

# CITY OF WINCHESTER, VIRGINIA

## CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: November 10, 2015

RESOLUTION  ORDINANCE  DESCRIPTION/PRESENTATION

**ITEM TITLE:** A Resolution Deleting Sections 3.6 and 6.7 and Amending Section 6.4 and Appendix D of the City of Winchester's Comprehensive Employee Management System

**PUBLIC HEARING DATE:**

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

Review:

Tyler Schenck	Completed	11/05/2015 12:16 PM
Anthony Williams	Completed	11/05/2015 4:49 PM
Eden Freeman	Completed	11/05/2015 4:55 PM

Approved as to form:

**Tyler Schenck**

Tyler Schenck, Interim Human Resources Director 11/5/2015

By: \_\_\_\_\_

**Winchester**  
office of the  
city attorney Virginia

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Office of the City Attorney  
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**Eden Freeman**  
Eden Freeman, City Manager 11/5/2015

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council  
**From:** Tyler Schenck, Interim Human Resources Director  
**Date:** November 10, 2015  
**Re:** A Resolution Deleting Sections 3.6 and 6.7 and Amending Section 6.4 and Appendix D of the City of Winchester's Comprehensive Employee Management System

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**THE ISSUE:** Sections 3.6 and 6.7 of the City of Winchester's Comprehensive Employee Management System (CEMS) require deletion due to years of inactivity and limited funding. The City's pay plan (Appendix D) requires amendments to formally create the Mechanical/Electrical Systems Maintenance Supervisor and Waste to Energy and Safety Manager positions for the Opequon Water Reclamation Facility and change the assigned pay grade for the Tax Field Auditor position to reflect the position's recent regrading. In addition, the pay plan will reflect an alteration that changes the "Operations Superintendent" title to "Public Works Division Manager" and "Utilities Division Manager". Lastly, Section 6.4 requires amending due to the dated "WinFlex" language used within CEMS.

**RELATIONSHIP TO STRATEGIC PLAN:** Goal Four: Improve City Services and Advance the City's Strategic Plan Goals by Promoting a Culture of Transparency, Efficiency and Innovation

**BACKGROUND:** The City of Winchester's Comprehensive Employee Management System was adopted by the Common Council of the City of Winchester in July 1979 and governs all City employees except those specifically exempted as stated within the system. City Staff has prepared a series of amendments to various sections within CEMS that delete existing policies pertaining to anniversary raises and education incentives and amends Section 6.4 and the City's pay plan (Appendix D) to remove dated language and reflect the desired aforementioned position changes, respectively.

**BUDGET IMPACT:** None.

**OPTIONS:**

1. Approve the attached resolution
2. Modify and approve the attached resolution
3. Reject the attached resolution

**RECOMMENDATIONS:** Staff recommends the approval of the attached resolution.

**A RESOLUTION DELETING SECTIONS 3.6 AND 6.7 AND AMENDING SECTION 6.4 AND APPENDIX D OF THE CITY OF WINCHESTER'S COMPREHENSIVE EMPLOYEE MANAGEMENT SYSTEM**

WHEREAS, the City of Winchester's Comprehensive Employee Management System (CEMS) was adopted by the Winchester Common Council in July 1979; and,

WHEREAS, CEMS governs all City employees except those specifically exempted as stated within the system and,

WHEREAS, CEMS has been periodically amended by City Staff and the Common Council since its inception to accommodate for various changes within the administration; and,

WHEREAS, City Staff has prepared a series of amendments to the CEMS that deletes Sections 3.6 and 6.7 and alters Section 6.4 and Appendix D; and,

WHEREAS, these amendments remove inactive policies pertaining to anniversary raises and education incentives, alters the City's existing pay plan (Appendix D) and removes dated language from Section 6.4.

NOW therefore be it RESOLVED the City of Winchester Common Council hereby adopts this resolution that proposes the deletions of Sections 3.6 and 6.7 and the modification of Appendix D and Section 6.4 of the City of Winchester's Comprehensive Employee Management System.

**City of Winchester  
Position Title/Grade Listing  
July 1, 2015**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
1		19,385.60	9.32	25,188.80	12.11	30,992.00	14.90
2		20,342.40	9.78	26,447.20	12.72	32,552.00	15.65
3		21,361.60	10.27	27,768.00	13.35	34,174.40	16.43
4		22,422.40	10.78	29,151.20	14.02	35,880.00	17.25
5	Custodian	23,545.60	11.32	30,607.20	14.72	37,668.80	18.11
6	Account Clerk I Clerk Receptionist Recreation Center Attendant I Tourism - Travel Counselor	24,731.20	11.89	32,146.40	15.46	39,561.60	19.02
7	Laborer I Lead Custodian Recreation Center Attendant II	25,958.40	12.48	33,748.00	16.23	41,537.60	19.97
8	Bus Driver Customer Service Assistant Laborer II Office Associate Recreation Center Attendant III Sanitation Worker Utility Meter Attendant	27,268.80	13.11	35,443.20	17.04	43,617.60	20.97
9	Account Clerk II Maintenance Technician I Recreation Program Specialist Utility Service Mechanic I Warrants Clerk W/WTP Operator Trainee	28,641.60	13.77	37,221.60	17.90	45,801.60	22.02
10	Economic Program Support Tech Human Services Assistant Office Assistant Police Fleet Manager Visitor and Community Relations Manager W/WTP Lab Technician I W/WTP Operator I	30,056.00	14.45	39,062.40	18.78	48,068.80	23.11

**City of Winchester  
Position Title/Grade Listing  
July 1, 2015**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
11	Account Clerk III Aquatics Program Specialist Benefit Programs Specialist I Code Enforcement Technician Communications Specialist I Convention & Visitor Services Project Manager Maintenance Technician II Parking Control Officer Plant Mechanic Records Analyst Clerk Utility Service Mechanic II	31,553.60	15.17	41,017.60	19.72	50,481.60	24.27
12	Athletics Program Specialist I Benefit Programs Specialist II Community Recreation Specialist Community Resource Officer Crew Leader Deputy Commissioner Deputy Treasurer Deputy Voter Registrar Dewatering Operator Equipment Parts Manager Fiscal Assistant Planning Technician Senior Account Clerk W/WTP Lab Technician II W/WTP Operator II	33,134.40	15.93	43,076.80	20.71	53,019.20	25.49
13	Benefit Programs Specialist III Communications Specialist II Detention Specialist I Maintenance Technician III Traffic Signal Technician	34,798.40	16.73	45,229.60	21.75	55,660.80	26.76
14	Accounting Analyst AP and Payroll Specialist Administrative Assistant I Administrative Programs Assistant Arborist Athletics Program Specialist II Automotive Mechanic Benefit Programs Specialist IV Construction Inspector Deputy City Clerk	36,524.80	17.56	47,486.40	22.83	58,448.00	28.10

**City of Winchester  
Position Title/Grade Listing  
July 1, 2015**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
14	Continued Economic Development Assistant Emergency Management Technician Environmental Program Coordinator Housing Specialist Legal Secretary Old Town Coordinator Probationary Firefighter  Property Evidence Clerk Specialist Self-Sufficiency Specialist Senior Utility Service Mechanic	36,524.80	17.56	47,486.40	22.83	58,448.00	28.10
		Hours per year 2496 Hourly rate \$14.6334					
15	Code Compliance Inspector Communications Specialist III Computer & Network Support Tech I Deputy Sheriff I Deputy Zoning Administrator Detention Specialist II GIS Technician Licensed Practical Nurse Planner I Prevention Case Manager Senior Laboratory Technician Shop Foreman System Project Manager Transit Supervisor Victim Witness Assistant Director W/WTP Operator III	38,355.20	18.44	49,868.00	23.98	61,380.80	29.51
16	Accountant Administrative Assistant II Assistant Facility Manager Benefit Programs - Fraud Investigator Chief Deputy Treasurer Computer & Network Support Tech II Crew Supervisor Crime Prevention/Community Involvement Specialist CRO/Community Outreach Coordinator Deputy Sheriff II EMS Billing Manager Facilities Coordinator Firefighter/EMT	40,268.80	19.36	52,353.60	25.17	64,438.40	30.98
		Hours per year 2496 Hourly rate \$16.1334					

**City of Winchester  
Position Title/Grade Listing  
July 1, 2015**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
16	Continued Human Resources Analyst Office Supervisor Paralegal Parks Administrative Coordinator Parks Projects Coordinator Parks Maintenance Coordinator Payroll and Benefits Coordinator Police Officer I Recreation Coordinator - Aquatics Services Recreation Coordinator - Special Events Recreation Coordinator - Sports & Athletics Services Recreation Coordinator - Youth Services	40,268.80	19.36	52,353.60	25.17	64,438.40	30.98
17	Assessment Analyst Benefit Programs Supervisor Chief Environmental Program Coordinator Computer & Network Support Tech III Deputy Sheriff III Engineering Inspector Family Services Specialist I Industrial Electrician Laboratory Supervisor Lead Communications Specialist Planner II Police Officer II Senior Codes Compliance Inspector Senior Detention Specialist Utilization Management Coordinator W/WTP Lead Operator	42,286.40	20.33	54,974.40	26.43	67,662.40	32.53
18	Assistant Water Treatment Plant Manager Automotive Service Supervisor CSA Coordinator Detective I Detention Specialist Supervisor Family Services Specialist II Firefighter Technician Logistics Support Technician Marketing Coordinator/PIO/FOIA Police Officer III Refuse/Recycling Coordinator Purchasing/Risk Manager Tax Field Auditor Waste to Energy and Safety Manager WWTP Chief Operator	44,408.00	21.35	57,720.00	27.75	71,032.00	34.15
			Hours per year 2496		Hourly rate \$17.7917		

**City of Winchester  
Position Title/Grade Listing  
July 1, 2015**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
19	Administrative Services Manager Assistant Commonwealth Attorney I Assistant Fire Marshal Communications Operations Supervisor Deputy Building Official Deputy Director of Zoning & Inspections Detective II Economic Development Program Coordinator Engineer I Executive Administrative Assistant Master Police Officer Mechanical/Electrical Systems Maintenance Supervisor Radio Communications Manager Senior Paralegal/Office Administrator Senior Human Resources Analyst Senior Planner Sheriff Sergeant Traffic Division Supervisor	46,633.60	22.42	60,611.20	29.14	74,588.80	35.86
20	Communications Manager Facility Manager Family Services Specialist III GIS Coordinator Maintenance Supervisor Police Sergeant Program Manager Real Estate Administrator Superintendent of Parks Victim Witness Director	48,942.40	23.53	63,637.60	30.60	78,332.80	37.66
21	Assistant Commonwealth Attorney II Chief Accountant Family Services Specialist IV Fire & Rescue Lieutenant Network/System Administrator Police Lieutenant	51,396.80	24.71	66,809.60	32.12	82,222.40	39.53
22	Accounting Manager Building Official Senior Computer Programmer Senior Network Engineer Family Services Supervisor Transit Director Webmaster	53,955.20	25.94	70,148.00	33.73	86,340.80	41.51

**City of Winchester  
Position Title/Grade Listing  
July 1, 2015**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
23	Assistant Commonwealth Attorney III Assistant Human Resources Director Assistant Parks & Recreation Director Director of Emergency Communications Fire & Rescue Battalion Chief Fire Marshall Juvenile Detention Center Assistant Superintendent Public Works Division Manager Police Captain Utilities Division Manager Family Services Manager	56,659.20	27.24	73,663.20	35.42	90,667.20	43.59
24	Assistant Finance Director Assistant Social Services Director Executive Director Winchester Parking Authority Executive Director WFCCVB Downtown Manager	59,508.80	28.61	77,365.60	37.20	95,222.40	45.78
25	Assistant City Attorney City Engineer Deputy Commonwealth Attorney Fire & Rescue Deputy Chief Police Major	62,462.40	30.03	81,213.60	39.05	99,964.80	48.06
26		65,603.20	31.54	85,280.00	41.00	104,956.80	50.46
27	Assistant Public Services Director Juvenile Detention Center Superintendent Parks & Recreation Director Planning Director Public Works Director	68,889.60	33.12	89,544.00	43.05	110,198.40	52.98
28	Financial Services Director Executive Director - Service Authority Human Resources Director Information Technology Director Director of Zoning & Inspections	72,321.60	34.77	94,026.40	45.21	115,731.20	55.64
29		75,940.80	36.51	98,716.80	47.46	121,492.80	58.41

**City of Winchester  
Position Title/Grade Listing  
July 1, 2015**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
	Finance Director						
	Fire & Rescue Chief						
	Economic Redevelopment Director						
	Police Chief						
	Public Services Director						
	Social Services Director						
30		79,747.20	38.34	103,667.20	49.84	127,587.20	61.34
31	Assistant City Manager Chief Financial Officer	83,720.00	40.25	108,836.00	52.33	133,952.00	64.40
32		87,921.60	42.27	114,296.00	54.95	140,670.40	67.63
33		92,310.40	44.38	120,005.60	57.70	147,700.80	71.01
34		96,928.00	46.60	127,046.40	61.08	157,164.80	75.56
35		101,753.60	48.92	132,298.40	63.61	162,843.20	78.29

### **3.6 ~~Anniversary Raise~~**

~~Anniversary Raise is defined as an increase within the pay range of a class that is paid to employees in the first 20 pay grades on their anniversary date which is usually their date of initial employment with the City. Employees in pay grades 21 and higher (with some exceptions—see Appendix E) are not eligible. Grades 21 and higher contain single position classifications usually not impacted by compression. An Anniversary Raise may be delayed or denied because of unsatisfactory job performance, disciplinary action, or general pay plan increase or position adjustment.~~

~~Any employee between 2 years and 25 years service will receive 5 cents increase effective when the annual increases are awarded when reaching the following thresholds:~~

<del>2 years = 5 cents</del>	<del>9 years = 5 cents</del>
<del>3 years = 5 cents</del>	<del>12 years = 5 cents</del>
<del>4 years = 5 cents</del>	<del>16 years = 5 cents</del>
<del>5 years = 5 cents</del>	<del>21 years = 5 cents</del>
<del>7 years = 5 cents</del>	<del>25 years = 5 cents</del>

### **6.4 WinFlex Health Plan**

Classified employees are eligible to participate in a cafeteria-style benefits plan. This plan allows an employee to choose his benefit package based on his individual needs. The City adds a fixed dollar amount to each employee’s gross pay, and the benefits are deducted on a pre-tax basis pursuant to Title 26 Section 125 of the Internal Revenue Code. Each employee must use all of their cafeteria dollars. Reference should also be made to [WinFlex the various health insurance](#) booklets for a detailed explanation of the City’s cafeteria benefits plan.

The City’s insurance plans are usually obtained and paid in monthly increments. New employees are eligible for coverage the first day of the month following the benefit waiting period. The City’s share of the monthly premium will be paid on a prorated basis determined by the number of days in a month an employee is in a paid status. For instance, if an employee is paid for the entire month, the City’s portion will be paid in full. For an employee who terminates or goes on leave of absence without pay during the month, he must pay the prorated premium differences either through a payroll deduction or personal payment.

Employees can choose from the following menu of benefits:

A. **Health Insurance**

The City offers its employees and their families the opportunity to enroll in its group health insurance plan which includes hospitalization, physician, major medical, and basic vision coverage.

Employees retiring with the City with full service benefits under Virginia Retirement System are eligible for a City Council determined monthly allowance towards the purchase of retiree health insurance until Medicare eligible. The retiring employee must have a minimum of twenty (20) years service with the City. All other retiring employees are eligible for Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits.

B. **Enhanced Vision**

The City offers its employees and their families the opportunity to enroll in an enhanced vision plan which includes an annual routine eye exam and contact lens fitting as well as network discounts.

C. **Dental Insurance**

The City offers a basic dental plan to its classified employees that includes preventive care and basic restorative treatment.

D. **Short-term Disability Insurance**

All classified employees have the option of enrolling in a short-term disability plan. The premium is based on the employees' age and up to 70% of their weekly salary. Benefits will become payable on the 15<sup>th</sup> day of the disability and will be payable for a maximum of 26 weeks. The payment of premiums is required during the period of disability.

E. **Cancer Insurance**

Only classified employees who were enrolled in the cancer insurance plan prior to 01/01/2005 are eligible to continue enrollment in this plan. The plan provides coverage to help employees pay the many bills incurred for cancer treatments. This is in addition to the health insurance and is paid directly to the employee to supplement his income.

F. **Pre-paid Legal Insurance**

Pre-paid Legal Insurance provides classified employees with preventative legal services such as legal document review, will preparation, and telephone consultations; motor vehicle services including personal injury/property damage collection assistance; and trial defense services.

G. **Critical Illness Insurance**

All classified employees have the option of enrolling in Critical Illness Insurance which pays an up-front cash benefit upon diagnosis of a covered illness or condition.

H. **Flexible Spending Accounts**

Classified employees can use their ~~WinFlex flexible spending account dollars to open flexible spending accounts~~ to pay for dependent day care and unreimbursed medical expenses.

## 6.6 **Tuition Assistance**

A. **Purpose**

The City of Winchester values continued education and considers it a vital part of employee development. Tuition assistance is designed to aid in attracting desirable new employees; to improve the quality of leadership in City operations; and encourage continued training and education for enhanced job performance and potential advancement in the City service. Courses must be directly or reasonably related to the employee's job duties or to a position to which the employee could reasonably aspire to progress.

B. **Definition**

Tuition Assistance is a cost-sharing program to aid employees in furthering their training and education.

C. **Eligibility**

All full and part-time classified employees may apply for tuition assistance. The employee must have satisfactory work performance. Tuitions assistance for part-time employees will be prorated based on the number of regularly scheduled hours worked per week.

Assistance is contingent on the availability of funds in the department's budget and the City reserves the right to limit the total career reimbursement for any employee. An employee may be eligible for or is receiving tuition benefits under the GI Bill, scholarships, veteran's benefits or other forms of tuition assistance. An employee must certify that other educational assistance entitlement has been exhausted.

An employee agrees to repay the tuition assistance received by continuing employment with the City for a minimum period of one year in a consecutive manner per each course completed. If his employment with the City is terminated for any reason before completing this minimum period of service, the employee agrees to repay, on a prorated basis, the dollar amount not repaid by service.

**D. Benefit**

Eligible expenses include tuition, fees, and books for the coursework requested. All expenses require appropriate documentation. Courses that meet degree requirements rather than being job related shall not be approved. Specific training and workshops related to an employee’s position shall be provided through the department’s training account rather than the Tuition Assistance program. The employee must receive a grade of “C” (numerical 2.0) or higher in undergraduate courses, a grade of “B” (numerical 3.0) or higher in graduate courses, a grade of “pass” in a pass/fail course, or certificate of course completion.

An employee may enroll in multiple courses per fiscal year. The maximum amount the City will reimburse is related to their years of service with the City. Any cost exceeding the maximum is the employee’s responsibility. Tuition reimbursement date indicates fiscal year for which total reimbursement monies will be charged.

<u>Years of Service</u>	<u>High School, Technical School or Undergraduate Courses</u>	<u>Graduate Courses</u>
1 - 5	\$ 800.00 / year	\$1000.00 / year
5 -10	\$1600.00 / year	\$2000.00 / year
10 +	\$3200.00 / year	\$4000.00 / year

If a course is available locally at a lower cost, the City will pay that cost instead of the distance learning rate or the rate of another institution. The employee is required to pay the difference.

Employees with 5 or more years of service are eligible to receive course prepayment. If an employee receives payment in advance and does not achieve the grade required, drops the course or the course is cancelled, the employee agrees to repay the City in full.

Employees should promptly notify the Administration Department in writing if they (1) withdraw from a course (2) change a course (3) expect a final grade to be late. If an employee changes a course, he must reapply for tuition assistance.

**E. Pre-Enrollment Application and Approval**

Normally, an employee must take the course outside of regular working hours; however an employee may attend courses during working hours at the discretion of the City Manager. The City Manager, on advice of the Administration Director, will decide if the employee will take straight work time for the time spent in class, use compensatory time, or take the course on his own time.

An employee must file a completed Pre-Enrollment Application for Tuition Assistance (See Appendix L) including Department Head and Finance Director approval with the

Administration Department. The application will be forwarded to the City Manager for consideration. The Administration Department will notify the employee of his acceptance or denial.

#### **F. Reimbursement Procedure**

Unless extenuating circumstances exist, only pre-approved tuition assistance will be reimbursed.

The employee must, within 30 days of course completion, complete an Application for Tuition Assistance Reimbursement (See Appendix L) and forward to the Administration Department proof of cost of the course, receipt or cancelled check, and evidence of final grade from the educational institution. Approved expenditures will be promptly reimbursed. Tuition reimbursement date indicates fiscal year for which total reimbursement monies will be charged.

### **~~6.7 Education Incentive Plan\*~~**

#### **~~A. Purpose~~**

~~The City of Winchester values educational accomplishment and considers it a vital part of employee development. The attainment of higher education serves to improve the quality of leadership in City operations, enhances job performance and provides advancement opportunities in the City service. The provision of an education incentive will also serve as an aid in recruitment and retention of a quality workforce.~~

#### **~~B. Definition~~**

~~Education incentive is bonus pay for attaining higher educational course work above what is required of the position. The bonus pay will be separate from the City's Classification and Compensation Plan and will not be added to an employee's annual salary rate.~~

#### **~~C. Eligibility~~**

~~All full and part-time classified employees may apply for education incentive. The employee must have satisfactory work performance. Education incentive for part-time employees will be prorated based on the number of regularly scheduled hours worked per week.~~

~~(\*Policy was approved by City Council for incentive award December, 2002 and continuing. Appendix M contains the list of Police Department employees grandfathered under the former College Incentive Policy. The rates are frozen unless lower than newly adopted plan.)~~

#### **~~D. Benefit~~**

~~Eligible full-time employees shall receive an annual bonus of a minimum of~~

~~\$500 to \$1,500 maximum for the following:~~

- ~~a. Employees serving in a position that requires or prefers less than a high school degree or GED are eligible to receive an annual bonus of \$1,000 for high school degree or GED. An additional \$500 annual bonus will be granted to employees with a job related associate's degree from an accredited college or university.~~
- ~~b. Employees serving in a position that requires or prefers a high school degree or GED are eligible to receive an annual bonus of \$1,000 for a job related associates degree from an accredited college or university. An additional \$500 annual bonus will be granted to employees with a job related bachelor's degree from an accredited college or university.~~
- ~~c. Employees serving in a position that requires or prefers a college degree are eligible to receive an annual bonus of \$1,000 for a job related post graduate degree from an accredited college or university. An additional \$500 annual bonus will be granted to employees with an additional job related post graduate degree.~~
- ~~d. \$500 annual bonus will be granted to an employee whose degree is not job related but exceeds the required or preferred degree requirements of the position.~~

#### **~~E. Application and Approval~~**

~~Any employee with the required service credit may apply for the annual bonus by completing an Education Incentive Application Form (See Appendix N) and attaching the required documentation to certify the level of attainment. Certified applications must be submitted to the Administration Director for authorization and payroll processing. Annual Education Incentive bonuses will be awarded in December of each calendar year. To be eligible for an annual bonus, an employee must have met the length of service and course work requirements prior to the issue date of the bonus check.~~