

CITY OF REDMOND  
RESOLUTION NO. 1358

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, AMENDING THE ADMINISTRATIVE PROCEDURES FOR THE COLLECTION OF MARKET DATA RELATED TO COMPREHENSIVE COMPENSATION STUDY AND REPEALING THE APPEALS PROCESS AS ADOPTED IN RESOLUTION NO. 1142

---

WHEREAS, the City Council desires to amend the administrative procedures for the collection of market data, and to repeal the appeals process as adopted by Resolution No. 1142.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Administrative Guidelines. The administrative procedures for the collection of market data adopted as Exhibit D to Resolution No. 1142 are hereby amended to read as set forth on Exhibit A attached to this resolution and incorporated herein by this reference as if fully set forth.

Section 2. Appeals Process. The appeals process as adopted as Exhibit E to Resolution No. 1142 is hereby repealed.

Section 3. Conflicts -- Severability. If any provision of this resolution conflicts with any provision of the City of Redmond Personnel Manual or any other resolution or policy of the City of Redmond, the provisions of this resolution shall govern. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a

court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

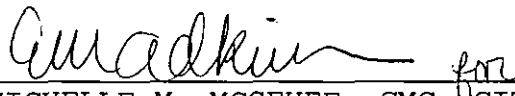
Section 4.      Effective Date.      This resolution shall take effect immediately upon passage.

ADOPTED by the Redmond City Council this 21<sup>st</sup> day of June, 2011.

CITY OF REDMOND

  
\_\_\_\_\_  
JOHN MARCHIONE, MAYOR

ATTEST:

  
\_\_\_\_\_  
MICHELLE M. MCGEHEE, CMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK:      June 15, 2011  
PASSED BY THE CITY COUNCIL:      June 21, 2011  
EFFECTIVE DATE:                      June 21, 2011  
RESOLUTION NO. 1358

ADOPTED 7-0:      Allen, Carson, Cole, Margeson, Myers, Stilin and Vache

## **CITY OF REDMOND**

### **Administrative Guidelines for Collecting Market Data and Implementing Recommendations**

#### **Procedures for Collecting Market Data**

- Both private sector and public sector data will be collected.
- For positions with public sector data only, the City will strive to find ten market matches.
- Published survey data will be used for data regarding private sector job matches.
- Classification descriptions and other public documents will be used to determine public sector job matches.

#### **USING MARKET DATA TO SET RATES**

- Salary midpoints will be used as the primary point of comparison, setting consistent range widths.
  1. In instances where City of Redmond jobs are unique or different from the market, market matches will be based on a job analysis and appropriate weightings assigned to each market match.
  2. Where exact matches cannot be found, the job will be evaluated based on similar positions where sufficient market data is available. In these instances, the market rate will be adjusted either up or down to reflect the greater or lesser responsibilities of the job.

#### **Modifying Salary Structures and Determining Individual Pay**

- Redmond salaries will be matched to market.
- Market trends will be monitored on an on-going basis to ensure that salaries remain competitive with the market and a market- trend adjustment will be made to salary ranges annually.
- When market data is used to make adjustments to salary ranges, individual employee pay will be adjusted in accordance with the following rules:

1. When the base pay of individual employees is found to be below the bottom of the new salary range, the individual's pay will be raised to the bottom of the new range and performance incentive rules will apply.
2. When the base pay of an individual employee is found to be above the top of the new salary range, the individual's pay will be frozen until such time as their base pay is within the assigned salary range for their position. Employees who are at the top of their range, or beyond the top of their range, will continue to be eligible for performance incentives, in instances where performance incentives are applicable.
3. When the base pay of an individual employee is within the new salary range, no adjustment will be made to an individual's pay. Performance incentive rules will apply when applicable.