



Memorandum

TO: Elizabeth Pauli, City Manager
FROM: Shelby Fritz, Human Resources Director
Kari Louie, Assistant Human Resources Director
Karen Short, Senior Human Resources Analyst
SUBJECT: Ordinance Disclosure
DATE: November 29, 2022

On the agenda for City Council action on December 6, 2022, 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 of the Tacoma Municipal Code, Chapter 1.12, Compensation Plan, as provided in Exhibit A to provide for language changes to enable the administration and maintenance of the plan to ensure pay equity and accessibility, streamline process, create efficiencies, and maintain the long-term integrity of the system, as recommended by the classification and compensation study, consistent with the Compensation Philosophy, adopted by Resolution 40526, on December 17, 2019. Changes in Exhibit A include the following:

- Adding Human Resources Director approval of original appointment salary placements higher than the minimum rate of pay.
- That basic salary ranges will consist of full steps, and the current quarter-step increment salary ranges will be eliminated, effective January 2, 2023.
- Changing the time for consideration of the first step increase from 6 months to 12 months, and 12 months thereafter; and making all nonrepresented classifications eligible for automatic step increases.
- Allowing annual lump sum payments, upon Human Resources Director recommendation and Council approval, for employees who pay is over the range maximum, and have had their pay frozen; and lump sum payments for eligible employees who may not receive at least a 5 percent increase in pay.
- Clarifying language regarding step placement upon promotion; the deletion of obsolete application of rate language; and minor housekeeping changes related to titles and gender-neutral language.

Section 2: Amends Section 1.12.355 to provide for the implementation of provisions of the Collective Bargaining Agreement with the International Brotherhood of Electrical Workers, Local 483, Clerical Unit. The agreement was adopted by Resolution 40791, on June 8, 2021, and covers approximately 181, full-time budgeted positions. The section provides for a wage increase effective January 1, 2023, of 3 percent, based on 100 percent of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), Seattle-Tacoma-Bellevue Area, all items, measured from June 2020 to June 2021, with a minimum increase of 2 percent and a maximum increase of 3 percent, and also provides for a market-based wage adjustment of 2 percent.

Section 3: Amends Section 1.12.355 to provide for the implementation of provisions of the Collective Bargaining Agreement with the International Brotherhood of Electrical Workers, Local 483, Court Clerks Unit. The agreement was adopted by Resolution 40999, on July 12, 2022, and covers approximately 18.7, full-time budgeted positions. The section provides for a general wage increase effective January 1, 2023,

of 2.5 percent for the classification of Court Clerk; and a general wage increase of 3 percent and a market-based wage adjustment of 2 percent for the classification of Court Financial Clerk, per the terms of the agreement.

Section 4-5: Amends Section 1.12.355 to provide for the implementation of provisions of the Collective Bargaining Agreement with the International Brotherhood of Electrical Workers, Local 483, Court Clerks Unit. The sections provide for a general wage increase of 2.75 percent effective January 1, 2024, and effective January 1, 2025, per the terms of the agreement.

Section 6: Amends Section 1.12.355 to provide for the implementation of provisions of the Collective Bargaining Agreement with the Tacoma Police Union, Local 6, I.U.P.A. The agreement was adopted by Resolution 40887, on December 14, 2021, and covers approximately 328, full-time budgeted positions. The section provides for a wage increase effective January 1, 2023, of 5 percent, based on 100 percent of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), Seattle-Tacoma-Bellevue Area, all items, with a minimum increase of 1 percent and a maximum increase of 5 percent.

Section 7: Amends Section 1.12.355 to provide for the implementation of provisions of the Collective Bargaining Agreement with the Tacoma Police Management Association, Local 26. The agreement was adopted by Resolution 40888, on December 14, 2021, and covers approximately 20, full-time budgeted positions. The section provides for a wage increase effective January 1, 2023, of 5 percent, based on indexing provisions.

Section 8: Amends Section 1.12.355 to provide for the implementation of provisions of the Collective Bargaining Agreement with the Professional Public Safety Management Association. The agreement was adopted by Resolution 40834, on August 24, 2021, and covers approximately 5, full-time budgeted positions within the Tacoma Police Department. The section provides for a wage increase effective January 1, 2023, of 5 percent, based on indexing provisions.

Section 9-11: Amends Section 1.12.355 to provide for a correction to the pay rates contained in Substitute Ordinance 28597, passed on July 16, 2019. The ordinance corrects rates of pay for the classification of Water Service Mechanic, contained in Sections 2 and 3 retroactive to January 1, 2019, and January 1, 2020; and the classifications of Water Service Mechanic, Water Service Worker, Water Meter Repair Worker and Water Meter Repair Worker, Lead, in Section 4 retroactive to January 1, 2021.

Section 12: Amends Section 1.12.355 to provide for the implementation of pay rates for the classification of Police Officer Recruit, effective January 1, 2023. The compensation for the classification shall mirror the first three steps of Police Officer.

Section 13: Amends Section 1.12.355 to provide for the implementation of the nonrepresented classification and compensation structure, effective January 2, 2023, consistent with the Compensation Philosophy adopted by Resolution 40526, on December 17, 2019. The list of new nonrepresented classification titles, appointive designation if applicable, and overtime category is provided as Exhibit B. Classifications designated as Overtime Category D are exempt, salaried, and not eligible for overtime. Classifications categorized as Category E are exempt, salaried and not eligible for overtime compensation except when assigned to work outside of normal work hours due to emergency situations.

Section 14: Provides for the effective dates.

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