

COMPENSATION PLAN
Pay Practices Information
Non-Represented and Represented Employee Groups

Non-represented Classifications

Non-represented classifications have a structured pay table with 11 pay ranges. The ranges are open ranges; there are no steps within the range, just **minimum (Min), midpoint (Mid) and maximum (Max)** rates.

Although temporary and regular employees are generally hired at the minimum rate, initial appointments may be made up to the midpoint of the range upon approval by the Bureau Director. Hiring above the midpoint requires approval by the Human Resources (HR) Director.

Employees promoted to Non-represented classifications may be appointed at whichever is higher: the entry rate for the classification or the pay rate which represents a 5% pay increase (up to the maximum of the range). Promotional appointments (temporary or regular) at a higher rate than 5% may be made up to the midpoint based on approval by the Bureau Director or above the midpoint contingent upon approval by the HR Director.

Non-represented employees are eligible annually for a merit adjustment of up to 4.1%. The merit adjustment is based on the results of the employee's performance appraisal and the Bureau's merit plan. For further information pertaining to salaries and wages of Non-represented employees please refer the Bureau of Human Resources Administrative Rules.

Represented Classifications

Presented in this section are pay practices specific to each bargaining unit and promotional pay practices which are applicable to all represented classifications. For specific, more detailed information, please refer to the appropriate contract and/or consult with Bureau of Human Resources Labor Relations Team.

DCTU and Recreation represented classifications have individual pay ranges assigned to each classification. All classifications in this group have an **entry and a 6-month** rate. Some classifications also have additional steps of **1 to 4 years**. Employees are hired at the entry level unless they are being promoted from another City classification and are then eligible to receive a 3% promotional increase, which may place them at a higher step. Employees hired at the entry rate progress along the pay range according to the time periods specified (6 months, one year, etc.) for each step. Employees who, due to promotion, are hired at the 6-month rate must wait one year before progressing to the 1-year rate.

Professional and Technical Employees (PTE) represented classifications have individual pay ranges assigned to each classification. The pay ranges may have steps designated from **1-7**. Employees typically are hired at step one. Based on bona fide recruitment need, the initial regular appointment to a classification may be up to the midpoint of the assigned range, if approved by the Bureau Director. If the midpoint of the range is not on a step, the appointment is to a step below the midpoint. Initial regular appointment above the midpoint of the assigned range requires approval by the Human Resources Director. Progression from one step to the next is on an annual basis.

Fire (PFFA) represented classifications have individual pay ranges assigned to each classification. Classifications may have the following steps: **entry, 6 months, and 1 - 5 years**. Employees typically are hired at the entry rate except in some circumstances when they are promoted from another fire service classification. Employees hired at the entry rate progress along the pay range according to the time periods specified (6 months, one year, etc.) for each step.

Police (PPA) and Police Commanding Officers (PPCOA) represented classifications have individual pay ranges assigned to each classification. Classifications may have the following steps: **entry, and 1 – 8 years**. Employees typically are hired at the entry rate unless they are being promoted from another City classification and are eligible to receive a 3% promotional increase which may place them at a higher step. The Police Bureau may appoint a currently certified law enforcement officer to Police Officer at the three-year step if approved by the HR Director. Initial appointment above the three-year step may be made only with the approval by ordinance of the City Council. Employees hired at the entry rate progress along the pay range according to the time periods specified for each step.

Emergency Communication Operators (ECO) represented classifications have individual pay ranges assigned to each classification. Classifications may have the following steps: entry, six months, **1-5 years**. Employees typically are hired at step one unless they are being promoted from another City classification and are then eligible to receive a 3% promotional increase, which may place them at a higher step. Based upon bona fide recruitment need, the initial regular appointment to a classification may be at a rate up to the midpoint of the assigned range, if approved by the Bureau Director. If the midpoint of the range is not on a step, the appointment shall be to a step below the midpoint. Initial regular appointment above the midpoint of the assigned range requires approval by the Human Resources Director.

New hires may be hired into either the EC Operator Trainee (ECOT) or into the EC Call Taker classification. Employees in the ECOT classification advance to the EC Sr. Dispatcher classification on successful completion of required training and certifications. EC Call Takers move to step 2 on successful completion of training required for DPSST certification. Successive increases are annual on the training completion date. EC Call Takers typically advance to the EC Police Dispatcher, EC Fire Dispatcher, and EC Sr. Dispatcher classifications on successful completion of established training plans.

Housing represented classifications have individual pay ranges assigned to each classification. Classifications may have the following steps: **entry, and 1 – 7 years**. Employees typically are hired at step one. Based on bona fide recruitment need, the initial regular appointment to a classification may be up Step 4 of the assigned range, if approved by the Bureau Director. Initial regular appointment above Step 4 of the assigned range requires approval by the Human Resources Director. Progression from one step to the next is on an annual basis.

Portland City Laborers (PCL) represented classifications have individual pay ranges assigned to each classification. All classifications in this group have an **entry and a 6-month** rate. Some classifications also have additional steps of **1 to 4 years**.

Employees typically are hired at step one. Based on bona fide recruitment need, the initial regular appointment to a classification may be up to the midpoint of the assigned range, if approved by the Bureau Director. If the midpoint of the range is not on a step, the appointment is to a step below the midpoint. Initial regular appointment above the midpoint of the assigned range requires approval by the Human Resources Director. Progression from one step to the next is on an annual basis.

Seasonal Maintenance Workers (SMW) represented seasonal classification has a two-step range, with Entry and Maximum rates. An employee’s pay level is determined by the contract, which specifies: “A Seasonal Maintenance Worker who completes a season at the entry rate shall be paid at the maximum rate in any subsequent season he/she is employed as a Seasonal Maintenance Worker, provided he/she has no break in re-employment. A Seasonal Maintenance Worker who returns after a break in re-employment shall be paid at the entry rate unless the bureau director or designee authorizes the employee be paid at the maximum rate. If the break in re-employment is due to a lack of available work, the employee shall be paid at the maximum if he/she is re-employed in a subsequent season.”

Promotional Rate for Represented Classifications

Employees promoted to represented classifications will be placed on the step in the higher pay range which represents at least a 3% increase over the employee’s regular rate of pay in the former classification. The new rate of pay cannot exceed the maximum rate for the higher classification. The employees also assume a new merit anniversary date upon appointment to the higher class. This applies to promotions to represented premium pay assignments as well as to classifications for all bargaining units except BOEC and PFFA. For a premium pay assignment in a BOEC and PFFA classification, the employee will receive a premium pay increase according to the contract rules for that assignment, and their anniversary dates will not change. For more information regarding compensation for represented classifications please refer to the current labor agreements and the HR Administrative Rules.

Overtime Eligibility for Represented and Non-Represented Employees:

Employee overtime eligibility is generally determined by two main components: the bargaining unit representing an employee’s classification, and the FLSA (Fair Labor Standards Act) status of the employee’s position, i.e. classification and duties performed by the employee. See page 5 for the listing of bargaining units and FLSA codes and definitions. The union contracts and Human Resources Administrative Rules also serve as references for any exceptions.

Following is a reference table for use in determining the overtime eligibility of a classification for payroll purposes.

Bargaining Unit	FLSA Code	Eligible for Overtime Pay?	Exceptions
PTE-17	C/Y	Yes, per contract	
PTE-17	E/N	Yes, with exceptions per contract	Employees in FLSA Exempt IT classes are eligible for overtime on an hour for hour basis per Article 19 Section 7(b) of the PTE contract.)

Bargaining Unit	FLSA Code	Eligible for Overtime Pay?	Exceptions
DCTU	C/Y; E/N	Yes, per contract	
ECO	C/Y	Yes, per contract	
Housing	C/Y; E/N	Yes, per contract	
PFFA	C/Y; E/N	Yes, per contract	
Non-represented (including Seasonal)	C/Y	Yes, per HR Administrative Rules	Individual positions within a classification (job) may be categorized differently.
Non-represented	E/N	No,	The Emergency Exception, per Administrative Rule 8.03, can be read online at http://www.portlandonline.com/shared/cfm/image.cfm?id=12439
PCL	C/Y	Yes, per contract	
PPA	C/Y	Yes, per contract	
PPCOA	E/N	No	
Rec	C/Y	Yes, per contract	
SMW	C/Y	Yes, per contract	

COMPENSATION PLAN

Column Headings and Code Definitions

Job ID	Each classification in the City is assigned a Job Number.
Bargaining Unit (Barg Unit)	In this column the following abbreviations are used to indicate whether a classification is represented or not by one of the eight bargaining units recognized by the City: AH = AFSCME Housing CL = Portland City Laborers (PCL) CP = Professional and Technical Employees (PTE) DT = District Council of Trade Unions (DCTU) BC = Emergency Communications Operators (ECO) FR = International Association of Fire Fighters (PFFA) NR = Non-represented, no union affiliation NS = Non-represented (Seasonal/Casual), no union affiliation PP = Portland Police Association (PPA) PC = Portland Police Commanding Officers Association (PPCOA) RC = Recreation (REC) SM = Seasonal Maintenance Workers (SMW)
Fair Labor Standards Act (FLSA)	In this column the following abbreviations are used to indicate whether or not the classification has been designated as covered or exempt from the provisions of the Federal Fair Labor Standards Act. Individual positions within the classification may be categorized differently. C/Y (Covered/Yes) = Covered by the provisions of the Federal Fair Labor Standards Act (FLSA), i.e.: eligible for FLSA overtime E/N (Exempt/No) = Exempt from the provisions of the Federal Fair Labor Standards Act, i.e.: not eligible for FLSA overtime
Bi-wkly Hours	Standard number of hours in a biweekly pay period for this job. For weekly hours, divide by two. There are 26 bi-weekly pay periods in a year
Premium Pay	An asterisk (*) in this column indicates this is a premium pay assignment and is an assignment from a base

Assignments	classification in which the employee holds status. Assignment to the premium pay assignment is at will. Employees hold status and accrue seniority in the base classification only.
Pay Grade	The number in this column indicates the pay grade to which the classification is assigned. Non-represented classifications have a structured pay table with 11 pay ranges (labeled GRDN0053 to GRD00064). Represented classifications do not utilize a graded pay schedule, so the numbers that appear in this column for those classifications are for administrative purposes only.
Job Class Title	This is the title for the classification and is used for payroll, budget and other administrative purposes. This title may be abbreviated for system use. The full, official title can be found in the individual classification specification. City bureaus may also assign a working title for internal bureau use.
Pay Table	<p>The column headings have been set up to accommodate differences in pay range structures between the various represented and non-represented classifications. The Pay Table provides the bi-weekly rate of pay as well as approximate hourly and yearly salaries. Please refer to the Pay Practices Section, pages 1-2, for information regarding progression through the pay range.</p> <p>Approximate hourly rates are computed by dividing the bi-weekly rate by the job's bi-weekly hours and rounding to the nearest cent. Approximate annual rates are computed by multiplying the hourly rate by 2080.</p>