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**TO:** Elizabeth Pauli, City Manager  
**FROM:** Gary Buchanan, Human Resources Director  
Kari Louie, Senior Compensation & Benefits Manager  
**SUBJECT:** Ordinance Disclosure  
**DATE:** October 5, 2018

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On the agenda for City Council action on October 16, 2018, will be an ordinance to amend the Compensation Plan. This memorandum discloses the contents of the ordinance pursuant to Section 1.12.970 of the Tacoma Municipal Code.

**Section 1:** Amends Sections 1.12.230-232 and 1.12.248 to provide for changes to sick leave and Personal Time Off leave language in order to comply with state law and City ordinance related to accrual and use of mandatory paid sick leave.

**Section 2:** Amends Section 1.12.355 to provide for title changes to three classifications and the addition of one classification to the Compensation Plan. The ordinance will change the titles of Natural Resources Biologist I, II, and III to Natural Resources Specialist I, II, and III to better align with the organizational structure; and create Assistant Fleet Manager as a title that will be nonrepresented, unclassified, and exempt from overtime.

**Section 3:** Amends Section 1.12.640 to provide for an application of rate of 3 percent for employees in the classification of Animal Control and Compliance Officer when assigned by a supervisor to perform training and evaluation duties as outlined in the Letter of Agreement with the Teamsters Local Union No. 117, General Unit.

**Section 4:** Provides for the effective dates of the sections above.

I would be happy to answer any questions you may have.