

Order 6-15/16

Passage: 9-0 on 7/6/2015

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

Effective 7/16/2015

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER AMENDING PERSONNEL POLICIES AND PROCEDURES
RE: NON-PERMANENT EMPLOYMENT, PROMOTIONS, ACTING
CAPACITY, HEALTH INSURANCE, CONVERSION OF SICK LEAVE,
AND APPENDIX A UPDATE**

ORDERED, that the City of Portland's Personnel Policies and Procedures dated July 1, 2014, is hereby amended as follows:

IV. DEFINITIONS OF TYPES OF EMPLOYMENT

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B. Non-Permanent Employment

Non-permanent employees are "at-will" employees, serve at the pleasure of the City Manager and are not subject to Administrative Regulation 25. Except as expressly and specifically indicated in this Section IV.B., non-permanent employees are generally not eligible for the benefits provided herein; however, the City will make an offer of affordable health coverage to any non-permanent employee who the City determines, in its sole discretion, is qualified for such an offer under the Patient Protection and Affordable Care Act.

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V. PERSONNEL ACTIONS

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B. Promotions

Promotional opportunities are available to all City employees through the normal competitive selection procedures. Current employees who compete for a promotional position will be given preference among applicants the City deems equally qualified for the position. If an employee is promoted, ~~he will be compensated at the minimum of the appropriate grade or at the step or place in the range which provides a minimum 5% increase, whichever is greater~~ he or she will be placed on the higher pay grade. In consultation with Human Resources, the department will determine the

appropriate new pay rate, based on a combination of factors, i.e., nature, scope, significance and impact of responsibilities to be performed; job classification (role, level and new salary grade) of the higher level job; and internal equity with other staff members in the same role within the department. In no case will a promotional pay increase result in an increase of less than 5%. At no time will an employee be paid more than the maximum step of the assigned grade.

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I. Acting Capacity

Any employee who is temporarily assigned to work of a higher classification shall receive additional compensation ~~at the minimum of the higher pay grade or 5%, whichever is greater~~ that places them on the higher pay grade. In consultation with Human Resources, the department will determine the appropriate acting pay to award and how it will be paid based on a combination of factors, i.e., nature, scope, significance and impact of responsibilities to be performed; length of acting assignment; job classification (role, level and salary range) of the higher level job; impact on the staff member's primary responsibilities in the current job; impact on the number of hours required to complete all work assignments; eligibility to receive overtime payment if the job is non-exempt, and internal equity with other staff members in the same role within the department. In no case will Acting Capacity pay result in an increase of less than 5%. This provision is intended to apply when a vacancy exists, during a leave of absence or other unusual situations. Acting Capacity pay should not be granted when an employee is covering for an employee who is on vacation or who is using normal sick leave-, nor should it be granted when an employee is performing work within the same classification and pay grade.

VI. WAGES AND BENEFITS

A. General Benefits

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4. Insurance

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- b. The City pays 100% of the single subscription level for employees who were employed in a permanent full-time position after May 3, 1984 and will pay 53% of the cost for any subscription level above the single-person rate, as appropriate, based upon that employee's eligibility. Effective no sooner than January 1, 2016, the City will pay 85% of the medical insurance premium for an individual subscription per employee. Annually, the employee will have the opportunity to earn up to a 15% premium credit by meeting the five (5) requirements of the City's wellness

program that consist of completing a health risk assessment (3%), completing biometric testing (3%), meeting with a health coach (3%), documenting fitness related activity (3%), and being tobacco free or enrolled in a smoking cessation program (3%).

G. Leaves of Absence

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3. Sick Leave

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c. **Unused Sick Leave Benefits**

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(v) Conversion to Personal Leave

Any permanent employee working the standard work week who has been employed by the City for twelve (12) consecutive months as of the beginning of the fiscal year is eligible to convert up to two (2) days of previously earned sick leave to an equivalent amount of personal leave. Employees are given the opportunity to elect conversion of sick leave to personal leave during the month of July. Employees who reach their one (1) year anniversary during the fiscal year may make their election during their anniversary month for that year only.

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7-5-15

**APPENDIX A
NON-UNION CLASSIFICATION PLAN**

SALARY GRADE

POSITION TITLE

ELECTED
OFFICIALS

MAYOR
CITY COUNCILORS

COUNCIL
APPOINTEES

CITY CLERK
CITY MANAGER
CORPORATION COUNSEL

15

DEPUTY CITY MANAGER

14

AIRPORT DIRECTOR
DIRECTOR OF HEALTH AND HUMAN SERVICES
DIRECTOR OF HUMAN RESOURCES (formerly Grade 13)
DIRECTOR OF PLANNING AND DEVELOPMENT
DIRECTOR OF RECREATION & FACILITIES MANAGEMENT
ECONOMIC DEVELOPMENT DIRECTOR (formerly Grade 13)
FINANCE DIRECTOR

	<p>FIRE CHIEF IT DIRECTOR (formerly Grade 13) POLICE CHIEF PUBLIC SERVICES DIRECTOR</p>
13	TAX ASSESSOR
12	<p><u>ASSISTANT AIRPORT DIRECTOR</u> ASSISTANT FINANCE DIRECTOR ASSISTANT FIRE CHIEF ASSISTANT POLICE CHIEF <u>CHIEF OF STAFF</u> LABOR RELATIONS MANAGER (formerly Grade 11) LONG-TERM CARE ADMINISTRATOR PLANNING DIVISION DIRECTOR POLICE COMMANDER</p>
11	<p>AIRPORT DEPUTY DIRECTOR-ADMINISTRATION & PROPERTIES AIRPORT DEPUTY DIRECTOR-ENGINEERING & FACILITIES ASSISTANT AIRPORT MANAGER ASSISTANT DIRECTOR/OPERATIONS ASSOCIATE CORPORATION COUNSEL BENEFITS MANAGER COMMUNITY JUSTICE ADVOCATE DEPUTY FIRE CHIEF DEPUTY FIRE CHIEF/EMS DIRECTOR OF NURSING DIRECTOR OF PUBLIC BUILDINGS ENGINEERING MANAGER ENVIRONMENTAL RESOURCES/OPEN SPACE MANAGER FLEET MANAGER NEIGHBORHOOD PROSECUTOR PARKING DIVISION DIRECTOR POLICE LEGAL ADVISOR POLICE MAJOR PUBLIC HEALTH ADMINISTRATOR RECREATION DIVISION MANAGER TREASURER WATER RESOURCES MANAGER</p>
10	<p>AIRPORT OPERATIONS MANAGER ASSISTANT IT MANAGER CITY COMMUNICATIONS DIRECTOR CONTROLLER DEPUTY CITY ENGINEER DIRECTOR OF PUBLIC ASSEMBLY FACILITIES EMERGENCY COMMUNICATIONS DIRECTOR HOUSING AND NEIGHBORHOOD SERVICES DIRECTOR INSPECTION SERVICES DIVISION DIRECTOR PURCHASING MANAGER SOCIAL SERVICES ADMINISTRATOR TRANSPORTATION PROGRAM MANAGER WATERFRONT COORDINATOR</p>
9	<p>ASSISTANT AIRPORT OPERATIONS MANAGER ASSISTANT DIRECTOR NURSING SERVICES ASSISTANT RECREATION DIRECTOR ASSISTANT TRANSPORTATION FACILITIES MANAGER ASSISTANT TREASURER BUDGET ANALYST DEPUTY DIRECTOR OF INSPECTIONS DEVELOPMENT REVIEW SERVICES MANAGER DIRECTOR OF BUILDING TRADES DIRECTOR OF EEO AND MULTICULTURAL AFFAIRS DIRECTOR OF ELDER AFFAIRS DIRECTOR OF ENVIRONMENTAL SERVICES</p>

DIRECTOR OF NUTRITION AND CENTRAL MEDICAL SUPPLY SERVICES
DIRECTOR OF OPERATIONS/MAINTENANCE
DIRECTOR OF PROJECT MANAGEMENT
DIRECTOR OF SOCIAL SERVICES/ADMISSIONS
FINANCIAL ADMINISTRATOR
FINANCIAL SPECIALIST
GIS MANAGER
GOLF COURSE SUPERINTENDENT
ISLAND/NEIGHBORHOOD ADMINISTRATOR
NETWORK ENGINEER
PROGRAM MANAGER - PUBLIC HEALTH
PROGRAM MANAGER – SHELTER ADMINISTRATOR
PROGRAM MANAGER - SOCIAL SERVICES
TRANSPORTATION SYSTEM ENGINEER
WORKERS' COMP AND SAFETY PROGRAM MANAGER

8 AIRPORT SECURITY & COMMUNICATIONS CENTER MANAGER
APPLICATIONS PROGRAM MANAGER
AQUATIC AND RECREATION MANAGER
ASSISTANT TO THE CITY MANAGER
ATHLETIC FACILITIES AND PROGRAM MANAGER
BUSINESS DEVELOPMENT REPRESENTATIVE
DIRECTOR OF OPERATIONS
DIRECTOR OF RECREATION/COMMUNITY RELATIONS
EMPLOYEE ASSISTANCE COORDINATOR
FOOD SERVICE MANAGER
GOLF COURSE MANAGER
ICE ARENA MANAGER
LABORATORY DIRECTOR
MENTAL HEALTH COORDINATOR
MIS COORDINATOR
POLICE PLANNING AND RESEARCH COORDINATOR
PRINCIPAL ADMINISTRATIVE OFFICER
PRINCIPAL FINANCIAL OFFICER
PROGRAM COORDINATOR
RESIDENT SERVICES DIRECTOR
SAFETY & TRAINING ADMINISTRATOR
THERAPEUTIC RECREATION MANAGER

7 HUMAN RESOURCES ASSOCIATE
PARALEGAL/INSURANCE CLAIMS ADMINISTRATOR
PROGRAMMER ANALYST
SAFETY AND TRAINING OFFICER

6 ASSISTANT PURCHASING MANAGER
SENIOR ADMINISTRATIVE OFFICER
SENIOR HUMAN SERVICES COUNSELOR

5 ADMINISTRATIVE OFFICER
HUMAN RESOURCES ASSISTANT
SENIOR EXECUTIVE ASSISTANT

4 EXECUTIVE ASSISTANT
PARALEGAL/LEGAL ASSISTANT

3 ADMINISTRATIVE ASSISTANT
SENIOR FISCAL CLERK
WORKERS' COMPENSATION CLAIMS ASSISTANT

2 FISCAL CLERK

1 POLICE CADET