – All existing sick leave accumulated prior to January 1, 2001 is considered "grandfathered." Authorized uses for Grandfathered Sick Leave include any scheduled or unscheduled health-related absence for self or a qualifying family member. Upon service-related retirement, the City shall cash-out up to twenty-five percent (25%) of unused Grandfathered Sick Leave, not to exceed five thousand dollars (\$5,000.00). Alternatively, upon non-disciplinary termination with five (5) or more years of service, the City shall cash-out up to twenty-five percent (25%) of the employee's unused Grandfathered Sick Leave not to exceed two thousand dollars (\$2,000.00).

Section 9.03 - City Holidays and Faith-Based Leave

1. **Holidays** – Below are the City's ten (10) designated holidays:

- (1) **New Year's Day**
- (2) **Presidents' Day**
- (3) **Memorial Day**
- (4) **Independence Day**
- (5) **Labor Day**
- (6) **Veterans' Day**
- (7) **Thanksgiving Day**
- (8) **Day after Thanksgiving**
- (9) **Christmas Eve**
- (10) **Christmas Day**

Regular full-time (40 hour) employees receive a total of eighty (80) hours of Holiday Leave. Holiday Leave for regular full-time (30 hour) and regular part-time employees will be pro-rated according to their budgeted hours per week. To be eligible for holiday pay, an employee must be in a paid status the day before and the day after the holiday.

Non-exempt employees eligible for holiday pay will receive time and one-half pay in

addition to holiday pay for working on a holiday. Holiday work must be pre-approved by the Department Director.

2. **Faith-Based Leave** – Pursuant to Washington State law, employees may take two (2) unpaid holidays per calendar year for a reason of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which they desire to take the two (2) unpaid holidays, after consultation with their supervisor. The City will allow the employee to take the days off as requested, unless the employee's absence would impose an undue business hardship or the employee's presence is necessary to maintain public safety. An undue hardship is defined as an action requiring significant difficulty or exposure to the employer as defined in WAC 82-56-020.

Each unpaid holiday must be taken in whole day increments (e.g. a partial day off requested under this requirement will count as a full day toward the allotment of two (2) days per calendar year).

An employee requesting time off under this provision shall request time off in advance in accordance with the requirements for scheduled PTO or established departmental policies.

If an employee wishes to be compensated for the time off, they must follow the City's policy for requesting paid time off, and ensure the request is designated as Scheduled PTO. Employees electing to take unpaid holiday leave will continue to be eligible to participate in the City's benefit programs while on leave without pay status, to the extent allowed by benefit eligibility rules or City policies and practices. Thus, benefits that are calculated based on hours worked or base pay (i.e., deferred compensation match) will be affected when an employee chooses to take Faith-Based Leave without pay.

Section 9.04 – Occupational Disability Allowances and Restricted Duty

1. **Disability Leave** – Any employee injured on the job who is approved for time loss compensation may voluntarily elect to offset payments under workers' compensation with eligible accrued leave. The total of time loss compensation and accrued leave used to offset the difference will not exceed 100% of the employee's regular pay.

All applicable payroll deductions, voluntary or otherwise, will be subtracted from the accumulated leave allowance in excess of mandated time loss compensation as indicated under Title 51 RCW Industrial Insurance or paid by employee reimbursement.

For the purposes of this section, leave pay is defined as any accumulated leave available to the employee including PTO, Grandfathered Sick, and ESL.

2. **Restricted Duty Program** – Restricted Duty is a temporary modification of an employee's regularly assigned duties, or performance of unrelated duties to accommodate a temporary work-related illness or injury. City employees incurring work-related injuries with restrictions that cannot be integrated into their regular duties, or that prohibit the temporary performance of their regular duties, may be eligible for modified work assignments, when available. Participation in the program is generally contingent upon being released for modified duties by a qualified healthcare provider or other qualified healthcare provider as appointed by the City.

Eligible employees who are offered and refuse a modified work assignment may suffer the loss of time loss benefits. The Restricted Duty program may not be extended to any employee for more than 260 calendar days, inclusive of time loss. Exceptions to extensions of restricted duty limits may be approved by Human Resources.

Eligibility is also contingent upon a prognosis that does not exclude the employee's return to their former position. Employees must be temporarily injured and expected to return to their regular duties. Employees are expected to show gradual improvement including a lessening of restrictions while participating in the Restricted Duty program.

It is the employee's responsibility to perform the assignment in a productive, professional manner as expected in any regular assignment. Employees may be transferred to another medically appropriate assignment or removed from the program.

The City may allow employees with non-occupational injuries or illnesses to participate in the Restricted Duty Program when the temporary restrictions as documented by the employee's qualified healthcare provider match the available light duty and when the assignment is also approved by the Department Director and Human Resources.

Section 9.05 – Leave to Attend Funerals of City Employees

Except for temporary and provisional employees, all City employees may be allowed to take necessary time off with regular pay, at the discretion of their supervisor, to attend a funeral of a current city employee.

Section 9.06 – Jury Duty and Witness Service

An employee who is called for jury duty or is subpoenaed as a witness in a case arising from their city employment to which the employee is not a party, is entitled to Jury/Witness Service pay. The employee shall be paid their normal base salary during the absence due to the jury or witness service, provided the employee pays the City the amount of jury or witness pay received (exclusive of mileage and other allowable expenses, e.g., lodging and meals).

Section 9.07 – Military Leave

Consistent with RCW 38.40.060, eligible employees who are members of the State National Guard or a Federal Reserve military unit shall be entitled to time off with normal pay for up to twenty-one (21) calendar days each fiscal year (October 1st through September 30th) while participating in officially ordered military duty.

The City Manager shall issue a policy for state and federal family, medical and military leaves which defines eligibility and ensures employees receive the full protections under laws and regulations.

Section 9.08 – Family and Medical Leave

The City Manager shall issue a policy which provides for state and federal family, medical and military leaves.

Section 9.09 – Pregnancy/Childbirth Disability Leave

If an employee does not meet eligibility requirements for FMLA and/or PFML, the City will grant job-protected leave for the period of time that the employee is temporarily disabled due to pregnancy or childbirth. Medical certification may be required to confirm the need for leave. If the employee is eligible for FMLA leave and/or PFML leave, Pregnancy/Childbirth Disability leave will run concurrently with such leaves. Pregnancy/Childbirth Disability leave is unpaid, and health benefits are not automatically continued (unless the employee is also eligible for FMLA leave); however, accrued leave may be used and the employee may continue insurance coverages at her expense.

Section 9.10 – Leave of Absence Without Pay

Subject to operational and other considerations, the City may grant a leave of absence without pay for an absence not covered by any other type of leave. In consultation with Human Resources, the City Manager, Deputy City Manager, Assistant City Manager or Department Director may grant a leave of absence without pay for up to thirty (30) calendar days for regular full-time and regular part-time employees. Any available accrued leave must be exhausted before an unpaid leave of absence will be approved. Unpaid leaves of absence beyond thirty (30) days up to a maximum of one (1) year require City Manager approval.

Upon expiration of an approved leave of absence in excess of thirty (30) days without pay, an employee may be reinstated to the same or similar position, if available, when the leave was granted. The City cannot and does not make any commitments to holding a position open in hopes that the employee will return.

During an approved leave of absence without pay, an employee shall not be eligible for any City-paid benefits or leave accrual.

Article X – Accommodation

Section 10.01 – Reasonable Accommodation of a Disability

The City prohibits discrimination on the basis of a disability and is committed to providing reasonable accommodation to any qualified individual with a disability who needs accommodation to perform the essential functions of their job. Any employee with a disability who desires reasonable accommodation should promptly contact Human Resources. The City will work with the employee and their healthcare provider(s) to explore the extent to which reasonable accommodation can be provided without undue hardship.

Section 10.02 – Pregnancy Accommodation

An employee who needs accommodation due to pregnancy may be afforded the following accommodations with or without medical certification: frequent, longer, or flexible restroom breaks; seating or allowing the employee to sit more frequently; and limiting lifting to 17 pounds or less. In addition, a pregnant employee may be entitled to other workplace accommodation(s), as long as there is no significant difficulty or expense and subject to written certification from a healthcare professional regarding the need for the requested accommodation. Contact Human Resources with questions related to pregnancy accommodation.

Section 10.03 – Accommodation of Religious Beliefs

The City will reasonably accommodate the sincerely held religious beliefs of an employee unless accommodation would result in undue hardship. An employee whose religious beliefs or practices conflict with their job, work schedule, city uniform/appearance standards, or with other aspects of employment may submit a written request for accommodation to their immediate supervisor or to Human Resources. The written request should include an explanation of the religious conflict that exists and the employee's suggested accommodation. The City will review the request and evaluate whether there are viable options for reasonable accommodation.

Article XI – Drug Free Workplace and Drug and Alcohol Testing Policy

Section 11.01 – Drug Free Workplace Policy Statement

The City of Richland is committed to protecting the safety, health and wellbeing of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a

significant threat to our goals. Under a policy issued by the City Manager, we have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The City encourages employees to voluntarily seek help with drug and alcohol problems.

Section 11.02 – Employee Assistance Program

The City recognizes a need to provide an opportunity for employees to deal with issues and problems. The Employee Assistance Program (EAP) is a resource to employees needing assistance with family matters, personal or family drug and alcohol related problems, or other difficulties. Information on the EAP is available from Human Resources, the employee’s supervisor, or the City’s intranet.

Article XII – City Service, Rehire Eligibility and Personnel References

Regular full-time and regular part-time employees are eligible for city-sponsored employee recognition. Recognition shall be based on calendar years of eligible service and shall not be prorated based on actual hours worked. In appreciation for employees who have served the City in other employment statuses who are ineligible for city-wide recognition, departments may recognize such employees with departmental awards or events with Department Director approval.

The City service date for each employee shall be the employee's date of hire or rehire to an eligible position. For the purpose of leave accrual and other benefits, when an employee changes job status from an ineligible to an eligible position, the City service date is counted from the date of eligibility, not the date of hire. An employee who separates service from the City and is later rehired within one (1) year of the employee's separation date will be credited with previous eligible City service.

Section 12.01 – Resignation and Eligibility for Rehire

Employees are encouraged to provide two weeks’ notice to facilitate a smooth transition out of the organization. If an employee provides less notice than requested, the City may deem the individual to be ineligible for rehire, depending on the circumstances. All resignations must be confirmed by the employee in writing.

Employees who fail to report to work for three (3) consecutive days without properly communicating to their supervisor or manager the reasons for their absence will be viewed as voluntarily resigning their employment as of the third day.

Section 12.02 – Personnel References

All inquiries by third parties regarding current or former City employees must be referred to Human Resources. Human Resources will respond to such requests or coordinate with the appropriate manager or management team member to respond, and will ensure legal considerations are observed. Providing reference information without coordinating with and obtaining prior authorization from Human Resources is a violation of City policy and could result in discipline, up to and including termination of employment.

Article XIII – Concerns and Complaints

Employees covered by this Plan are encouraged to bring concerns through their reporting structure (supervisor/manager/director). Usually, an employee’s direct supervisor or manager is in the best position to address issues that arise in the workplace. However, employees may choose to utilize an alternate channel to raise concerns, either through Human Resources or the City Manager’s office. Generally, the alternate channel would not be utilized for questions or concerns that pertain to operational matters.

Exhibit A – Unaffiliated Staff Classifications, Pay Grades and Salaries

(Exhibit A – Pages 1 through 6 attached)

2024 Exhibit A - Article XIV, Section 14.01

City of Richland

Classification, Pay Grades and Salaries for Unaffiliated Employees

(Alphabetical)

Effective December 18, 2023

Class Code	Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
7000	Accountant	21	\$38.00	\$45.60	\$53.20	Classified	Professionals	Professional	1%
7004	Accounting Specialist	14	\$27.01	\$32.41	\$37.81	Classified	Admin Support Workers	Non-Exempt	
7097	Administrative Assistant	13	\$25.72	\$30.86	\$36.01	Classified	Admin Support Workers	Non-Exempt	
7198	Administrative Assistant II	15	\$28.36	\$34.03	\$39.70	Classified	Admin Support Workers	Non-Exempt	
7207	Aquatics Head Lifeguard	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
7208	Aquatics Lifeguard /Swim Instructor /Coach	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
7206	Aquatics Pool Manager	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
7144	Assistant City Manager	34	\$71.66	\$85.99	\$100.32	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
7011	BCES Communications Manager	24	\$43.99	\$52.79	\$61.59	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7011	BCES Communications Supervisor	20	\$36.19	\$43.43	\$50.67	Classified	First/Mid Offs & Mgrs.	Executive	1%
7015	BCES Emergency Management Manager	24	\$43.99	\$52.79	\$61.59	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7018	BCES Emergency Planner	17	\$31.26	\$37.52	\$43.77	Classified	Professionals	Non-Exempt	
7014	BCES Executive Director	33	\$68.24	\$81.89	\$95.54	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
7148	BCES Information Systems Manager	27	\$50.92	\$61.11	\$71.29	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7240	BCES Public Records Specialist	14	\$27.01	\$32.41	\$37.81	Classified	Admin Support Workers	Non-Exempt	
7244	BCES Records Specialist	13	\$25.72	\$30.86	\$36.01	Classified	Admin Support Workers	Non-Exempt	
7013	BCES Technical Systems Coordinator	18	\$32.83	\$39.39	\$45.96	Classified	Technicians	Non-Exempt	
7024	Building Inspector I	17	\$31.26	\$37.52	\$43.77	Classified	Professionals	Non-Exempt	
7217	Building Inspector II	19	\$34.47	\$41.36	\$48.25	Classified	Professionals	Non-Exempt	
7023	Building Official	25	\$46.19	\$55.43	\$64.67	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7162	Business Services Manager	24	\$43.99	\$52.79	\$61.59	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7027	Buyer	17	\$31.26	\$37.52	\$43.77	Classified	Professionals	Non-Exempt	
7022	CDBG/HOME Administrator	19	\$34.47	\$41.36	\$48.25	Classified	Professionals	Admin.	1%
7029	Chief Electrical Engineer	30	\$58.95	\$70.74	\$82.53	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7110	Chief of Police	34	\$71.66	\$85.99	\$100.32	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
7030	City Attorney	34	\$71.66	\$85.99	\$100.32	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%

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Class Code	Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
7164	City Clerk	22	\$39.90	\$47.88	\$55.86	Classified	Professionals	Executive	1%
7078	City Surveyor	22	\$39.90	\$47.88	\$55.86	Classified	Professionals	Executive	1%
7034	Civil Engineer I	18	\$32.83	\$39.39	\$45.96	Classified	Professionals	Non-Exempt	
7035	Civil Engineer II	24	\$43.99	\$52.79	\$61.59	Classified	Professionals	Professional	1%
7038	Code Enforcement Officer	17	\$31.26	\$37.52	\$43.77	Classified	Service Worker	Non-Exempt	
7117	Communications and Marketing Manager	24	\$43.99	\$52.79	\$61.59	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7177	Communications and Marketing Specialist	17	\$31.26	\$37.52	\$43.77	Classified	Professionals	Non-Exempt	
7196	Communications Graphic Designer	18	\$32.83	\$39.39	\$45.96	Classified	Professionals	Professional	1%
7236	Community Relations Specialist	17	\$31.26	\$37.52	\$43.77	Classified	Professionals	Non-Exempt	
7211	Contracts Administrator	18	\$32.83	\$39.39	\$45.96	Classified	Admin Support Workers	Non-Exempt	
7175	Crime Analyst	18	\$32.83	\$39.39	\$45.96	Classified	Technicians	Non-Exempt	
7242	Customer Experience Manager	25	\$46.19	\$55.43	\$64.67	First/Mid Offs & Mgrs.	First/Mid Offs & Mgrs.	Executive	3%
7214	Customer Service Lead	17	\$31.26	\$37.52	\$43.77	Classified	Professionals	Non-Exempt	
7021	Customer Service Representative	14	\$27.01	\$32.41	\$37.81	Classified	Admin Support Workers	Non-Exempt	
7003	Customer Service Supervisor	20	\$36.19	\$43.43	\$50.67	Classified	Admin Support Workers	Executive	1%
7222	Deputy Chief of Police	31	\$61.90	\$74.28	\$86.66	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7229	Deputy City Manager	35	\$75.24	\$90.29	\$105.33	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
7219	Deputy Fire Chief	31	\$61.90	\$74.28	\$86.66	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7182	Development Services Director	32	\$64.99	\$77.99	\$90.99	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
7025	Economic Development Manager	27	\$50.92	\$61.11	\$71.29	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7091	Economic Development Specialist	18	\$32.83	\$39.39	\$45.96	Classified	Professionals	Non-Exempt	
7043	Electrical Distribution Engineer I	21	\$38.00	\$45.60	\$53.20	Classified	Professionals	Professional	1%
7044	Electrical Distribution Engineer II	26	\$48.50	\$58.20	\$67.90	Classified	Professionals	Professional	1%
7052	Energy Efficiency Coordinator	20	\$36.19	\$43.43	\$50.67	Classified	Professionals	Admin.	1%
7172	Energy Services Analyst & Project Coordinator	18	\$32.83	\$39.39	\$45.96	Classified	Professionals	Professional	1%
7050	Energy Services Director	33	\$68.24	\$81.89	\$95.54	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%

2024 Exhibit A - Article XIV, Section 14.01

City of Richland

Classification, Pay Grades and Salaries for Unaffiliated Employees

(Alphabetical)

Effective December 18, 2023

Class Code	Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
7186	Energy Services Project Manager	21	\$38.00	\$45.60	\$53.20	Classified	Professionals	Professional	1%
7059	Engineering Aide	Based on market assessment of current minimum wage				Classified	Technicians	Non-Exempt	
7053	Engineering Technician I	15	\$28.36	\$34.03	\$39.70	Classified	Technicians	Non-Exempt	
7054	Engineering Technician II	17	\$31.26	\$37.52	\$43.77	Classified	Technicians	Non-Exempt	
7055	Engineering Technician III	19	\$34.47	\$41.36	\$48.25	Classified	Technicians	Non-Exempt	
7056	Engineering Technician IV	20	\$36.19	\$43.43	\$50.67	Classified	Technicians	Professional	1%
7190	ERP Analyst	24	\$43.99	\$52.79	\$61.59	Classified	Professionals	Professional	1%
7173	Evidence Technician	16	\$29.77	\$35.73	\$41.68	Classified	Technicians	Non-Exempt	
7199	Executive Assistant	17	\$31.26	\$37.52	\$43.77	Classified	Admin Support Workers	Admin.	1%
7191	Field Engineer	21	\$38.00	\$45.60	\$53.20	Classified	Professionals	Professional	1%
7064	Finance Director	32	\$64.99	\$77.99	\$90.99	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
7225	Finance Manager	26	\$48.50	\$58.20	\$67.90	Classified	First/Mid Offs & Mgrs.	Executive	3%
7218	Fire and Emergency Services Analyst	19	\$34.47	\$41.36	\$48.25	Classified	Professionals	Professional	1%
7066	Fire Chief	34	\$71.66	\$85.99	\$100.32	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
7194	Fire Logistics Technician	16	\$29.77	\$35.73	\$41.68	Classified	Admin Support Workers	Non-Exempt	
7237	Fire Plans Examiner	19	\$34.47	\$41.36	\$48.25	Classified	Professionals	Non-Exempt	
7230	Fleet and Equipment Maintenance Analyst	19	\$34.47	\$41.36	\$48.25	Classified	Admin Support Workers	Professional	1%
7220	Fleet and Equipment Maintenance Manager	25	\$46.19	\$55.43	\$64.67	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7245	Geographic Information System Analyst	21	\$38.00	\$45.60	\$53.20	Classified	Technicians	Executive	1%
7068	GIS/CADD Technician	17	\$31.26	\$37.52	\$43.77	Classified	Technicians	Non-Exempt	
7232	HOME Program Specialist	14	\$27.01	\$32.41	\$37.81	Classified	Admin Support Workers	Non-Exempt	
7073	Human Resources Director	33	\$68.24	\$81.89	\$95.54	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
7072	Human Resources Generalist	21	\$38.00	\$45.60	\$53.20	Classified	Professionals	Professional	1%
7074	Human Resources Specialist	17	\$31.26	\$37.52	\$43.77	Classified	Professionals	Non-Exempt	
7075	Information Technology Manager	28	\$53.47	\$64.16	\$74.86	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7126	IT Applications Developer/Integrator	22	\$39.90	\$47.88	\$55.86	Classified	Professionals	Professional	1%

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City of Richland

Classification, Pay Grades and Salaries for Unaffiliated Employees

(Alphabetical)

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Class Code	Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
7127	IT Applications Supervisor	26	\$48.50	\$58.20	\$67.90	Classified	First/Mid Offs & Mgrs.	Executive	1%
7169	IT Business Analyst	21	\$38.00	\$45.60	\$53.20	Classified	Professionals	Professional	1%
7092	IT Customer Service Technician I	16	\$29.77	\$35.73	\$41.68	Classified	Technicians	Non-Exempt	
7125	IT Customer Service Technician II	18	\$32.83	\$39.39	\$45.96	Classified	Technicians	Non-Exempt	
7165	IT Data and Asset Management Supervisor	25	\$46.19	\$55.43	\$64.67	Classified	First/Mid Offs & Mgrs.	Executive	1%
7093	IT Network Administrator	22	\$39.90	\$47.88	\$55.86	Classified	Professionals	Professional	1%
7233	IT Network Engineer	22	\$39.90	\$47.88	\$55.86	Classified	Professionals	Professional	1%
7094	IT Operations and Services Supervisor	26	\$48.50	\$58.20	\$67.90	Classified	First/Mid Offs & Mgrs.	Executive	1%
7166	IT Systems Administrator	22	\$39.90	\$47.88	\$55.86	Classified	Professionals	Professional	1%
7235	IT Systems Analyst	21	\$38.00	\$45.60	\$53.20	Classified	Professionals	Professional	1%
7080	Librarian I	17	\$31.26	\$37.52	\$43.77	Classified	Professionals	Professional	1%
7083	Library Assistant	13	\$25.72	\$30.86	\$36.01	Classified	Admin Support Workers	Non-Exempt	
7085	Library Manager	25	\$46.19	\$55.43	\$64.67	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7086	Library Page	6	\$18.28	\$21.93	\$25.59	Classified	Admin Support Workers	Non-Exempt	
7231	Library Specialist	13	\$25.72	\$30.86	\$36.01	Classified	Admin Support Workers	Non-Exempt	
7084	Library Supervisor	19	\$34.47	\$41.36	\$48.25	Classified	First/Mid Offs & Mgrs.	Executive	1%
7154	Library Technical Support Specialist	15	\$28.36	\$34.03	\$39.70	Classified	Technicians	Non-Exempt	
7114	Maintenance and Operations Supervisor	26	\$48.50	\$58.20	\$67.90	Classified	First/Mid Offs & Mgrs.	Executive	1%
7238	Management Analyst	20	\$36.19	\$43.43	\$50.67	Classified	Professionals	Professional	1%
7147	Multimedia Assistant	14	\$27.01	\$32.41	\$37.81	Classified	Technicians	Non-Exempt	
7028	Multimedia Coordinator	18	\$32.83	\$39.39	\$45.96	Classified	Professionals	Professional	1%
7226	Park Ranger	13	\$25.72	\$30.86	\$36.01	Classified	Admin Support Workers	Non-Exempt	
7100	Parks and Public Facilities Director	33	\$68.24	\$81.89	\$95.54	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
7185	Parks and Public Facilities Project Manager	22	\$39.90	\$47.88	\$55.86	Classified	Professionals	Professional	1%
7096	Parks and Public Facilities Supervisor	22	\$39.90	\$47.88	\$55.86	Classified	First/Mid Offs & Mgrs.	Executive	1%
7150	Parks and Recreation Aide	9	\$21.16	\$25.39	\$29.62	Classified	Admin Support Workers	Non-Exempt	

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City of Richland

Classification, Pay Grades and Salaries for Unaffiliated Employees

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Class Code	Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
7098	Parks and Recreation Assistant	13	\$25.72	\$30.86	\$36.01	Classified	Admin Support Workers	Non-Exempt	
7099	Parks and Recreation Coordinator	18	\$32.83	\$39.39	\$45.96	Classified	Admin Support Workers	Admin.	1%
7102	Payroll Specialist	17	\$31.26	\$37.52	\$43.77	Classified	Professionals	Non-Exempt	
7104	Permit Technician	15	\$28.36	\$34.03	\$39.70	Classified	Technicians	Non-Exempt	
7212	Permit Technician II	16	\$29.77	\$35.73	\$41.68	Classified	Admin Support Workers	Non-Exempt	
7234	Permit Technician III	18	\$32.83	\$39.39	\$45.96	Classified	Admin Support Workers	Non-Exempt	
7105	Planner	19	\$34.47	\$41.36	\$48.25	Classified	Professionals	Non-Exempt	
7042	Planning Manager	25	\$46.19	\$55.43	\$64.67	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7106	Plans Examiner	19	\$34.47	\$41.36	\$48.25	Classified	Professionals	Non-Exempt	
7241	Police Professional Staff Manager	26	\$48.50	\$58.20	\$67.90	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7243	Police Professional Staff Supervisor	20	\$36.19	\$43.43	\$50.67	Classified	First/Mid Offs & Mgrs.	Executive	1%
7228	Police Public Records Specialist	16	\$29.77	\$35.73	\$41.68	Classified	Admin Support Workers	Non-Exempt	
7227	Police Public Records Supervisor	19	\$34.47	\$41.36	\$48.25	Classified	First/Mid Offs & Mgrs.	Executive	1%
7201	Police Quartermaster	16	\$29.77	\$35.73	\$41.68	Classified	Admin Support Workers	Non-Exempt	
7202	Police Records Specialist	13	\$25.72	\$30.86	\$36.01	Classified	Admin Support Workers	Non-Exempt	
7109	Police Records Supervisor	19	\$34.47	\$41.36	\$48.25	Classified	First/Mid Offs & Mgrs.	Executive	1%
7221	Power Operations Manager	28	\$53.47	\$64.16	\$74.86	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7188	Professional Land Surveyor	19	\$34.47	\$41.36	\$48.25	Classified	Professionals	Non-Exempt	
7223	Public Records Officer	19	\$34.47	\$41.36	\$48.25	Classified	Professionals	Professional	1%
7120	Public Works Budget and Contracts Analyst	20	\$36.19	\$43.43	\$50.67	Classified	Professionals	Professional	1%
7036	Public Works Capital Projects Manager	27	\$50.92	\$61.11	\$71.29	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7118	Public Works Director	34	\$71.66	\$85.99	\$100.32	Unclassified	Exec/Senior Offs & Mgrs.	Executive	4%
7195	Purchasing Agent	20	\$36.19	\$43.43	\$50.67	Classified	Professionals	Professional	1%
7121	Purchasing Manager	25	\$46.19	\$55.43	\$64.67	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7204	Recreation Attendant I	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	
7213	Recreation Attendant II	Based on market assessment of current minimum wage				Classified	Admin Support Workers	Non-Exempt	

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Class Code	Classification Title	Pay Grade	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Classification Status	EE0-4 Group Status	FLSA Status	Non-Match Def. Comp.
7122	Recreation Manager	22	\$39.90	\$47.88	\$55.86	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7123	Risk and Safety Program Administrator	21	\$38.00	\$45.60	\$53.20	Classified	Professionals	Professional	1%
7124	Senior Planner	22	\$39.90	\$47.88	\$55.86	Classified	Professionals	Professional	1%
7151	Solid Waste Manager	25	\$46.19	\$55.43	\$64.67	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7128	Solid Waste Supervisor	21	\$38.00	\$45.60	\$53.20	Classified	First/Mid Offs & Mgrs.	Executive	1%
7132	Streets Supervisor	21	\$38.00	\$45.60	\$53.20	Classified	First/Mid Offs & Mgrs.	Executive	1%
7077	Survey Technician	16	\$29.77	\$35.73	\$41.68	Classified	Professionals	Non-Exempt	
7134	Traffic Engineer	24	\$43.99	\$52.79	\$61.59	Classified	Professionals	Professional	1%
7176	Transportation and Development Manager	27	\$50.92	\$61.11	\$71.29	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7137	Wastewater/Stormwater Maintenance Supervisor	22	\$39.90	\$47.88	\$55.86	Classified	First/Mid Offs & Mgrs.	Executive	1%
7138	Wastewater/Stormwater Manager	25	\$46.19	\$55.43	\$64.67	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7141	Water Manager	25	\$46.19	\$55.43	\$64.67	Unclassified	First/Mid Offs & Mgrs.	Executive	3%
7139	Water Operations Supervisor	22	\$39.90	\$47.88	\$55.86	Classified	First/Mid Offs & Mgrs.	Executive	1%