

Salary Administration

Represented Employees

The District's four-year labor contract will expire on June 30, 2022. 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

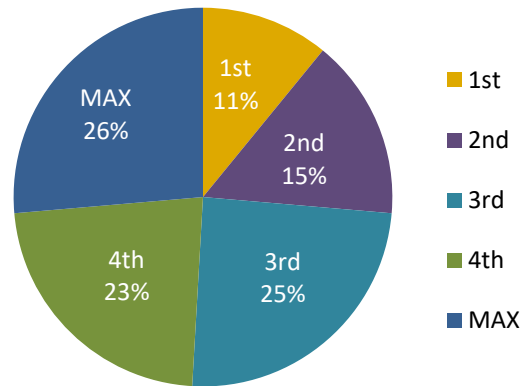
The District's non-represented salary administration program consists of the following:

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. Salary ranges are determined based on external and internal comparators. This group includes 15 salary ranges. An employee's position within the range is generally reflective of experience, performance, and qualifications; however, generally employees are not to be paid below the minimum of their salary grade or above the maximum of their salary grade. The Human Resources Department is responsible for placement of any new positions into the salary grade structure and reclassification of any current positions.
- **Pay-for-Performance:** A second component to the non-represented system is the annual merit increase process. The District believes that 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 management system. The employee's salary increase is based on the performance rating that he or she receives during the performance 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 based on review of several factors including published salary surveys, comparable organizations, consumer price index and 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.

Non Union Staff Placement in Range by Quartile (As of June 30, 2018)



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 three performance appraisals for an employee and at the end of each fiscal year determines an appropriate salary increase for that individual based on the prior year’s performance. The supervisor matches 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 process is administered by Human Resources.

The supervisor follows the standards as provided through performance management training and information is available on the Human Resources site on the District’s intranet.

Non-Represented Manager Monthly Salary Grade Chart (July 1, 2018 – June 30, 2019)

Grade	Min	Mid	Max	Position
M3	10,706	12,595	14,484	Assistant Chief, Chief Financial Officer
M2	10,196	11,996	13,795	Chief of Staff, Controller, Division Chief, Human Resources Director
M1	8,808	10,363	11,917	Assistant Fire Marshal, Medical Services Chief, Public Affairs Chief, Public Education Chief Officer
Grade	Min	Mid	Max	Position
14	8,567	10,080	11,591	
13	7,970	9,375	10,782	
12	7,413	8,722	10,030	Financial Operations Manager, Facilities Maintenance Manager, Fleet Maintenance and Comms Manager, Senior Database Administrator, Senior Network Engineer, Senior Systems Administrator
11	6,896	8,112	9,329	Human Resources Manager, Payroll Manager
10	6,415	7,547	8,678	OHW Manager, Procurement and Contracts Administrator, Senior Financial Analyst, Senior HRIS Analyst, Strategic Program Manager, Supply Manager, Systems Administrator
9	5,967	7,021	8,073	Communications Supervisor, Construction Technical Manager, Emergency Mgmt. Program Manager, Fleet Technician Supervisor, Media Services Manager, Records Manager
8	5,551	6,530	7,509	Deployment and Staffing Coordinator, Medical Billing Supervisor, Occupational Health Nurse, Operations Analyst, Public Affairs Officer
7	5,164	6,075	6,986	Employment Recruiter, Human Resources Generalist, Senior Accountant
6	4,803	5,650	6,499	Communications Technician, Facilities Maintenance Technician (LME), GIS Program Coordinator, Media Producer, Public Affairs Coordinator, Wellness Coordinator
5	4,468	5,257	6,045	EMS Specialist, Executive Assistant, Facilities Maintenance Technician, Records Analyst, Senior Payroll Specialist, Service Desk Specialist
4	4,156	4,890	5,623	Accounting Specialist, Communications Program Assistant, Human Resources Specialist, Medical Equipment Technician, Supply Procurement Specialist
3	3,867	4,549	5,231	Capital Construction Control Specialist, Facilities Maintenance Admin Assistant, Fleet Maintenance Assistant, Inventory Control Specialist, Lead Admin Asst.-Fire Prevention, Logistics Assistant, Training Division Specialist
2	3,597	4,231	4,866	Administrative Assistant, Athletic Trainer, OHW Certified Medical Assistant, Medical Billing Specialist, OHW Assistant
1	3,346	3,936	4,526	Facilities Utility Worker, Supply Customer Service Clerk
Entry	3,112	3,662	4,210	Front Desk Administrative Assistant, Supply Assistant
Union	<i>Currently under negotiations</i>			Fleet Technician, Fleet Parts & Small Engine Technician, Fleet Utility Worker

Salary Administration, continued

Bargaining Unit Employees' Wage Schedules (July 1, 2018 – June 30, 2019)

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)

Paramedic Position

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Paramedic Hourly *	19.0921	20.0969	21.1546	22.2680	23.4399	24.6735
<i>Monthly</i>	4,489.31	4,725.59	4,974.31	5,236.11	5,511.70	5,801.79
<i>Monthly PM Premium</i>	448.93	472.56	497.43	523.61	551.17	580.18
<i>Total Monthly</i>	4,938.25	5,198.15	5,471.74	5,759.72	6,062.86	6,381.97

Premiums based on Paramedic Position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
10% Premium Hourly	1.9092	2.0097	2.1155	2.2268	2.3440	2.4673
<i>Monthly</i>	448.93	472.56	497.43	523.61	551.17	580.18

* Hourly rate for 51hr Paramedic is based upon negotiated calculations. Please contact HR or Local 1660 with specific questions.

Basic Life Support Position

Classification		Step 1	Step 2	Top Step
Basic Life Support Position	<i>Basic Life Support position has 3 steps*</i>	17.1727	18.7338	20.2950
<i>Monthly</i>		3,763.22	4,105.33	4,447.44

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

Line Positions (FF to BC)

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Firefighter Hourly	21.9386	25.6244	26.9581	28.2920	29.7137	31.2231
<i>Monthly</i>	4,807.64	5,615.32	5,907.60	6,199.91	6,511.47	6,842.22
Engineer Hourly	23.4304	27.3269	28.7484	30.2402	31.7672	33.3116
<i>Monthly</i>	5,134.53	5,988.41	6,299.92	6,626.83	6,961.47	7,299.91
Lieutenant Hourly	25.2557	29.5031	31.1003	32.5745	34.2946	35.9795
<i>Monthly</i>	5,534.54	6,465.31	6,815.31	7,138.37	7,515.31	7,884.54
Captain Hourly	27.8357	32.4867	34.2067	35.9091	37.7870	39.5949
<i>Monthly</i>	6,099.92	7,119.14	7,496.06	7,869.13	8,280.64	8,676.82
Battalion Chief Hourly	<i>Entry level Battalion Chief starts at 4 Year Pay Step</i>				48.7260	51.2872
<i>Monthly</i>	<i>(90% of Top Step)</i>				10,677.82	11,239.08

Bargaining Unit Employees' Wage Schedules, continued

All Premiums based on Firefighter position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Paramedic Hourly (10%)	2.1939	2.5624	2.6958	2.8292	2.9714	3.1223
<i>Monthly</i>	480.76	561.53	590.76	619.99	651.15	684.22
EMT Intermediate Hourly (7.5%)	1.6454	1.9218	2.0219	2.1219	2.2285	2.3417
<i>Monthly</i>	360.57	421.15	443.07	464.99	488.36	513.17
Hazmat Spec (6%), Tech Rescue (6%), Water Rescue (6%), or Mobile Int Health PM (6%) Hourly	1.3163	1.5375	1.6175	1.6975	1.7828	1.8734
<i>Monthly</i>	288.46	336.92	354.46	371.99	390.69	410.53
EMT Advanced hourly (5%)	1.0969	1.2812	1.3479	1.4146	1.4857	1.5612
<i>Monthly</i>	240.38	280.77	295.38	310.00	325.57	342.11
Hazmat Tech hourly (4%)	0.8775	1.0250	1.0783	1.1317	1.1885	1.2489
<i>Monthly</i>	192.31	224.61	236.30	248.00	260.46	273.69
FTO hourly (3%)	0.6582	0.7687	0.8087	0.8488	0.8914	0.9367
<i>Monthly</i>	144.23	168.46	177.23	186.00	195.34	205.27
Internship FTO hourly (1%)	0.2194	0.2562	0.2696	0.2829	0.2971	0.3122
<i>Monthly</i>	48.08	56.15	59.08	62.00	65.11	68.42
Medic Ride Time Paramedic (24-hour unit)				\$47 per assigned shift		

40-Hour Schedule

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

Paramedic Position

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Paramedic	25.8989	27.2620	28.6968	30.2072	31.7970	33.4706
<i>Monthly</i>	4,489.31	4,725.59	4,974.31	5,236.11	5,511.70	5,801.79
<i>Monthly PM Premium</i>	448.93	472.56	497.43	523.61	551.17	580.18
<i>Total Monthly</i>	4,938.25	5,198.15	5,471.74	5,759.72	6,062.86	6,381.97

Premiums based on Paramedic Position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
10% Premium Hourly	2.5899	2.7262	2.8697	3.0207	3.1797	3.3471
<i>Monthly</i>	448.93	472.56	497.43	523.61	551.17	580.18

Salary Administration, continued

Bargaining Unit Employees' Wage Schedules, continued

40-Hour Schedule

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

Basic Life Support Position

Classification		Step 1	Step 2	Top Step
Basic Life Support Position		21.7101	23.6837	25.6573
<i>Monthly</i>	<i>Basic Life Support position has 3 steps*</i>	3,763.22	4,105.33	4,447.44

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

Line and Day Positions (FF to BC, plus TO, DFM, FI)

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Firefighter hourly	27.7353	32.3948	34.0810	35.7673	37.5647	39.4728
<i>Monthly</i>	4,807.64	5,615.32	5,907.60	6,199.91	6,511.47	6,842.22
Engineer hourly	29.6212	34.5472	36.3443	38.2303	40.1608	42.1133
<i>Monthly</i>	5,134.53	5,988.41	6,299.92	6,626.83	6,961.47	7,299.91
Lieutenant hourly	31.9288	37.2984	39.3176	41.1813	43.3559	45.4860
<i>Monthly</i>	5,534.54	6,465.31	6,815.31	7,138.37	7,515.31	7,884.54
Captain hourly	35.1905	41.0704	43.2448	45.3971	47.7711	50.0567
<i>Monthly</i>	6,099.92	7,119.14	7,496.06	7,869.13	8,280.64	8,676.82
Fire Inspector					40.1608	42.1133
<i>Monthly</i>	<i>Entry level Fire Inspector starts at 4 Year Pay Step</i>				6,961.47	7,299.91
Deputy Fire Marshal 1	31.9288	37.2984	39.3176	41.1813	43.3559	45.4860
<i>Monthly</i>	5,534.54	6,465.31	6,815.31	7,138.37	7,515.31	7,884.54
Deputy Fire Marshal 2	35.1905	41.0704	43.2448	45.3971	47.7711	50.0567
<i>Monthly</i>	6,099.92	7,119.14	7,496.06	7,869.13	8,280.64	8,676.82
Training Officer / MSO	35.1905	41.0704	43.2448	45.3971	47.7711	50.0567
<i>Monthly</i>	6,099.92	7,119.14	7,496.06	7,869.13	8,280.64	8,676.82
Battalion Chief					61.6005	64.8383
<i>Monthly</i>	<i>Entry level Battalion Chief starts at 4 Year Pay Step (90% of Top Step)</i>				10,677.82	11,239.08

Bargaining Unit Employees' 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
Paramedic Hourly (10%)	2.7735	3.2395	3.4081	3.5767	3.7565	3.9473
<i>Monthly</i>	480.76	561.53	590.76	619.99	651.15	684.22
EMT Intermediate Hourly (7.5%)	2.0801	2.4296	2.5561	2.6825	2.8174	2.9605
<i>Monthly</i>	360.57	421.15	443.07	464.99	488.36	513.17
Hazmat Spec (6%), Tech Rescue (6%), Water Rescue (6%), or Mobile Int Health PM (6%) Hourly	1.6641	1.9437	2.0449	2.1460	2.2539	2.3684
<i>Monthly</i>	288.46	336.92	354.46	371.99	390.69	410.53
EMT Advanced Hourly (5.0%)	1.3868	1.6197	1.7040	1.7884	1.8782	1.9736
<i>Monthly</i>	240.38	280.77	295.38	310.00	325.57	342.11
Hazmat Tech Hourly (4%)	1.1094	1.2958	1.3632	1.4307	1.5026	1.5789
<i>Monthly</i>	192.31	224.61	236.30	248.00	260.46	273.69
FTO Hourly (3%)	0.8321	0.9718	1.0224	1.0730	1.1269	1.1842
<i>Monthly</i>	144.23	168.46	177.23	186.00	195.34	205.27
Internship FTO Hourly (1%)	0.2774	0.3239	0.3408	0.3577	0.3756	0.3947
<i>Monthly</i>	48.08	56.15	59.08	62.00	65.11	68.42
Medic Ride Time Paramedic (10-hour unit)				\$25 per assigned shift		

