

Ordinance No. 120653

Council Bill No. 113947

AN ORDINANCE, relating to City employment, which adjusts the pay band structures for the City's discretionary pay programs for the year 2002, establishes spending limits for base pay and variable performance pay as applicable to specific compensation programs; amends and retitles Seattle Municipal Code (SMC) 4.20.300, *Payment for performance of out-of-class and limited term assignment duties*, to clarify discretionary pay program definitions and to better align the discretionary pay programs' out-of-class (OOC) pay provisions with the provisions of other programs based on the City's experience, and establishes OOC pay rates for executives and revises OOC rates for the non-represented Information Technology Professional and Manager and Strategic Advisor compensation programs.

CF No.

Date Introduced:	NOV - 5 2001	
Date 1st Referred:	NOV - 5 2001	To: (committee) <b>BUDGET</b>
Date Re - Referred:		To: (committee)
Date Re - Referred:		To: (committee)
Date of Final Passage:	11-26-01	Full Council Vote: 9-0
Date Presented to Mayor:	11-26-01	Date Approved: 11/30/01
Date Returned to City Clerk:	12/3/01	Date Published: 13 pr. T.O. F.T. <input checked="" type="checkbox"/>
Date Vetoes by Mayor:		Date Veto Published:
Date Passed Over Veto:		Veto Sustained:

The City of Seattle - Legislative Department  
Council Bill/Ordinance sponsored by: Law

**Committee Action:**

11-16-01 Pass 9-0  
11-26-01 Passed 9-0

This file is complete and ready for presentation to Full Council. Com

*Law Department*

Law Dept. Review

*[Signature]*  
OMP Review

*[Signature]*  
City Clerk Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: Jan Praga

Councilmember



Committee Action:

11-16-01 Pass 9-0  
11-26-01 Passed 9-0

This file is complete and ready for presentation to Full Council. Committee: \_\_\_\_\_  
(Initial/Date)

*Law Department*

Law Dept. Review

OMP Review

City Clerk Review

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Indexed

*Jan Praga*  
*Approved*  
*Full Text Loaded*

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BUDGET

T.O.   
F.T.

ORDINANCE 120653

1  
2 AN ORDINANCE, relating to City employment, which adjusts the pay band structures for the  
3 City's discretionary pay programs for the year 2002; establishes spending limits for base  
4 pay and variable performance pay as applicable to specific compensation programs;  
5 amends and retitles Seattle Municipal Code (SMC) 4.20.300, *Payment for performance of*  
6 *out-of-class and limited term assignment duties*, to clarify discretionary pay program  
7 definitions and to better align the discretionary pay programs' out-of-class (OOC) pay  
8 provisions with the provisions of other programs based on the City's experience, and  
9 establishes OOC pay rates for executives and revises OOC rates for the non-represented  
10 Information Technology Professional and Manager and Strategic Advisor compensation  
11 programs.

12 WHEREAS, the Accountability Pay for Executives Program (APEX) was established by  
13 Ordinance #118782, and further modified by Ordinance #119706, which provided for  
14 adjustment to the pay bands based on a biennial labor market analysis of selected  
15 benchmark classifications as recommended by the Personnel Director; and

16 WHEREAS, the Manager Compensation Program and the Strategic Advisor Compensation  
17 Program, now collectively known as the Manager and Strategic Advisor Compensation  
18 Program (SAM), were established by Ordinances #118783 and #118775 respectively and  
19 further modified by Ordinance #119705, which provided for adjustment to the pay bands  
20 based on a biennial labor market analysis of selected benchmark classifications from each  
21 occupational group as recommended by the Personnel Director; and

22 WHEREAS, the Hearing Examiner pay band was created by Ordinance #120119 which provided  
23 for adjustment to the pay band structure based on a biennial labor market analysis as  
24 recommended by the Personnel Director; and

25 WHEREAS, Ordinance #119954 provided that the Personnel Director shall act on behalf of the  
26 Legislative Department appointing authority to recommend all future adjustments to pay  
27 bands in the Legislative Department Broadband and that the title Executive Manager-City  
28 Auditor be included in these future adjustments; and

WHEREAS, the Power Marketer Compensation Program was established by Ordinance #119351  
which provided for adjustment to the pay band based on a biennial labor market analysis as  
recommended by the Personnel Director; and

WHEREAS, the Information Technology Professional Compensation Program was established  
by Ordinance #119411 and further revised by Ordinance #119776 which provided for  
adjustment to the pay bands as needed and/or at least every two years with the biennium  
budget based upon labor market analysis of selected benchmarks, as recommended by the  
Personnel Director;



1 **NOW THEREFORE,**

2  
3 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

4  
5 **Section 1. Adjusting the pay bands in the Accountability Pay For Executives (APEX)**

6 **Compensation Program.** As recommended by the Personnel Director, the pay bands in the APEX  
7 Compensation Program will be adjusted as shown below. These rates for 2002 shall be effective  
8 1-2-02.  
9

10 <b><u>APEX Market Group</u></b>	11 <b><u>2001 Pay Band Rates</u></b>	12 <b><u>2002 Pay Band Rates</u></b>
13 Executive 1	\$27.77 - \$41.65	\$28.74 - \$43.10
14 Executive 2	\$31.56 - \$47.34	\$32.66 - \$49.00
15 Executive 3	\$38.79 - \$58.19	\$40.15 - \$60.23
16 Executive 4	\$48.82 - \$73.22	\$50.53 - \$75.79

17 **Section 2. Adjusting the pay bands in the Manager and Strategic Advisor (SAM)**

18 **Compensation Program.** As recommended by the Personnel Director and in accordance with  
19 Ordinance #119705, the pay bands in the SAM Compensation Program will be adjusted as  
20 shown below. The adjustments to each pay band shall encompass all occupational groups which  
21 constitute the class series. Temporary titles associated with the SAM compensation program  
22 shall be adjusted as provided for in Ordinance #120261. All pay band changes will be effective  
23 1-2-02.  
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<u>SAM Pay Band Titles</u>	<u>2001 Pay Band Rates</u>	<u>2002 Pay Band Rates</u>
Manager 1 (all classes)	\$21.74 - \$32.62	\$22.50 - \$33.76
Manager 2 (all classes)	\$25.69 - \$38.53	\$26.58 - \$39.88
Manager 3 (all classes)	\$29.64 - \$44.46	\$30.68 - \$46.02
Strategic Advisor 1 (all classes)	\$21.74 - \$32.62	\$22.50 - \$33.76
Strategic Advisor 2 (all classes)	\$25.69 - \$38.53	\$26.58 - \$39.88
Strategic Advisor 3 (all classes)	\$29.64 - \$44.46	\$30.68 - \$46.02

**Section 3. Adjusting the pay bands in the Legislative Department and associated titles in the City Auditor's Office.** As recommended by the Personnel Director the pay bands for the following titles will be adjusted as shown below effective 1-2-02:

<u>Legislative Pay Band Title</u>	<u>2001 Pay Band Rates</u>	<u>2002 Pay Band Rates</u>
Executive Manager-Auditor	\$27.77 - \$73.22	\$28.74 - \$75.79
Executive Manager-Legislative	\$27.77 - \$73.22	\$28.74 - \$75.79
Strategic Advisor-Audit	\$21.74 - \$44.46	\$22.50 - \$46.02
Strategic Advisor-Legislative	\$21.74 - \$44.46	\$22.50 - \$46.02
Hearing Examiner	\$41.65 - \$73.22	\$32.66 - \$75.79
Legislative Assistant	\$10.91 - \$38.13	\$11.29 - \$39.46

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1           **Section 4. Adjusting the pay band in the Power Marketer Compensation Program.** As  
2 recommended by the Personnel Director the pay band for the following title will be adjusted as  
3 noted effective 1-2-02:

<u>Power Marketer Title</u>	<u>2001 Pay Band Rates</u>	<u>2002 Pay Band Rates</u>
Power Marketer	\$26.32 - \$45.67	\$27.24 - \$47.28

4           **Section 5. Adjusting the pay bands in the non-represented Information Technology**  
5 **Professional (ITP) Compensation Program.** As recommended by the Personnel Director, the pay  
6 bands for non-represented titles in the ITP compensation program shall be adjusted as noted  
7 below. Temporary titles associated with the non-represented ITP compensation program shall be  
8 adjusted as provided for in Ordinance #120261. These pay band changes shall be effective 1-2-  
9 02.

<u>ITP Pay Band Titles</u>	<u>2001 Pay Band Rates</u>	<u>2002 Pay Band Rates</u>
Information Technology Professional A, Exempt	\$29.64 - \$44.46	\$30.68 - \$46.02
Information Technology Professional B, Exempt	\$25.69 - \$38.53	\$26.58 - \$39.88
Information Technology Professional C, Exempt	\$22.25 - \$33.37	\$23.02 - \$34.54
Information Technology Professional B	\$25.69 - \$38.53	\$26.58 - \$39.88
Information Technology Professional C	\$22.25 - \$33.37	\$23.02 - \$34.54

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**Section 6. Amending and retitling SMC 4.20.300 to clarify discretionary pay program definitions and to better align the out-of-class pay provisions for discretionary pay programs with out-of-class provisions of other programs based on the City's experience.** SMC 4.20.300, *Payment for performance of out-of-class and limited term assignment duties*, Ordinance 97330, as last amended by Ordinance 120181, is hereby retitled and amended as follows:

**4.20.300 Payment for performance of out-of-class ((and limited term assignment-)) duties.**

**A. Definitions**

1. ~~((The phrase "delegated pay discretion" describes compensation programs in which the appointing authority, in accordance with guidelines and procedures established by the Personnel Director, is granted discretion to set pay within the salary range.))~~ "Continuous out-of-class assignment" means a regularly scheduled part-time or full-time ongoing out-of-class assignment to perform and receive compensation for the duties of the same higher-paying title.

2. ~~((("Limited term assignment" means the temporary assignment of duties and responsibilities typically associated with one (1) position to the incumbent ("assignee") of another position when the assignee's position is allocated to a classification in a compensation program with delegated pay discretion. The phrase "delegated pay discretion" describes ))~~ "Discretionary pay program" means a compensation program((s)) in which the appointing authority, in accordance with guidelines and procedures established by the Personnel Director, is granted discretion to set pay within the ((salary range))pay zone.

3. ~~((("Out-of-class assignment" means the temporary assignment of duties and responsibilities associated with a higher-paid position to the incumbent of a lower-paid position when the incumbent's position is not included in a compensation program with delegated pay discretion.))~~ "Hourly employee" means an employee who is compensated on an hourly basis for each hour of work performed, including time in excess of 40 hours per workweek.

4. ~~((("Proper authority" shall be the appointing authority or his or her designated management representative.))~~ "Out-of-class assignment" means the temporary assignment c.

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1 ~~one or more employees to perform the normal ongoing~~ duties and responsibilities associated with  
2 ~~a higher-((paid)) paying title. ((position to the incumbent of a lower-paid position when the~~  
3 ~~incumbent's position is not included in a compensation program with delegated pay discretion.))~~

4 5. ~~((“Threshold” means the amount of time an employee must perform out-of-class~~  
5 ~~or limited term assignment duties prior to being compensated for the performance of those~~  
6 ~~duties. The threshold shall consist of consecutive work hours or work days. The threshold must~~  
7 ~~be satisfied for each out-of-class or limited term assignment.))~~ “Proper authority” ((shall  
8 be)) means the appointing authority or his or her designated management representative.

9 6. “Salaried employee” means an employee who is not eligible for overtime and who  
10 each pay period regularly receives a predetermined amount constituting all or part of his or her  
11 compensation.

12 7. “Threshold” means the amount of time an employee must perform out-of-class  
13 ((or limited term assignment)) duties prior to being compensated for the performance of those  
14 duties. The threshold shall consist of consecutive work hours or work days. The threshold must  
15 be satisfied for each out-of-class ((or limited term)) assignment.

16 B. Except as otherwise provided in authorized collective bargaining agreements, qualified  
17 employees assigned by proper authority to perform the ongoing duties and accept the  
18 responsibilities of a higher-~~((paid classification or position))~~ paying title in order to avoid a  
19 significant interruption of work or services shall be paid as provided herein while performing  
20 such duties. Each out-of-class assignment is limited to six (6) months unless an extension is  
21 authorized by the appointing authority, except that an out-of-class assignment to be the head of  
22 an employing unit is limited to twelve (12) months following the occurrence of a vacancy and for  
23 up to ninety (90) days after a City Council rejection of a nominee to fill the vacancy. Appropriate  
24 reasons for the assignment of out-of-class ((or limited term assignment)) duties include:

- 25 1. Absence of a position incumbent;
- 26 2. Peak workload projects;
- 27 3. Position vacancy; or
- 28 4. Completion of a special project.

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1 C. An employee whose ~~((regular position))~~ primary title is not included in a  
2 ~~((compensation))~~ discretionary pay program ~~((with delegated pay discretion ))~~ may be assigned to  
3 work out-of-class in a higher-~~((paid position))~~ paying title that is not included in a  
4 ~~((compensation))~~ discretionary pay program ~~(( with delegated pay discretion ))~~; or may be assigned  
5 to work out-of-class in a ~~((position ))~~ title that is ~~((allocated to a classification in a compensation  
6 program with delegated pay discretion ))~~ associated with a discretionary pay program. ~~((Unless  
7 approved by the Classification and Compensation Director of the Personnel Department, an  
8 employee who is a Manager or Strategic Advisor may not be assigned to work out of class in an  
9 APEX position.))~~

10 1. Payment for out-of-class assignment to a title that is not associated with a  
11 discretionary pay program shall be determined as in promotion (Seattle Municipal Code Section  
12 4.20.080 B).

13 2. ~~((The threshold for payment of an out-of-class rate of pay is four (4) hours for  
14 hourly employees and ten (10) days for salaried employees.))~~ Payment for an out-of-class  
15 assignment to a title that is associated with a discretionary pay program must use the designated  
16 out-of-class pay rates established for the particular program. Within such out-of-class pay  
17 structure, the appointing authority or designated management representative shall have discretion  
18 for placement.

19 3. Cumulative (Hours) hours worked in an out-of-class assignment will be credited  
20 toward salary step placement in the event the employee who was so assigned is  
21 ~~((promoted))~~ appointed, or his or her position reclassified, to the same ~~((class ))~~ title as the out-of-  
22 class assignment, within twelve (12) months of the end of such out-of-class assignment; except  
23 that hours worked in an out-of-class assignment to a ~~((classification ))~~ title in a ~~((compensation  
24 program with delegated pay discretion))~~ discretionary pay program shall not be counted toward  
25 salary placement in the event of ~~((promotion ))~~ appointment or reclassification to a  
26 ~~((classification ))~~ title in a ~~((compensation ))~~ discretionary pay program ~~(( with delegated pay  
27 discretion)).~~

28 4. ~~((For each consecutive twelve (12) month period that an employee is assigned to  
perform the same out-of-class duties on a full-time continuous basis he or she will receive a step~~

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1 ~~increment in the higher salary range~~ An employee with a continuous out-of-class assignment to  
2 a title that is not associated with a discretionary pay program will receive a step increment each  
3 two thousand and eighty-eight (2088) straight-time hours while so assigned; provided, that he or  
4 she has not already received an increment because of increases to the primary pay rate; provided  
5 further, that such increment does not exceed the top step of the higher salary range.

6 D. ~~An employee ((of a compensation program with delegated pay discretion))~~ who is  
7 regularly appointed to a position with a title included in a discretionary pay program may be  
8 assigned by proper authority to perform ~~((some or all of))~~ the duties associated with another  
9 ~~((classification or))~~ position ((on a limited term assignment)) in the same pay zone and his or her  
10 salary temporarily adjusted in accordance with the base salary-setting rules associated with that  
11 program. ((The appointing authority may grant a temporary increase to the employee's base  
12 salary to compensate him or her for the limited term assignment but may not exceed the  
13 maximum of the pay zone to which the employee's regular position is allocated; provided, that  
14 such employee may be given a limited term assignment to a position assigned to the  
15 Accountability Pay for Executives (APEX) Program and paid at the minimum rate of the  
16 appropriate market group if such minimum rate exceeds his or her normal rate of pay. The  
17 threshold for compensation for a limited term assignment is ten (10) days.))

18 E. ~~((An employee who holds an APEX position may be temporarily assigned additional~~  
19 ~~duties normally associated with another APEX position in the same or different market group.~~  
20 ~~Except when such assignment is to be acting head of an employing unit, there shall be no~~  
21 ~~adjustment to the base salary.))~~ An employee  
22 whose position is assigned to a discretionary pay program may be assigned by proper authority  
23 to perform the duties associated with another pay zone in the same program or with another title  
24 in a different compensation program, and compensated as provided in Sections C 1 or C 2 of this  
25 ordinance as appropriate.

26 F. ~~((Any employee may be designated by proper authority to be acting head of an employing~~  
27 ~~unit for up to twelve (12) months following the occurrence of a vacancy and for up to ninety (90)~~  
28 ~~days after a City Council rejection of a nomination to fill the vacancy. An employee so assigned~~  
~~shall be paid the minimum rate of the market group to which the vacant position is assigned;~~



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1 provided, that application of this provision shall not result in a pay reduction.)) The threshold for  
2 compensation for out-of-class assignments shall be four (4) hours for hourly employees and ten  
3 (10) days for salaried employees.

4 **Section 7. Establishing out-of-class (OOC) pay rates for APEX titles and revising OOC**  
5 **rates for non-represented ITP and SAM titles.** To provide increased flexibility to managers in  
6 applying OOC rates for APEX, SAM and ITP titles, the following OOC titles and rates are  
7 established effective 1-02-02:  
8

<u>Title</u>	<u>Rate 1</u>	<u>Rate 2</u>	<u>Rate 3</u>	<u>Rate 4</u>	<u>Rate 5</u>	<u>Rate 6</u>	<u>Rate 7</u>	<u>Rate 8</u>
9 Exec OOC - A	\$28.74	\$29.34	\$29.94	\$30.54	\$31.14	\$31.74	\$32.34	\$32.94
10 Exec OOC - B	\$33.54	\$34.14	\$34.74	\$35.34	\$35.94	\$36.54	\$37.14	\$37.74
11 Exec OOC - C	\$38.34	\$38.94	\$39.54	\$40.14	\$40.74	\$41.34	\$41.94	\$42.54
12 Exec OOC - D	\$43.14	\$43.74	\$44.34	\$44.94	\$45.54	\$46.14	\$46.74	\$47.34
13 Exec OOC - E	\$47.94	\$48.54	\$49.14	\$49.74	\$50.34	\$50.94	\$51.54	\$52.14
14 Exec OOC - F	\$52.74	\$53.34	\$53.94	\$54.54	\$55.14	\$55.74	\$56.34	\$56.94
15 Exec OOC - G	\$57.54	\$58.14	\$58.74	\$59.34	\$59.94	\$60.54	\$61.14	\$61.74
16 Exec OOC - H	\$62.34	\$62.94	\$63.54	\$64.14	\$64.74	\$65.34	\$65.94	\$66.54
17 Exec OOC - I	\$67.14	\$67.74	\$68.34	\$68.94	\$69.54	\$70.14	\$70.74	\$71.34
18 Exec OOC - J	\$71.94	\$72.54	\$73.14	\$73.74	\$74.34	\$74.94	\$75.54	\$75.79

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	<u>Rate 1</u>	<u>Rate 2</u>	<u>Rate 3</u>	<u>Rate 4</u>	<u>Rate 5</u>	<u>Rate 6</u>	<u>Rate 7</u>	<u>Rate 8</u>
1								
2	<b>Title</b>							
3	SAM OOC - A	\$22.50	\$22.80	\$23.10	\$23.40	\$23.70	\$24.00	\$24.30
4	SAM OOC - B	\$24.90	\$25.20	\$25.50	\$25.80	\$26.10	\$26.40	\$26.70
5	SAM OOC - C	\$27.30	\$27.60	\$27.90	\$28.20	\$28.50	\$28.80	\$29.10
6	SAM OOC - D	\$29.70	\$30.00	\$30.30	\$30.60	\$30.90	\$31.20	\$31.50
7	SAM OOC - E	\$32.10	\$32.40	\$32.70	\$33.00	\$33.30	\$33.60	\$33.90
8	SAM OOC - F	\$34.50	\$34.80	\$35.10	\$35.40	\$35.70	\$36.00	\$36.30
9	SAM OOC - G	\$36.90	\$37.20	\$37.50	\$37.80	\$38.10	\$38.40	\$38.70
10	SAM OOC - H	\$39.30	\$39.60	\$39.90	\$40.20	\$40.50	\$40.80	\$41.10
11	SAM OOC - I	\$41.70	\$42.00	\$42.30	\$42.60	\$42.90	\$43.20	\$43.50
12	SAM OOC - J	\$44.10	\$44.40	\$44.70	\$45.00	\$45.30	\$45.60	\$45.90
13								
14	<b>Title</b>	<b><u>Rate 1</u></b>	<b><u>Rate 2</u></b>	<b><u>Rate 3</u></b>	<b><u>Rate 4</u></b>	<b><u>Rate 5</u></b>	<b><u>Rate 6</u></b>	<b><u>Rate 7</u></b>
15	IIP OOC - 1	\$23.02	\$23.31	\$23.60	\$23.89	\$24.18	\$24.47	\$24.76
16	IIP OOC - 2	\$25.34	\$25.63	\$25.92	\$26.21	\$26.50	\$26.79	\$27.08
17	IIP OOC - 3	\$27.66	\$27.95	\$28.24	\$28.53	\$28.82	\$29.11	\$29.40
18	IIP OOC - 4	\$29.98	\$30.27	\$30.56	\$30.85	\$31.14	\$31.43	\$31.72
19	IIP OOC - 5	\$32.30	\$32.59	\$32.88	\$33.17	\$33.46	\$33.75	\$34.04
20	IIP OOC - 6	\$34.62	\$34.91	\$35.20	\$35.49	\$35.78	\$36.07	\$36.36
21	IIP OOC - 7	\$36.94	\$37.23	\$37.52	\$37.81	\$38.10	\$38.39	\$38.68
22	IIP OOC - 8	\$39.26	\$39.55	\$39.84	\$40.13	\$40.42	\$40.71	\$41.00
23	IIP OOC - 9	\$41.58	\$41.87	\$42.16	\$42.45	\$42.74	\$43.03	\$43.32
24	IIP OOC - 10	\$43.90	\$44.19	\$44.48	\$44.77	\$45.06	\$45.35	\$45.64
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1 After a reasonable period of time for implementation of the above titles and rates, the following  
2 titles will be abolished:

3 Pay Zone 1A OOC	Pay Zone 2C OOC	IT Pay Band A OOC, Exempt
4 Pay Zone 1B OOC	Pay Zone 3A OOC	IT Pay Band B OOC
5 Pay Zone 1C OOC	Pay Zone 3B OOC	IT Pay Band C OOC
6 Pay Zone 2A OOC	Pay Zone 3C OOC	
7 Pay Zone 2B OOC		

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9 **Section 8. Establishing spending limits for base pay and Variable Performance Pay**  
10 **(VPP) for the APEX and SAM Programs.** A limit on each department's overall spending for  
11 total base pay adjustments in 2002 for the APEX, Manager, and Strategic Advisor Programs is  
12 hereby established as 4.2% of total baseline salaries for the year. If a decision is made to fund  
13 Variable Performance Pay (VPP) awards for the APEX and SAM programs for 2002, a limit on  
14 each department's overall spending for VPP awards in 2002 is hereby established as 2% of  
15 APEX/SAM baseline salaries. These percentages will be based on each department's actual  
16 annual program baseline salary costs as of January 1, 2002, including new positions in the 2002  
17 budget and including allowance for vacant positions, but not including any 2002 base pay  
18 adjustments or market adjustments. These limits shall apply to each department's overall  
19 spending for the combined APEX and SAM programs. The Personnel Director may approve, if  
20 necessary and appropriate, properly documented exceptions to the spending limits for retention  
21 or hiring costs or for small departments. Department heads are hereby directed to report annual  
22 baseline salary data to the Personnel Director in accordance with procedures established by the  
23 Personnel Director.  
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2 **Section 9. Establishing spending limits for base pay for non-represented positions in the**  
3 **Information Technology Professional (ITP) Program.** A limit on each department's overall  
4 spending for base pay adjustments in 2001 for non-represented positions in the Information  
5 Technology Professional Program is hereby established as 4.2% of total baseline salaries for the  
6 year. This percentage will be based on each department's actual annual program baseline salary  
7 costs as of January 1, 2002, including new positions in the 2002 budget and including allowance  
8 for vacant positions, but not including any 2002 base pay adjustments or market adjustments.  
9 This limit shall apply to each department's overall spending for non-represented positions in the  
10 Information Technology Professional Program. The Personnel Director may approve, if  
11 necessary and appropriate, properly documented exceptions to the spending limits for retention  
12 or hiring costs or for small departments. Department heads are hereby directed to report annual  
13 baseline salary data to the Personnel Director in accordance with procedures established by the  
14 Personnel Director.  
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17  
18 **Section 10.** Any act consistent with this authority and prior to the effective date of this  
19 ordinance is hereby ratified and confirmed.  
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**Section 11.** This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

Passed by the City Council the 24<sup>th</sup> day of November, 2001, and signed by me in open session in authentication of its passage this 26<sup>th</sup> day of November, 2001.

Margaret Peers  
President of the City Council

Approved by me this 30<sup>th</sup> day of November, 2001.

Paul Schell  
Paul Schell, Mayor

Filed by me this 3<sup>rd</sup> day of Dec, 2001.

Jessica E. Pippin  
City Clerk

(Seal)

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# City of Seattle

Paul Schell, Mayor

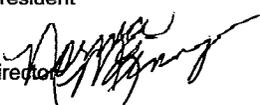
## Personnel Department

Norma J. McKinney, Director

### MEMORANDUM

**DATE:** October 29, 2001

**TO:** Honorable Margaret Pageler, President  
Seattle City Council

**FROM:** Norma McKinney, Personnel Director 

**SUBJECT:** Proposed Legislation related to the City's Discretionary Pay Programs

The attached proposed legislation will implement adjustments to the pay ranges of the City's discretionary pay programs, effective January 2, 2002. These programs are:

- Accountability Pay for Executives (APEX) Program
- Strategic Advisor and Manager (SAM) Programs
- Legislative Department and City Auditor's Office Broadbands
- Power Marketers
- Non-Represented Information Technology Professional (ITP) Program

This legislation will also implement spending limits for 2002 for the APEX, SAM, and ITP Programs. The rates shown in the legislation reflect the 2002 adjustments to the 2001 bands as recommended by the Personnel Director.

Sections 1-5: Recommends adjustments to the pay bands for all of the discretionary pay programs.

Section 6: Amends and retitles the Seattle Municipal Code regarding the out-of-class (OOC) pay provisions for discretionary pay programs.

Section 7: Establishes OOC rates for the APEX program and revises the OOC rates for the SAM and non-represented ITP programs to provide a mechanism to implement the changes indicated in section 6 of the ordinance.

Section 8: Establishes spending limits for base pay and Variable Performance Pay, if funded, for the APEX and SAM programs for 2002.

Section 9: Establishes spending limits for base pay for the non-represented ITP program for 2002.

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Personnel Department, Dexter Horton Building, 710 Second Avenue, 12th Floor, Seattle, WA 98104-1793  
General Tel: (206) 684-7664, TDD: (206) 684-7888, Fax: (206) 684-4157, <http://www.ci.seattle.wa.us>  
Recorded Job Line: (206) 684-7999, Employment Website: [www.ci.seattle.wa.us/jobs](http://www.ci.seattle.wa.us/jobs)  
An equal employment opportunity employer. Accommodations for people with disabilities provided upon request.

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Honorable Margaret Fageler  
October 29, 2001  
Page 2

Although this ordinance does not represent new costs beyond those already planned and accounted for in the budget, the fiscal note shows the potential costs accountable to these programs. As this is a one year ordinance, there is no compounding impact for subsequent years.

If you have any questions or need additional information, please contact Nancy Schaefer, Classification/Compensation Director, at 386-9081. Thank you.

NM:NS

Attachment: Pay Band Ordinance

cc: Honorable Jan Drago, Chair, Finance Committee

G:\CC\Ordinances\2000\Payband Ord\Pay Band Trans Memo.doc

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## Fiscal

Each piece of legislation that is financial in nature requires a fiscal note. The fiscal note should be drafted by department staff and should identify operating, capital, revenue, and FTE impacts of the legislation. After preparation by departmental staff, the City Budget Office will review and make necessary revisions before transmittal to Council.

<b>Department:</b> Personnel, Class/Comp Division	<b>Contact Person/Phone:</b> Donna Cook, 615-1373 Nancy Schaefer, 386-9081	<b>CBO Analyst/Phone:</b> Greg Petersen 684-8075
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**Legislation Title:** AN ORDINANCE, relating to City employment, which adjusts the pay band structures for the City's discretionary pay programs for the year 2002; establishes spending limits for base pay and variable performance pay as applicable to specific compensation programs; amends and retitles Seattle Municipal Code (SMC) 4.20.300, *Payment for performance of out-of-class and limited term assignment duties*, to clarify discretionary pay program definitions and to better align the discretionary pay program's out-of-class (OOC) pay provisions with the provisions of other programs based on the City's experience, and establishes OOC pay rates for executives and revises OOC rates for the non-represented Information Technology Professional and Manager and Strategic Advisor compensation programs.

**Summary of the Legislation:** This legislation provides the annual adjustment to the pay band structure and establishes the spending limits for the City's discretionary pay programs. The SMC regarding OOC for these discretionary pay programs is amended with new titles established that allow managers more flexibility in rate setting.

**Background (Include justification for the legislation and funding history, if applicable):**

**Public Private Partnership Review Status:**  
No

**Is the legislation subject to public hearing requirements?**  
No

**Fiscal Sustainability Issues (related to grant awards):**

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**Estimated Expenditure Impacts: N/A\***

FUND (List # and/or Account)	2001	2002	2003
	N/A	\$ 2,844,692	\$ 2,844,692
<b>TOTAL</b>			

One-time \$ As noted above      On-going \$ As noted above

\* Although this ordinance does not represent new costs beyond those already planned and accounted for in the budget, this is an estimate of the potential cost accountable to these programs. As this is a one year ordinance, there is no compounding impact for subsequent years.

**Estimated Revenue Impacts: N/A**

FUND (List # and/or Account)	2001	2002	2003
<b>TOTAL</b>			

One-time \$ \_\_\_\_\_      On-going \$ \_\_\_\_\_

**Estimated FTE Impacts: N/A**

FUND (List # and/or Account)	2001	2002	2003
<b>TOTAL</b>			

# Full Time \_\_\_\_\_      # Part Time \_\_\_\_\_      # TES \_\_\_\_\_

Do positions sunset in the future? If yes, identify sunset date?

Other Issues (including long-term implications of the legislation):

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STATE OF WASHINGTON - KING COUNTY

--SS.

139203  
City of Seattle, Clerk's Office

No. ORDINANCE IN FULL

**Affidavit of Publication**

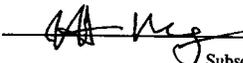
The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12<sup>th</sup> day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:120653 ORD. IN FULL

was published on

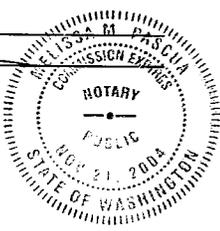
12/17/01

  
Subscribed and sworn to before me on

12/18/01

  
Notary public for the State of Washington,  
residing in Seattle

Affidavit of Publication



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