

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:

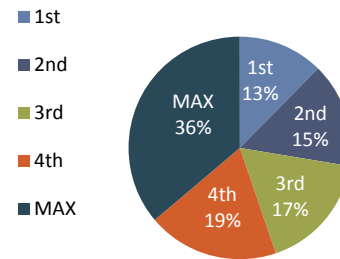
Base Wages: The District's base wage model represents a two-tiered model for Managerial and Administrative Support personnel.

- **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 Administration, continued

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 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.

Non Union Staff Placement in Range by Quartile (As of June 30, 2016)



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.

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, 2016 – June 30, 2017)

Grade	Min	Mid	Max	Position
5	9,695	11,406	13,117	Deputy Chief
4	9,234	10,863	12,492	Assistant Chief, Chief Financial Officer
3	8,794	10,346	11,898	Controller, Division Chief, Human Resources Director, Fire Marshal
2	8,375	9,853	11,331	Emergency Management Director
1	7,976	9,384	10,792	Assistant Fire Marshal, Chief of Staff, Medical Services Chief, Public Affairs Chief, Public Education Chief Officer

30% width, Grades M1 to M5 separated by 5%, Midpoint of Grade M1 calculated as 2.0% above 2015 Grade M1 Midpoint

Grade	Min	Mid	Max	Position
13	7,578	8,915	10,252	
12	7,049	8,293	9,537	Construction Projects Manager, Financial Operations Manager
11	6,557	7,714	8,871	Emergency Management Program Manager, Facilities Operations Manager, Fleet Operations Manager, Human Resources Manager, Network Engineer, Senior Database Administrator, Senior Systems Administrator
10	6,100	7,176	8,252	Management Analyst, Media Services Manager, OHW Program Manager, Purchasing Manager/Contracts Administrator, Strategic Program Manager, Supply Manager
9	5,674	6,675	7,676	Communications Supervisor, Fleet Technician Supervisor, Payroll Manager, Senior Benefits Administrator, Systems Administrator II
8	5,278	6,209	7,140	Financial Systems Analyst, HR Data Analyst, Media Producer, Nurse II, Public Affairs Officer, Systems Administrator
7	4,910	5,776	6,642	Communications Technician, Facilities Maintenance Technician(LME), Fleet Technician, Nurse, Planning Analyst, Public Affairs Coordinator, Senior Employment Coordinator
6	4,567	5,373	6,179	Facilities Maintenance Technician, Human Resources Generalist, Service Desk Specialist, Wellness Program Coordinator
5	4,248	4,998	5,748	EMS Specialist, Executive Assistant, Medical Billing Coordinator, Planning Specialist, Records Analyst
4	3,952	4,649	5,346	Accounting Specialist, Communications Program Assistant, Inventory Control Specialist, Medical Assistant, Medical Equipment Technician, Operations Technician, Senior Payroll Accounting Specialist
3	3,676	4,325	4,974	Capital Project Control Specialist, Facilities Maintenance Admin Assistant, 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	3,420	4,023	4,626	Administrative Assistant II, OHW Program Assistant
1	3,181	3,742	4,303	Administrative Assistant, Athletic Trainer, Facilities Utility Worker, Fleet Utility Worker, Supply Assistant, Supply Customer Service Clerk

30% width, Grades separated by 7.5%, Midpoint of Grade 1 calculated as 2.0% above 2015 Grade 1 Midpoint.

Salary Administration, continued

Bargaining Unit Employees' Hourly and Monthly Wage Schedules (July 1, 2016 – June 30, 2017)

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	20.8618	24.3666	25.6349	26.9033	28.2552	29.6904
Monthly	4,571.65	5,339.69	5,617.62	5,895.58	6,191.84	6,506.36
Engineer	22.2803	25.9855	27.3372	28.7558	30.2079	31.6765
Monthly	4,882.50	5,694.46	5,990.68	6,301.55	6,619.75	6,941.59
Lieutenant	24.0160	28.0549	29.5737	30.9755	32.6112	34.2134
Monthly	5,262.87	6,147.95	6,480.77	6,787.97	7,146.41	7,497.52
Captain	26.4694	30.8921	32.5276	34.1465	35.9322	37.6513
Monthly	5,800.50	6,769.69	7,128.11	7,482.86	7,874.18	8,250.91
Battalion Chief	Entry level Battalion Chief starts at 4 Year Pay Step (90% of Top Step)				46.7881	49.2474
Monthly					10,253.14	10,792.07

Classification		Step 1	Step 2	Top Step
Basic Life Support Position	Basic Life Support position has 3 steps*	16.3297	17.8143	19.2988
Monthly		3,578.50	3,903.82	4,229.14

* Steps based on top step (5 Years) firefighter: Step 1 = 55% of FF, Step 2 = 60% of FF, Top Step = 65% of FF

All Premiums based on Firefighter position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Paramedic (10%)	2.0862	2.4367	2.5635	2.6903	2.8255	2.9690
Monthly	457.16	533.97	561.76	589.56	619.18	650.64
Intermediate or Advanced (7.5%)	1.5646	1.8275	1.9226	2.0177	2.1191	2.2268
Monthly	342.87	400.48	421.32	442.17	464.39	487.98
Hazmat Spec (6%), Tech Rescue (6%), Water Rescue (6%), or Mobile Int Health PM (6%)	1.2517	1.4620	1.5381	1.6142	1.6953	1.7814
Monthly	274.30	320.38	337.06	353.74	371.51	390.38
Hazmat Tech (4%)	0.8345	0.9747	1.0254	1.0761	1.1302	1.1876
Monthly	182.87	213.59	224.70	235.82	247.67	260.25
FTO (3%)	0.6259	0.7310	0.7690	0.8071	0.8477	0.8907
Monthly	137.15	160.19	168.53	176.87	185.76	195.19
Internship FTO (1%)	0.2086	0.2437	0.2563	0.2690	0.2826	0.2969
Monthly	45.72	53.40	56.18	58.96	61.92	65.06
Medic Ride Time Paramedic (24 hour unit)	\$45 per assigned shift					

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	26.3739	30.8047	32.4081	34.0117	35.7208	37.5353
Monthly	4,571.65	5,339.69	5,617.62	5,895.58	6,191.84	6,506.36
Engineer	28.1672	32.8514	34.5603	36.3537	38.1894	40.0461
Monthly	4,882.50	5,694.46	5,990.68	6,301.55	6,619.75	6,941.59
Lieutenant	30.3616	35.4676	37.3876	39.1598	41.2277	43.2532
Monthly	5,262.87	6,147.95	6,480.77	6,787.97	7,146.41	7,497.52
Captain	33.4631	39.0544	41.1221	43.1687	45.4262	47.5996
Monthly	5,800.50	6,769.69	7,128.11	7,482.86	7,874.18	8,250.91
Fire Inspector	Entry level Fire Inspector starts at 4 Year Pay Step				38.1894	40.0461
Monthly					6,619.75	6,941.59
Deputy Fire Marshal 1	30.3616	35.4676	37.3876	39.1598	41.2277	43.2532
Monthly	5,262.87	6,147.95	6,480.77	6,787.97	7,146.41	7,497.52
Deputy Fire Marshal 2	33.4631	39.0544	41.1221	43.1687	45.4262	47.5996
Monthly	5,800.50	6,769.69	7,128.11	7,482.86	7,874.18	8,250.91
Training Officer / MSO	33.4631	39.0544	41.1221	43.1687	45.4262	47.5996
Monthly	5,800.50	6,769.69	7,128.11	7,482.86	7,874.18	8,250.91
Battalion Chief	Entry level Battalion Chief starts at 4 Year Pay Step (90% of Top Step)				59.1505	62.2595
Monthly					10,253.14	10,792.07

Classification		Step 1	Step 2	Top Step
Basic Life Support Position	Basic Life Support position has 3 steps*	20.6444	22.5212	24.3979
Monthly		3,578.50	3,903.82	4,229.14

* Steps based on top step (5 Years) firefighter: Step 1 = 55% of FF, Step 2 = 60% of FF, Top Step = 65% of FF

All Premiums based on Firefighter position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
PM (10%)	2.6374	3.0805	3.2408	3.4012	3.5721	3.7535
Monthly	457.16	533.97	561.76	589.56	619.18	650.64
Intermediate or Advanced (7.5%)	1.9780	2.3104	2.4306	2.5509	2.6791	2.8151
Monthly	433.47	506.29	532.64	559.00	587.09	616.91
Hazmat Spec (6%), Tech Rescue (6%), Water Rescue (6%), or Mobile Int Health PM (6%)	1.5824	1.8483	1.9445	2.0407	2.1432	2.2521
Monthly	274.30	320.38	337.06	353.74	371.51	390.38
Hazmat Tech (4%)	1.0550	1.2322	1.2963	1.3605	1.4288	1.5014
Monthly	182.87	213.59	224.70	235.82	247.67	260.25
FTO (3%)	0.7912	0.9241	0.9722	1.0204	1.0716	1.1261
Monthly	137.15	160.19	168.53	176.87	185.76	195.19
Internship FTO (1%)	0.2637	0.3080	0.3241	0.3401	0.3572	0.3754
Monthly	45.72	53.40	56.18	58.96	61.92	65.06
Medic Ride Time Paramedic (10 hour unit)	\$23 per assigned shift					

