

**RESOLUTION NO. 47**

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE,  
WASHINGTON, AMENDING RESOLUTION NO. 33  
ESTABLISHING PERSONNEL POLICIES & PROCEDURES,  
AMENDING SECTION 5.03 RELATING TO GENERAL SALARY  
PRACTICES.**

WHEREAS, the City of University Place adopted Resolution No. 33 on July 24, 1995 establishing policies and procedures relating to human resource administration, including general employment practices, policy administration, attendance, compensation and performance review, benefits, employee responsibilities and conduct, training, and discipline and termination; and

WHEREAS, the City Council wishes to amend these Personnel Policies and Procedures as guidelines for City employees;

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:**

Section 1. General Salary Practices. Section 5.03, entitled "General Salary Practices," of the Personnel Policies and Procedures, is amended as shown on Attachment A, included by reference as part of this resolution.

Section 2. Effective Date. This Resolution shall take effect immediately upon signing.

**ADOPTED BY THE CITY COUNCIL ON AUGUST 21, 1995.**

  
Stanley L. K. Flemming, Mayor

Attest:

  
Susan Matthew, Interim City Clerk

## COMPENSATION

### 5.01 SALARY PLAN

The City's pay plan is set forth in ordinance. The City Manager or his/her designee is responsible for preparing a salary schedule that establishes pay ranges for each job classification. This pay plan is in effect only with City Council approval and any subsequent changes in the pay plan must be approved by the City Council.

### 5.02 SALARY POLICY

It is the intent of the City to attract and retain quality employees. Within budget limitations, the City endeavors to pay salaries competitive with those of other employees in the applicable labor market. Salaries are reviewed on an annual basis and, resources permitting, an annual cost of living or market adjustment may be applied to salary ranges by the City Council.

### 5.03 GENERAL SALARY PRACTICES

**Employee Pay Rates:** Employees shall be paid within the limits of their assigned wage range. The City Manager may establish a temporary entry point as a trainee rate which is within 10% of the position salary range entry point.

**Starting Rate of Pay:** New employees will normally start their employment at the beginning of the pay range for their classification. The City Manager, however, may approve compensation at a higher rate in the range when qualified applicants cannot be recruited or the department head determines that the best qualified applicant has experience and qualifications that warrant a higher salary. The starting pay of a new employee that exceeds 50% of the pay range will require City Council approval prior to the employee's appointment.