

Salary Administration

Represented Employees

The District's current three-year labor contract, which was due to expire June 30, 2015, was renegotiated and extended to June 30, 2018. Employees covered by the collective bargaining agreement between IAFF Local 1660 and Tualatin Valley Fire and Rescue are paid according to the contract. The scheduled rates for bargaining unit positions follow this summary.

Non-Represented Employees

The District's compensation program is designed to attract, retain, motivate, and reward a diverse, highly skilled workforce; promote equity among similarly situated employees; consider market conditions; represent fiscal responsibility; and provide pay increases in accordance with employee performance.

Components of Salary Administration

The District's non-represented salary administration program consists of the following:

Base Wages: The District's base wage model represents a two-tiered model for Managerial and Administrative Support personnel.

- **Management:** Management includes positions at the M1 level and above. Most of these positions are unique to the organization in their scope of duties and responsibilities; and therefore, base wages are established using primarily internal factors. The management structure includes five pay ranges, each with a 30% width and separated by 5%. (The Fire Chief is not included on this chart as his salary is determined by contract.)
- **Administrative Support:** The administrative support group includes all other non-represented positions. These positions are more closely related to outside comparators, making ranges in this category dependent upon both internal and external comparators. This group includes 13 ranges, constructed with a 30% width and separated by 7.5% between pay range midpoints. An employee's position within the range is generally reflective of experience, performance, and qualifications; however, employees shall not be paid below the minimum of their salary grade or higher than the maximum of their salary grade. The Human Resources Department is responsible for placement of any new positions into the salary grades and for review and reclassification of any current positions.
- **Pay-for-Performance:** A second component to the non-represented system is the salary increase program. The District believes that regular employee pay increases should be based on performance. An employee with exceptional performance adds high value to the organization and is rewarded through the evaluation and pay increase process. This program is tied to the performance appraisal system. The employee's salary increase is based on the performance rating that he or she receives during the performance appraisal process, and the employee's position within the salary range. Thus, individual pay is dependent upon performance. The Performance Matrix Chart outlining these allowed increases follows this summary.
- **Other Rewards:** The District has an Outstanding Employee of the Quarter award program. Nominations are solicited District-wide and reviewed by a peer review committee. The names of the nominees and Outstanding Employee of the Quarter are announced to the workforce. The awardee is recognized at the quarterly District Staff Meeting, and the Board of Directors is notified.

Salary Range Adjustments: Traditionally, Tualatin Valley Fire and Rescue has adjusted the non-represented manager and administrative support salary ranges annually by the same total percentage change that will affect the bargaining unit salary structure. Wage compression between the top Union supervisory position and the first level of non-Union management that supervises Union positions is periodically reviewed to determine appropriate

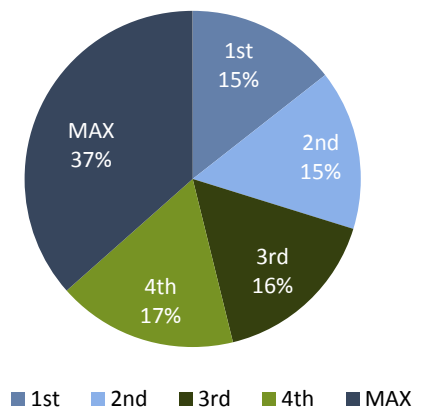
Salary Administration, continued

management compensation as compared to the highest paid Union employees. Management ranges have been directly connected to the Union pay structure, and therefore, management ranges have typically been increased corresponding to the Union range increase to maintain this equivalency.

The administrative support salary ranges are more closely related to outside comparators, so ranges in this category are dependent upon both internal and external comparators. Again, these ranges have traditionally been adjusted by the same percentage applied to the management ranges.

The District supports a total rewards strategy which includes salary, employer-paid benefits, deferred compensation match, employer's PERS contribution, the employer-paid PERS pick-up, and the value of leave accruals. The value of the employee's compensation package is the total of direct compensation and the value of other benefits. The effect is to incorporate increases in insurance premiums and other benefits into the employee's total compensation package, thus also serving to communicate to the employee the true cost and value of that package.

Non Union Staff Placement in Range by Quartile (As of June 30, 2015)



Performance Matrix

Rating	Increase by Position in Range			
	1 st Quartile	2 nd Quartile	3 rd Quartile	4 th Quartile
Exceptional Achievement	7-8%	6-8%	5-7%	4-6%*
Expectations Exceeded	6-6.9%	5-5.9%	4-4.9%	3-3.9%*
Expectations Met	4-5.9%	3-4.9%	2-3.9%	1-2.9%*
Expectations Almost Attained	0-2%	0-2%	0-2%	0-1%
Below Expectations	0%	0%	0%	0%

*Not to exceed range maximum

Instructions for Use: The supervisor completes the annual performance appraisal for an employee and then determines an appropriate salary increase for that individual. The supervisor should match the individual's performance and placement within the salary range with the corresponding increase as shown in the matrix above. If the requested salary increase is different than the amount matched in the salary increase matrix, the increase should be reviewed in advance by the Director of Human Resources.

The recommendation is forwarded with the performance appraisal to the next level of department supervision (the Director, Assistant Chief, etc.) for approval of both the performance appraisal and the pay increase. If this level of supervision falls below the Assistant Chief (AC) or Chief Financial Officer (CFO), the pay increase request and appraisal must be approved by a supervisor at the AC or CFO level. Once the Director, Assistant Chief or higher level of authority reviews and approves the appraisal and salary recommendation, the immediate supervisor meets with the employee to discuss the final, approved performance appraisal. Both documents are forwarded to Human Resources for review and administration.

The supervisor should follow those standards as provided through performance management training and information available on the Human Resources site on the District's intranet.

Non-Represented Manager Monthly Salary Grade Chart
(July 1, 2015 – June 30, 2016)

Grade	Min	Mid	Max	Position
5	9,506	11,183	12,860	Deputy Chief
4	9,053	10,650	12,248	Assistant Chief, Chief Financial Officer
3	8,622	10,143	11,664	Controller, Division Chief, Human Resources Director, Fire Marshal, Logistics Director
2	8,211	9,660	11,109	Emergency Management Director
1	7,820	9,200	10,580	Assistant Fire Marshal, Chief of Staff, Public Affairs Chief, Public Education Chief Officer

30% width, Grades M1 (40hr) to M5 separated by 5%, Midpoint of Grade M1 calculated as 2.0% above 2013 Grade M1 Midpoint

Grade	Min	Mid	Max	Position
13	7,430	8,741	10,052	
12	6,911	8,131	9,351	Construction Projects Manager, Financial Operations Manager
11	6,429	7,564	8,699	Emergency Mgmt Program Manager, Facilities Operations Manager, Fleet Operations Manager, Human Resources Manager, Network Engineer, Senior Database Administrator, Senior Systems Administrator
10	5,981	7,036	8,091	Management Analyst, Media Services Manager, Purchasing Manager/Contracts Administrator, Supply Manager
9	5,563	6,545	7,527	Communications Supervisor, Fleet Technician Supervisor, Payroll Manager, Senior Benefits Administrator, Systems Administrator II
8	5,175	6,088	7,001	Financial Systems Analyst, HR Data Analyst, Media Producer, Nurse II, Program Planner, Public Affairs Officer, Systems Administrator
7	4,814	5,663	6,512	Communications Technician, Facilities Maintenance Technician(LME), Fleet Technician, Nurse, Planning Analyst, Public Affairs Coordinator, Senior Employment Coordinator
6	4,478	5,268	6,058	Facilities Maintenance Technician, Human Resources Generalist, Service Desk Specialist, Wellness Program Coordinator
5	4,165	4,900	5,635	EMS Specialist, Executive Assistant, Planning Specialist, Records Analyst, Supply Operations Supervisor
4	3,874	4,558	5,242	Accounting Specialist, Communications Program Assistant, EMS Assistant, Medical Assistant, Medical Equipment Technician, Operations Technician, Senior Payroll Accounting Specialist
3	3,604	4,240	4,876	Capital Construction Project Coordinator, Facilities Maint. Admin Specialist, Fleet Operations Assistant, Fleet Parts & Small Engine Technician, Human Resources Assistant, Lead Admin Asst.-Fire Prevention, Logistics Assistant, Supply Purchasing Specialist, Training Division Specialist
2	3,352	3,944	4,536	Administrative Assistant II, OHW Program Assistant
1	3,119	3,669	4,219	Administrative Assistant, Fleet Utility Worker, Maintenance Utility Worker, Supply Assistant, Supply Customer Service Clerk

30% width, Grades separated by 7.5%, Midpoint of Grade 1 calculated as 2.0% above 2013 Grade 1 Midpoint.

Salary Administration, continued

Bargaining Unit Employees' Hourly and Monthly Wage Schedules (July 1, 2015 – June 30, 2016)

51-Hour (24-on/48-off) Schedule (Kelly shift 1 every 10 shifts)

Based on Annual Hours 2,629.68 (Monthly 219.14, Pay Period 109.57)

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Firefighter	20.4527	23.8888	25.1322	26.3758	27.7011	29.1083
Monthly	4,482.01	5,234.99	5,507.47	5,779.98	6,070.43	6,378.79
Engineer	21.8434	25.4760	26.8012	28.1920	29.6155	31.0554
Monthly	4,786.77	5,582.81	5,873.22	6,177.99	6,489.95	6,805.48
Lieutenant	23.5451	27.5048	28.9938	30.3681	31.9717	33.5425
Monthly	5,159.68	6,027.41	6,353.70	6,654.87	7,006.28	7,350.51
Captain	25.9504	30.2863	31.8899	33.4769	35.2276	36.9131
Monthly	5,686.76	6,636.95	6,988.34	7,336.13	7,719.79	8,089.13
Battalion Chief	Entry level Battalion Chief starts at 4-Year Pay Step (90% of Top Step)				43.4550	48.2817
Monthly					9,522.72	10,580.46

All Premiums based on Firefighter position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
PM (10%)	2.0453	2.3889	2.5132	2.6376	2.7701	2.9108
Monthly	448.20	523.50	550.75	578.00	607.04	637.88
Hazmat Spec (6%), Tech Rescue (6%), or Water Rescue (6%)	1.2272	1.4333	1.5079	1.5825	1.6621	1.7465
Monthly	268.92	314.10	330.45	346.80	364.23	382.73
Hazmat Tech (4%)	0.8181	0.9556	1.0053	1.0550	1.1080	1.1643
Monthly	179.28	209.40	220.30	231.20	242.82	255.15
FTO (3%)	0.6136	0.7167	0.7540	0.7913	0.8310	0.8732
Monthly	134.46	157.05	165.22	173.40	182.11	191.36
Internship FTO (1%)	0.2045	0.2389	0.2513	0.2638	0.2770	0.2911
Monthly	44.82	52.35	55.07	57.80	60.70	63.79

Bargaining Unit Employees' Hourly and Monthly Wage Schedules, continued

40-Hour Schedule

Based on Annual Hours 2,080 (Monthly 173.34, Pay Period 86.67)

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Firefighter	25.8567	30.2007	31.7727	33.3448	35.0203	36.7993
Monthly	4,482.01	5,234.99	5,507.47	5,779.98	6,070.43	6,378.79
Engineer	27.6149	32.2073	33.8826	35.6409	37.4406	39.2609
Monthly	4,786.77	5,582.81	5,873.22	6,177.99	6,489.95	6,805.48
Lieutenant	29.7662	34.7722	36.6545	38.3920	40.4193	42.4051
Monthly	5,159.68	6,027.41	6,353.70	6,654.87	7,006.28	7,350.51
Captain	32.8070	38.2886	40.3158	42.3222	44.5355	46.6663
Monthly	5,686.76	6,636.95	6,988.34	7,336.13	7,719.79	8,089.13
Fire Inspector	Entry level Fire Inspector starts at 4-Year Pay Step				37.4406	39.2609
Monthly					6,489.95	6,805.48
Deputy Fire Marshal 1	29.7662	34.7722	36.6545	38.3920	40.4193	42.4051
Monthly	5,159.68	6,027.41	6,353.70	6,654.87	7,006.28	7,350.51
Deputy Fire Marshal 2	32.8070	38.2886	40.3158	42.3222	44.5355	46.6663
Monthly	5,686.76	6,636.95	6,988.34	7,336.13	7,719.79	8,089.13
Training Officer	32.8070	38.2886	40.3158	42.3222	44.5355	46.6663
Monthly	5,686.76	6,636.95	6,988.34	7,336.13	7,719.79	8,089.13
Battalion Chief	Entry level Battalion Chief starts at 4 Year Pay Step				54.9367	61.0388
Monthly	(90% of Top Step)				9,522.72	10,580.46

All Premiums based on Firefighter position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
PM (10%)	2.5857	3.0201	3.1773	3.3345	3.5020	3.6799
Monthly	448.20	523.50	550.75	578.00	607.04	637.88
Hazmat Spec (6%), Tech Rescue (6%), or Water Rescue (6%)	1.5514	1.8120	1.9064	2.0007	2.1012	2.2080
Monthly	268.92	314.10	330.45	346.80	364.23	382.73
Hazmat Tech (4%)	1.0343	1.2080	1.2709	1.3338	1.4008	1.4720
Monthly	179.28	209.40	220.30	231.20	242.82	255.15
FTO (3%)	0.7757	0.9060	0.9532	1.0003	1.0506	1.1040
Monthly	134.46	157.05	165.22	173.40	182.11	191.36
Internship FTO (1%)	0.2586	0.3020	0.3177	0.3334	0.3502	0.3680
Monthly	44.82	52.35	55.07	57.80	60.70	63.79

Day EMS Battalion Chief premium based on Firefighter position - top step

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Day EMS Battalion Chief (6%)						2.2080
Monthly						382.73

