

**WEST SOUND UTILITY DISTRICT
RESOLUTION 402-12**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING THE 2013 SALARY SCHEDULE AND MODIFICATIONS TO THE
DISTRICT'S PERSONNEL MANUAL**

WHEREAS, West Sound Utility District Board of Commissioners has determined that a cost of living adjustment should be implemented for District employee's wages for 2013; and

WHEREAS, in order to provide a more competitive and equitable compensation formula for District staff, certain employee pay grades should be adjusted; and

WHEREAS, West Sound Utility District Board of Commissioners approved on December 20, 2010, Resolution 237-10 which established personnel policies for the District; NOW, THEREFORE,

**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT
HEREBY RESOLVES:**

Section 1. The attached Wage and Salary Schedule, Exhibit "A", is hereby approved and shall be effective on January 1, 2013. The General Manager is covered by an employment contract with the District and is, therefore, exempt from the Exhibit "A" salary schedule.

Section 2. The following positions are designated "exempt employment positions" pursuant to the Fair Labor and Standards Act: Plant Manager, Customer Service Manager, Operations Manager, Information Technology Manager and General Manager.

Section 3. Section 3.2, "Wage or Salary Increase Policy", of West Sound Utility District's Personnel Policies (Resolution 237-10) is hereby amended to read as follows:

"Pay Anniversary Dates. An employee's pay anniversary date is the anniversary of his/her initial pay increase or promotion to a higher pay grade.

Those positions which have pay grade changes will be eligible to advance to the next step of the new pay grade on their pay anniversary dates, upon satisfactory completion of their performance evaluation.

The District wage and salary policy provides for step by step progression. . ."

Section 4. The following employees are hereby approved to be promoted to a new job classification effective January 1, 2013: Deena Carpenter (Customer Services Assistant to Customer Services Representative), Joy Ramsdell (Accounting Clerk to Accounting Specialist), Brian McCown (Operator Trainee to Plant Operator), Heidi Hill (P/T Accounting/Administrative Clerk to P/T Accounting/Administrative Assistant), Dale Webb (Inspector/Utility Specialist II to Inspector/Utility Specialist III) and Michael Whitehead (Network Administrator to Information Technology Manager).

Section 5. The contribution the District shall make to the employee's monthly health insurance benefit shall remain at \$950/month through fiscal year 2013.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on ~~November 19, 2012;~~

December 3, 2012

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington

attained JP
~~*Jeannie Screws*~~
Jeannie Screws
Chairperson

Susan Way
Susan Way
Vice Chairperson

James J. Hart
James J. Hart
Secretary

Jerry Lundberg
Jerry Lundberg
Commissioner

WEST SOUND UTILITY DISTRICT
DRAFT 2013 SALARY SCHEDULE w/ 3% COLA, PAY GRADE CHANGES

Effective: Adopted COLA Pay Grade	January 1, 2013 <u>3% COLA w/ Pay Grade Changes</u> Classification	w/ 3% COLA, PAY GRADE CHANGES				
		01	02	03	04	05
27	General Manager - Contract					
26	No Classification Assigned	Yearly Monthly Hourly	89,283.45 7,440.29 42.92	93,747.62 7,812.30 45.07	98,435.00 8,202.92 47.32	103,356.75 8,613.06 49.69
25	No Classification Assigned	Yearly Monthly Hourly	85,031.86 7,085.99 40.88	89,283.45 7,440.29 42.92	93,747.62 7,812.30 45.07	98,435.00 8,202.92 47.32
24	No Classification Assigned	Yearly Monthly Hourly	80,982.72 6,748.56 38.93	85,031.86 7,085.99 40.88	89,283.45 7,440.29 42.92	93,747.62 7,812.30 45.07
23	Wastewater Treatment Plant Mgr	Yearly Monthly Hourly	77,126.40 6,427.20 37.08	80,982.72 6,748.56 38.93	85,031.86 7,085.99 40.88	89,283.45 7,440.29 42.92
22	Wastewater Treatment Plant Mgr	Yearly Monthly Hourly	73,453.71 6,121.14 35.31	77,126.40 6,427.20 37.08	80,982.72 6,748.56 38.93	85,031.86 7,085.99 40.88
21	Operations Manager	Yearly Monthly Hourly	69,955.91 5,829.66 33.63	73,453.71 6,121.14 35.31	77,126.40 6,427.20 37.08	80,982.72 6,748.56 38.93
20	Customer Service Manager Finance Manager (delete position) Operations Manager	Yearly Monthly Hourly	66,624.68 5,552.06 32.03	69,955.91 5,829.66 33.63	73,453.71 6,121.14 35.31	77,126.40 6,427.20 37.08
19	IT Manager	Yearly Monthly Hourly	63,452.08 5,287.67 30.51	66,624.68 5,552.06 32.03	69,955.91 5,829.66 33.63	73,453.71 6,121.14 35.31
18	Network Administrator Administrative Services Manager Maintenance Supervisor SKWRF	Yearly Monthly Hourly	60,430.55 5,035.88 29.05	63,452.08 5,287.67 30.51	66,624.68 5,552.06 32.03	69,955.91 5,829.66 33.63
17	Wastewater Supervisor SKWRF Senior Wastewater Treatment Plant Operator	Yearly Monthly	57,552.90 4,796.08	60,430.55 5,035.88	63,452.08 5,287.67	66,624.68 5,552.06

WEST SOUND UTILITY DISTRICT
DRAFT 2013 SALARY SCHEDULE w/ 3% COLA, PAY GRADE CHANGES

Effective:	3% COLA w/ Pay Grade Changes					
Adopted	Classification					
COLA	01	02	03	04	05	
Pay Grade						
January 1, 2013	Hourly	27.67	29.05	30.51	32.03	33.63
16	Electronics/Instrumentation Technician Utility Meter Reader	54,812.29 4,567.69 26.35	57,552.90 4,796.08 27.67	60,430.55 5,035.88 29.05	63,452.08 5,287.67 30.51	66,624.68 5,552.06 32.03
15	Electrical/Electronics Technician Mapping Specialist/Inspector Utility Meter Reader Laboratory Technician Wastewater Treatment Plant Operator	52,202.18 4,350.18 25.10	54,812.29 4,567.69 26.35	57,552.90 4,796.08 27.67	60,430.55 5,035.88 29.05	63,452.08 5,287.67 30.51
14	Laboratory Technician Wastewater Treatment Plant Operator Utility Specialist 3 Assistant Finance Manager Inspector/Utility Specialist 3	49,716.36 4,143.03 23.90	52,202.18 4,350.18 25.10	54,812.29 4,567.69 26.35	57,552.90 4,796.08 27.67	60,430.55 5,035.88 29.05
13	Utility Specialist 3 Maintenance Technician SKWRF Accounting Specialist	47,348.91 3,945.74 22.76	49,716.36 4,143.03 23.90	52,202.18 4,350.18 25.10	54,812.29 4,567.69 26.35	57,552.90 4,796.08 27.67
12	Assistant Finance Manager Senior Customer Service Representative Maintenance Technician SKWRF Utility Specialist 2 Inspector/Utility Specialist 2	45,094.20 3,757.85 21.68	47,348.91 3,945.74 22.76	49,716.36 4,143.03 23.90	52,202.18 4,350.18 25.10	54,812.29 4,567.69 26.35
11	Accounting Specialist Permitting/Customer Service Assistant	42,946.86 3,578.91 20.65	45,094.20 3,757.85 21.68	47,348.91 3,945.74 22.76	49,716.36 4,143.03 23.90	52,202.18 4,350.18 25.10
10	Customer Service Representative Utility Specialist 1 Billing Invoicing Accounting/Administrative Asst. (P/T)	40,901.77 3,408.48 19.66	42,946.86 3,578.91 20.65	45,094.20 3,757.85 21.68	47,348.91 3,945.74 22.76	49,716.36 4,143.03 23.90
9	Customer Service Representative Accounting Clerk Accounting Administrative Clerk (Part Time) Customer Service Clerk (delete classification)	38,954.07 3,246.17 18.73	40,901.77 3,408.48 19.66	42,946.86 3,578.91 20.65	45,094.20 3,757.85 21.68	47,348.91 3,945.74 22.76

WEST SOUND UTILITY DISTRICT
DRAFT 2013 SALARY SCHEDULE w/ 3% COLA, PAY GRADE CHANGES

Effective: Adopted COLA	January 1, 2013	3% COLA w/ Pay Grade Changes				
		01	02	03	04	05
Pay Grade	Classification					
8	Utility Specialist Operator/Trainer					
	Facilities Maintenance Technician	Yearly	38,954.07	40,901.77	42,946.86	45,094.20
	Utility Specialist Trainee	Monthly	3,246.17	3,408.48	3,578.91	3,757.85
		Hourly	18.73	19.66	20.65	21.68
7	No Classification Assigned	Yearly	37,099.11	38,954.07	40,901.77	42,946.86
		Monthly	3,091.59	3,246.17	3,408.48	3,578.91
		Hourly	17.84	18.73	19.66	20.65
6	No Classification Assigned	Yearly	35,332.49	37,099.11	38,954.07	40,901.77
		Monthly	2,944.37	3,091.59	3,246.17	3,408.48
		Hourly	16.99	17.84	18.73	19.66
5	Accounting/Office Assistant	Yearly	33,649.99	35,332.49	37,099.11	38,954.07
		Monthly	2,804.17	2,944.37	3,091.59	3,246.17
		Hourly	16.18	16.99	17.84	18.73
4	Accounting/Office Assistant	Yearly	32,047.61	33,649.99	35,332.49	37,099.11
		Monthly	2,670.63	2,804.17	2,944.37	3,091.59
		Hourly	15.41	16.18	16.99	17.84
3	No Classification Assigned	Yearly	30,521.53	32,047.61	33,649.99	35,332.49
		Monthly	2,543.46	2,670.63	2,804.17	2,944.37
		Hourly	14.67	15.41	16.18	16.99
2	No Classification Assigned	Yearly	29,068.12	30,521.53	32,047.61	33,649.99
		Monthly	2,422.34	2,543.46	2,670.63	2,804.17
		Hourly	13.98	14.67	15.41	16.18
1	No Classification Assigned	Yearly	27,683.92	29,068.12	30,521.53	32,047.61
		Monthly	2,306.99	2,422.34	2,543.46	2,670.63
		Hourly	13.31	13.98	14.67	15.41
	No Classification Assigned	Yearly	26,365.64	27,683.92	29,068.12	30,521.53
		Monthly	2,197.14	2,306.99	2,422.34	2,543.46
		Hourly	12.68	13.31	13.98	14.67