

BEFORE THE BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

In the Matter of Adoption)
of Salary and Fringe Benefit)
Administration Policy and)
Procedures for Employees) ORDINANCE No. 438
Covered by the Exempt)
Classification/Compensation)
Plan)

WHEREAS, it is necessary to adopt administrative policies and procedures governing the Exempt Classification/Compensation Plan;

NOW, THEREFORE, Multnomah County ordains as follows:

Section 1. Ordinance No. 270 is hereby repealed.

Section 2. Definition. Exempt positions are those which are excluded from any collective bargaining agreement.

Section 3. Policy. Effective July 1, 1984, it is the policy of Multnomah County to establish an Exempt Classification/Compensation Plan that provides such salaries and fringe benefits as necessary for the County to recruit, select, and retain qualified management, supervisory, administrative, and professional employees; that recognizes employee performance, growth, and development; that maintains an appropriate internal relationship between classifications based on job responsibilities, qualifications, and authority; and that maintains parity between equivalent exempt and non-exempt positions.

Section 4. Exempt Categories.

A. The Exempt Classification/Compensation Plan includes the following categories of classifications: Executive Management, Supervisory/Administrative, and Professional. These categories may be amended from time-to-time with the approval of the Board of County Commissioners.

B. A category of Elected Officials staff is also established. Positions in this category are appointed by, report directly to, and serve at the pleasure of a County elected official.

The salary rates, performance appraisal system, and salary administration policies for Elected Officials staff shall be determined by the respective elected officials, within the limits set by funds allotted in the Adopted Budget for the various positions in this category. The fringe benefits for

this category shall be the same as for all other exempt categories. Sections 5a and b, 6 and 7 of this Ordinance shall not apply to Elected Officials staff.

C. A category of Confidential/Exempt classifications is also established. Positions in this category are exempt from collective bargaining because of their confidential nature. This category may be amended from time-to-time by collective bargaining agreement.

The salary ranges, salary administration, and fringe benefits for Confidential/Exempt positions shall be the same as set forth for the equivalent positions in the applicable collective bargaining agreement. Section 5 through 7 of this Ordinance shall not apply to Confidential/Exempt Employees.

D. Any position which is determined through negotiations or by order of the Employee Relations Board to be management or supervisory shall be included in the Exempt Classification/Compensation Plan.

E. Any position which is included in an appropriate bargaining unit shall be excluded from the Exempt Classification/Compensation Plan.

Section 5. Compensation Plan.

A. The compensation plan for exempt employees shall include a salary range consisting of a minimum and a maximum base salary rate for each exempt classification. The salary ranges and changes thereto shall be approved by the Board of County Commissioners.

B. The Personnel Officer shall be responsible for developing and presenting compensation plan adjustment recommendations to the Board of County Commissioners. These recommendations shall be based on periodic surveys of the costs of living, internal classification relationships, financial constraints, and/or actual or anticipated salary adjustments for non-exempt employees.

C. Fringe benefits shall be provided for exempt employees. Such benefits may be amended from time-to-time with the approval of the Board of County Commissioners, upon recommendations of the Personnel Officer.

Section 6. Performance Appraisal System.

A. The Personnel Officer shall develop and implement a performance appraisal system which shall apply to all permanent exempt employees. The performance evaluation system shall assign each employee a rating of "Exceeds Expectations", "Meets Expectations", or "Needs Improvement".

B. Appraisals of the performance of each exempt employee shall be made at the first six months of service within a classification, at the first twelve months of service within a classification, and at each succeeding twelve months of service within a classification. Each employee who receives a performance appraisal rating of "Needs Improvement" shall be reappraised three months later.

Section 7. Salary Administration.

A. No exempt employee shall be paid at a base salary rate which is less than the minimum or more than the maximum base salary rate for the employee's classification exempt when recommended by the County Executive and approved by the Board of County Commissioners.

B. Appointment. All new hires, promotions, and reclassifications to exempt positions may be made at a base salary rate up to the midpoint of the employee's salary range at the discretion of the Appointing Authority or hiring manager. New hires, promotions and reclassifications at a base salary rate above the midpoint may be made with the approval of the appropriate elected official.

C. Advancement Through Range. Each exempt employee who receives a performance appraisal rating of "Meets Expectations" or "Exceeds Expectations" shall be eligible for a three percent (3%) increase in base salary or to the maximum of the salary range, whichever is lesser, on that employee's anniversary date. No exempt employee who receives a performance appraisal rating of "Needs Improvement" shall advance through the salary range. The funds to implement this paragraph shall be budgeted in individual position line items.

D. Range Adjustments. Whenever the Board of County Commissioners adopts changes in the compensation plan for an exempt classification, all current employees assigned to that classification shall have their base salary adjusted to that classification and shall have their base salary adjusted so that their position in the salary range for their classification remains unchanged.

E. Other Salary Adjustments. An elected official may authorize a merit bonus to an individual exempt employee on a selective basis. This merit bonus shall be for outstanding professional contributions to Multnomah County during the employee's evaluation period, provided the money is available in the elected official's baseline budget, in order to carry out Multnomah County's policy of exempt compensation administration as stated in Section 3. of this Ordinance. Merit bonus pay adjustments under this section shall not be added to exempt employees' base pay.

ADOPTED this 18th day of October, 1984,
being the date of its 2nd reading before the Board of County
Commissioners of Multnomah County, Oregon.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

(SEAL)

By *Ann B. Biskar*

AUTHENTICATED by the County Executive on the 22nd day of
October, 1984.

By *Dennis Buchanan*
Dennis Buchanan
County Executive

APPROVED AS TO FORM:

JOHN BY LEAHY, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By *John Leahy*
Assistant County Counsel