

STATE OF WASHINGTON  
Department of Retirement Systems

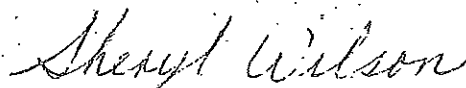
## DRS Notice

Notice No.: 94-003  
Date: January 26, 1994  
Applies to: All employers  
Subject: Standby pay

Employers must exclude from retirement reporting any payments made to members for time spent on *standby*. Reportable compensation is limited to salary or wages paid in exchange for services rendered; *standby pay* does not meet this definition and is not reportable compensation. Current and future reporting must exclude standby pay.

In the past, some employers may have reported standby pay. Due to this confusion, the Office of Financial Management has directed the Department of Retirement Systems (DRS) to propose a legislative amendment exempting past reporting from correction. DRS will provide more information on this subject following the 1994 legislative session. If an amendment passes, no further action will be required on previously reported standby pay.

If you have questions about which compensation is reportable to DRS, for PERS and TRS members, contact Membership Services at (206) 753-3113, SCAN 234-3113; for LEOFF members, contact LEOFF at (206) 753-2075, SCAN 234-2075.



Sheryl Wilson  
Director

CITY OF STEVENSON

P.O. BOX 371  
STEVENSON, WASHINGTON 98648

PHONE (509) 427-5970

April 19, 1994

Sheryl Wilson, Director  
Department of Retirement Systems  
P.O. Box 48380  
Olympia, WA 98504-8380

Re: Notice No. 94-003

Dear Ms. Wilson,

This is in response to your memo defining what is reportable compensation. Your memo states that standby pay is not reportable compensation and should be excluded in future reporting.

The City of Stevenson has three members of the Public Works crew that are paid salaries that compensate for standby time. The City's standby definition is as follows:

A member is in standby status when not being paid for time actually worked and only when both of the following conditions exist: (1) The member is required to be present at, or in the immediate vicinity of, a specified location; and (2) the employer requires the member to be prepared to report immediately for work, if the need arises, although the need may not arise.

This compensation is a monetary compensation that does not affect the field crew's service credits with the Department of Retirement. The crew works a regular 40 hour week. This compensation is part of the regular salary and is included as reportable compensation for Department of Retirement purposes. Staff is compensated for any overtime worked in addition to regular hours. The City's field crew's regular salary plus standby pay is considered the base salary. Attached is our 1994 salary schedule to illustrate.

Through discussion between Carol Green, from Association of Washington Cities, and Department of Retirement staff it was agreed that the City of Stevenson's standby pay is reportable compensation and will continue to be reported as such.

We hope that this will clarify the issue. If you have any further questions please feel free to contact us at the number above or in writing.

Sincerely,  
*Tonya I. Jones*  
Tonya I. Jones,  
Sec./Accounting Clerk





STATE OF WASHINGTON  
DEPARTMENT OF RETIREMENT SYSTEMS

P.O. Box 48380 • Olympia, Washington 98504-8380

April 29, 1994

Ms. Tonya I. Jones  
Secretary/Accounting Clerk  
City of Stevenson  
P.O. Box 371  
Stevenson, Washington 98648

Dear Ms. Jones:

Thank you for your recent correspondence regarding standby pay.

Based on the information in your letter and a telephone conversation you had with Jack Bryant, Membership Administrator, what you are calling "standby pay" is part of the member's regular salary and consequently would be reportable.

Rather than specifically paying your employees an hourly wage for time spent in standby status, you pay them a salary which requires the employee to be available to report to work on certain weekends. Again, this would be reportable.

Hopefully, this addresses your issue. Thank you for taking the time in advance to clarify your reporting of compensation.

Sincerely,

Sheryl Wilson  
Director

SW:JB:jm

8/16/06 Council Meeting

(3945)

#### Cable Television Board

Les Hastings volunteered to serve on the Board and was appointed by City Council.

#### WRIA 29

After the last WRIA 29 meeting Mary Ann organized a Rock Creek walk with M. Thompson and DOE. The purpose of the walk was to explore the current assessment of habitat against the topographic realities. It was noted steelhead could not jump 65-foot falls.

#### Public Works Department

Radios - M. Thompson advised the first set of radios had arrived and would be put in operation in the next week.

Salary correction - There was a correction of the Utility Worker position salary. The correct figure is \$29,196 for the 2006 Step 3 Factor 130.

Weekend coverage - M. Thompson updated Council on weekend coverage and went over three options. He explained Gordy and Dave were on call on the weekends and were getting "burned out." He noted Bill was one third of the way through his certification process but due to current internal policies, he would not be allowed any pay for on call weekend duties until he was fully certified. City Council unanimously approved option number two which allows Bill to do weekend coverage based on a percentage of the total on call pay amount (1/3 of the on call amount since he is about 1/3 through with all required certifications).

See  
attached  
memo

Sewer & DOE - Per M. Thompson, Dave Knight (DOE) had called regarding the City's BOD (Biological Oxygen Demand) Loading Reports (measurement of sewer treatment plant) and TSS (Total Suspended Solids). D. Knight noted a large discrepancy in that the BOD was higher than the TSS. This indicated that food was being added to the system that was not residential household waste (simple sugars). The field crew was planning on sampling effluent from the Brew Pub. M. Thompson wanted a blind sample in case they were not the culprits. The pollution was more than double what 400 residential homes would pollute and could be caused by other factors such as chemicals from 'meth labs'.

VOUCHER APPROVAL July Payroll Vouchers and August Claims Vouchers had been audited and were presented for approval and payment -

(5)

3945

8/16/06 Council Meeting

### Weekend coverage

We have a bit of a problem with water system coverage. Currently Gordy and Dave are the only ones fully certified and doing weekend coverage. This has been somewhat taxing for them being on call every other weekend. Bill has taken and passed his level one WPO and his level one WM test and is now certified for those levels. Since the incentive pay really only kicks in once all of the certifications are complete we have some time before there is any relief for Gordy or Dave. I would like to propose that we allow Bill to do weekend coverage on a limited basis. Legally we can have Bill do weekend coverage on a limited basis by having oversight by Gordy or Dave via phone contact. Some of the options that are available are as follows.

1. Do not allow Bill to help with coverage, and continue with Dave and Gordy's rotation.
2. Allow Bill to do weekend coverage based on a percentage of the total on call pay amount, say 1/3 of the on call amount since he is about one third through with all of the required certifications.
3. Allow Bill to do weekend coverage on overtime hours only. Approximately 2 to 4 hours per weekend.

We are advancing toward certifications for all crew members but at this time we do not have the full crew rotation fully certified.

(6)

C. Ford moved and J. Lanz seconded the motion to approve the Vouchers as presented. Motion carried unanimously.

PLANNING  
COMMISSION

A special meeting would need to be set and published if three or more Council members were planning on attending the Planning Commission's meeting with the consultant. City Council members will notify staff.

ERIC HANSEN

M. Thompson reviewed the reasoning behind his requests to relax City policy concerning certifications, stand-by stipend and weekend coverage for E. Hanson. He noted there would always be telephone back up to lead E. Hanson through any problems he might encounter. He explained the term "stand-by" meant the employee could not leave the community and needed a response time of 15 minutes to any incident. He delineated that stand-by began on 5 p.m. Fridays and ended at 7 p.m. on Sundays. Currently only one public works department member, G. Rosander, is qualified to serve standby. Mr. Nail, Building Department, has been assisting.

J. Lanz moved and C. Ford seconded the motion to approve a relaxing of City policy regarding the requirement for field crew to meet all certifications before the stand-by stipend could be earned and allow E. Hansen to do weekend coverage and be eligible for 1/3 of the stand-by pay (~\$2,245.00/annual) plus overtime when he earns his first set of certifications. Motion carried.

REPORTS – COUNCIL

K. Woodrich attended the Municipal Attorney's Conference and discussed some of the current legal issues. C. Ford recently traveled to the Quinault Casino and noted that the casino is not thriving. M. Masco was present at the annual Chamber workshop Wednesday evening.

STAFF UPDATES

AWC MEETING

M. A. Duncan-Cole reported on the AWC Regional Meeting in Longview last week. She reviewed the AWC's letter to the City with an impact cost estimate of 1.5 to 1.7 million dollars if I-933 (Property Rights Initiative) passed.

K. Woodrich said I-933 had also been discussed at the Annual City Attorneys Conference. He noted the Association of Oregon Cities had a cost estimate of 60 million (actual was considerably less) which was in large part

3. Approval for travel (City vehicle will be used), per diem and tuition for training for Marc Thompson and Gregg Trollier for the Wastewater Exam Review Levels 1-3 in Moses Lake, WA January 8-9, 2007. Both staff members will then be traveling to Olympia, WA on February 1, 2007 to take their exam.
4. Approval for travel and per diem (tuition is free) for Tristan Plummer to attend SEPA training in Lacey, WA on February 1-2, 2007 – an estimated cost of \$178.94.
5. Approval for Bradley Andersen to attend the 2007 Judicial College in Tacoma, WA for the ethics session on Sunday. Tuition totals \$150 and travel/per diem is estimated at \$194.78.
6. At our October Council Meeting, the Council partially waived the City's requirement for eligibility for stand-by compensation to assist with weekend coverage. Beginning December of 2006, Eric Hansen has passed the first wastewater exam and will be eligible and approved for 1/3 or \$2,245/year of standby compensation.
7. Approval for M. A. Duncan-Cole and Tristan Plummer to attend the Mid-Columbia Housing Authority's "Workforce Housing Summit" on April 6, 2007 in The Dalles – with a fee yet to be determined ~ \$100-\$200.
8. M. A. Duncan-Cole will attend the Federal Funding Symposium in Vancouver, WA on Thursday, January 11, 2007.

M. Masco moved and K. Morrow seconded the motion to approve the Consent Agenda, Items 1-8 as presented. Motion carried unanimously.

#### APPOINTMENT

Planning Commission Position No. 1 is currently filled by Dave Cox and expires December 31, 2006. He is willing to serve a second term and the Planning Commission is recommending reappointment.

Mayor McKenzie told Council two positions on the Planning Commission would be opening due to Andrew Lembrick moving outside of Stevenson City limits (he has given his resignation per Tristan Plummer) and Joe Schlick's decision to resign early in 2007. Council members were asked to assist in filling the slots.



status as an exempt employee; the only discussion at hand was over-time. Council would be amending the personnel policy only, not compensation. Mary Ann referenced Eric's memo and added that more staff is employed now to share the on-call burden. Gordon Rosander provided a history of week-end on-call status. Monica inquired if the on-call work during the week was comparable? Mary Ann stated that increase in staff should allow for spreading the on-call out a bit more. An analysis of 8-9 months of 2008 timesheets was provided. If problems or emergencies occur, the OT is not controllable. Poor planning management could also have an effect on scheduled projects. Mayor McKenzie inquired if council had discussed Mary Ann bringing monthly issues to council, for example Mary Ann has provided the OT report for January. Karl Russell stated that wages for "carrying a phone" are comparable. Judith Lanz clarified that salary and responsibilities have been broken out for council. \$6,000 was the amount discussed at length for on-call compensation and was adjusted in the compensation policy. Monica requested that *both salaried employees* (Eric Hansen and Mary Ann Duncan-Cole) need to document excessive hours. Ken recommended amending the personnel policy, Chapter 4, after last paragraph, adding "except as otherwise approved by city council." Eric's request regarding unexpected call-out compensation also needs to be approved. He does not have a problem with longevity for staff, nor does he expect to be compensated for meetings. Monica asked how other staff felt about additional on-call hours. Eric did not discuss changes with staff, however Mary Ann did. Gordon Rosander stated that he did not have a problem with taking on-call when needed. Eric can distribute on-call with staff. Ken called for a motion to amend the personnel policy. Kathleen Morrow moved to amend Chap. 4.2 of the personnel policy inserting the language "except as otherwise approved by city council" with a second by Monica Masco; unanimously approved. Monica moved to approve Eric Hansen's memo of October 22, 2008 regarding OT compensation of 7 hours; a second was made by Kathleen Morrow; unanimously approved. Ken asked what the limitation on approval of OT requests would be. Judith Lanz felt that council may need to go back to include project hours. Mary Ann stated that it should be effective as of January, 2009. Monica agreed that only the previous month's OT hours should be provided for next month's approval. She added that if staff had issues regarding changes they can bring them to the next meeting.

## CHAPTER 5

# COMPENSATION

### 5.1 SALARY CLASSIFICATION AND GRADES

The City Administrator, Mayor and City Council shall be responsible for the preparation and maintenance of the City's position classifications for salary purposes. Each position classification is designated a particular salary or salary range as shown on the City's salary and wage schedule, which is approved annually by the City Council. The City Administrator shall, every five years, conduct comparative studies to be made to ensure the salaries are competitive and justified and to ensure that the City's position classifications and compensation plan are properly connected. The most current salary schedule and job classifications will be filed in Appendix 9..

The City's salary and wage schedule (the compensation plan) consists of a series of salary ranges. Within each range there are a series of steps graduated by standard percentage increments.

### 5.2 EMPLOYEE PAY RATES

Employees shall be paid within the limits of the wage range to which their positions are assigned. Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the supervisor may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

The Mayor may propose and the City Council may grant an across-the-board pay adjustment (COLA) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

Any employee promoted to a position in a higher classification and salary range shall receive the next highest available pay step in the new range.

### 5.3 ON CALL PAY

The City requires some employees to be "on-call" when needed to protect the health, safety and property of the City and its residents. To meet the needs of the City's utilities, employees with Water Plant Operator I and Wastewater Treatment Plant Operator I certifications will be required to be "on call" on rotating week-ends and holidays with other employees with these certifications. "On Call" requires that the employee will be

available for all emergencies by an effective means, to be determined by each employee (telephone, cell phone, pager, radio, etc.). The employee must be able to respond to a call within 30 minutes and shall not be impaired at any time while on call. If the scheduled employee cannot fulfill their standby obligation, it is their responsibility to find an employee to take their place.

As compensation for "on call" week-end coverage, "on call" pay will be paid to these employees as a part of their normal salary. Pay will be according to the Salary Key approved by City Council annually. It will be the responsibility of the Department Head to ensure that the stand-by days are equally shared among the responsible personnel.

#### 5.4 PAYDAYS AND PAY PERIODS

City employees are paid monthly on the last business day of each month. If a regularly scheduled payday falls on Saturday or Sunday, pay will be distributed on Friday.

New monthly employees working less than a calendar month will be paid at a rate per hour determined by dividing the annual salary by 2080 hours for the actual day or hours worked. Permanent monthly employees after the probationary period is completed, who have used all accumulated sick leave and vacation leave will lose pay at a rate determined by dividing the annual salary by 2080 hours on the basis of eight hours for each day lost.

Part time employees shall be paid on an hourly basis. The hourly wage will be determined by dividing the annual salary by 2080 or will be set by contract in the case of contracted employees.

#### 5.5 DEDUCTIONS

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The city will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee or by statute.

#### 5.6 TRAVEL AND TRANSPORTATION REGULATIONS

Responsibilities: The Mayor, City Administrator or Director of Public Works are primarily responsible for ensuring that any cost incurred pursuant to this chapter are directly work related, *obtained within the state rate*, and are both critical and necessary for city business. Prudent judgment is to be exercised in approving these costs. Council approval is required for any travel requiring overnight stays. Receipts showing proof of payment will be required for all expense except for per diem meal reimbursements.

Travelers: A traveler on official city business is expected to exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person