

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

Non-represented Classifications

Non-represented classifications have a structured pay table with 17 pay ranges. The percentage difference from range to range varies from 5% to 15%. The range width from minimum and the maximum varies from 33% to 54%. 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.

COPPEA 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 – 4 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.

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 Nonrepresented 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
COPPEA	C/Y	Yes, per contract	
COPPEA	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 COPPEA contract. (Refer to contract online at: http://www.portlandonline.com/shared/cfm/image.cfm?id=10861)
DCTU	C/Y; E/N	Yes, per contract	
ECO	C/Y	Yes, per contract	
PFFA	C/Y; E/N	Yes, per contract	
Nonrepresented (including Seasonal)	C/Y	Yes, per HR Administrative Rules	
Nonrepresented	E/N	No, with exceptions per HR Administrative	<ul style="list-style-type: none"> ◆ Individual positions within a classification (job) may be categorized differently. ◆ The following classifications may be eligible for overtime with

Bargaining Unit	FLSA Code	Eligible for Overtime Pay?	Exceptions
		Rules	approval of the Bureau Director: <ul style="list-style-type: none"> ▪ Public Works Supervisor I (JCN 7552) ▪ Public Works Supervisor II (JCN 7553) ▪ Electrical Supervisor (JCN 7562) ▪ Emergency Communications Supervisor (JCN 7975) This exception, and the Emergency Exception, are per Administrative Rule 8.03, which can be read online at http://www.portlandonline.com/shared/cfm/image.cfm?id=12439
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:

- CP = City of Portland Professional Employees Association (COPPEA)
- 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

Job Family Jobs are grouped in to broad occupational categories. This code indicates the Job Family for each job.
As outlined below.

AC	Accounting	GA	General Administrative
AM	Auto Maintenance	GM	General Maintenance
BI	Building Inspections	HR	Human Resources
BO	Botanic	IT	Information Technology
BT	Building Trades	LB	Lab

CI	Code Inspections	LE	Law Enforcement
CR	Community Relations	LL	Legal
DR	Bureau Director	OS	Office Support
EC	Emergency Communications	PL	Planning
EL	Electronics	PM	Program Management
EN	Environmental	PR	Parks/Recreation
EO	Equipment Operation	RM	Risk Management
ER	Engineering and Related	SP	Store and Purchases
FI	Fire	VI	Video
FL	Financial	WA	Water

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 Assignments

An asterisk (*) in this column indicates this is a premium pay assignment and is an assignment from a base 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 17 pay ranges (labeled GRD00010 to GRD00170). There are also levels within these ranges, which are found after the dash. Level 01 indicates the standard ranges. Specialized ranges such as Fire (F4,F5) or Engineers (E1) have different levels with different rates. 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

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.

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.

EEO CODES FOR JOBS REPORT

Column Headings and Code Definitions

JOB ID Each classification in the City is assigned a Job number.

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 positions a working title for internal bureau use.

Affirmative Action goals are set for the following primary categories:

EEOC Code Federal Equal Employment Opportunity Commission (EEOC) Job Category Number

41	Official/Administrator	45	Protective Services, Non-sworn
42	Professional	46	Administrative Support
43	Technician	47	Skilled Craft
44	Protective Services, Sworn	48	Service Maintenance

Functional Category:

AC	Accounting	EN	Environmental	LE	Law Enforcement
AM	Auto Maintenance	EO	Equipment Operation	LL	Legal
BI	Building Inspections	ER	Engineering and Related	OS	Office Support
BO	Botanic	FI	Fire	PL	Planning
BT	Building Trades	FL	Financial	PM	Program Management
CI	Code Inspections	GA	General Administrative	PR	Parks/Recreation
CR	Community Relations	GM	General Maintenance	RM	Risk Management
DR	Bureau Director	HR	Human Resources	SP	Store and Purchases
EC	Emergency Communications	IT	Information Technology	VI	Video
EL	Electronics	LB	Lab	WA	Water

Census Code Federal Equal Employment Opportunity Commission Census Code.
This is a three digit code. Leading zeroes do not appear.