

1                   BEFORE THE BOARD OF COUNTY COMMISSIONERS

2                   FOR MULTNOMAH COUNTY, OREGON

3                   ORDINANCE NO. 704

4                   An Ordinance amending the Multnomah County Code  
5 Chapter 3.30 relating to exempt employees salary administration  
6 and declaring an emergency.

7                   (Language in brackets [ ] is to be deleted;

8                   underlined language is new.)

9                   Multnomah County ordains as follows:

10                  Section I. Findings.

11                  (A) On July 11, 1991, the Board of County  
12 Commissioners adopted Ordinance No. 692 that annualized exempt  
13 employees' salaries.

14                  (B) During the 1991-92 budget process, the Board of  
15 County Commissioners requested the Employee Services Division  
16 and Finance Division to develop an exempt employee payroll  
17 system that would result in some future savings to the County  
18 and stabilize the exempt personnel costs to a standard 2088  
19 hours each fiscal year.

20                  (C) On October 8, 1991, the Board of County  
21 Commissioners directed Employee Services and Finance to take  
22 the necessary action to implement the plan presented.

23                  Section II. Amendment.

24                  Multnomah County Code Chapter 3.30.300 (A) is amended as  
25 follows:

1 (A) No exempt employee shall be paid at a base salary  
2 rate which is less than the minimum or more than the maximum  
3 base salary rate for the employee's classification except when  
4 recommended by the County [Executive] Chair and approved by the  
5 Board of County Commissioners.

6 Section III. Amendment.

7 The following provisions are added to MCC 3.30.300:

8 (F) Payroll Processing.

9 (1) Exempt employees shall be paid on a  
10 semi-monthly basis. The pay periods shall be the 1st through  
11 the 15th of each month and the 16th through the end of each  
12 month.

13 (2) Exempt employees shall be paid on the 7th  
14 and 22nd of each month. If the 7th or 22nd falls on a  
15 Saturday, Sunday, or holiday, the pay date will be the  
16 preceding business day.

17 (G) Anniversary Date Computation.

18 An exempt employee may be eligible for  
19 advancement through the salary range under MCC 3.30.300 (C) on  
20 his/her anniversary date, which shall be computed in the  
21 following manner:

1                   (1) The anniversary date of an exempt employee  
2 shall be the most recent of the following dates:

3                   (a) the date of hire; or

4                   (b) the date of promotion; or

5                   (c) the date of demotion.

6                   (2) The above anniversary date shall be adjusted  
7 under the following circumstances:

8                   (a) Part-time service shall count on a  
9 half-time basis, e.g., an exempt employee who works part-time  
10 for 12 months shall have six months credit toward the next  
11 anniversary date.

12                   (b) Time spent on the following shall not  
13 count toward the anniversary date.

14                   (i) leaves of absence without pay that  
15 exceeds thirty (30) days.

16                   (ii) layoff.

17                   (iii) separation from County service.

18                   (3) The anniversary date as determined above  
19 will be further adjusted as follow:

20                   (a) If the anniversary date of an exempt  
21 employee falls between the 1st and the 15th of the month, it  
22 shall be treated as though it fell on the 1st of the month.

23                   (b) If the anniversary date of an exempt  
24 employee falls between the 16th and the end of the month, it  
25 shall be treated as though it fell on the 16th of the month.

1           Section IV. Emergency Clause.

2           This ordinance, being necessary for the health,  
3           safety, and general welfare of the people of Multnomah County,  
4           an emergency is declared and the ordinance shall be effective  
5           January 1, 1992 pursuant to Section 5.50 of the Charter of  
6           Multnomah County.

7           ADOPTED this 21st day of November 1991,  
8           being the date of its First reading before the Board of  
9           County Commissioners of Multnomah County.

10  
11           (SEAL)

12           By Gladys McCoy

13           Gladys McCoy, Chair  
14           Multnomah County, Oregon

15           Reviewed: Laurence Kressel

16           By Laurence Kressel

17           Laurence Kressel, County Counsel

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