

SENIOR MANAGEMENT PERSONNEL POLICY

A POLICY OF THE CITY OF AUBURN, NEW YORK, TO PROVIDE WORK RULES AND A COMPENSATION AND BENEFIT PLAN FOR SENIOR MANAGERS AND NON-UNION EMPLOYEES.

The Senior Management Policy is designed to provide a fair and competitive compensation and benefits plan to attract and retain senior management employees at the City of Auburn who are not represented by collective bargaining agreements.

This Policy is a revision of the current Management Policy adopted by Resolution #123 on July 17, 2014 and is designed to achieve the following:

- Update benefits and compensation for non-represented employees to attract and retain high quality management employees.
- Reestablish a salary schedule that provides a defined progression of steps tied to performances and longevity.
- Address the potential wage and benefit compression and disparity that can occur between non-represented managers and their subordinate employees who are represented by collective bargaining agreements.

1. COVERED EMPLOYEES

Employees considered Management Personnel; covered under this Policy, fall under the following categories:

Department Heads — DH
Management & Professional — MP
Management Support – MS

A specific list of job titles is provided in Attachment A.

2. WORK WEEK

The work week for Management Personnel shall be the hours necessary to fulfill their responsibilities and meet the needs of those working under their supervision. Management Personnel are required to fill out forms or when implemented, use an automated attendance system to document hours worked. DH and MP Personnel shall normally be present (mandatory for MS Personnel) during core hours, which are equivalent to the work hours of the primary employees under their direct supervision, i.e., 8:00 a.m. to 4:00 p.m. for City Hall based operations; 7:00 a.m. to 3:30 p.m. or other field based work schedule as appropriate for Field Managers and Department Heads with field operations. However, it is understood that DH and MP Personnel may adjust their time to meet the needs of the City, their Department, and their personal schedules (within reason). The City Manager may authorize

special work weeks or hours consistent with these standards. DH or MP Personnel are expected, as part of their job, to occasionally work outside of normal work hours without expectation of extra compensation in time or wages.

For purposes of accounting for accruals and benefits a work day for 35 hour employees shall be seven (7) hours and a work day for 40 hour employees shall be eight (8) hours. A work week shall be five (5) days.

DH and MP are not eligible for overtime compensation and do not have to account for less than half day absences on their timesheets, however, they shall still notify the City Manager's office in advance of partial day absences from the workplace.

3. COMPENSATORY TIME / OVERTIME

Management Personnel may be required to work in excess of their normal work week because of an emergency situation, Departmental needs, or as requested by the City Manager. Only MS Personnel will be credited with compensatory time off or paid overtime, at the employee's option. Compensatory time and paid overtime shall be earned, accrued, and utilized as described herein.

Employees must request approval of his/her Department Head or the City Manager before working overtime in excess of one (1) hour or on a non-regularly scheduled work day.

Any current carryover hours at the time this Policy goes into effect, will be "grandfathered" to the credit of the employee. MS Personnel will be allowed the same options as related to compensatory time as employees in the CSEA Unit #6251-00.

Overtime shall be paid for at the employee's time and one half hourly rate or, at the option of the employee, compensatory time shall be granted at the rate of one and one-half times for all hours in excess of eight (8) hours per day or forty (40) hours per week [except as provided hereafter and which an employee is required to be at work in excess of his/her regularly scheduled workday or work week;] such pay shall be calculated in segments of not less than one-quarter (1/4) hour. Compensatory hours accumulation shall not exceed a total of one hundred (100) hours. An employee's request for a particular day/s of compensatory time off shall not be unreasonably denied by the Employer. If an employee's requested compensatory time off is denied, the employee, at his/her option, may elect to receive payment for the overtime worked instead of compensatory time off. Compensatory time off can be taken in segments of no less than one-quarter (1/4) hour per day. The receipt of holiday, vacation, compensatory leave, or personal leave pay for non-shift employees will be considered as having worked for the purpose of calculating overtime.

4. VACATION

All Management Personnel shall be granted a paid vacation earned during the prior calendar year, or part thereof, in the succeeding calendar year. Any increases in vacation allowance shall be based upon the employee's anniversary date and shall be granted after completion of the stipulated years of service.

Existing City Employees who are promoted into management positions covered by this policy shall carry any accrued leave forward into the new position. Additionally, DH and MP shall be eligible for 4 weeks of vacation in the first year, and MS shall be eligible for 2 weeks of vacation leave in their first year. For subsequent years, vacation accrual will be based on the following chart.

<u>Required Service</u>	<u>Time Off</u>
<u>Department Heads / Management & Professional:</u>	
1 year but less than 7 years	20 days
7 years but less than 10 years	21 days
10 years but less than 15 years	22 days
15 years but less than 20 years	26 days
20 years but less than 25 years	27 days
25 years and thereafter	35 days
<u>Management Support Staff:</u>	
1 year but less than 2 years	11 days
2 years	12 days
3 years	14 days
4 years	16 days
5 years but less than 7 years	17 days
7 years but less than 10 years	21 days
10 years but less than 15 years	22 days
15 years but less than 20 years	26 days
20 years but less than 25 years	27 days
25 years and thereafter	35 days

New employees to the City in the position of DH or MP shall accrue vacation based on the same schedule as promoted employees, however, the City Manager may grant up to four weeks of vacation as part of a negotiated compensation package to be available to the employee upon appointment to assist in relocation. If a new employee terminates employment within 12 months, any advanced leave used in excess of the normal accrual schedule shall be withheld from the final paycheck, and if there is a deficit the employee shall pay the City the difference.

Any vacation benefit exceeding four (4) weeks must be approved in writing by the Mayor and Council. A week is defined as five (5) days.

Vacations must be taken in the calendar year following the calendar year in which they were earned, except that a maximum of fifteen (15) days may be carried over into the next calendar year. (An exception is made in that any hours carried over from 2007 to 2008 will continue to be allowed to carry over each year, in accordance with the Policy adopted in 2007.) Vacation time off will be granted in no less than ¼ hour segments.

5. HOLIDAYS

The following days shall be recognized as paid holidays:

- | | |
|------------------------------------|---------------------------|
| New Year's Day | Labor Day |
| Martin Luther King, Jr.'s Birthday | Columbus Day |
| Presidents Day | Veteran's Day |
| Good Friday | Thanksgiving Day |
| Memorial Day | Friday after Thanksgiving |
| Fourth of July | Christmas Day |

An exception is made for Management Personnel in the Police and Fire Departments. They shall follow the holiday policy of their subordinates.

MS Personnel required to work on a holiday, due to an emergency, will be compensated following the Holiday Policy of the CSEA Professional and Administrative Unit.

Holidays falling on Saturday will be observed on the preceding Friday and those falling on Sunday will be observed on the following Monday. In accordance with Public Law 90-363, Presidents Day will be recognized as falling on the third Monday in February and Memorial Day on the last Monday in May.

6. PERSONAL LEAVE

Each employee covered by this Agreement shall be entitled to take up to three (3) paid personal leave days during each contract year, or a pro-rated amount if the employee has not been employed for the full twelve (12) month period; such leave shall not be cumulative from contract year to contract year. Leave will be granted in segments of one-quarter (1/4) hour, if such leave does not impair the efficiency of the operations. Time off may not be applied to personal leave unless application for such leave was made at least twenty-four (24) hours prior to the time the leave begins (except in cases of serious emergency) and such application was approved by the employee's supervisor.

There shall be no restrictions on when personal leave time may be used by an employee.

7. BEREAVEMENT LEAVE

DH and MP shall follow the Funeral Leave Policy of their subordinates. MS shall follow the Funeral Leave Policy of the CSEA Professional and Administrative Unit.

8. SICK LEAVE

Each full time employee shall accumulate up to two hundred sixty (260) working days of sick leave, to be applied toward time off due to illness or injury which is not work related (After a minimum of twenty (20) years of continuous service, Management Personnel shall be allowed to accumulate unlimited days of sick leave). Such leave shall be reduced by one day for each day paid. Sick leave will be granted in no less than ¼ hour segments.

Each full time employee will earn sick leave credit at the rate of one-half (1/2) day per biweekly pay period, provided, however, that he/she is in full pay status for at least five (5) work days during such biweekly pay period

An exception is made for Management Personnel in the Police and Fire Departments. They shall follow the Sick Leave Policy of their subordinates.

Accumulated sick leave shall not be payable at the time of termination of employment, except for the following:

(a) A physician selected by the Employer certifies that the termination of the employee was necessitated by debilitating illness or injury, and then only so long as such illness or injury continues and the employee permits physical examination at reasonable intervals; and

(b) After a minimum of ten (10) years continuous service and upon termination or leaving their position with the City, said employee having a minimum of 75 days accumulated sick leave, shall be paid for 25 days; and

(c) When an active employee dies after twenty (20) years of service and prior to retirement from the New York State Retirement System, the Employer shall pay to the estate any unused accumulated sick leave up to a maximum of twenty-five (25) days.

(d) After six (6) weeks and to a maximum of four (4) months, and upon certification from the employee's physician that the employee is unable to work for medical reasons pertaining to the employee, the employee, at the option of the Employer, may be granted a leave of absence, or the employee may utilize any accumulated sick time or vacation time.

The Employer reserves the right, in any dispute as to the employee's medical condition, to have the employee examined at the cost of the Employer by a physician selected by the Employer.

Where the Employer selects a physician for the examination of an employee, such examination will be paid for by the Employer.

SICK LEAVE PROCEDURES

The Employer may require, as a condition of payment for sick leave in case of chronic absenteeism, a statement from the employee's physician's office that the employee is under the physician's care and the probable period of absence from work. When an employee has used in excess of twelve (12) equivalent full days of paid sick leave and/or family illness, as referenced in Article XXVI, which are not verified in the prior twelve (12) months, the Employer may require a statement from the physician's office or a statement from the family member's physician's office for any future payments of sick leave during the subsequent twelve (12) month period. For purposes of this paragraph, verified shall be defined as medical documentation from a physician's office and/or medical facility, etc., or any other reasons acceptable by the employee's Department Head.

When continuous sick leave is more than five (5) days, the Employer may require, as a condition of payment, a statement from the employee's physician's office certifying that the employee is under the physician's care and the period of disability. When continuous sick leave exceeds thirty (30) calendar days, the Employer may require a physical examination by a physician selected by the Employer. Any false representation made by the employee in connection with a claim for sick leave benefits shall be deemed just cause for discipline.

SICK LEAVE DONATION

The following guidelines shall be utilized for Sick Leave Donation Program:

- a) The recipient for donation must contact the City Manager to initiate the plan.
- b) Only non-union employees may donate time.
- c) Recipients wishing to utilize the sick leave donation program will have their situation reviewed on a case-by-case basis.
- d) The recipient must exhaust all accruals prior to utilizing donated sick leave.
- e) The recipient must provide proper medical documentation to the City.
- f) Only sick leave may be donated, not other types of leave.
- g) Donors cannot contribute more than five (5) days and the wage differential will have no bearing on the day-for-day exchange.
- h) Donors must have a minimum of forty-five (45) sick days accumulated to remain at the 40-day minimum after the donation.

The donation does not affect the donor's sick leave incentive pay. Any time unused by the recipient will not be returned to the donor.

SICK LEAVE INCENTIVE

Any employee, who in the City’s fiscal year, July 1 through June 30, uses two or less sick days shall be paid in the subsequent month of July at a rate of:

0 days used:	\$350.00
1 day used:	\$225.00
2 days used:	\$150.00

Sick leave used for family illness will count against the employee for receiving this incentive.

An exception is made for Management Personnel in the Police Department. They shall follow the Sick Leave Incentive Policy of their subordinates.

9. LONGEVITY PAY

Employees covered under this Policy shall be entitled to longevity pay consistent with those of their respective subordinates. Each employee shall receive longevity pay of four hundred dollars (\$400) annually for each consecutive four (4) years of service. In calculating consecutive service for purposes of longevity pay, only resignation, discharge, or other termination of employment shall be considered as terminating consecutive service. However, no accumulation of consecutive service shall occur while an employee is suspended for period of two (2) weeks or more, or while on leave of absence without pay for two (2) weeks or more. A City employee who voluntarily resigns his/her employment with the City, and who returns to employment with the City within one year, shall be entitled to all longevity payments previously enjoyed.

Management Personnel in the Police and Fire Departments shall be granted longevity pay in accordance with either this Policy or their respective unions; whichever is more beneficial to the employee. In addition, Management Personnel in the Police and Fire Departments shall be granted Longevity Days equal to those afforded to sworn personnel, up to a total of five (5) days.

10. HEALTH and DENTAL INSURANCE

The Employer shall provide health and dental insurance for those classified positions that currently enjoy this benefit. Management Personnel shall be afforded the same options for health insurance coverage that are available to their subordinates upon retirement or leaving City employment.

Management Personnel contributions shall be adjusted periodically to reflect the average of contributions set forth in the City’s Collective Bargaining Agreements.

Employees may elect to decline the City's health insurance benefits, provided they can demonstrate proof of continuous coverage under a non-city plan. Any employee who exercises this option will be eligible for a \$2,000 yearly stipend, payable in two semi-annual installments and prorated for partial year coverage. Installments will normally be paid in the first payroll in January and the last payroll in June of each year. The employee must demonstrate continuous coverage throughout the

non-coverage stipend period and prior to opting back into the City health coverage. Employee may opt back into City coverage, with proof of continuous coverage, during annual open enrollment or upon a qualifying event. If the employee experiences a lapse in coverage, employee may not opt back into City plan and will then no longer be able to obtain the \$2,000 stipend.

11. RETIREMENT BENEFITS

The appropriate Retirement Plan will be available to employees that presently enjoy this benefit, except that sworn Management Personnel in the Fire and Police Departments shall be entitled to the same Pension Plan as established for their subordinates.

New employees shall enter the Retirement Plan then in effect on the date of their appointment and shall make contributions as set forth by that retirement plan.

Upon retirement, Management Personnel may utilize unused sick leave time as payment toward future health insurance premiums as follows:

- Sick leave will be credited toward an employee's future health insurance premium costs at a dollar value equivalent to one (1) accrual leave day to one (1) paid work day.
- In no case shall DH and MP receive less than their subordinates.

12. CELLULAR PHONE ALLOWANCE

DH and MP Personnel, who have, because of their work hours and on-call status, been assigned City owned cellular phones, may elect, with the approval of the City Manager, to receive a cellular phone allowance in lieu of a City owned cellular phone. Said allowance shall be set at \$45/month until such time as it is revised as part of a new budget. The number of that phone must be available as would a City owned phone.

13. RESIDENCY REQUIREMENTS

All Department Heads are required to reside within the City of Auburn, except as otherwise exempted by Statute. MS and MP Personnel not living within the City at the time this Personnel Policy was originally adopted may continue to do so, but must comply with this Policy upon promotion to a new position covered by this Policy. Within 90 days of appointment (new hire) or promotion (existing employee), employees must comply with this Policy unless there are extenuating circumstances, which prohibit compliance. A waiver may be granted in writing by the City Manager with the consent of the City Council. MS Personnel covered by this Policy shall follow the residency requirements of the CSEA Professional Bargaining Unit.

If residency requirements are changed through CSEA collective bargaining agreements the City Manager may approve Management Personnel to reside outside the City limits, but within a 10 mile radius of Memorial City Hall.

14. FAMILY AND MEDICAL LEAVE

The terms of the Federal Family Medical Leave Act apply to all employees covered by this Policy. Additional agreements may be arranged by the City Manager.

Maternity Leave – Starting with the day of delivery and for the maximum allowed under the Family Medical Leave Act (FMLA), the employee will be entitled to a leave of absence and/or utilize any available sick time or vacation time.

The City will provide up to 3 weeks of paid leave for new mothers under the following conditions:

- Employee has been in continuous full time employment with the City for the previous 24 months
- Employee must return to a full time, continuous work schedule within 12 weeks
- This benefit is exclusively to support the recovery of the mother from child birth, not for child care or other considerations

15. DISCIPLINE AND DISCHARGE

DISCIPLINE AND DISCHARGE PROCEDURE

Personnel covered by this policy, except for those persons entitled to Civil Service Law, Section 75 Rights, are considered “at-will” employees, meaning they can be discharged at any time for any reason. The City desires to provide discipline and discharge procedures and disciplinary appeal process for those management employees who have completed their initial probationary employment with the City. The following procedures shall be utilized for disciplinary and discharge matters.

Disciplinary action shall include, but is not limited to, written reprimands, suspension, demotion, discharge, fines, or any combination thereof or other such penalties as may be deemed appropriate by the Employer.

An employee shall be entitled to representation by an attorney or other representative at each step of the Discipline and Discharge Procedure. An employee shall be entitled, upon request, to have an attorney or representative present if, as a result of an investigation, an employee is asked by the Employer to sign a statement for purposes of attesting to or admitting incompetence or misconduct.

Service of the Notice of Discipline shall be made by personal service to the employee within 30 calendar days of the alleged act creating such discipline. If service cannot be effectuated by personal service, it shall be made by registered or certified mail, return receipt requested to the employee

The Notice of Discipline shall contain a detailed description of the specific acts and conduct for which discipline is being sought including references to dates, times, places and state any proposed

penalty being sought. The Notice of Discipline shall also state that the employee has the right to appeal the disciplinary action by filing a written grievance with the City Manager within five (5) workdays after receipt of Notice of Discipline if he/she disagrees with it.

A grievance meeting shall be convened by the City Manager within five (5) working days after receipt of a grievance, as provided above. The City Manager shall render a decision, in writing, to resolve the matter within seven (7) calendar days. Failure to file a grievance within the time frame hereinabove specified will constitute acceptance of the penalty, as proposed by the Employer, by the employee, and settle the matter in its entirety. The decision of the City Manager shall be final.

Subject to a mutual written agreement between the employees covered under this policy and the City of Auburn, the time limits hereinabove specified may be waived.

16. WAGES

Compensation for Management Personnel shall be in accordance with a 10 step wage schedule (Attachment B). The wage scale shall be adjusted for CPI annually and approved as part of the City Budget.

Management Personnel shall in any case receive a cost of living salary increase equal to the inflation and allowable growth factors as computed and published by the NYS Comptroller for the given fiscal year. If the inflation and allowable levy growth factor for any given year is one-half percent (1/2%) or less, he or she shall receive an increase of one-half percent (1/2%) of base salary for that given year.

The limitation on pay increases is set at a maximum of \$5,000 combined in any one year.

In order to attract qualified candidates, the City Manager shall have the authority to negotiate at which step management personnel will be appointed (A through J). An employee hired at step A of the wage schedule will be eligible for a step increase after six (6) months of employment (upon receiving a satisfactory employee evaluation) and each twelve (12) months thereafter, until the top step is achieved. An employee hired at a step higher than A will be eligible for a step increase after twelve (12) months and each twelve (12) months thereafter.

Base pay rates for Management Personnel shall be capped at 90 % of the City Manager's base pay. Base pay rates for DH shall be at least 10% above their subordinates. If these criteria are in conflict, the 90% cap provision shall govern Management Personnel salaries.

17. PERFORMANCE EVALUATION

Management Personnel shall be evaluated on an annual basis. Job Performance criteria are set forth in Attachment C.

18. RETIREMENT INCENTIVE

This policy includes a provision for a retirement incentive for full-time employees. Said retirement incentive will be \$10,000 cash payout or \$12,500 toward health insurance premiums. The requirements for eligibility are as follows:

- As of January 21, 2016 each Department Head that is currently employed and eligible to retire without penalty has until February 29, 2016 to file a retirement incentive program application with the City Manager to participate in this retirement incentive program. The employee must retire from service within seventy-five (75) calendar days after filing the retirement incentive program application.
- Following February 29, 2016 the following requirements for participation in this retirement incentive program apply:
 - ❖ The employee must file an application for the retirement incentive program within forty-five (45) calendar days of becoming eligible to retire without penalty.
 - ❖ The employee must retire from service within seventy-five (75) calendar days after filing the retirement incentive program application.
 - ❖ There is only one opportunity to apply for the retirement incentive after reaching eligibility to retire without penalty. If an employee becomes eligible to retire without penalty but chooses not to retire they cannot apply in future years. If an employee becomes eligible to retire without penalty but does not apply within the forty-five (45) day calendar period the incentive will not be available.
 - ❖ If an employee wishes to retire with penalty, they will be eligible for this incentive but not excluded until they reach eligibility to retire without penalty.

19. OTHER

All benefits not specifically mentioned in this Policy shall parallel those of the subordinate employees' bargaining unit contract.

20. RELATIONSHIP BETWEEN MANAGEMENT POLICY AND EMPLOYEE HANDBOOK

In the event an expressed and explicit provision set forth in the Senior Management Personnel Policy should conflict with an employee benefit, personnel policy, personnel procedure, or other provision set forth in this Employee Handbook, the expressed and explicit provision of the Senior Management Personnel Policy will control. Unless expressly excluded, the Employee Handbook will be applicable to all employees.

21. EDUCATION BENEFITS

The City shall reimburse any management employee for the cost of tuition and related fees to attend professional and technical courses at accredited institutions of higher learning at a cost not to exceed \$2,500 per year. Coursework does not necessarily need to result in a certificate or degree, but the employee must obtain a grade of at least "C" or equivalent to be eligible for reimbursement.

Courses must be approved in advance by the City Manager and must reasonably relate to the job of the employee or to the advancement of the employee's career at the City. Coursework attendance shall be on the employee's own time. Travel expenses to and from the institution shall be at the employee's sole cost.

In the event an employee resigns from the City within 2 years of completing coursework the employee must repay reimbursed costs and expenses. For every six months of employment after completion of the coursework the employee's obligation for reimbursement shall decrease by 25%.

22. DEFERRED COMPENSATION PROGRAM

All Management employees shall be eligible to join the City's deferred compensation program. If approved in the annual city budget the City will match the first \$1,400 of an employee's contribution to their deferred compensation account on an annual basis.

23. EXTENDED PAYMENT OF HEALTH INSURANCE PREMIUMS

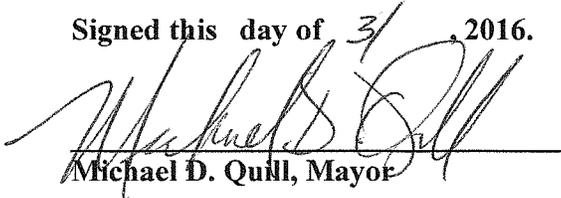
Should an employee be in unpaid leave status for a period of more than 30 days and unpaid status is not a result of disciplinary action (for example FMLA) the City Manager may approve payment of the employee's premium contribution for up to three months.

24. EFFECTIVE DATE

This Policy supersedes elements of the Employee Handbook of July 1, 2015, and shall take effect immediately upon passage. This Policy shall remain in effect until such time as an Amendment or new Policy shall take its place.

This Management Personnel Policy, passed by Resolution #8, of the City of Auburn City Council, on January 21, 2016, shall be effective immediately, and shall remain in effect until December 31, 2017.

Signed this day of 3/ , 2016.


Michael D. Quill, Mayor

ATTACHMENT A

EMPLOYEES COVERED UNDER MANAGEMENT POLICY

Department Heads

Corporation Counsel
Comptroller
Police Chief
Fire Chief
Superintendent of Public Works
Superintendent of Engineering
Director of Planning and Economic Development
Director of Municipal Utilities
City Clerk

Management & Professional Staff

Director of Capital Projects & Grants
Assistant Corporation Counsel
Deputy / Assistant Police Chief
Assistant Comptroller

Management Support Staff

Secretary to City Manager
Secretary to Corporation Counsel
Civil Service Clerk
Secretary to the Mayor

The City Clerk is also covered by this Management Policy with the following exceptions:

1. The City Clerk is appointed by and reports to the City Council; therefore, procedures for discipline and/or discharge shall be established by the City Council.
2. A performance evaluation for the City Clerk will be required on an annual basis, following a process as determined by the City Council.

ATTACHMENT B

Wage Schedule

For Fiscal Year Ended June 30, 2016

	1	2	3	4	5	6	7	8	9	10
	A	B	C	D	E	F	G	H	I	J
Department Heads										
Corporation Counsel	92,432	94,318	96,243	98,207	100,212	102,257	104,344	106,473	108,646	110,863
Comptroller	88,099	89,897	91,732	93,604	95,514	97,464	99,453	101,482	103,553	105,667
Police Chief	80,045	81,678	83,345	85,046	86,782	88,553	90,360	92,204	94,086	96,006
Fire Chief	80,045	81,678	83,345	85,046	86,782	88,553	90,360	92,204	94,086	96,006
Superintendent of Public Works	79,058	80,671	82,318	83,998	85,712	87,461	89,246	91,067	92,926	94,822
Superintendent of Engineering	79,058	80,671	82,318	83,998	85,712	87,461	89,246	91,067	92,926	94,822
Director of Planning and Economic Development	79,058	80,671	82,318	83,998	85,712	87,461	89,246	91,067	92,926	94,822
Director of Municipal Utilities	79,058	80,671	82,318	83,998	85,712	87,461	89,246	91,067	92,926	94,822
City Clerk	59,905	61,127	62,375	63,648	64,947	66,272	67,625	69,005	70,413	71,850
Management and Professional Staff										
Assistant Corporation Counsel	74,558	76,080	77,632	79,217	80,833	82,483	84,166	85,884	87,637	89,425
Deputy Police Chief	70,506	71,945	73,414	74,912	76,441	78,001	79,592	81,217	82,874	84,566
Director of Capital Projects and Grants	70,506	71,945	73,414	74,912	76,441	78,001	79,592	81,217	82,874	84,566
Assistant Comptroller	54,000	55,080	56,182	57,305	58,451	59,620	60,813	62,029	63,270	64,535
Management Support Staff										
Secretary to the City Manager	41,527	42,374	43,239	44,121	45,022	45,941	46,878	47,835	48,811	49,807
Secretary to the Corporation Counsel	38,605	39,393	40,197	41,017	41,854	42,708	43,580	44,469	45,377	46,303
Civil Service Clerk	37,079	37,836	38,608	39,396	40,200	41,020	41,857	42,712	43,583	44,473
Secretary to the Mayor	34,203	34,901	35,613	36,340	37,081	37,838	38,610	39,398	40,202	41,023

For Fiscal Year Ended June 30, 2017 (0.5%)

	1	2	3	4	5	6	7	8	9	10
	A	B	C	D	E	F	G	H	I	J
Department Heads										
Corporation Counsel	92,894	94,790	96,724	98,698	100,713	102,768	104,865	107,005	109,189	111,418
Comptroller	88,540	90,347	92,191	94,072	95,992	97,951	99,950	101,990	104,071	106,195
Police Chief	80,445	82,087	83,762	85,471	87,216	88,996	90,812	92,665	94,556	96,486
Fire Chief	80,445	82,087	83,762	85,471	87,216	88,996	90,812	92,665	94,556	96,486
Superintendent of Public Works	79,453	81,075	82,729	84,418	86,140	87,898	89,692	91,523	93,391	95,296
Superintendent of Engineering	79,453	81,075	82,729	84,418	86,140	87,898	89,692	91,523	93,391	95,296
Director of Planning and Economic Development	79,453	81,075	82,729	84,418	86,140	87,898	89,692	91,523	93,391	95,296
Director of Municipal Utilities	79,453	81,075	82,729	84,418	86,140	87,898	89,692	91,523	93,391	95,296
City Clerk	60,204	61,433	62,687	63,966	65,271	66,604	67,963	69,350	70,765	72,209
Management and Professional Staff										
Assistant Corporation Counsel	74,931	76,460	78,020	79,613	81,237	82,895	84,587	86,313	88,075	89,872
Deputy Police Chief	70,859	72,305	73,781	75,286	76,823	78,391	79,990	81,623	83,289	84,988
Director of Capital Projects and Grants	70,859	72,305	73,781	75,286	76,823	78,391	79,990	81,623	83,289	84,988
Assistant Comptroller	54,270	55,355	56,463	57,592	58,744	59,918	61,117	62,339	63,586	64,858
Management Support Staff										
Secretary to the City Manager	41,734	42,586	43,455	44,342	45,247	46,170	47,113	48,074	49,055	50,056
Secretary to the Corporation Counsel	38,798	39,590	40,398	41,222	42,063	42,922	43,798	44,692	45,604	46,534
Civil Service Clerk	37,264	38,025	38,801	39,593	40,401	41,225	42,067	42,925	43,801	44,695
Secretary to the Mayor	34,374	35,075	35,791	36,522	37,267	38,027	38,803	39,595	40,403	41,228

ATTACHMENT C

Performance Evaluation Criteria

Senior Management Policy Performance Criteria

Employee Name

Rating Period

1. Efficiency of Operations – Regularly reviews department operations and implements changes to reduce cost of operations through changes in procedures, equipment, technology and utilization of staff resources. Supports E-Government initiative. Reviews procedures and workflow to eliminate redundant and superfluous steps.

4 Outstanding	3 Competent	2 Needs Improvement	1 Unsatisfactory
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Comments: Provide specific examples of performance related to this topic to support rating

2. Customer Service – Regularly evaluates service being provided to customers by monitoring complaints, conducting satisfaction surveys, auditing response times and soliciting customer input. Implements changes to enhance customer service through training, technology, improved communications and best practices.

4 Outstanding	3 Competent	2 Needs Improvement	1 Unsatisfactory
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Comments: Provide specific examples of performance related to this topic to support rating

3. Cost Containment – Regularly reviews department budget and makes proactive adjustments to operations to control and reduce costs. Where cost containment actions may affect customer service consults with City Manager prior to implementation. Promptly informs City Manager of potential budget concerns along with recommendations for remedial action. Monitors overtime and makes staff and operational adjustments to reduce overtime costs.

4 Outstanding	3 Competent	2 Needs Improvement	1 Unsatisfactory
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Comments: Provide specific examples of performance related to this topic to support rating

4. Communications – Prepares timely and accurate oral and written reports as requested by the City Manager for communications to the City Council, the public and city staff. Initiates reports as necessary to communicate issues and concerns to the City Manager. Effectively and properly uses e-mail, telephone, meetings, memos and other methods of sharing information in a professional manner. Documents should be spell checked, proofed for errors and formatted to be legible for the intended use e.g. PowerPoint slides versus printed documents. Ensures that department employees are kept informed of significant city issues. Proactively engages the public to lean of concerns, as well as to

educate and inform on issues relevant to the community. Responds to media inquiries and uses social media within the framework of the City Manager's public information procedures.

4 Outstanding	3 Competent	2 Needs Improvement	1 Unsatisfactory
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Comments: Provide specific examples of performance related to this topic to support rating

5. Performance Management – Defines performance indicators and establishes performance measures for significant department operations using benchmark data and other criteria. The goal is to use performance metrics to determine how well a department is utilizing available resources to meet goals set by the City Manager.

4 Outstanding	3 Competent	2 Needs Improvement	1 Unsatisfactory
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Comments: Provide specific examples of performance related to this topic to support rating

6. Teamwork – Works effectively across department lines and with outside agencies. Initiates teams where appropriate to investigate, analyze and address issues. Breaks down silos to enhance city operations through open communication and sharing resources.

4 Outstanding	3 Competent	2 Needs Improvement	1 Unsatisfactory
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Comments: Provide specific examples of performance related to this topic to support rating

7. Leadership – Continually demonstrates leadership in department, community and profession. Sets an example for other to emulate in terms of professionalism, quality of work, positive attitude, teamwork, honesty, integrity and service. Develops leadership skills in subordinates.

4 Outstanding	3 Competent	2 Needs Improvement	1 Unsatisfactory
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Comments: Provide specific examples of performance related to this topic to support rating

8. Staff Development – Provides training, counseling and mentoring of subordinates to assist them in defining and achieving career growth with the City. Seeks cost effective training opportunities to expand employee skills and capabilities.

4 Outstanding	3 Competent	2 Needs Improvement	1 Unsatisfactory
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Comments: Provide specific examples of performance related to this topic to support rating

9.Safety – Leads safety effort at a department level to reduce city worker injuries and lost time accidents. Addresses safety issues promptly and ensures compliance with required use of personal protective equipment and safety procedures in the workplace. Promptly addresses safety issues for the public, especially on city owned or controlled property.

4 Outstanding	3 Competent	2 Needs Improvement	1 Unsatisfactory
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Comments: Provide specific examples of performance related to this topic to support rating

10.Sustainability – Supports and advocates for energy and resource efficiency in city procurement, construction and operations. Reduces waste and enhances recycling at the department level. Minimizes the use of paper wherever possible.

4 Outstanding	3 Competent	2 Needs Improvement	1 Unsatisfactory
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Comments: Provide specific examples of performance related to this topic to support rating

Total Points _____

Average Score _____

City Manager

Date

Employee Comments:

Employee comments here

Employee

Date