

Salary Administration

Represented Employees

The District's current three-year labor contract will expire on 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:

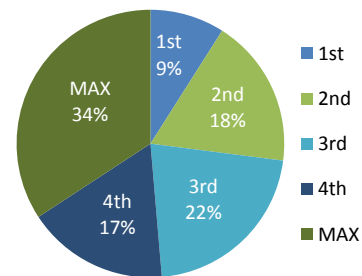
Base Wages: The District's base wage model represents a two-tiered model for Managerial and Administrative Support personnel.

- **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 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 15 ranges. 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, 2017)



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 quarterly performance appraisals for an employee and each year determines an appropriate salary increase for that individual based on the prior year's performance. 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. Once the second-level manager reviews and approves the appraisal and salary recommendation, the immediate supervisor meets with the employee to discuss the final, approved performance appraisal. The information is reviewed and administered by Human Resources.

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, 2017 – June 30, 2018)

| Grade | Min | Mid | Max | Position |
|--------------|--------|--------|--------|--|
| M3 | 10,384 | 12,216 | 14,047 | Assistant Chief, Chief Financial Officer |
| M2 | 9,889 | 11,634 | 13,379 | Chief of Staff, Controller, Division Chief, Human Resources Director, Fire Marshal |
| M1 | 8,543 | 10,050 | 11,558 | Assistant Fire Marshal, Medical Services Chief, Public Affairs Chief, Public Education Chief Officer |
| Grade | Min | Mid | Max | Position |
| 14 | 8,309 | 9,776 | 11,242 | |
| 13 | 7,730 | 9,093 | 10,457 | |
| 12 | 7,190 | 8,459 | 9,728 | Construction Projects Manager, Financial Operations Manager, Fleet Operations Manager, Senior Database Administrator, Senior Network Engineer, Senior Systems Administrator |
| 11 | 6,688 | 7,868 | 9,048 | Emergency Management Program Manager, Facilities Operations Manager, Human Resources Manager, Payroll Manager |
| 10 | 6,222 | 7,320 | 8,417 | Media Services Manager, OHW Program Manager, Purchasing Manager/Contracts Administrator, Senior Financial Systems Analyst, Senior HRIS Analyst, Strategic Program Manager, Supply Manager, Systems Administrator |
| 9 | 5,787 | 6,809 | 7,830 | Communications Supervisor, Fleet Technician Supervisor, Senior Benefits Administrator |
| 8 | 5,384 | 6,333 | 7,283 | Media Producer, Nurse II, Public Affairs Officer |
| 7 | 5,008 | 5,892 | 6,775 | Communications Technician, Employment Recruiter, Facilities Maintenance Technician (LME), Fleet Technician, Human Resources Generalist, Nurse, Planning Analyst, Public Affairs Coordinator |
| 6 | 4,658 | 5,480 | 6,303 | Facilities Maintenance Technician, Service Desk Specialist, Wellness Program Coordinator |
| 5 | 4,333 | 5,098 | 5,863 | EMS Specialist, Executive Assistant, Medical Billing Coordinator, Planning Specialist, Records Analyst |
| 4 | 4,031 | 4,742 | 5,453 | Accounting Specialist, Communications Program Assistant, Inventory Control Specialist, Medical Assistant, Medical Equipment Technician, Senior Payroll Accounting Specialist |
| 3 | 3,750 | 4,412 | 5,073 | Capital Project Control Specialist, Facilities Maintenance Admin Assistant, Fleet Operations Assistant, Fleet Parts & Small Engine Technician, Human Resources Assistant, Lead Admin Assistant.-Fire Prevention, Logistics Assistant, Supply Purchasing Specialist, Training Division Specialist |
| 2 | 3,488 | 4,103 | 4,719 | Administrative Assistant II, OHW Program Assistant |
| 1 | 3,245 | 3,817 | 4,389 | Administrative Assistant, Athletic Trainer, Facilities Utility Worker, Fleet Utility Worker, Supply Assistant, Supply Customer Service Clerk |
| Entry | 3,018 | 3,551 | 4,083 | |

Salary Administration, continued

Bargaining Unit Employees' Hourly and Monthly Wage Schedules (July 1, 2017 – June 30, 2018)

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 | 21.2790 | 24.8539 | 26.1475 | 27.4413 | 28.8203 | 30.2842 |
| Monthly | 4,663.08 | 5,446.48 | 5,729.97 | 6,013.49 | 6,315.68 | 6,636.49 |
| Engineer | 22.7259 | 26.5052 | 27.8840 | 29.3309 | 30.8120 | 32.3100 |
| Monthly | 4,980.15 | 5,808.35 | 6,110.49 | 6,427.58 | 6,752.15 | 7,080.42 |
| Lieutenant | 24.4963 | 28.6160 | 30.1651 | 31.5950 | 33.2634 | 34.8976 |
| Monthly | 5,368.13 | 6,270.91 | 6,610.39 | 6,923.73 | 7,289.34 | 7,647.47 |
| Captain | 26.9988 | 31.5099 | 33.1782 | 34.8294 | 36.6508 | 38.4043 |
| Monthly | 5,916.51 | 6,905.08 | 7,270.67 | 7,632.52 | 8,031.66 | 8,415.93 |
| Battalion Chief | Entry level Battalion Chief starts at 4 Year Pay Step (90% of Top Step) | | | | 47.7238 | 50.2323 |
| Monthly | | | | | 10,458.20 | 11,007.91 |

| Classification | | Step 1 | Step 2 | Step 3 |
|--------------------|--|----------|----------|----------|
| Basic Life Support | Basic Life Support position has 3 steps* | 16.6563 | 18.1705 | 19.6848 |
| Monthly | | 3,650.07 | 3,981.89 | 4,313.72 |
| Annual | | 43,801 | 47,783 | 51,765 |

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

| Classification | Entry | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years |
|----------------|----------|----------|----------|----------|----------|----------|
| Paramedic | 18.5180 | 19.4926 | 20.5185 | 21.5984 | 22.7351 | 23.9316 |
| Monthly | 4,354.33 | 4,583.50 | 4,824.74 | 5,078.67 | 5,345.97 | 5,627.34 |

Premiums based on Paramedic position

| Premiums | Entry | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years |
|-----------------|--------|--------|---------|---------|---------|---------|
| Paramedic (10%) | 1.8518 | 1.9493 | 2.0519 | 2.1598 | 2.2735 | 2.3932 |
| Monthly | 435.43 | 458.35 | 482.47 | 507.87 | 534.60 | 562.73 |

All Premiums based on Firefighter position

| Premiums | Entry | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years |
|--|-------------------------|--------|---------|---------|---------|---------|
| Paramedic (10%) | 2.1279 | 2.4854 | 2.6148 | 2.7441 | 2.8820 | 3.0284 |
| Monthly | 466.31 | 544.65 | 573.00 | 601.35 | 631.57 | 663.65 |
| Intermediate or Advanced (7.5%) | 1.5959 | 1.8640 | 1.9611 | 2.0581 | 2.1615 | 2.2713 |
| Monthly | 349.73 | 408.49 | 429.75 | 451.01 | 473.68 | 497.74 |
| Hazmat Spec (6%), Tech Rescue (6%), Water Rescue (6%), or Mobile Int Health PM (6%) | 1.2767 | 1.4912 | 1.5689 | 1.6465 | 1.7292 | 1.8171 |
| Monthly | 279.78 | 326.79 | 343.80 | 360.81 | 378.94 | 398.19 |
| Hazmat Tech (4%) | 0.8512 | 0.9942 | 1.0459 | 1.0977 | 1.1528 | 1.2114 |
| Monthly | 186.52 | 217.86 | 229.20 | 240.54 | 252.63 | 265.46 |
| FTO (3%) | 0.6384 | 0.7456 | 0.7844 | 0.8232 | 0.8646 | 0.9085 |
| Monthly | 139.89 | 163.39 | 171.90 | 180.40 | 189.47 | 199.09 |
| Internship FTO (1%) | 0.2128 | 0.2485 | 0.2615 | 0.2744 | 0.2882 | 0.3028 |
| Monthly | 46.63 | 54.46 | 57.30 | 60.13 | 63.16 | 66.36 |
| 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 | 26.9014 | 31.4208 | 33.0563 | 34.6919 | 36.4352 | 38.2860 |
| Monthly | 4,663.08 | 5,446.48 | 5,729.97 | 6,013.49 | 6,315.68 | 6,636.49 |
| Engineer | 28.7305 | 33.5084 | 35.2515 | 37.0808 | 38.9532 | 40.8470 |
| Monthly | 4,980.15 | 5,808.35 | 6,110.49 | 6,427.58 | 6,752.15 | 7,080.42 |
| Lieutenant | 30.9688 | 36.1769 | 38.1354 | 39.9431 | 42.0523 | 44.1183 |
| Monthly | 5,368.13 | 6,270.91 | 6,610.39 | 6,923.73 | 7,289.34 | 7,647.47 |
| Captain | 34.1324 | 39.8355 | 41.9446 | 44.0321 | 46.3347 | 48.5516 |
| Monthly | 5,916.51 | 6,905.08 | 7,270.67 | 7,632.52 | 8,031.66 | 8,415.93 |
| Fire Inspector | Entry level Fire Inspector starts at 4 Year Pay Step | | | | 38.9532 | 40.8470 |
| Monthly | | | | | 6,752.15 | 7,080.42 |
| Deputy Fire Marshal 1 | 30.9688 | 36.1769 | 38.1354 | 39.9431 | 42.0523 | 44.1183 |
| Monthly | 5,368.13 | 6,270.91 | 6,610.39 | 6,923.73 | 7,289.34 | 7,647.47 |
| Deputy Fire Marshal 2 | 34.1324 | 39.8355 | 41.9446 | 44.0321 | 46.3347 | 48.5516 |
| Monthly | 5,916.51 | 6,905.08 | 7,270.67 | 7,632.52 | 8,031.66 | 8,415.93 |
| Training Officer / MSO | 34.1324 | 39.8355 | 41.9446 | 44.0321 | 46.3347 | 48.5516 |
| Monthly | 5,916.51 | 6,905.08 | 7,270.67 | 7,632.52 | 8,031.66 | 8,415.93 |
| Battalion Chief | Entry level Battalion Chief starts at 4 Year Pay Step (90% of Top Step) | | | | 60.3335 | 63.5047 |
| Monthly | | | | | 10,458.20 | 11,007.91 |
| | | | | | | |
| Classification | | | | Step 1 | Step 2 | Step 3 |
| Basic Life Support | Basic Life Support position has 3 steps* | | | 21.0573 | 22.9716 | 24.8859 |
| Monthly | | | | 3,650.07 | 3,981.89 | 4,313.72 |
| Annual | | | | 43,801 | 47,783 | 51,765 |
| * Steps based on top step (5 Years) firefighter: Step 1 = 55% of FF, Step 2 = 60% of FF, Top Step = 65% of FF | | | | | | |
| | | | | | | |
| Classification | Entry | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years |
| Paramedic | 25.1202 | 26.4423 | 27.8340 | 29.2989 | 30.8410 | 32.4642 |
| Monthly | 4,354.33 | 4,583.50 | 4,824.74 | 5,078.67 | 5,345.97 | 5,627.34 |
| | | | | | | |
| Premiums based on Paramedic position | | | | | | |
| Premiums | Entry | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years |
| Paramedic (10%) | 2.5120 | 2.6442 | 2.7834 | 2.9299 | 3.0841 | 3.2464 |
| Monthly | 435.43 | 458.35 | 482.47 | 507.87 | 534.60 | 562.73 |

Salary Administration

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)

All Premiums based on Firefighter position

| Premiums | Entry | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years |
|--|--------|--------|---------|-------------------------|---------|---------|
| PM (10%) | 2.6901 | 3.1421 | 3.3056 | 3.4692 | 3.6435 | 3.8286 |
| <i>Monthly</i> | 466.31 | 544.65 | 573.00 | 601.35 | 631.57 | 663.65 |
| Intermediate or Advanced (7.5%) | 2.0176 | 2.3566 | 2.4792 | 2.6019 | 2.7326 | 2.8714 |
| <i>Monthly</i> | 442.14 | 516.42 | 543.30 | 570.18 | 598.83 | 629.25 |
| Hazmat Spec (6%), Tech Rescue (6%), Water Rescue (6%), or Mobile Int Health PM (6%) | 1.6141 | 1.8852 | 1.9834 | 2.0815 | 2.1861 | 2.2972 |
| <i>Monthly</i> | 279.78 | 326.79 | 343.80 | 360.81 | 378.94 | 398.19 |
| Hazmat Tech (4%) | 1.0761 | 1.2568 | 1.3223 | 1.3877 | 1.4574 | 1.5314 |
| <i>Monthly</i> | 186.52 | 217.86 | 229.20 | 240.54 | 252.63 | 265.46 |
| FTO (3%) | 0.8070 | 0.9426 | 0.9917 | 1.0408 | 1.0931 | 1.1486 |
| <i>Monthly</i> | 139.89 | 163.39 | 171.90 | 180.40 | 189.47 | 199.09 |
| Internship FTO (1%) | 0.2690 | 0.3142 | 0.3306 | 0.3469 | 0.3644 | 0.3829 |
| <i>Monthly</i> | 46.63 | 54.46 | 57.30 | 60.13 | 63.16 | 66.36 |
| Medic Ride Time Paramedic (10 hour unit) | | | | \$23 per assigned shift | | |