

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

An Ordinance in The Matter of Adoption of )  
Salary Ranges and Benefits for Fiscal Year )  
1980-1981 for Employees covered by the Exempt )  
Compensation Plan )

NO. 244 ORDINANCE

WHEREAS, on April 29, 1976, a Classification/Compensation Plan was adopted for exempt employees; and

WHEREAS, the Office of County Management is responsible for maintaining the Classification/Compensation Plan and for recommending changes as necessary; and

WHEREAS, numerous documents exist outlining various aspects of the Exempt Classification/Compensation Plan;

NOW, THEREFORE, Multnomah County ordains as follows:

Section 1. Previous orders relating to the Exempt Classification/Compensation Plan are hereby repealed.

Section 2. Implementation of the 1980-1981 Salary Plan

A. The Exempt Classification/Compensation Plan shall be defined into the categories of Executive Management, Supervisory/Administrative, and Professional as shown in Exhibit A.

B. A fourth category of confidential/exempt is also established. Said positions are exempt from collective bargaining because of their confidential status. Positions in this category are set forth in Exhibit A and may be amended from time to time by collective bargaining agreement.

C. The 1979-80 salary ranges shown in Exhibit A, Column 2, are adopted and incumbents in each classification whose salary rates fall below the new minimum salary rate shall be raised to the minimum salary rate, effective July 1, 1980.

D. The above-adopted salary ranges shall be increased by 4%, as shown in Exhibit A, Column 3, effective July 1, 1980. Employees whose current salary rate exceeds the 1980-1981 range maximum will retain their current rate of pay.

Section 3. Salary Administration

A. No exempt employee shall be paid a salary less than the minimum salary rate for the appropriate classification.

B. No exempt employee shall receive a salary increase that causes his/her salary to exceed the maximum salary rate for the appropriate classification.

C. All new hires, promotions, and reclassifications to exempt positions may be made up to the mid-point of the appropriate salary range at the discretion of the Appointing Authority. New hires, promotions and reclassifications above the mid-point of the appropriate salary range may be made with the approval of the County Executive.

D. When an appointment to an exempt vacancy is made at a salary rate which is less than the mid-point of the appropriate salary range, the appointing authority may, based on performance of the appointee during a trial service period, provide wage adjustment to the appointee. Such adjustment shall not raise the salary rate above the mid-point of the appropriate range and must occur within one year of appointment.

E. Effective July 1, 1980, and after, adjustments to salaries and/or cash awards shall be recommended by appointing authorities based on employee merit and performance as defined by Order of the County Executive.

F. The Exempt Compensation/Classification Plan shall be reviewed each year by the Office of County Management, which shall present recommended changes to the County Executive and the Board each November, to be effective the following July 1, after considering changes in the comparable employment market, the cost of living, the County's ability to pay, the desires of exempt employees and actual or anticipated adjustments granted to non-exempt employees.

The amended Exempt Compensation/Classification Plan, as approved by the Board, shall provide the basis for planning compensation costs for inclusion in the Executive Budget.

#### Section 4. Leaves of Absence with Pay

A. Annual Leave: Each exempt employee shall be entitled to annual leave during each fiscal year according to the schedule below, to be used during that fiscal year:

| <u>Length of County<br/>Service Completed</u> | <u>Annual Leave<br/>Entitlement</u> |
|---|-------------------------------------|
| 6 Months                                      | 80 Hours                            |
| 2 Years                                       | 120 Hours                           |
| 5 Years                                       | 160 Hours                           |
| 8 Years                                       | 200 Hours                           |

Part-time exempt employees who regularly work from 20 to 32 hours per week will be entitled to one-half the annual leave outlined above.

Unused annual leave shall be forfeited at the end of each fiscal year, except that if an employee's entitlement or increased

entitlement occurs after June 1 of a fiscal year, the annual leave for that year may be used not later than September 1 of the following fiscal year. Vacation leave previously accrued while an employee was in non-exempt status may be used to supplement the annual leave schedule.

An employee who becomes exempt during a fiscal year shall be deemed to have become subject to the exempt annual leave program the previous July 1 and accrued non-exempt vacation leave shall be adjusted retroactively to June 30 of the previous fiscal year and vacation leave taken since July 1 shall be charged to the entitlement under the exempt leave program.

An employee who ceases to be exempt during a fiscal year shall commence accrual of vacation leave as of the pay period the employee ceases to be exempt and all unused leave entitlement shall be forfeited except that the employee shall receive credit for that proportion of annual leave as the number of calendar days since July 1 of the fiscal year bears to 365, less the number of hours of annual leave taken.

B. Salary Continuation and Workers' Compensation: Each exempt employee who is unable to work due to illness or injury or illness or injury of a member of the employee's immediate household shall be entitled to time off with pay for each occurrence according to the following schedule:

| <u>Length of County<br/>Service Completed</u> | <u>Period of<br/>Salary Continuation</u> |
|---|--|
| 1 Month to 6 months                           | 40 hours                                 |
| more than 6 months                            | 160 hours                                |
| more than 2 years                             | 320 hours                                |
| more than 5 years                             | 480 hours                                |

Sick leave previously accrued under a non-exempt sick leave program may be used to supplement the above schedule.

Part-Time exempt employees who regularly work from 20 to 32 hours per week will be entitled to one-half the salary continuation outlined above.

An Employee who becomes exempt during a fiscal year shall be deemed to have become subject to the exempt salary continuation program the previous July 1 and accrued non-exempt sick leave shall be adjusted retroactively to June 30 of the previous fiscal year and sick leave taken since July 1 shall be charged to the entitlement under the exempt salary continuation program.

An employee who ceases to be exempt during a fiscal year shall commence accrual of sick leave as of the pay period the employee ceases to be exempt and all unused salary continuation entitlement shall be forfeited.

In the event an employee suffers an occupational injury, illness, or disease, salary continuation shall only be paid in an amount equal to the difference between the Worker's Compensation payment and 100% of the employees bi-weekly net take-home pay.

Further, in the event an employee suffers an occupational injury, illness, or disease, salary continuation payments shall

not be paid beyond the thirtieth calendar day following the first absence from work occasioned by such injury, illness, or disease, except as thereafter authorized by the County Executive. Subject employees desiring extension of such benefits beyond the thirtieth day shall comply with application procedure in effect for other County employees.

Appointing Authorities shall exercise final authority in the control of salary continuation usage and may limit the number of occurrences which are chargeable against the plan, where individual abuse is determined.

Section 5.      Termination:

A.    Upon termination in good standing, an exempt employee will be entitled to cash payment at his/her current rate of pay for unused vacation leave previously accrued under a non-exempt program and for any unused annual leave entitlement.

B.    Upon retirement, an exempt employee will be entitled to cash payment at his current rate of pay for any sick leave accrued under a non-exempt program. There will be no cash payment for unused salary continuation entitlement.

Section 6.      Long Term Disability:

The Office of County Management is authorized to develop and implement a long-term disability insurance plan to supplement the salary continuation program.

Section 7.      Tri Met Pass Program:

The Office of County Management is authorized to develop and implement a program to provide Tri-Met passes to exempt employees in support of the County's energy conservation efforts.

Section 8.      Ineligibility for Non-Exempt Benefits:

Exempt employees are ineligible to receive any of the following non-exempt benefits:

- A.    Vacation leave accrual
- B.    Sick leave accrual
- C.    Overtime pay
- D.    Shift differential pay
- E.    Reporting time or call out pay
- F.    Working out of classification pay
- G.    Anniversary step increases
- H.    Premium pay for lead work of other special working conditions.

ADOPTED THIS 24th day of July, 1980, being the date of its second reading before the Board of County Commissioners of Multnomah County, Oregon.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

(SEAL)

BY Dennis Buchan  
Presiding Officer

Authenticated by the County Executive on the 25th day of  
July, 1980.

BY Donald E. Clark  
Donald E. Clark  
County Executive

APPROVED AS TO FORM:

BY John B. Leahy  
John B. Leahy  
County Counsel for  
Multnomah County, Oregon

## EXHIBIT A

| CLASSIFICATION TITLE                       | Column 1                        |                             | Column 2                |  | Column 3 |  |
|--|---------------------------------|-----------------------------|-------------------------|--|----------|--|
|  | Current 1979-80<br>Salary Range | New 1979-80<br>Salary Range | 1980-81<br>Salary Range |  |          |  |
| <u>Executive Management Category</u>       |                                 |                             |                         |  |          |  |
| Health Officer                             | \$18.00 \$22.50                 | \$19.21 \$24.98             | \$19.98 \$25.98         |  |          |  |
| Assistant Health Officer                   | 14.50 20.50                     | 17.47 22.71                 | 18.17 23.62             |  |          |  |
| Executive Program Director                 | 14.50 20.50                     | 18.99 24.69                 | 19.75 25.68             |  |          |  |
| County Counsel                             | 14.50 20.50                     | 15.01 19.52                 | 15.61 20.30             |  |          |  |
| Dental Health Officer                      | 13.00 18.50                     | 16.30 21.20                 | 16.95 22.05             |  |          |  |
| Executive Assistant                        | 13.00 18.50                     | 15.83 20.57                 | 16.46 21.39             |  |          |  |
| Program Manager 3                          | 13.00 18.50                     | 15.83 20.57                 | 16.46 21.39             |  |          |  |
| Program Manager 2                          | 12.00 17.00                     | 13.76 17.89                 | 14.31 18.61             |  |          |  |
| Program Manager 2/Corrections              | 12.00 17.00                     | 13.76 17.89                 | 14.31 18.61             |  |          |  |
| Public Safety Manager                      | 12.00 17.00                     | 13.76 17.89                 | 14.31 18.61             |  |          |  |
| Program Manager 1                          | 10.00 15.00                     | 11.54 15.00                 | 12.00 15.60             |  |          |  |
| Program Manager 1/Corrections              | 11.00 15.00                     | 11.54 15.00                 | 12.00 15.60             |  |          |  |
| Management Assistant                       | 10.00 15.00                     | 11.54 15.00                 | 12.00 15.60             |  |          |  |
| Program Management Specialist              | 10.00 15.00                     | 11.54 15.00                 | 12.00 15.60             |  |          |  |
| <u>Supervisory/Administrative Category</u> |                                 |                             |                         |  |          |  |
| Supervisory:                               |                                 |                             |                         |  |          |  |
| Engineering Supr, Design & Construction    | 10.00 15.00                     | 11.21 14.57                 | 11.66 15.15             |  |          |  |
| Engineer, Planning                         | 10.00 15.00                     | 11.21 14.57                 | 11.66 15.15             |  |          |  |
| Engineer, Design & Construction            | 10.00 15.00                     | 11.21 14.57                 | 11.66 15.15             |  |          |  |
| Operational Auditor 3                      | 10.00 15.00                     | 10.39 13.51                 | 10.81 14.05             |  |          |  |
| Chief Appraiser                            | 9.00 13.50                      | 9.65 12.55                  | 10.04 13.05             |  |          |  |
| Corrections Counseling Supervisor          | 9.00 13.50                      | 9.14 11.89                  | 9.51 12.37              |  |          |  |
| Detention Facility Supervisor              | 9.00 13.50                      | 9.59 12.47                  | 9.97 12.97              |  |          |  |
| Electrical Supervisor                      | 11.50 13.50                     | 11.63 15.12                 | 12.10 15.72             |  |          |  |

| CLASSIFICATION TITLE                               | Column 1                        |                             | Column 2                |  | Column 3 |  |
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|  | Current 1979-80<br>Salary Range | New 1979-80<br>Salary Range | 1980-81<br>Salary Range |  |          |  |
| <u>Supervisory/Administrative Category, cont'd</u> |                                 |                             |                         |  |          |  |
| Juvenile Counseling Supervisor                     | \$ 9.00 \$13.50                 | \$ 9.47 \$12.30             | \$ 9.85 \$12.79         |  |          |  |
| Nursing Services Supervisor                        | 9.00 13.50                      | 9.93 12.91                  | 10.33 13.43             |  |          |  |
| Program Supervisor                                 | 9.00 13.50                      | 9.74 12.66                  | 10.13 13.17             |  |          |  |
| Sanitary Facility Supervisor                       | 8.00 11.50                      | 10.90 14.17                 | 11.34 14.74             |  |          |  |
| * Software Systems Manager                         | 9.00 13.50                      | 11.05 14.36                 | 11.49 14.93             |  |          |  |
| * Systems Manager                                  | 9.00 13.50                      | 10.59 13.77                 | 11.01 14.32             |  |          |  |
| Traffic Aids Supervisor                            | 11.50 13.50                     | 10.78 14.02                 | 11.21 14.58             |  |          |  |
| Vector Control Supervisor                          | 8.00 11.50                      | 8.84 11.50                  | 9.19 11.96              |  |          |  |
| Maintenance Supervisor                             | 8.00 11.50                      | 8.84 11.50                  | 9.19 11.96              |  |          |  |
| Operations Supervisor 2                            | 8.00 11.50                      | 8.84 11.50                  | 9.19 11.96              |  |          |  |
| Animal Shelter Supervisor                          | 6.50 9.50                       | 7.37 9.58                   | 7.66 9.96               |  |          |  |
| Dietary Services Supervisor                        | 6.50 9.50                       | 7.37 9.58                   | 7.66 9.96               |  |          |  |
| Operations Supervisor 1                            | 6.50 9.50                       | 7.37 9.58                   | 7.66 9.96               |  |          |  |
| Administrative:                                    |                                 |                             |                         |  |          |  |
| Staff Assistant 3                                  | 10.00 15.00                     | 11.54 15.00                 | 12.00 15.60             |  |          |  |
| Administrative Specialist 2                        | 9.00 13.50                      | 10.28 13.36                 | 10.69 13.89             |  |          |  |
| Financial Specialist 2                             | 9.00 13.50                      | 10.28 13.36                 | 10.69 13.89             |  |          |  |
| Staff Assistant 2                                  | 9.00 13.50                      | 10.28 13.36                 | 10.69 13.89             |  |          |  |
| Program/Staff Assistant                            | 9.00 13.50                      | 9.74 12.66                  | 10.13 13.17             |  |          |  |
| Management Analyst                                 | 8.00 11.50                      | 8.56 11.13                  | 8.90 11.58              |  |          |  |
| Community Coordinator                              | 8.00 11.50                      | 8.56 11.13                  | 8.90 11.58              |  |          |  |
| Operational Auditor 2                              | 8.00 11.50                      | 8.66 11.26                  | 9.01 11.71              |  |          |  |
| Administrative Assistant                           | 6.50 9.50                       | 6.47 8.41                   | 6.73 8.75               |  |          |  |

| CLASSIFICATION TITLE                               | Column 1                        |  | Column 2                    |  | Column 3                |  |
|--|---------------------------------|--|-----------------------------|--|-------------------------|--|
|  | Current 1979-80<br>Salary Range |  | New 1979-80<br>Salary Range |  | 1980-81<br>Salary Range |  |
| <u>Supervisory/Administrative Category, cont'd</u> |                                 |  |                             |  |                         |  |
| Office Manager/Executive                           | \$ 6.50 \$ 9.50                 |  | \$ 6.47 \$ 8.41             |  | \$ 6.73 \$ 8.75         |  |
| Operational Auditor 1                              | 6.50 9.50                       |  | 7.21 9.38                   |  | 7.50 9.76               |  |
| Staff Assistant 1                                  | 6.50 9.50                       |  | 6.47 8.41                   |  | 6.73 8.75               |  |
| Assistant/MSCSC                                    | 7.00 9.00                       |  | 6.47 8.41                   |  | 6.73 8.75               |  |
| Assistant Clerk/Board                              | 5.00 7.00                       |  | 5.21 6.77                   |  | 5.42 7.04               |  |
| Legislative/Administrative Secretary               | 5.00 7.00                       |  | 5.21 6.77                   |  | 5.42 7.04               |  |
| <u>Professional Category</u>                       |                                 |  |                             |  |                         |  |
| Legal:   |                                 |  |                             |  |                         |  |
| Deputy County Counsel 3                            | 12.00 17.00                     |  | 12.07 15.69                 |  | 12.55 16.32             |  |
| Deputy District Attorney 3 (Ex)                    | 12.00 17.00                     |  | 12.07 15.69                 |  | 12.55 16.32             |  |
| Deputy County Counsel 2                            | 9.00 14.50                      |  | 10.06 13.07                 |  | 10.46 13.59             |  |
| Deputy District Attorney 2 (Ex)                    | 9.00 14.50                      |  | 10.06 13.07                 |  | 10.46 13.59             |  |
| Deputy County Counsel 1                            | 7.00 9.00                       |  | 8.38 10.90                  |  | 8.72 11.34              |  |
| Legal Specialist                                   | 7.00 9.00                       |  | 8.38 10.90                  |  | 8.72 11.34              |  |
| Juvenile Court Referee                             | 10.00 15.00                     |  | 12.07 15.69                 |  | 12.55 16.32             |  |
| Juvenile Traffic Referee                           | 9.00 13.50                      |  | 10.06 13.07                 |  | 10.46 13.59             |  |
| Medical:   |                                 |  |                             |  |                         |  |
| * Physician/Board Certified                        | 16.00 20.50                     |  | 17.47 22.71                 |  | 18.17 23.62             |  |
| * Physician  | 13.88 18.25                     |  | 15.60 20.28                 |  | 16.22 21.09             |  |
| Dentist 2  | 12.00 17.00                     |  | 14.18 18.43                 |  | 14.75 19.17             |  |
| Dentist 1  | 10.00 15.00                     |  | 13.00 16.90                 |  | 13.52 17.58             |  |
| Pharmacist   | 9.00 13.50                      |  | 12.00 15.60                 |  | 12.48 16.22             |  |
| Veterinarian                                       | 9.00 13.50                      |  | 12.00 15.60                 |  | 12.48 16.22             |  |



| CLASSIFICATION TITLE                 | Column 1                        | Column 2                    | Column 3                |
|--------------------------------------|---------------------------------|-----------------------------|-------------------------|
|                                      | Current 1979-80<br>Salary Range | New 1979-80<br>Salary Range | 1980-81<br>Salary Range |
| <u>Professional Category, cont'd</u> |                                 |                             |                         |
| Engineering:                         |                                 |                             |                         |
| Engineer, Structural                 | \$10.00 \$15.00                 | \$11.21 \$14.57             | \$11.66 \$15.15         |
| Engineer, Traffic                    | 10.00 15.00                     | 11.21 14.57                 | 11.66 15.15             |

Confidential/Exempt Category

Administrative Technician (Ex)  
Office Assistant 3 (Ex)  
Office Assistant 2 (Ex)

Salaries and benefits shall be the same as set forth for comparable classifications in applicable collective bargaining agreements.

\* Provisional salary range pending further study