

RESOLUTION NO. 2000-02

A RESOLUTION TO AMEND THE TOWN'S PERSONNEL POLICY AND EMPLOYEE COMPENSATION SCHEDULE.

WHEREAS, the Town Board of Trustees of the Town of Silverton, Colorado, a body politic and corporate, wishes to amend the "PERSONNEL POLICY, TOWN OF SILVERTON, COLORADO" in order to promote fairness and equity in the policies and the personnel system which the policies establish;

WHEREAS, the Board of Trustees has documented changes in the average wage rates paid by Colorado municipalities with fewer than 3,000 population, and the Board desires to reclassify certain jobs relative to the Town's 2000 Pay Schedule in order to maintain the pay schedule in accordance with the average wages as published and documented in the Colorado Municipal League's publication "Small Communities Edition, 1999 Employee Compensation Report;"

WHEREAS, the Board of Trustees desires to amend the entire Pay Schedule and reclassify all employees into the new Pay Schedule in relationship to each employees length of service, employment status, and current job classification under the old Pay Schedule; and

WHEREAS, the Board of Trustees has the power and authority to adopt and amend Personnel Policies for the Town government and its employees pursuant to Section 31-15-101, C.R.S.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO, that:

1. The attached "APPENDIX B: 2000 SILVERTON HOURLY PAY SCHEDULE" is hereby adopted for the purpose of calculating the pay rates for all regular employees, both part time and full time, for Fiscal Year 2000. The attached pay schedule shall replace the existing "APPENDIX B: 2000 SILVERTON HOURLY PAY SCHEDULE" contained in the personnel policy.
2. The employees of the Town of Silverton shall be reclassified into the new Pay Schedule in accordance with the following schedule, unless revised by future action of the Board:

EMPLOYEE	GRADE-STEP	DATE
Archuleta, Gilbert	21-J	01/01/00
Caitland, Ruth Ann	7-J	01/01/00
Conrad, Bruce	1-G	01/01/00
Dean, Jan	1-D	01/01/01
Erickson, David	26-L	01/01/00
Escher, Duane	9-H	01/01/01
Galloway, Sam	1-D	01/01/01
Homann, Al	13-E	01/01/00
King, William	13-D	01/01/01
Leithauser, Jackie	12-O	01/01/00
Luther, Mike	15-O+	01/01/00
Moe, Claudia	17-J	01/01/00
Raab, Larry	18-M	01/01/00
Skinner, Lyndon	13-H	01/01/00
Steck, Anita	1-H	01/01/00
Tookey, Chris	1-E	01/01/01
Tookey, William	19-E	01/01/00
Zimmerman, Sharon	11-E	01/01/00

3. Section 4.2.2 of the Town's Personnel Policy is amended to read: "The Town Board shall consider the granting of a Pay Adjustment Percentage (PAP) during the annual budget cycle in order to keep the salary schedule abreast of inflation and economic conditions. If a PAP is granted, each row (Grade) in the pay schedule shall be individually adjusted by the following procedure:
 - A. Calculate the total sum of all cells in each individual row;

- B. Multiply the total sum of each row, as calculated in A above, by the approved Pay Adjustment Percentage (PAP) and divide the result by 15 to calculate the Pay Adjustment Factor (PAF) for each row;
- C. Multiply each cell by the PAP; multiply the resultant product by 7 and add this product to the corresponding PAF for the subject row; and divide the sum by 8 in order to calculate the Cell Adjustment Factor (CAF) for each cell in the row;
- D. Add the CAF (as calculated in C above) to each respective cell in the row and round to four decimal places in order to calculate the Specified Hourly Rate for each cell in the New Hourly Rate Schedule.

The New Hourly Rate Schedule shall be made effective the first day of the new fiscal year (January 1st) unless otherwise specified by the Town Board."

4. Section 4.5.1 of the Town's Personnel Policy shall be amended to read as follows: "Pay Steps shall be as follows:
- * Probationary: New hires will be paid at 95% of the Classification Pay Step at which they were hired during the probationary employment period. After satisfactory completion of the probationary period, the employee will advance to 100% of the appropriate Pay Step, and the employee will be placed on regular full-time or part-time employee status. The Hiring Authority may negotiate a starting pay rate equal to 100% of the Classification Pay Step at which a new employee is hired in-lieu of any pay adjustment at the end of the probationary employment period.
 - * Step A - Entry Level: Persons with training and experience which meet the minimum requirements for the position.
 - * Step B - Qualified Entry Level I: Persons with training and experience which meet the minimum requirements for the position and at least two additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step C - Qualified Entry Level II: Persons with training and experience which meet the minimum requirements for the position and at least four additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step D - Qualified Entry Level III: Persons with training and experience which meet the minimum requirements for the position and at least six additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step E - Qualified Entry Level IV: Persons with training and experience which meet the minimum requirements for the position and at least eight additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step F - Qualified Entry Level V: Persons with training and experience which meet the minimum requirements for the position and at least ten additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step G - Advanced Entry Level I: Persons with training and experience which meet the minimum requirements for the position and at least twelve additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.

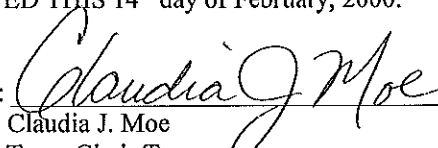
- * Step H - Advanced Entry Level II: Persons with training and experience which meet the minimum requirements for the position and at least fourteen additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step I - Advanced Entry Level III: Persons with training and experience which meet the minimum requirements for the position and at least sixteen additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step J - Advanced Entry Level IV: Persons with training and experience which meet the minimum requirements for the position and at least eighteen additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step K - Advanced Entry Level V: Persons with training and experience which meet the minimum requirements for the position and at least twenty additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step L - Advanced Entry Level VI: Persons with training and experience which meet the minimum requirements for the position and at least twenty-two additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step M - Advanced Entry Level VII: Persons with training and experience which meet the minimum requirements for the position and at least twenty-four additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step N - Advanced Entry Level VIII: Persons with training and experience which meet the minimum requirements for the position and at least twenty-six additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
 - * Step O - Advanced Entry Level IX: Persons with training and experience which meet the minimum requirements for the position and at least twenty-eight additional years of comparable experience; or for satisfactory job performance, in the employ of the Town, for at least one year at a lower Pay Step in the same Job Classification.
5. Section 4.5.2 of the Town's Personnel Policy shall be amended to read: "Any employee whose classified salary has been at Step O (Advanced Entry Level VIII) for a period of one year or longer, may receive a salary bonus if the employee is continuing to work at a performance level during the prior year that is deserving of an increase due to satisfactory job performance. Such bonus shall not exceed 2% of the employee's classified hourly pay rate, and if granted, it shall be rounded to four decimal places and added to the employee's classified hourly pay rate for the purposes of computing the employee's approved base pay for the subsequent fiscal year. If an employee's job performance during the prior year does not warrant a wage increase due to unsatisfactory job performance, then such bonus pay shall not be granted."
 6. Section 4.5.3 of the Town's Personnel Policy shall be amended to read: "A new employee should be hired at the Entry Level (Step A) for the appropriate job classification. If market conditions warrant offering a higher starting wage, the hiring authority, after consultation and authorization from the Town Administrator, may offer a new employee a starting wage up through Step F (Qualified Entry Level V) of the appropriate job classification, provided the new employee possesses the necessary training and experience. If wage negotiations will exceed Step F, the hiring authority must submit written documentation, justifying an Advanced Entry Level starting wage, to the Administration Office for review and approval by the Town Board

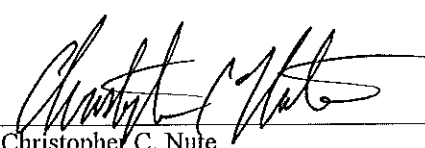
prior to offering a starting wage. No commitment to hire at other than Entry Level should be made to an applicant without prior authorization from the Administrator and/or Town Board, as is appropriate.

7. Section 4.5.5 of the Town's Personnel Policy shall be amended to read: "When an employee is promoted to a higher classification they will be placed at Entry Level (Step A) of the new Job Classification. In the event the promotion to a new classification gives less than a 5% increase in wage, the promoted employee may be placed at the Step within the new classification which provides at least a minimum 5% in wage, but in no case may the wage exceed the maximum wage of the new classification. If an employee makes application for and is selected through the hiring/selection process to fill a vacant job position, the employee may be classified at a suitable step level as outlined in Section 4.5.3. above.

APPROVED THIS 14th day of February, 2000.

ATTEST:


Claudia J. Moe
Town Clerk-Treasurer


Christopher C. Nute
Acting Mayor