



TO: Hyun Kim, Interim City Manager
FROM: Linnaea Jablonski, Human Resources Director
Kari Louie, Assistant Human Resources Director
Vanessa Peterson, Senior Human Resources Consultant
COPY: City Council and City Clerk
SUBJECT: Pay and Compensation Ordinance – March 24, 2026
DATE: March 9, 2026

SUMMARY AND PURPOSE:

An ordinance amending Chapter 1.24 of the Municipal Code, relating to the Personnel Rules, Sections 1.24.971, 1.24.974, 1.24.976 and 1.24.977 to reflect current City policies, practices, and procedures, and provide a probationary period for Railway Conductor Trainee.

BACKGROUND:

The ordinance requests approval for amendments to the Tacoma Municipal Code (TMC), relating to the Personnel Rules, Section 1.24.971, 1.24.974, 1.24.976 and 1.24.977. The Civil Service Board has reviewed and approved support of these recommended changes at the Civil Service Board meeting on March 5, 2026, and transmitted them to the City Clerk.

The changes are being made to reflect the job titles currently in use for classified positions within Tacoma Rail, and to provide for a 9-month probationary period for the classification of Railway Conductor Trainee. Changes are being made to the following sections:

1.24.971 – Railway employees defined. Changes the title for Railway Switching Supervisor and Railway Switch Operator to Railway Conductor; and removes the obsolete title of Railway Car Inspector.

1.24.974 – Probation. Clarifies the probationary period for a Railway Conductor that trains for the classification of Locomotive Engineer shall be 45 working days; and adds a probationary period for the new classification of Railway Conductor Trainee of nine (9) months to successfully complete programmatic steps to obtain a Conductor certification.

1.24.976 – Clarifies titles regarding the certification of eligibles for Railroad Switching Supervisor, Locomotive Engineer and Railroad Yardmaster; and amends the title of Railroad Switching Supervisor to Railway Conductor.

1.24.977 – Seniority. Amends the language to provide that the seniority of incumbent classified railway personnel shall be fixed solely by the date of first active employment in the position for which seniority is established, or as provided in a collective bargaining agreement.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

2025 STRATEGIC PRIORITIES:

Economy/Workforce: Moderate Opportunity

Explain how your legislation will affect the selected indicator(s).



ALTERNATIVES:

Presumably, your recommendation is not the only potential course of action; please discuss other alternatives or actions that City Council or staff could take. Please use table below.

Alternative(s)	Positive Impact(s)	Negative Impact(s)
Do not approve changes	N/A	unknown

EVALUATION AND FOLLOW UP:

STAFF/SPONSOR RECOMMENDATION:

Authorization from the City Council by ordinance is required to authorize changes to the Tacoma Municipal Code as affirmed by the Civil Service Board.

FISCAL IMPACT:

What Funding is being used to support the expense?

Are the expenditures and revenues planned and budgeted in this biennium’s current budget?

No

Are there financial costs or other impacts of not implementing the legislation?

No

Will the legislation have an ongoing/recurring fiscal impact?

No

Will the legislation change the City’s FTE/personnel counts?

No

ATTACHMENTS: