



Department of Employee Relations
MEMORANDUM


Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

TO: Chris Lee, Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

FROM: Andrea Knickerbocker 
Human Resources Manager

DATE: March 20, 2015

RE: CC File #141804 - Administrative Changes to the 2015 Salary Ordinance

Please make the following corrections to the 2015 Salary Ordinance:

1. Under Pay Range 2FN, official rate biweekly minimum should read: Hourly 23.22; Biweekly 1,857.47; Annual 48,294.22.
2. Under Pay Range 2JN, Official rate minimum should read: Hourly 29.97; Biweekly 2,397.63; Annual 62,328.38.
3. Under Pay Range 5JN, footnote "2" should read: "(2) Positions held by Lisa Ames (City Attorney) and Jean Semenuk (Fire and Police Commission) shall be paid the following biweekly rates: \$1,586.35 to \$2,220.57."
4. Under Pay Range 6LN, "Legal Office Assistant-Senior (1)", correct the spelling of "Assistant" in the title.
5. Under Part II – Section 6 Demotions B:

Current is:

B. Voluntary Demotions (Career Change): The salary will be the current rate of pay if it falls within the range of the position demoted to or the maximum of the new pay range, whichever is less. In no event shall the employee be paid in excess of the rate he/she was receiving prior to the voluntary demotion. When the demotion is to a position previously held within 12 months, the employee shall revert back to the rate of pay in effect prior to the promotion.

Propose removing the language "within 12 months". In the event that an employee accepts a promotion to a higher paid title, and then returns to the previous lower title due to a voluntary demotion, the employee shall revert back to the rate of pay in effect prior



to the promotion regardless of the length of time. This change in wording will provide better equity with coworkers in the same classification.

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AK/fcw