

**CITY OF COFFMAN COVE**

**RESOLUTION 22 02**

**A RESOLUTION OF THE CITY OF COFFMAN COVE, ALASKA AMENDING THE EMPLOYEE HANDBOOK TO INCLUDE AN EMPLOYEE PAY SCALE**

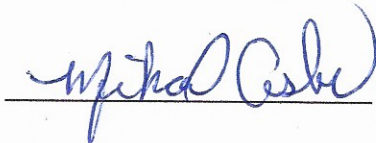
**WHEREAS**, the City of Coffman Cove, as an employer, seeks to periodically review its employee pay scales and restructure them as necessary, establishing a uniform Employee Handbook which seeks to improve the quality of workmanship in the city; and

**WHEREAS**, Employee pay scales are adopted by City Council in an effort to achieve consistent pay practices, comply with federal and state laws, mirror the commitment to Equal Employment Opportunity and offer competitive salaries with the labor market; and

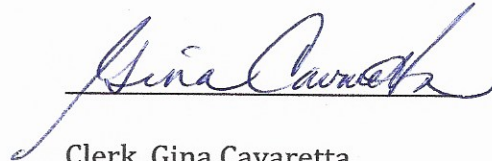
**WHEREAS**, compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers;

**NOW THEREFORE BE IT RESOLVED**, the attached "Employee Pay Scale" shall be included in the Employee Handbook under Section 211 and classified as (A), governing personnel policies and procedures within the City concerning rate of pay, adjustments to salary schedules and pay increases.

**PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL THIS 21<sup>st</sup> DAY OF OCTOBER, 2021.**



Vice Mayor, Mikael Ashe



Clerk, Gina Cavaretta

**CITY OF COFFMAN COVE  
EMPLOYEE PAY SCALE (Attachment A)**

Schedule of Salaries

Step*	1	2	3	4	5	6
1	\$14.00	\$16.00	\$17.25	\$18.50	\$20.00	\$25.00
2	\$14.42	\$16.48	\$17.77	\$19.05	\$20.60	\$25.75
3	\$14.85	\$16.97	\$18.30	\$19.62	\$21.22	\$26.52
4	\$15.30	\$17.48	\$18.85	\$20.21	\$21.86	\$27.32
5	\$15.76	\$18.01	\$19.42	\$20.82	\$22.52	\$28.14
6	\$16.23	\$18.55	\$20.00	\$21.44	\$23.20	\$28.98
7	\$16.72	\$19.10	\$20.60	\$22.08	\$23.90	\$29.85
8	\$17.22	\$19.68	\$21.22	\$22.74	\$24.62	\$30.75
9	\$17.73	\$20.27	\$21.86	\$23.42	\$25.36	\$31.67
10	\$18.27	\$20.88	\$22.52	\$24.12	\$26.12	\$32.62

\*Step increase based on years of service and/or merit development.

Job Classifications

Grade	Title
1	Temporary/Seasonal Labor, Elections Aide
2	Information Technologies, Back-Up Clerk, Deputy Clerk, Postmaster, Tourism Development
3	Clerk, Treasurer
4	Maintenance, Parks & Recreation
5	Water/Sewer Operator, Garbage Truck Operator, City Administrator, Projects Manager
6	Grader Operator, Streets & Roads

- A. Rate of Pay.** Rates shall be established and maintained by the Mayor and include a range of salaries for each position. Upon hiring, an individual will be assigned a rate of pay equal to the base step of the position. If deemed by the Mayor and applicable department head that the individual hired possesses skills, education or experience greater than that required for the position, the Mayor may, at his or her discretion, assign the employee a starting pay greater than the initial step in the salary schedule.
- B. Adjustments to Salary Schedule.** The Mayor shall review the schedule of salaries as necessary and/or after each employee evaluation to determine whether adjustments should be made. Such adjustments should be brought before the City Council during the annual Budget adoption or Budget amendment so adjustments are properly reflected in the City's finances.
- C. Pay Increases.** The City may grant pay increases to employees based upon merit to recognize superior performance. Such increases shall only occur in conjunction with an employee's annual performance evaluation, conducted in accordance with Section 206 of the Employee At-Will Personnel Handbook. Pay increases will become effective at the



beginning of the next pay period and will be awarded in conjunction with factors that include:

1. Proper documentation of information during the employee review process
2. Availability of funds within the applicable City budget item
3. Approval by Mayor

Step	1	2	3	4	5	6
1	\$14,000	\$14,500	\$15,000	\$15,500	\$16,000	\$16,500
2	\$14,500	\$15,000	\$15,500	\$16,000	\$16,500	\$17,000
3	\$15,000	\$15,500	\$16,000	\$16,500	\$17,000	\$17,500
4	\$15,500	\$16,000	\$16,500	\$17,000	\$17,500	\$18,000
5	\$16,000	\$16,500	\$17,000	\$17,500	\$18,000	\$18,500
6	\$16,500	\$17,000	\$17,500	\$18,000	\$18,500	\$19,000
7	\$17,000	\$17,500	\$18,000	\$18,500	\$19,000	\$19,500
8	\$17,500	\$18,000	\$18,500	\$19,000	\$19,500	\$20,000
9	\$18,000	\$18,500	\$19,000	\$19,500	\$20,000	\$20,500
10	\$18,500	\$19,000	\$19,500	\$20,000	\$20,500	\$21,000

\*Step increases based on years of service and/or merit development.

#### Job Classifications

Grade	Title
1	Temporary/Personal Labor, Electric Aide
2	Information Technology, Back-Up Clerk, Deputy Clerk, Postmaster
3	Technical Development
4	Chief, Treasurer
5	Maintenance, Parks & Recreation
6	Water/Sewer Operator, Garbage Truck Driver, City Auditor/Inspector
7	Projects Manager
8	Director/Operator, Streets & Roads

A. Rate of Pay: Rate shall be established and maintained by the Mayor and include a range of salaries for each position. If an individual will be assigned a rate of pay equal to the base rate of the position, it is deemed by the Mayor and applicable department head that the individual filled position. This adjustment or expense is deemed to be a salary adjustment for the position. The Mayor may, at his or her discretion, assign the employee a starting pay greater than the base rate in the salary schedule.

B. Adjustments to Salary Schedule: The Mayor shall review the schedule of salaries as necessary and after each employee evaluation to determine whether adjustments should be made. Such adjustments should be brought before the City Council during the annual budget adoption or budget amendment so adjustments are properly reflected in the City's financials.

C. Pay Increases: The City may grant pay increases to employees based upon merit or superior performance. Such increases shall only occur in conjunction with an employee's annual performance evaluation conducted in accordance with Section 200 of the Employee At-Will Personnel Handbook. Pay increases will become effective at the