



June 5, 2024

MEMO TO: MINOT CIVIL SERVICE COMMISSION
Miranda Schuler
Laurie Davis
Terri Phillion

FROM: LISA JUNDT, CLERK OF COMMISSION

RE: AGENDA FOR Wednesday, June 12, 2024 AT 9:30 AM –
Council Chambers –City Hall

1. Presentation of the Proposed 2025 Annual Pay and Classification Plan for the City of Minot

Included is a copy of the proposed 2025 Compensation Plan for the City of Minot. The next step in the Annual Plan process is for the Commission to conduct a public meeting on the plan and to take final action on it, within 60 days of its receipt, with or without modification. The Plan is then to be forwarded to the City Council for confirmation as submitted, or for modification and confirmation as part of the Annual Budget process.

As part the plan preparation process, information has been gathered to survey the market area for any changes in salaries for the benchmark positions by extracting salary survey data on specific benchmark job classes from municipalities and counties in the designated North Central portion of the United States.

Based on the information provided in the various markets, and internal statistical information regarding recruitment and retention, the proposed plan recommends changes in range for various positions and recommendations regarding its annual maintenance and implementation.

Highlights of the plan will be reviewed at this meeting. The Commission will take public comment on the Plan at the next meeting.

2. Request for Approval of Telework Policy

At this time, we are requesting Commission approval of the attached City of Minot Telework Policy

3. Request for Approval of 2024 City of Minot Controlled Substances Policy

At this time, we are requesting Commission approval of the attached 2024 City of Minot Controlled Substances Policy.



4. Ratification of 2024 Employment Lists

At this time, we request ratification of 2024 employment lists that have been administratively approved.



Proposed FY 2025 Compensation Plan

Survey Results Report

Presented June 2024

1. EXECUTIVE SUMMARY

The following report was prepared by the Human Resource Department for recommended consideration in implementing the FY 2025 City of Minot Compensation Plan.

A. SUMMARY OF PROJECT, CITY RETENTION AND FISCAL IMPACT

1. The City of Minot Human Resource Department completes an annual salary survey each year in preparation for budgeted salary projections in the next fiscal year, and in an effort to stay competitive for workforce recruitment and retention. The survey is completed using data compiled from respondents in comparable municipalities and counties. The survey this year requested data on 55 positions, and was forwarded to 14 agencies for general City positions, and 9 agencies for airport specific positions.
2. The current year-to-date turnover rate, based on budgeted FTEs, is 4.56%; this rate does not include employees who have left due to retirement. The current rate is up from the rate experienced this same time last year, which was 2.90%. If the current trend continues, the annual turnover rate for 2024 should be approximately 10.94%. The final turnover rate for 2023 was 9.42% in comparison. Although current and projected turnover rates look low, it is important to note that several open positions in the police department and public works departments have remained unfilled for the past several months, as we struggle with low unemployment and a reduced available workforce.
3. The cost of the proposed FY 2025 compensation plan, separated in normal raises and market adjustment increases, are \$828,595 (2.66%) and \$1,452,776 (4.66%) respectively for a total of \$2,281,371. The cost of market adjustments has been significantly impacted this year due to grade movement of public safety positions (police department sworn officers and fire department control staff which are the single largest departments in the City), and public works/utilities positions.

B. SUMMARY OF RECOMMENDATIONS FOR FY 2025

1. Continue to utilize the City's Permanent Grade and Step Table.
2. Continue established policy to maintain "step rights" for employees in positions that are reclassified.
3. Adopt the FY 2025 base salary grade assignments as indicated in Table 3-Salary Ranges per Job Class (page 9)
4. Bring the salaries of all employees to the prevailing rate indicated and back to their original Step within the new salary grade proposed for the job class in FY 2025.
5. Annually reallocate job classes to different salary grades on the Grade and Step Table reflecting the varying prevailing rate movement of each job class in the marketplace.
6. Allow Employees currently at Step 17, who are in positions that will not be reclassified to a higher grade in FY 2025, to be afforded a cost of living stipend equal to 2% until the position experiences salary range(s) reclassification.
7. **Recommend reviewing the 17-step structure of the current pay plan to determine if the structure has continued viability.**

2. EXTERNAL COMPETITIVENESS COMPARISONS

The following information and tables compare the City of Minot's current salary structure to similar occupations of public and private employers, for which the City competes to obtain and retain quality employees.

A. SOURCES OF EXTERNAL DATA

1. Pay Information of Individual Public Employers

Information was obtained to complete the salary plan from the following government entities and data was compiled for their job classes that matched the City's salary survey benchmarks

Core Comparators

Aberdeen, City of
Billings, City of
Bismarck, City of
Burleigh County
Dickinson, City of
Fargo, City of
Grand Forks, City of
Mandan, City of
Moorhead, City of
Rapid City, City of
Stark County
State of North Dakota
Ward County
Williams County

Additional Airport Employers

Bismarck International Airport
Dickinson, City of
Hector International Airport-Fargo
Grand Forks Airport
Missoula County Airport Authority
Outagamie Regional Airport
Rapid City Airport
Williston Airport

2. Private Employers

Data was compiled on available similar occupational job classes in the private sector, as reported by Economic Research Institute (ERI) Salary Assessor Survey. To compensate for the cost of living differential in the state, data from the Minot, Bismarck and Fargo areas was used to determine average pay for the State/Region.

B. SALARY RANGE MINIMUM, MIDPOINT, AND MAXIMUM COMPARISON

The standard "structure-to-structure", or salary range method is used to compare the City's salary grades to prevailing rates. The City's salary structures and the prevailing rates are represented by the Midpoint of each occupation, which are the amounts employers pay for sustained competent job performance. Comparisons were also made at salary structure Minimum Levels and Maximum Levels to gain insight into average pay range among the comparators as well, and to assist the competitiveness of Minot's entry and top structure rates when developing the compensation plan.

C. EXTERNAL PREVAILING RATE COMPARISONS

Table 1 of the following page summarizes the comparison of the City's current Minimum, Midpoint and Maximum for surveyed job classes with available data.

NOTE: Relationship of +/-5% to the prevailing rates is considered comparable prevailing rates.

Pay Range Minimum (Step 1) Comparison

	2023		2024		2025	
Relationship to Prevailing Rates	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample
Below	48	67%	40	82%	41	95%
Comparable	21	29%	9	18%	2	5%
Above	3	4%	0	0%	0	0%

Pay Range Midpoint (Step 9) Comparison

	2023		2024		2025	
Relationship to Prevailing Rates	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample
Below	49	68%	40	82%	42	98%
Comparable	21	29%	9	18%	1	2%
Above	2	3%	0	0%	0	0%

Pay Range Maximum (Step 17) Comparison

	2023		2024		2025	
Relationship to Prevailing Rates	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample	Benchmark Job Classes	% of Sample
Below	42	58%	29	60%	34	79%
Comparable	25	35%	20	40%	9	21%
Above	5	7%	0	0%	0	0%

Table 2 Prevailing Market Data Summary of Positions Surveyed

Benchmark Job Classes	Range Min Variance	Range Mid Variance	Range Max Variance
Accountant	-9.99%	-7.84%	-3.69%
Administrative Clerk	-11.90%	-10.77%	-7.47%
Airport Director	-12.54%	-15.41%	-14.61%
Airport Facility Technician I	-13.14%	-9.70%	-5.46%
Airport Ops/Maintenance Manager	-9.86%	-9.80%	-7.86%
Airport Operations and Maintenance Technician I	-10.43%	-8.22%	-6.52%
Building/Grounds Worker	-12.16%	-10.20%	-7.08%
City Attorney	-11.66%	-9.75%	-6.45%
City Clerk – Survey Data Limited			
City Manager	-12.19%	-11.34%	-8.86%
Commercial Plan Reviewer – Survey Data Limited			
Communication/Engagement Manager-Survey Data Limited			
Communication Specialist – Survey Data Limited			
Comptroller	-11.68%	-10.79%	-8.54%
Dispatcher	-3.45%	-4.51%	-3.19%
Engineering Technician I	-11.51%	-10.91%	-8.59%
Evidence/Property Technician	-6.96%	-7.96%	-6.97%
Executive Secretary	-4.66%	-6.80%	1.27%
Finance Director	-15.21%	-14.33%	-12.27%
Financial Clerk	-13.30%	-10.66%	-6.60%
Fire Battalion Chief	-7.68%	-6.42%	-2.71%
Fire Captain	-10.61%	-8.07%	-3.53%
Fire Chief	-14.79%	-13.99%	-11.98%
Firefighter	-12.31%	-9.19%	-4.43%
Foreman, All Departments Avg	-5.13%	-7.17%	-5.07%
GIS Coordinator	-14.45%	-14.29%	-12.66%
Heavy Equipment Operator	-9.46%	-9.17%	-7.11%
Human Resource Generalist	-16.65%	-14.60%	-12.28%
Info Technology Tech I	-11.66%	-8.61%	-5.04%
Inspector I, All Building Trades Avg	-7.35%	-5.78%	-1.92%
Light Equipment Operator	-9.50%	7.14%	-4.26%
Mechanic	-8.80%	-7.04%	-3.73%

Office and Administrative Specialist	-11.02%	-8.58%	-5.38%
Police Captain	-9.09%	-8.52%	-6.36%
Police Chief	-13.84%	-13.24%	-11.65%
Police Lieutenant	-8.40%	-8.12%	-5.77%
Police Officer	-8.95%	-8.22%	-5.24%
Police Sergeant	-9.75%	-10.14%	-9.33%
Project Civil Engineer I	-9.37%	-8.23%	-6.93%
Property Appraiser	-10.79%	-9.31%	-6.88%
Public Safety Answering Point Manager	-11.47%	-7.94%	-5.39%
Public Works Director	-9.05%	-7.53%	-5.10%
Superintendent-All Dept Avg	-10.75%	-9.41%	-7.49%
Traffic Maintenance Tech I	-10.05%	-8.00%	-5.92%
Utilities Director	-9.62%	-7.64%	-5.13%
Utility Operator I	-9.73%	-7.98%	-5.38%
Utility Operator Lead-Survey Data Limited			
Water Plant Operator I	-11.74%	-9.56%	-6.76%

3. SALARY GRADE STRUCTURE

The City of Minot's current Salary Grade Table is the salary structure that will continue to be used in FY 2025 for City employee salary compensation.

A. SALARY GRADE TABLE

The Permanent Salary Grade Table provides equal in-range salary opportunity of 17 steps with each step equal to 2.50%. This allows for a 43% Minimum to Maximum salary change for each job classification. With uniform increases we are more able to precisely link each job class to external prevailing rates with use of a Calculated Midpoint. Uniform increases also allow for more accurate budgeting from year-to-year.

B. ANNUAL SALARY GRADE ADJUSTMENTS

Job classes are annually reassigned on an individual basis as needed to different salary grades, to reflect movement in the market. The City of Minot will continue this practice as budget allows, to assist in overall competitiveness of the City's compensation plan.

4. RECOMMENDED FY 2025 ANNUAL COMPENSATION PLAN

The following paragraphs and tables outline the recommended FY 2025 compensation plan for the City of Minot and the estimated fiscal impact.

A. RECOMMENDED STEP RETENTION POLICY

The City of Minot has in the past adopted a permanent policy to place its salary competitiveness policy at 100%-105% of the prevailing rates, defined as +/-5% of survey averages on benchmarked job classes.

The City of Minot has also adopted a policy, within budget allowances, to maintain step rights for those employees whose jobs are reclassified due to prevailing rate changes. In the past employees were not placed in their original corresponding step amount when the job was reclassified. This resulted in a setback for employees with regard to job equity and increased compression between entry level employees and existing employees. We continue monitor compression issues annually.

B. ASSIGNMENT OF JOB CLASSES TO SALARY GRADES

Table 3 in the following pages shows the recommended FY 2025 salary grades for each of the job classes in occupational group order. Benchmark job classes were placed as close to the prevailing rates for comparable job classes as was practical, by matching the City's calculated Grade Midpoints to the survey benchmark rates.

Professional judgment is used to prevent illogical relationships that could result from survey data directly linked into salary ranges. Non-benchmark job classes were linked to benchmark job classes by professional judgment as detailed in Table 4.

C. ESTIMATED FISCAL IMPACT OF THE RECOMMENDED COMPENSATION PLAN

The cost of the proposed FY 2025 compensation plan, separated in normal raises and market adjustment increases, are \$828,595 (2.66%) and \$1,452,776 (4.66%) respectively for a total of \$2,281,371.

Table 3 – Salary Ranges Per Job Class (Job Class Order)

Occupational Job Families and Job Classes	Old Grade	New Grade			
			Min Step (Step 1)	Mid Step (Step 9)	Max Step (Step 17)
<u>Executive Group</u>					
City Manager	95	98	\$142,612	\$173,759	\$211,711
Assistant City Manager	91	94	\$129,200	\$157,418	\$191,798
Communication and Engagement Manager	73		\$76,924	\$93,724	\$114,194
Disaster Recovery Grant Manager	70		\$71,432	\$87,032	\$106,041
City Clerk	64	66	\$64,713	\$78,847	\$96,067
Grant Project Compliance Coordinator	62		\$58,627	\$71,432	\$87,032
Public Safety Information Outreach Officer	58	60	\$55,802	\$67,990	\$82,839
Communication Specialist	54	56	\$50,554	\$61,595	\$75,048
<u>Human Resource Group</u>					
Human Resource Director	79		\$89,208	\$108,692	\$132,430
Human Resource Generalist, Senior	62	66	\$64,713	\$78,847	\$96,067
Human Resource Generalist	56	60	\$55,802	\$67,990	\$82,839
Human Resource Specialist		56	\$50,554	\$61,595	\$75,048
<u>Legal Group</u>					
City Attorney	84	86	\$106,041	\$129,200	\$157,418
Assistant City Attorney	75	77	\$84,910	\$103,454	\$126,049
Staff Attorney	68		\$67,990	\$82,839	\$100,931
Legal Administrative Assistant	52		\$45,799	\$55,802	\$67,990
<u>Administrative Support Group</u>					
Clerk Of Municipal Court	58		\$53,113	\$64,713	\$78,847
Executive Secretary	54	55	\$49,321	\$60,093	\$73,217
Office and Administrative Specialist, Senior	54	56	\$50,554	\$61,595	\$75,048
Office and Administrative Specialist	51	53	\$46,944	\$57,197	\$69,689
Administrative Clerk, Principal	49	52	\$45,799	\$55,802	\$67,990
Administrative Clerk, Senior	46	49	\$42,529	\$51,818	\$63,135
Administrative Clerk	43	46	\$39,493	\$48,118	\$58,627
<u>Finance And Accounting Group</u>					
Finance Director	86	90	\$117,049	\$142,613	\$173,760
Comptroller	75	78	\$87,032	\$106,041	\$129,200
City Treasurer	71	74	\$78,847	\$96,067	\$117,049
Senior Internal Auditor	66	68	\$67,990	\$82,839	\$100,931
Accountant, Senior	64	66	\$64,713	\$78,847	\$96,067
Business Systems Analyst	63	65	\$63,135	\$76,924	\$93,724
Internal Auditor	62	64	\$61,595	\$75,048	\$91,438
Accountant	60	62	\$58,627	\$71,432	\$87,032
Financial Specialist Sr	57	60	\$55,802	\$67,990	\$82,839
Financial Specialist	55	58	\$53,113	\$64,713	\$78,847
Financial Clerk, Senior	48	51	\$44,682	\$54,441	\$66,331
Financial Clerk	45	48	\$41,492	\$50,554	\$61,595
<u>Management Information Systems Group</u>					

Information Technology Manager Networks/Communication	75		\$80,818	\$98,469	\$119,975
Information Technology Manager Systems/Support	75		\$80,818	\$98,469	\$119,975
Information Technology Specialist, Senior	64	66	\$64,713	\$78,847	\$96,067
Information Technology Specialist	60	62	\$58,627	\$71,432	\$87,032
Information Technology Technician II	56	58	\$53,113	\$64,713	\$78,847
Information Technology Technician I	52	54	\$48,118	\$58,627	\$71,432

City Assessor Group

City Assessor	79		\$89,208	\$108,692	\$132,430
Assistant City Assessor	70		\$71,432	\$87,032	\$106,041
Property Appraiser, Senior	64	66	\$64,713	\$78,847	\$96,067
Property Appraiser	58	60	\$55,802	\$67,990	\$82,839
Property Assessment Specialist	54	56	\$50,554	\$61,595	\$75,048

Law Enforcement Command Group

Police Chief	86	90	\$117,049	\$142,613	\$173,760
Police Captain	77	79	\$89,208	\$108,692	\$132,430
Police Lieutenant	72	74	\$78,847	\$96,067	\$117,049

Law Enforcement Operations Group

Police Sergeant	66	69	\$69,689	\$84,910	\$103,454
Police Officer, Master	62	64	\$61,595	\$75,048	\$91,438
Police Officer, Senior	60	62	\$58,627	\$71,432	\$87,032
Police Officer	58	60	\$55,802	\$67,990	\$82,839
Digital Forensic Analyst	50	52	\$45,799	\$55,802	\$67,990
Evidence and Property Technician	50	52	\$45,799	\$55,802	\$67,990
Intelligence Analyst	50	52	\$45,799	\$55,802	\$67,990
Community Service Officer replaces Animal Control Off	48		\$41,492	\$50,554	\$61,595
Law Enforcement Office Manager		59	\$54,441	\$66,331	\$80,818
Law Enforcement Office Specialist III		54	\$48,118	\$58,627	\$71,432
Law Enforcement Office Specialist II		51	\$44,682	\$54,441	\$66,331
Law Enforcement Office Specialist I		48	\$41,492	\$50,554	\$61,595

Public Safety Communications Group

Public Safety Answering Point Manager	68	70	\$71,432	\$87,032	\$106,041
Assistant Public Safety Answering Point Manager	65	67	\$66,331	\$80,818	\$98,469
Dispatcher, Lead	62		\$58,627	\$71,432	\$87,032
Dispatcher, Senior	56		\$50,554	\$61,595	\$75,048
Dispatcher	52		\$45,799	\$55,802	\$67,990

Fire Group

Fire Chief	86	90	\$117,049	\$142,613	\$173,760
Fire Battalion Chief	75	76	\$82,839	\$100,931	\$122,975
Fire Captain	67	69	\$69,689	\$84,910	\$103,454
Fire Marshal	64	66	\$64,713	\$78,847	\$96,067
Fire Inspector II	62	64	\$61,595	\$75,048	\$91,438
Fire Inspector I	60	62	\$58,627	\$71,432	\$87,032
Firefighter, Senior	58	60	\$55,802	\$67,990	\$82,839
Firefighter	56	58	\$53,113	\$64,713	\$78,847

Community Development

Community and Economic Development Director	84		\$100,931	\$122,975	\$149,833
Economic Development Administrator	76		\$82,839	\$100,931	\$122,975
Principal Planner	73		\$76,924	\$93,724	\$114,194
Planner III / Senior Planner	68		\$67,990	\$82,839	\$100,931

Planner II /Associate Planner	64		\$61,595	\$75,048	\$91,438
Planner I / Assistant Planner	60		\$55,802	\$67,990	\$82,839
Zoning / Code Enforcement Inspector	52		\$45,799	\$55,802	\$67,990
Planning and Code Enforcement Assistant	46	49	\$42,529	\$51,818	\$63,135

Inspections Group

Building Official	75		\$80,818	\$98,469	\$119,975
Senior Building Inspector II	65	67	\$66,331	\$80,818	\$98,469
Senior Building Inspector	63	65	\$63,135	\$76,924	\$93,724
Building Inspector III	63	65	\$63,135	\$76,924	\$93,724
Mechanical Inspector III	63	65	\$63,135	\$76,924	\$93,724
Plumbing Inspector III	63	65	\$63,135	\$76,924	\$93,724
Building Inspector II	61	62	\$58,627	\$71,432	\$87,032
Mechanical Inspector II	61	62	\$58,627	\$71,432	\$87,032
Plumbing Inspector II	61	62	\$58,627	\$71,432	\$87,032
Building Inspector I	57	58	\$53,113	\$64,713	\$78,847
Mechanical Inspector I	57	58	\$53,113	\$64,713	\$78,847
Plumbing Inspector I	57	58	\$53,113	\$64,713	\$78,847
Commercial Plan Reviewer		58	\$53,113	\$64,713	\$78,847
Residential Plan Reviewer	53		\$46,944	\$57,197	\$69,689

Traffic Group

Traffic Engineer	74		\$78,847	\$96,067	\$117,049
Traffic Foreman	61	63	\$60,093	\$73,217	\$89,208
Traffic Maintenance Technician III	58	60	\$55,802	\$67,990	\$82,839
Traffic Maintenance Technician II	54	56	\$50,554	\$61,595	\$75,048
Traffic Maintenance Technician I	52	54	\$48,118	\$58,627	\$71,432
Traffic Maintenance Worker	48	50	\$43,593	\$53,113	\$64,713

Engineering Group

City Engineer	86		\$106,041	\$129,200	\$157,418
Assistant City Engineer	76		\$82,839	\$100,931	\$122,975
Project Manager Field/Design	71	73	\$76,924	\$93,724	\$114,194
Project Civil Engineer II	70	72	\$75,049	\$91,438	\$111,409
Project Civil Engineer I	68	70	\$71,432	\$87,032	\$106,041
GIS Coordinator	61	65	\$63,135	\$76,924	\$93,724
CAD Technician II		60	\$55,802	\$67,990	\$82,839
Engineering Technician II	57	60	\$55,802	\$67,990	\$82,839
GIS Technician II		60	\$55,802	\$67,990	\$82,839
Engineering Technician I	53	56	\$50,554	\$61,595	\$75,048
CAD Technician	53	56	\$50,554	\$61,595	\$75,048
GIS Technician	53	56	\$50,554	\$61,595	\$75,048

Vehicle Maintenance Group

Bus Services/Shop Maintenance Superintendent	72	74	\$78,847	\$96,067	\$117,049
Fleet Management Services Superintendent	72	74	\$78,847	\$96,067	\$117,049
Bus Services Foreman	61	63	\$63,135	\$76,924	\$93,724
Shop Maintenance Foreman	61	63	\$63,135	\$76,924	\$93,724
Fire Equipment Mechanic	61	63	\$63,135	\$76,924	\$93,724
Mechanic, Senior	56	57	\$53,113	\$64,713	\$78,847
Welder/Fabricator	56	57	\$53,113	\$64,713	\$78,847
Mechanic	53	54	\$48,118	\$58,627	\$71,432
Parts Specialist	47	48	\$41,492	\$50,554	\$61,595
Light Mechanic	45	46	\$39,493	\$48,118	\$58,627
Parts Specialist/Bus Driver	47	50	\$43,593	\$53,113	\$64,713

Bus Driver	47	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver, Senior	47	50	\$43,593	\$53,113	\$64,713
Administrative Clerk/Bus Driver	44	47	\$40,480	\$49,321	\$60,093
<u>Street Maintenance Group</u>					
Street Superintendent	72	74	\$78,847	\$96,067	\$117,049
Street Foreman	61	63	\$63,135	\$76,924	\$93,724
Storm Sewer Foreman	61	63	\$63,135	\$76,924	\$93,724
<u>Equipment Operator Group</u>					
Heavy Equipment Operator	52	54	\$48,118	\$58,627	\$71,432
Medium Equipment Operator	49	50	\$43,593	\$53,113	\$64,713
Light Equipment Operator	46	47	\$40,480	\$49,321	\$60,093
<u>Building and Grounds Maintenance Group</u>					
Property Maintenance Superintendent	72	74	\$78,847	\$96,067	\$117,049
Building and Grounds Foreman	61	63	\$63,135	\$76,924	\$93,724
Building and Grounds Worker, Senior	51	54	\$48,118	\$58,627	\$71,432
Building and Grounds Worker	45	48	\$41,492	\$50,554	\$61,595
<u>Public Works Management Group</u>					
Public Works Operations Director	87	89	\$114,194	\$139,134	\$169,522
Utilities Director	87	89	\$114,194	\$139,134	\$169,522
Senior Project Manager Field/Design	73	75	\$80,818	\$98,469	\$119,975
<u>Airport Operations</u>					
Airport Director	84	89	\$114,194	\$139,134	\$169,522
Airport Business and Development Manager	71	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Manager	71	73	\$76,924	\$93,724	\$114,194
Airport Operations and Maintenance Foreman	61	63	\$63,135	\$76,924	\$93,724
Airport Facility Foreman	61	63	\$63,135	\$76,924	\$93,724
Airport Operations and Maintenance Technician Lead		58	\$53,113	\$64,713	\$78,847
Airport Operations and Maintenance Technician II	54	56	\$50,554	\$61,595	\$75,048
Airport Operations and Maintenance Technician I	50	52	\$45,799	\$55,802	\$67,990
Airport Facility Technician Lead		52	\$45,799	\$55,802	\$67,990
Airport Facility Technician II	48	50	\$43,593	\$53,113	\$64,713
Airport Facility Technician I	44	46	\$39,493	\$48,118	\$58,627
Airport Security Specialist	38	44	\$37,590	\$45,799	\$55,802
<u>Cemetery Operations Group</u>					
Cemetery Superintendent	68	70	\$71,432	\$87,032	\$106,041
<u>Sanitation/Landfill Operations Group</u>					
Sanitation/Landfill Superintendent	72	74	\$78,847	\$96,067	\$117,049
Landfill Foreman	61	63	\$63,135	\$76,924	\$93,724
Sanitation Foreman	61	63	\$63,135	\$76,924	\$93,724
Landfill Attendant/LEO	45	47	\$40,480	\$49,321	\$60,093
Landfill Attendant	43	46	\$39,493	\$48,118	\$58,627
<u>Water Plant Operations Group</u>					
Water Plant Superintendent	72	74	\$78,847	\$96,067	\$117,049
Water Plant Foreman	61	63	\$63,135	\$76,924	\$93,724
Water Plant Operator, Lead	54	56	\$50,554	\$61,595	\$75,048
Water Plant Instrumentation Technician	54	56	\$50,554	\$61,595	\$75,048
Water Plant Operator III	52	54	\$48,118	\$58,627	\$71,432

Water Plant Operator II	50	52	\$45,799	\$55,802	\$67,990
Water Plant Operator I	48	50	\$43,593	\$53,113	\$64,713
Public Works Laboratory Technician	53	55	\$49,321	\$60,093	\$73,217

Water/Wastewater Operations Group

Water/Wastewater Superintendent	72	74	\$78,847	\$96,067	\$117,049
Water/Wastewater Foreman	61	63	\$63,135	\$76,924	\$93,724
Utility Operator, Lead	54	56	\$50,554	\$61,595	\$75,048
Utility Operator III	52	54	\$48,118	\$58,627	\$71,432
Utility Operator II	50	52	\$45,799	\$55,802	\$67,990
Utility Operator I	48	50	\$43,593	\$53,113	\$64,713

Table 4 – Non-Benchmark to Benchmark Position Linkage Table

<u>Non-Benchmark Job Class</u>	<u>Linked to Benchmark Job Class</u>	<u>Calculation</u>
Accountant Senior	Accountant	Plus 4 Ranges
Administrative Clerk Senior	Administrative Clerk	Plus 3 Ranges
Administrative Clerk Principal	Administrative Clerk	Plus 6 Ranges
Administrative Clerk/Bus Driver	Administrative Clerk	Plus 1 Range
Administrative Clerk/Bus Driver Sr	Administrative Clerk	Plus 4 Ranges
Airport Business & Development Manager	Airport Operations and Maintenance Manager	Equal to
Airport Facility Technician II	Airport Facility Technician I	Plus 4 Ranges
Airport Facility Technician Lead	Airport Facility Technician I	Plus 6 Ranges
Airport Operations and Maintenance Technician II	Airport Operations and Maintenance Technician I	Plus 4 Ranges
Airport Operations and Maintenance Technician Lead	Airport Operations and Maintenance Technician I	Plus 6 Ranges
Airport Security Specialist	Community Services Officer	Less 4 Ranges
Assistant City Assessor	City Assessor	Less 9 Ranges
Assistant City Attorney	City Attorney	Less 9 Ranges
Assistant City Engineer	City Engineer	Less 10 Ranges
Assistant City Manager	City Manager	Less 4 Ranges
Assistant Public Safety Answering Point Manager	Public Safety Answering Point Manager	Less 3 Ranges
Building and Grounds Worker Senior	Building and Grounds Worker	Plus 6 Ranges
Bus Driver	Administrative Clerk/Bus Driver	Plus 3 Ranges
Business Systems Analyst	Accountant	Plus 3 Ranges
CAD Technician	Engineering Technician I	Equal to
CAD Technician II	Engineering Technician I	Plus 4 Ranges
Cemetery Superintendent	Property Maintenance Superintendent	Less 4 Ranges
City Assessor	Human Resource Director	Equal to
City Clerk	Human Resource Generalist Senior	Equal To

City Treasurer	Comptroller	Less 4 Ranges
Commercial Plan Reviewer	Residential Plan Reviewer	Plus 5 Ranges
Communication Specialist	Public Safety Outreach Officer	Less 4 Ranges
Community/Economic Development Director	City Engineer	Less 2 Ranges
Digital Forensic Analyst	Evidence and Property Technician	Equal To
Dispatcher Lead	Dispatcher	Plus 10 Ranges
Dispatcher Senior	Dispatcher	Plus 4 Ranges
Economic Development Administrator	Community/Economic Development Director	Less 8 Ranges
Engineering Technician II	Engineering Technician I	Plus 4 Ranges
Financial Clerk Senior	Financial Clerk	Plus 3 Ranges
Financial Specialist	Financial Clerk	Plus 10 Ranges
Financial Specialist Senior	Financial Clerk	Plus 12 Ranges
Fire Equipment Mechanic	Foreman (All Departments)	Equal To
Fire Inspector I	Firefighter	Plus 4 Ranges
Fire Inspector II	Firefighter	Plus 6 Ranges
Fire Marshall	Firefighter	Plus 8 Ranges
Firefighter Senior	Firefighter	Plus 2 Ranges
Foreman Positions (All)	Foreman (All Departments)	Equal To
GIS Technician	Engineering Technician I	Equal To
GIS Technician II	Engineering Technician I	Plus 4 Ranges
Human Resource Generalist Senior	Human Resource Generalist	Plus 6 Ranges
Information Technology Specialist	Information Technology Technician I	Less 8 Ranges
Information Technology Spec. Sr	Information Technology Specialist	Plus 4 Ranges
Information Technology Technician II	Information Technology Technician I	Plus 4 Ranges
Intelligence Analyst	Evidence and Property Technician	Equal To
Inspector II (All Specialties)	Inspector I (All Specialties)	Plus 4 Ranges
Inspector III (All Specialties)	Inspector II (All Specialties)	Plus 3 Ranges
Internal Auditor	Accountant	Plus 2 Ranges
Landfill Attendant	Administrative Clerk	Equal To
Landfill Attendant/LEO	Light Equipment Operator	Equal To
Law Enforcement Office Manager	Office and Administrative Specialist Sr	Plus 3 Ranges
Law Enforcement Office Specialist I	Administrative Clerk	Plus 2 Ranges
Law Enforcement Office Specialist II	Administrative Clerk	Plus 5 Ranges
Law Enforcement Office Specialist III	Administrative Clerk	Plus 8 Ranges
Light Mechanic	Mechanic	Less 8 Ranges
Mechanic Senior	Mechanic	Plus 3 Ranges
Medium Equipment Operator	Light Equipment Operator	Plus 3 Ranges
Office and Administrative Specialist Sr	Office and Administrative Specialist	Plus 3 Ranges
Parking Enforcement Officer	Police Officer	Less 16 Ranges

Parts Specialist	Mechanic	Less 6 Ranges
Parts Specialist/Bus Driver	Administrative Clerk/Bus Driver Sr	Equal to
Planning and Code Enforcement Assist.	Administrative Clerk Sr	Equal to
Police Officer Senior	Police Officer	Plus 2 Ranges
Police Officer Master	Police Officer	Plus 4 Ranges
Project Civil Engineer II	Project Civil Engineer I	Plus 2 Ranges
Project Manager	Project Civil Engineer I	Plus 3 Ranges
Project Manager Senior	Project Civil Engineer I	Plus 5 Ranges
Property Assessment Specialist	Office and Administrative Specialist, Sr	Equal To
Property Appraiser Senior	Property Appraiser	Plus 6 Ranges
Public Safety Outreach Officer	Human Resource Generalist	Equal to
Public Works Laboratory Technician	Utility Operator III	Plus 1 Range
Recycling Coordinator	All Department Foremen	Equal to
Residential Plan Reviewer	Engineering Technician I	Equal to
Senior Building Inspector I	Building Inspector III	Equal to
Senior Building Inspector II	Senior Building Inspector I	Plus 2 Ranges
Senior Internal Auditor	Internal Auditor	Plus 4 Ranges
Superintendents (All not mentioned)	Superintendents(Street, Sanitation WTP)	Equal To
Traffic Maintenance Technician II	Traffic Maintenance Technician I	Plus 2 Ranges
Traffic Maintenance Technician III	Traffic Maintenance Technician I	Plus 6 Ranges
Traffic Maintenance Worker	Traffic Maintenance Technician I	Less 4 Ranges
Utility Operator II	Utility Operator I	Plus 2 Ranges
Utility Operator III	Utility Operator I	Plus 4 Ranges
Utility Operator Lead	Utility Operator I	Plus 6 Ranges
Water Plant Instrumentation Technician	Water Plant Operator III	Plus 2 Ranges
Water Plant Operator II	Water Plant Operator I	Plus 2 Ranges
Water Plant Operator III	Water Plant Operator I	Plus 4 Ranges
Water Plant Operator Lead	Water Plant Operator I	Plus 6 Ranges
Welder Fabricator	Mechanic	Plus 3 Ranges
Water Plant Operator Lead	Water Plant Operator I	Plus 6 Ranges

5. IMPLEMENTATION OF THE FY 2025 COMPENSATION PLAN

Implementation of the updated compensation plan for FY 2025 will be controlled by the City's financial resources, with balance between the desire to pay all employees at the prevailing rates for their occupations, and available funds.

A. JOB CLASSES BELOW PREVAILING MIDPOINT

It is recommended that salaries of all employees whose current positions fall below the prevailing rate be reclassified to within 100% -105% of the prevailing rate as proposed from this year's survey.

B. STEP RE-CREATION

It is recommended that salaries of all employees in positions with a proposed grade change, be re-aligned to match their historical step achievement within the new proposed pay grades, which will move employee salaries for FY 2025 at the same pace as market-based pay grade adjustments.

C. PAY PLAN STEP PROGRESSION

Progression through the steps of the plan will be as follows: If an employee's step within the range is under midpoint (steps 1-8), the employee will move two steps (5%) on January 1, 2025 until the employee reaches midpoint of the range (step 9). Once an employee reaches midpoint and above (steps 9 through 16), the employee will progress one step (2.5%) on January 1, 2025 until the employee reaches step 17.

D. COST OF LIVING STIPEND FOR EMPLOYEES AT MAXIMUM STEP

Continue the policy, adopted in 2018, of giving employees who have reached the maximum step in job grade, a cost of living stipend equal to 2%. This will continue until the position is reclassified to a higher grade.

E. BEYOND 2025

Salary Surveys completed for the past five years (2020 through 2024) have shown salary grades progressively declining in comparable ranges, especially at minimum and midpoint ranges (Table 1 – External Prevailing Rate Comparisons, shown on page 5). **It is recommended the City review the 17-step structure of the current pay plan to determine if the structure has continued viability.**

Pay Plan Effective January 1, 2025

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
38	Hourly	\$15.58	\$15.97	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13
	Pay Period	\$1,247	\$1,278	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851
	Monthly	\$2,701	\$2,769	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010
	Yearly	\$32,414	\$33,224	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118
39	Hourly	\$15.97	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71
	Pay Period	\$1,278	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897
	Monthly	\$2,769	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110
	Yearly	\$33,224	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321
40	Hourly	\$16.37	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30
	Pay Period	\$1,310	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944
	Monthly	\$2,838	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213
	Yearly	\$34,054	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554
41	Hourly	\$16.78	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91
	Pay Period	\$1,343	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993
	Monthly	\$2,909	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318
	Yearly	\$34,906	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818
42	Hourly	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54
	Pay Period	\$1,376	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043
	Monthly	\$2,982	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426
	Yearly	\$35,778	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113
43	Hourly	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17
	Pay Period	\$1,410	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094
	Monthly	\$3,056	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537
	Yearly	\$36,673	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441
44	Hourly	\$18.07	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83
	Pay Period	\$1,446	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146
	Monthly	\$3,132	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650
	Yearly	\$37,590	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802
45	Hourly	\$18.52	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50
	Pay Period	\$1,482	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200
	Monthly	\$3,211	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766
	Yearly	\$38,530	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197
46	Hourly	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19
	Pay Period	\$1,519	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255
	Monthly	\$3,291	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886
	Yearly	\$39,493	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627
47	Hourly	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89
	Pay Period	\$1,557	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311
	Monthly	\$3,373	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008
	Yearly	\$40,480	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093
48	Hourly	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61
	Pay Period	\$1,596	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369
	Monthly	\$3,458	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133
	Yearly	\$41,492	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595

Pay Plan Effective January 1, 2025

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
49	Hourly	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35
	Pay Period	\$1,636	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428
	Monthly	\$3,544	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261
	Yearly	\$42,529	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135
50	Hourly	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11
	Pay Period	\$1,677	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489
	Monthly	\$3,633	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393
	Yearly	\$43,593	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713
51	Hourly	\$21.48	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89
	Pay Period	\$1,719	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551
	Monthly	\$3,724	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528
	Yearly	\$44,682	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331
52	Hourly	\$22.02	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69
	Pay Period	\$1,762	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615
	Monthly	\$3,817	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666
	Yearly	\$45,799	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990
53	Hourly	\$22.57	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50
	Pay Period	\$1,806	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680
	Monthly	\$3,912	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807
	Yearly	\$46,944	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689
54	Hourly	\$23.13	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34
	Pay Period	\$1,851	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747
	Monthly	\$4,010	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953
	Yearly	\$48,118	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432
55	Hourly	\$23.71	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20
	Pay Period	\$1,897	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816
	Monthly	\$4,110	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101
	Yearly	\$49,321	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217
56	Hourly	\$24.30	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08
	Pay Period	\$1,944	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886
	Monthly	\$4,213	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254
	Yearly	\$50,554	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048
57	Hourly	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98
	Pay Period	\$1,993	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959
	Monthly	\$4,318	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410
	Yearly	\$51,818	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924
58	Hourly	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91
	Pay Period	\$2,043	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033
	Monthly	\$4,426	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571
	Yearly	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847
59	Hourly	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85
	Pay Period	\$2,094	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108
	Monthly	\$4,537	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735
	Yearly	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818
60	Hourly	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83
	Pay Period	\$2,146	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186
	Monthly	\$4,650	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903
	Yearly	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839

Pay Plan Effective January 1, 2025

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
61	Hourly	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82
	Pay Period	\$2,200	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266
	Monthly	\$4,766	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076
	Yearly	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910
62	Hourly	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84
	Pay Period	\$2,255	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347
	Monthly	\$4,886	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253
	Yearly	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032
63	Hourly	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89
	Pay Period	\$2,311	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431
	Monthly	\$5,008	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434
	Yearly	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208
64	Hourly	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96
	Pay Period	\$2,369	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517
	Monthly	\$5,133	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620
	Yearly	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438
65	Hourly	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06
	Pay Period	\$2,428	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605
	Monthly	\$5,261	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810
	Yearly	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724
66	Hourly	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19
	Pay Period	\$2,489	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695
	Monthly	\$5,393	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006
	Yearly	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067
67	Hourly	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34
	Pay Period	\$2,551	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787
	Monthly	\$5,528	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206
	Yearly	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469
68	Hourly	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52
	Pay Period	\$2,615	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882
	Monthly	\$5,666	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411
	Yearly	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931
69	Hourly	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74
	Pay Period	\$2,680	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979
	Monthly	\$5,807	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621
	Yearly	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454
70	Hourly	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98
	Pay Period	\$2,747	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078
	Monthly	\$5,953	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837
	Yearly	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041
71	Hourly	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26
	Pay Period	\$2,816	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180
	Monthly	\$6,101	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058
	Yearly	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692
72	Hourly	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56
	Pay Period	\$2,886	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285
	Monthly	\$6,254	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284
	Yearly	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409

Pay Plan Effective January 1, 2025

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
73	Hourly	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90
	Pay Period	\$2,959	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392
	Monthly	\$6,410	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516
	Yearly	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194
74	Hourly	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27
	Pay Period	\$3,033	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502
	Monthly	\$6,571	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754
	Yearly	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049
75	Hourly	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68
	Pay Period	\$3,108	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614
	Monthly	\$6,735	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998
	Yearly	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975
76	Hourly	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12
	Pay Period	\$3,186	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730
	Monthly	\$6,903	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248
	Yearly	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975
77	Hourly	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60
	Pay Period	\$3,266	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848
	Monthly	\$7,076	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504
	Yearly	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049
78	Hourly	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12
	Pay Period	\$3,347	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969
	Monthly	\$7,253	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767
	Yearly	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200
79	Hourly	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67
	Pay Period	\$3,431	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093
	Monthly	\$7,434	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036
	Yearly	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430
80	Hourly	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26
	Pay Period	\$3,517	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221
	Monthly	\$7,620	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312
	Yearly	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741
81	Hourly	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89
	Pay Period	\$3,605	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351
	Monthly	\$7,810	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595
	Yearly	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134
82	Hourly	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56
	Pay Period	\$3,695	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485
	Monthly	\$8,006	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884
	Yearly	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613
83	Hourly	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28
	Pay Period	\$3,787	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622
	Monthly	\$8,206	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182
	Yearly	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178
84	Hourly	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03
	Pay Period	\$3,882	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763
	Monthly	\$8,411	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486
	Yearly	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833

Pay Plan Effective January 1, 2025

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
85	Hourly	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84
	Pay Period	\$3,979	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907
	Monthly	\$8,621	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798
	Yearly	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578
86	Hourly	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68
	Pay Period	\$4,078	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055
	Monthly	\$8,837	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118
	Yearly	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418
87	Hourly	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57
	Pay Period	\$4,180	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206
	Monthly	\$9,058	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446
	Yearly	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353
88	Hourly	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51
	Pay Period	\$4,285	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361
	Monthly	\$9,284	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782
	Yearly	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387
89	Hourly	\$54.90	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50
	Pay Period	\$4,392	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520
	Monthly	\$9,516	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127
	Yearly	\$114,194	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522
90	Hourly	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54
	Pay Period	\$4,502	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683
	Monthly	\$9,754	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480
	Yearly	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760
91	Hourly	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63
	Pay Period	\$4,614	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850
	Monthly	\$9,998	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842
	Yearly	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104
92	Hourly	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77
	Pay Period	\$4,730	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021
	Monthly	\$10,248	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213
	Yearly	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556
93	Hourly	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96
	Pay Period	\$4,848	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197
	Monthly	\$10,504	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593
	Yearly	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120
94	Hourly	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21
	Pay Period	\$4,969	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377
	Monthly	\$10,767	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983
	Yearly	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120	\$191,798
95	Hourly	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52
	Pay Period	\$5,093	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561
	Monthly	\$11,036	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383
	Yearly	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760	\$178,104	\$182,556	\$187,120	\$191,798	\$196,593
96	Hourly	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88
	Pay Period	\$5,221	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,054	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750
	Monthly	\$11,312	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792
	Yearly	\$135,740	\$139,135	\$142,613	\$146,178	\$149,832	\$153,578	\$157,416	\$161,352	\$165,386	\$169,522	\$173,759	\$178,104	\$182,557	\$187,121	\$191,799	\$196,594	\$201,509

Pay Plan Effective January 1, 2025

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
97	Hourly	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30
	Pay Period	\$5,351	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944
	Monthly	\$11,595	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212
	Yearly	\$139,134	\$142,613	\$146,178	\$149,832	\$153,578	\$157,417	\$161,351	\$165,386	\$169,521	\$173,760	\$178,103	\$182,557	\$187,121	\$191,799	\$196,594	\$201,509	\$206,547
98	Hourly	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54	\$85.63	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88	\$99.30	\$101.78
	Pay Period	\$5,485	\$5,622	\$5,763	\$5,907	\$6,055	\$6,206	\$6,361	\$6,520	\$6,683	\$6,850	\$7,021	\$7,197	\$7,377	\$7,561	\$7,750	\$7,944	\$8,143
	Monthly	\$11,884	\$12,182	\$12,486	\$12,798	\$13,118	\$13,446	\$13,782	\$14,127	\$14,480	\$14,842	\$15,213	\$15,593	\$15,983	\$16,383	\$16,792	\$17,212	\$17,643
	Yearly	\$142,612	\$146,178	\$149,832	\$153,578	\$157,417	\$161,352	\$165,385	\$169,521	\$173,759	\$178,104	\$182,556	\$187,121	\$191,799	\$196,594	\$201,509	\$206,547	\$211,711

FIRE - Pay Plan Effective January 1, 2025

FIREFIGHTER

<u>Grade</u>		<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>	<i>Step 16</i>	<i>Step 17</i>
58	2912 Rate	\$18.24	\$18.70	\$19.16	\$19.64	\$20.13	\$20.64	\$21.15	\$21.68	\$22.22	\$22.78	\$23.35	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08
	2080 Rate	\$25.54	\$26.17	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91
	Yearly	\$53,113	\$54,441	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847

FIREFIGHTER, SENIOR

<u>Grade</u>		<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>	<i>Step 16</i>	<i>Step 17</i>
60	2912 Rate	\$19.16	\$19.64	\$20.13	\$20.64	\$21.15	\$21.68	\$22.22	\$22.78	\$23.35	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08	\$27.75	\$28.45
	2080 Rate	\$26.83	\$27.50	\$28.19	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83
	Yearly	\$55,802	\$57,197	\$58,627	\$60,093	\$61,595	\$63,135	\$64,713	\$66,331	\$67,990	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839

FIRE CAPTAIN

<u>Grade</u>		<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>	<i>Step 16</i>	<i>Step 17</i>
69	2912 Rate	\$23.93	\$24.53	\$25.14	\$25.77	\$26.42	\$27.08	\$27.75	\$28.45	\$29.16	\$29.89	\$30.63	\$31.40	\$32.19	\$32.99	\$33.81	\$34.66	\$35.53
	2080 Rate	\$33.50	\$34.34	\$35.20	\$36.08	\$36.98	\$37.91	\$38.85	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74
	Yearly	\$69,689	\$71,432	\$73,217	\$75,048	\$76,924	\$78,847	\$80,818	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454

BATTALION CHIEF

<u>Grade</u>		<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>	<i>Step 16</i>	<i>Step 17</i>
76	2912 Rate	\$28.45	\$29.16	\$29.89	\$30.63	\$31.40	\$32.19	\$32.99	\$33.81	\$34.66	\$35.53	\$36.42	\$37.33	\$38.26	\$39.21	\$40.20	\$41.20	\$42.23
	2080 Rate	\$39.83	\$40.82	\$41.84	\$42.89	\$43.96	\$45.06	\$46.19	\$47.34	\$48.52	\$49.74	\$50.98	\$52.26	\$53.56	\$54.90	\$56.27	\$57.68	\$59.12
	Yearly	\$82,839	\$84,910	\$87,032	\$89,208	\$91,438	\$93,724	\$96,067	\$98,469	\$100,931	\$103,454	\$106,041	\$108,692	\$111,409	\$114,194	\$117,049	\$119,975	\$122,975

FIRE CHIEF

<u>Grade</u>		<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>	<i>Step 16</i>	<i>Step 17</i>
90	HOURLY	\$56.27	\$57.68	\$59.12	\$60.60	\$62.12	\$63.67	\$65.26	\$66.89	\$68.56	\$70.28	\$72.03	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50	\$83.54
	BIWEEKLY	\$4,501.88	\$4,614.43	\$4,729.79	\$4,848.03	\$4,969.23	\$5,093.47	\$5,220.80	\$5,351.32	\$5,485.11	\$5,622.23	\$5,762.79	\$5,906.86	\$6,054.53	\$6,205.89	\$6,361.04	\$6,520.07	\$6,683.07
	Yearly	\$117,049	\$119,975	\$122,975	\$126,049	\$129,200	\$132,430	\$135,741	\$139,134	\$142,613	\$146,178	\$149,833	\$153,578	\$157,418	\$161,353	\$165,387	\$169,522	\$173,760

2024 FRINGE BENEFIT SURVEY

North Dakota Cities

A. HOLIDAYS:

	New Years Day	Luther Martin King Day	President's Day	Good Friday	Memorial Day	Independence Day	Labor Day	Veterans Day	Thanksgiving Day	Day After Thanksgiving	Christmas Eve	Christmas Day	Personal Day / Floating Day
Bismarck	x	x	x	x	x	x	x	x	x		x*	x	
Dickinson	X	X	X	X	X	X	X	X	X			X	x
Grand Forks	x	x	x		x	x	x	x	x			x	x
Ward County	x	x*	x	x	x	x	x	x	x	x*		x	
Fargo	X	X	X	X	X	X	X	X	X			X	x
Minot	X	X	X	X	X	X	X	X	X			X*	X

*When Governor declares as ½ holiday

*Minot Christmas Holiday – The **bolded/underlined** days/dates below shall encompass the entire observed Christmas Holiday, depending on the day of the week Christmas Day falls, and no additional days shall be treated as the Christmas Holiday:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Dec	<u>26 Dec</u>	27 Dec	28 Dec	29 Dec	23 Dec	24 Dec
24 Dec	<u>25 Dec</u>	<u>26 Dec</u>	27 Dec	28 Dec	29 Dec	23 Dec
23 Dec	<u>24 Dec</u>	<u>25 Dec</u>	26 Dec	27 Dec	28 Dec	22 Dec
29 Dec	23 Dec	<u>24 Dec</u>	<u>25 Dec</u>	26 Dec	27 Dec	28 Dec
28 Dec	22 Dec	23 Dec	24 Dec	<u>25 Dec</u>	<u>26 Dec</u>	27 Dec
27 Dec	21 Dec	22 Dec	23 Dec	<u>24 Dec</u>	<u>25 Dec</u>	26 Dec
26 Dec	20 Dec	21 Dec	22 Dec	23 Dec	<u>24 Dec</u>	25 Dec

B. SICK LEAVE POLICY:

Bismarck	8 hours/month. Maximum annual carry-over of 960 hours.
Dickinson	8 hours/month. Unlimited accumulation
Grand Forks	9 1/3 hours/month (112 hours per year). Unlimited accumulation.
Ward County	8 hours/month. Unlimited accumulation.
Fargo	8 Hours/month. Maximum accumulation 960 hours.
Minot	Sick leave frozen with 7 additional accrual days added into PTO leave.

C. PAY FOR SICK LEAVE:

Bismarck	40% pay-out of unused sick leave over 960 hours annually on 12/31.
Dickinson	25% pay-out of unused sick leave
Grand Forks	After 5 years of service, 50% of unused sick leave upon termination or retirement at the rate presently earned for the first 960 hours and at the rate earned 6/30/81 for excess hours. For

hours over 960, employees have the option to sell back a portion of their prior year's sick leave up to 112 hours per year at a rate 50%.

Ward County N/A

Fargo N/A

Minot N/A

D. ANNUAL LEAVE POLICY:

Bismarck 360 hours (45 days) maximum. If there are hours accumulated beyond 360, they must be used by New Years Day or are forfeited. Fire: 477 maximum

Dickinson 240 maximum. Excess vacation must be used prior to 12/31 or forfeited.

Grand Forks Maximum of 2 year accrual dependent on service time with a max carry over of 352 hours. Vacation carryover is automatic from 12/31 each year to the following year. Excess vacation accrued must be used prior to 12/31 or are forfeited.

Ward County 240 hours (30 days) maximum. Excess vacation must be used prior to 12/31 or forfeited.

Fargo Maximum accrual of 256 hours as of 12/31. Max carry-over, any hours of 256 will be forfeited.

Minot Transitioned to PTO Leave effective 01/01/2024.

General 80 Hour Per Pay Period Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	14.69	176	6.78	300	N/A
1-5 years	14.69	176	6.78	300	40
5-10 years	16.69	200	7.70	324	80
10-15 years	18.69	224	8.63	348	80
15+ years	20.69	248	9.55	372	80

Discretionary Pay Combo								
	40 hrs- Monthly Hours	Annual	Per Pay Period	24 hrs- Monthly Hours	Annual	Per Pay Period	Annual Mandatory Use	Carryover
0-1 year	18.03	216	8.32	16.69	200	7.70	N/A	300
1-5 years	18.03	216	8.32	16.69	200	7.70	40	300
5-10 years	20.03	240	9.24	18.69	224	8.63	80	324
10-15 years	22.03	264	10.17	20.69	248	9.55	80	348
15+ years	24.03	288	11.09	22.69	272	10.47	80	372

Non-Administrative Police Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	24.06	289	11.10	321	N/A
1-5 years	24.06	289	11.10	321	43
5-10 years	26.20	314	12.09	347	86
10-15 years	28.34	340	13.08	372	86
15+ years	30.48	366	14.07	398	86

Fire Department 2912 Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	32.00	384	14.77	450	N/A
1-5 years	32.00	384	14.77	450	60
5-10 years	35.00	420	16.15	486	120
10-15 years	38.00	456	17.54	522	120
15+ years	41.00	492	18.92	558	120

Annual Leave Schedules Comparable Municipalities:

YEARS OF SERVICE	BISMARCK	Dickinson	GRAND FORKS	WARD COUNTY	FARGO
0 - 6 months	12	12	0	12	12
6 months - 1 year	12	12	5	12	12
1 - 2 years	12	12	10 ¼	12	12
2 - 3 years	12	12	10 ½	12	12
3 - 4 years	12	12	10 ¾	12	12
4 - 5 years	15	12	11	15	15
5 - 6 years	15	12	11 ¼	15	15
6 - 7 years	15	14	11 ½	15	15
7 - 8 years	18	14	15 ¼	18	15
8 - 9 years	18	14	15 ½	18	18
9 - 10 years	18	14	15 ¾	18	18
10 - 11 years	18	14	16	18	18
11 - 12 years	18	14	16 ¼	18	18
12 - 13 years	21	14	16 1/5	21	18
13 - 14 years	21	14	16 ¾	21	21
14 - 15 years	21	21	17	21	21
15 - 16 years	21	21	20 ¼	21	21
16 - 17 years	21	21	20 1/5	21	21
17 - 18 years	21	21	20 ¾	21	21
18 - 19 years	24	23	21	24	21
19 - 20 years	24	23	21 ¼	24	21
20 - 21 years	24	23	21 1/5	24	24
21 - 22 years	24	23	21 ¾	24	24
22 + years	24	24	22	24	24

E. LIFE INSURANCE:

Bismarck City provides \$30,000 basic life plus AD&D. Cost to the city per month per employee is \$5.20. Disability is 2/3 of salary.

Dickinson \$60000 for \$6.06 per month for employee and employer, \$5000 for spouse and \$2500 for child at \$0.94 per month each for employee. They can also elect supplemental Life and AD&D for additional cost depending on amounts and age of employee.

Grand Forks	City provides a \$35,000 Term Life policy. (Employee can buy up to \$400,000 in additional supplemental coverage.) Employee can elect up to \$150,000 for Spouse Term Life and AD&D at same rates as the employee. Child Term Life insurance available \$10,000 or \$15,000 coverage per child for a total of \$1.30 per month for \$10,000 or \$1.95 for \$15,000 (\$1.30/m covers all children). Long Term Disability: 66.6% of salary (max. \$4,444/mo.) 90 day consecutive qualifying period.
Ward County	Participates in basic term life insurance plan through NDPERS. Allows employees to buy additional supplemental life for spouse and dependent children.
Fargo	The City provides supplemental life insurance for its employees. It does not pay for Life Insurance on it employees.
Minot	\$15,000 term life policy + \$15,000 AD&D. Employee has option of additional \$15,000 + \$15,000 AD&D at a cost of \$4.06 per month. Dependent coverage for spouse and children is optional to the employee at a cost of \$.30 per month.

F. HEALTH INSURANCE:

Bismarck	Self-insured: City pays 100% of policy. \$200 deductible/Individual; (max. \$525/ family) 80/20 to \$1450 out-of-pocket; (max. \$4,275/family). City pays 100% of policy. \$20 co-pay for office visits. \$50 co-pay for emergency room. Preferred Pharmacy Network program.
Dickinson	NDPERS Plan: Employee Only \$733.38. Employee cost \$146.74. Employer contribution \$586.26. Employee + Family \$1,773.60. Employee cost \$354.72. Employer contribution \$1,418.88. For every 5 years employed by the City of Dickson, the City will pay an additional 2.5% of your health insurance. Offer MetLife Dental and MetLife vision. Employee is in charge of full cost.
Grand Forks	BCBS Access Plan: Employer pays 75% and Employee pays 25% toward Single, Single plus dependent and Family coverage.
Ward County	NDPERs Health Plan: County pays 100% of policy.
Fargo	City pays 85% of single policy and 75% of family policy.
Minot	Self-Insured BC/BS Select Choice Plan - \$250 deductible Single plan, \$375 deductible SPD plan, and \$500 Family plan. Single: 100% SPD: 92% Family: 82%

G. LONGEVITY:

Bismarck	Plan eliminated in 1994.
Dickinson	Each Regular Full-time employee, as defined in Section 29.08.04050.14.1, who has been employed with the City for a period of five consecutive years or more shall be considered qualified and shall receive, in addition to his regular pay, a longevity payment. An employee who leaves his employment in good standing as determined by the City. Administrator and who has completed fifteen years of service shall be entitled to percentage pay-out of his longevity pay based on the percentage of calendar year completed at the time of termination. (Code 1637 § 1) Each qualified employee shall receive a longevity payment each year, for each month's service completed, computed as follows:

One through ten years of service \$3.00/month
Eleven through twenty years of service \$3.50/month
Twenty-one years and over service \$4.00/month
18.13.2 Time of Payment

Employees receiving longevity pay must be employed at the time that the reimbursement is paid, except as described 18.13. Payments shall be made on or about December 15 of each year. No early payment will be made except as authorized in Subsection 29.08.04080.18.3

Grand Forks Ended 1/1/2014

Ward County N/A

Fargo N/A

Minot Longevity for employees was frozen in 1980 based on the recommendation of the Public Administration Service. Those employees receiving longevity as of that time continued to receive monthly what they were receiving in 1980. Those not yet eligible to receive longevity payments as of 1980, as well as those employed since that time, do not receive longevity payments.

H. SOCIAL SECURITY PARTICIPATION AND RETIREMENT BENEFITS

Bismarck Participates in Social Security (except for Police and Fire) and provides a City funded Defined Benefit Pension plan to its employees

Dickinson Participates in Social Security.

Grand Forks Participates in Social Security and in NDPERS Defined Benefit Pension plan.

Ward County Participates in Social Security and in NDPERS Defined Benefit Pension plan.

Fargo Participates in Social Security and in NDPERS Defined Benefit Pension plan.

Minot Participates in NDPERS Defined Benefit Pension Plan.

I. TUITION ASSISTANCE

Bismarck The City offers \$3,000 a calendar year. There is no waiting period for an employee to apply for reimbursement. The breakdown is actually up to \$1,000 per course or the NDUS rate. An employee who voluntarily leaves the employment of the City after the date of the reimbursement check and within:

One (1) year must pay back 100% of the paid tuition to the City.
Two (2) years must pay back 50% of the paid tuition to the City.
Three (3) years must pay back 25% of the paid tuition to the City.
Four (4) years will not be required to pay back any amount to the City.

Dickinson Approvals will be based upon the number of applications received and the amount budgeted, as well as the City Administrator's discretion in carrying out the vision and mission of the City. A maximum of \$1,500.00 will be available to any one employee per semester (or semester equivalent). These reimbursements are not for job-related training as described above, and are for education events performed on the employee's own time. The employee must be in good standing at the time of the application for tuition reimbursement. The continuing education program must correspond to an accredited program that either offers growth in an area related to the employee's current position, or

that might lead to promotional opportunities. This may include courses for college credit, continuing education credit courses, seminars, and certification exams. A grade of "C" or its equivalent is required for reimbursement. Expenses must be validated by receipts, and a copy of the final grade or a completion certificate must be presented. In some cases, books and study materials may be included in the reimbursement request. The City will reimburse up to 70% of approved costs. The City will endeavor to make reimbursements equitable across departments, and to qualifying employees within budgetary restrictions. It shall retain the right to limit approvals or approval dollars so that the tuition reimbursement program will have maximum benefit to the most employees and to the City's needs. An employee who resigns or is terminated while attending a course previously approved for reimbursement will not receive reimbursement. An employee who leaves employment with the City within one year of receiving tuition reimbursement must repay the tuition on a pro-rated basis. The City will consider exceptions in extreme cases of health or safety.

Grand Forks

Eligible full-time employees will be entitled to a 40% refund of tuition upon the successful completion with a grade C or higher. A refund under this section shall be limited to a maximum total of 10 semester hours or 15 quarter hours in a calendar year. If the employee terminates or is terminated from employment within two years for which the employee received a refund, then the amount shall be immediately repaid by the employee to the City. The payment of tuition refund shall be subject to and contingent upon the appropriation and availability of funds in the annual budget. Final approval of requests for tuition refunds shall be left to the discretion of the Mayor based upon the best interests of the City.

Ward County

Ward County may at the discretion of the Department Head if budgeted for or with approval of the County Commission, contribute funding to personnel meeting the criteria, for training and expenses to college courses, training conferences, workshops and seminars which will enhance the Ward County organization.

EXTENDED TRAINING: With the approval of their Department Head and the County Commission, employees may be allowed to attend training, which involves extended time away from work while retaining full payment of wages. In the event an employee who has attended training involving extended time away and who received uninterrupted pay during such training resigns from employment or has employment terminated prior to completing three years of service, the employee may be required to repay all or portions of their unearned wages.

Fargo

Full-time employees are eligible for an annual reimbursement of up to \$2,000. Part-time (benefit eligible) employees may also receive financial assistance for job related courses. Part-time (benefit eligible) employees are eligible for an annual reimbursement of up to \$800.

Minot

The City will reimburse tuition only for up to four (4) courses per calendar year, at a maximum of \$1,000 per course. An employee who voluntarily leaves the employment of the City after the date of the reimbursement check and within:

One (1) year must pay back 100% of the paid tuition to the City.

Two (2) years must pay back 50% of the paid tuition to the City.

Three (3) years must pay back 25% of the paid tuition to the City.

Four (4) years will not be required to pay back any amount to the City.

CLERK OF COMMISSION REPORT

The current City of Minot Pay Plan was implemented in January of 2001 as the result of a recommendation by Public Sector Personnel Consultants and modified by the Civil Service Commission. Each year since, the City of Minot has performed the maintenance function of the Plan by surveying benchmark positions and updating the Plan to the employment market place. Every ten years the City of Minot has chosen to use an outside consultant to complete survey benchmarking in an effort to ensure current grades align with market data. This time period is proposed to be changed to a three-year period between outside surveys, per the recommendations of the City Council.

Movements in Prevailing Rate of the Benchmark Positions

Once the survey is completed and variance percentage of the average prevailing rate for each benchmark position is determined, the benchmarks and those positions tied to the benchmarks are moved to the new market prevailing rate. This plan has set the prevailing rate as -5% or +5% of mid-point for each benchmarked position.

The process is done using the following criteria:

- Survey market data (first priority)
- Internal relationship for job classes
- Professional judgment

This plan utilizes professional judgment to prevent illogical relationships that could result from survey data directly linked to salary grade, as there is no automatic logical job content relationship among survey data collected for a variety of employers. Non-benchmark job classes were linked to benchmarks by professional judgment. Based on the adopted pay plan procedures, where it was deemed necessary to maintain internal relationships within a hierarchy of supervisory positions, professional judgment was used to recommend position placement.

Job Descriptions Update and Additions

As part of the annual review of the Plan, City Staff and the Human Resource Director review the job descriptions of the classified service and, where appropriate, add and/or update individual job descriptions. New job descriptions have been proposed for the following: Airport Facility Technician Lead, Airport Operations and Maintenance Technician Lead, CAD Technician II, GIS Technician II, Law Enforcement Office Manager, Law Enforcement Office Specialist I, Law Enforcement Office Specialist II, Law Enforcement Office Specialist III.

Career Ladder Additions and Changes

Career Ladders have been proposed for the following: CAD Technician II, Financial Specialist Sr., GIS Technician II.

Fringe Benefits Survey

A survey of fringe benefits has been included with the proposed salary plan. No changes are recommended for 2025.

In Conclusion

The goal of the 2025 Pay and Classification Study is to continue a classification and compensation plan, which provides consistency in the application of guidelines and policies as recommended by the Civil Service Commission and adopted by the City Council. The recommended plan applies this policy to all employees, so as to avoid discrimination and/or favoritism; provide consistent differentials between pay grades and steps within each pay grade; to address the issue of external and internal pay equity; and to develop salary range minimums and maximums and benefits which would be competitive within the City of Minot's labor market area.

This report and survey data present a fair and equitable representation of how the maintenance of the plan is currently. However, progressively declining comparable ranges for minimum and midpoint ranges, continue to point to a lack of viability and sustainability in the current plan structure.

Lisa Jundt, Human Resource Director/Clerk of Commission

ADMINISTRATION OF THE PLAN

Anniversary Dates

All City of Minot civil service employee's anniversary dates officially become January 1st once they have completed their probationary period and one year of service.

Pay Plan Implementation and Progression

The 20254 Annual Pay Plan for the City of Minot will be implemented, within budget allowances, utilizing the adopted Permanent Salary Competitiveness Policy which reclassifies current positions to within 100% -105% of prevailing rates, while allowing employees to maintain "step rights" if job grade is reclassified.

All adopted annual pay changes will occur on January 1, 20254.

Position (Step) Progression

Plan step progression for all employees will return to the original progression adopted January 1, 2001. Progression through the steps of the plan will be as follows:

If an employee's step within the range is under midpoint (steps 1-8), the employee will move two steps (5%) on January 1, 20254 until the employee reaches midpoint of the range (step 9). Once an employee reached midpoint and above (Steps 9 through 16), the employee will progress one step (2.5%) on January 1, 20254 until the employee reaches step 17.

In the 2018 pay plan a provision was approved to allow employees who are already in the maximum step for their grade, be given a cost of living stipend equal to 2% until their respective position experiences future grade reclassification. These pay changes will occur on January 1, 20254.

Probationary Step Increase

All new hires to entrance level positions, while on probation will not be eligible for the annual step increase on January 1st until they have completed their probationary period which may consist of six months or one year, depending upon the position (probationary periods may be extended by the department head up to eighteen months). The new hire will receive a 5% (2 steps) increase upon satisfactory completion of the probationary period and completion of one year of service in the position. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by City Council during budget review. In the event an employee, while on probation, is appointed to a different entry level position, while on probation for the new position they will not be eligible for the annual step increase on January 1st until satisfactory completion of the probationary period and completion of one year of service in the new position. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by City Council during budget review.

In the event an employee, while on probation, is appointed to an entry level position of higher grade, there will be no probationary step increase. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by City Council during budget review, commencing after they have completed one year of service from their date of hire.

In the event an employee, while on probation, is appointed to a non-entry level position, there will be no probationary step increase. Thereafter, the employee's annual step increase will occur on January 1st, or as approved by City Council during budget review, commencing after they have completed one year of service from their date of hire.

Filling Vacancies

The Personnel Code gives present employees a "qualified" preference to fill a vacancy before the vacancy is filled through re-hiring of a former employee or the hiring of a new employee. In general terms, most vacancies will be advertised internally and competitive examinations given to qualified applicants. However, there are some exceptions to this general statement and some methods by which an employee can receive additional compensation without opening the job to competition. The following is an effort to clarify how the plan will be administered in this regard.

Entrance Level Positions

The Code provides that the Commission can identify certain entrance level positions for which employees of the city and non-employees can make applications alike on an equal basis. Under this plan, the following are designated as entrance level positions:

- Administrative Clerk
- Administrative Clerk/Bus Driver
- Airport Facility Technician I
- Airport Operations and Maintenance Technician I
- Building Permit Technician
- Buildings and Grounds Worker
- Bus-Driver
- CAD Technician I
- Communication Specialist
- Digital Forensic Analyst
- Dispatcher
- Engineering Technician I
- Evidence and Property Technician
- Financial Clerk
- Firefighter
- GIS Coordinator
- GIS Technician I
- Human Resource Specialist
- Information Technology Technician I
- Information Technology Specialist
- Intelligence Analyst
- Landfill Attendant
- Landfill Attendant/LEO
- Light Equipment Operator
- Light Mechanic
- Mechanic
- Parking Enforcement Officer
- Parts Specialist
- Parts Specialist/Bus Driver
- Planning and Code Enforcement Assistant
- Police Officer
- Property Appraiser
- Public Safety Answering Point Manager
- Traffic Maintenance Worker
- Utility Operator I
- Water Plant Operator I
- Zoning Code Enforcement Officer

Whenever practical and feasible, all other vacancies shall be filled by competitive examinations of eligible applicants in the city's classified service.

Promotional Ladders

In accordance with Section 24-53 of the Code, the Commission can approve the interconnection of related job descriptions into a 'promotional ladder' whereby an employee in one position in the ladder may progress to a higher position in the ladder without competing against other applicants for that position. The Commission has established rules and regulations to govern the use of promotional ladders which provide that progression is dependent upon satisfactory job performance as determined by the employee's department head (who shall have the sole discretion to make that determination) and which provide that the employee pass certain competency tests prescribed by the Commission. Following are the promotional ladders included in this issue of the Annual Plan:

Administrative Clerk, Senior and Principal
Airport Facility Technician II
Airport Operations and Maintenance Technician II
Building Inspector II and III
CAD Technician II
Engineering Technician II, III and Project Civil Engineer I
Financial Clerk, Senior
Financial Specialist Sr.
Firefighter, Senior
Fire Inspector II, Fire Marshall
GIS Technician II
Human Resource Generalist and Senior
Information Technology Specialist, Senior
Information Technology Technician II
Mechanic, Senior
Mechanical Inspector II and III
Medium Equipment Operator
Office and Administrative Specialist, Senior
Planner II / Associate Planner and Planner III / Senior Planner
Plumbing Inspector II and III
Police Officer, Senior and Master
Project Civil Engineer II
Project Manager Field/Design Senior
Property Appraiser Senior
Senior Accountant
Senior Building Inspector II
Senior Internal Auditor
Traffic Maintenance Technician, I, II and III
Utility Operator, II and III
Water Plant Operator, II and III

Voluntary Lateral Transfers

Whenever a vacancy exists in a position that is not an entrance level position, the administration will consider requests for a lateral transfer.

However, as a general rule, these positions will be filled by competitive promotional examinations and, the administration may require those requesting a transfer to the position to write the required examination in competition with others in the classified service.

Salary Policy for Promotions, Career Ladders and Reclassifications

If an employee is promoted through competitive examination or career ladder, a minimum 5% (two step) salary adjustment will be made on the effective date of the promotion. In the event that the employee is at the top step of the former position and the first step of the new position is at a higher level, the employee will be placed in the first step of the new position or a minimum of 5%. If an employee accepts a position in another department that results in a new occupational career for the employee, the employee may not receive a 5% adjustment in salary. The actual step the employee will be placed into will be determined by the Human Resource Director in consultation with the Department Head involved. Information that will be considered by the Human Resource Director in determining placement into the grade includes step placement of current employees within the department, required certifications of the position and eligibility for future career ladder promotion.

In the event of promotion of a non-exempt employee to an exempt position, the employee will receive a salary increase of not less than 10% or will be adjusted to the minimum salary level of the new position's salary grade, whichever is greater. The actual step the employee will be placed in will be determined by the Human Resource Director in consultation with the Department Head involved.

If an employee's position is reclassified to a higher range of pay or is recommended to a higher range of pay as a result of a prevailing rate adjustment as part of the Annual Plan, the employee will be placed into the new range at the same rate of pay and then progress through the pay ranges as so designated under pay plan progression. If the first step in the reclassified service position is higher than the employee's current rate of pay, the employee shall be placed in the first step of the reclassified position, on January 1st, or as approved by City Council during budget review, and then progress through the pay plan ranges as so designated under pay plan progression.

If an employee's position is reclassified to a lower range of pay and the highest step in the reclassified position is lower than the employee's current rate of pay, the employee's salary shall be frozen at their current rate of pay until such time that that position range is adjusted.

Notwithstanding anything to the contrary above, the appointing authority has the authority to place an employee in a step or a temporary appointment, that results in more than a 10% increase in the best interest of the City.

FLSA Application to Fire Department

The City of Minot governing body and the City of Minot Firefighters have agreed that the firefighters working schedule is based on a 1428-day period. The FLSA states that during a 1428-day period, firefighters may be required to work 106242 hours without paying overtime (~~106 hours every two weeks~~). All hours worked more than 106242 in a 1428-day period, calculated as 106 hours every two-weeks, will be treated as overtime hours subject to pay at time and one half per hour.

~~However, the City agrees to not offset the Firefighter's overtime pay with payments made for holiday pay. The City also agrees that the Firefighters will receive overtime pay for all hours worked beyond their regularly scheduled hours when they are called back for a major fire incident such as when they are called back to work;~~ regardless of whether they have taken leave time within that work period. Major fire call-back hours will be paid at a factor of 2.1 of the 2912 rate rather than the normal 1.5 overtime rate.

Formatted

Formatted

Formatted

Formatted

Pay Differential Policy

In order to provide for the proper and efficient administration of the City, the City Administration is authorized to make a maximum 10% temporary adjustment in pay for any full-time permanent City employee temporarily assigned to fill in for a department head or exempt level position expected to be vacated for more than a two (2) week period. Temporary pay will be shown as a separate pay entry for payroll processing efficiency.

In addition, the City Administration is authorized to make a 5% temporary adjustment for any full-time permanent City employee temporarily assigned to the duty of substituting for a full-time permanent City employee during an extended absence. Temporary pay will be shown as a separate entry for payroll processing efficiency.

All temporary adjustments in pay must first be approved by the department head and the City manager.

Non-Career Employee Policy Eliminated

Due to changes in requirements for the City to provide health insurance to qualified non-career employees under the Patient Protection and Affordable Care Act (PPACA), and the closing of the former City administered Pension Plan, the designation of the non-career position has become obsolete. Non-career employees are essentially full-time employees compensated at the same level as Civil Service employees and should be afforded the same benefits, albeit limited additional benefits, as normal Civil Service employees. As such the designation of non-career will be eliminated from Section 24-46(c) of the Minot Code of Ordinances and eligible employees in this designation will be converted to permanent Civil Service employees effective January 1, 2022 without need to reapply and/or test for the position. Conversion of these positions does not allow for past service to be credited as a period of City employment for the purpose of establishing any right or benefit which is dependent in whole or in part upon length of service. Converted non-career employees will not be required to fulfill a probationary period and will be eligible for the normal anniversary date increase.

Health Insurance Formula

Starting in January of 2023, the City of Minot policy on health insurance changed to pay 82% of a family policy, 92% of a single+dependent policy, and 100% of a single policy, based upon the Blue Cross/Blue Shield SelectChoice health insurance plan.

Travel Expense Policy

The City has in place a "Resolution Relating to Travel Expense and Providing for Review of Said Resolution on an Annual Basis at Budget Time".

Establishment of Annual Leave Policy for Mid-Career Professionals

As part of the 2007 Annual Plan the following recommendations are made: The Annual Leave policy was amended to include an exception to the accrual rate for City department head and mid-career professionals joining the City. This will allow the appointing authority to negotiate that accrual rate. The policy will be retroactive to all of 2006.

This policy will still be in effect as the City moves to a PTO Accrual structure as of December 31, 2023.

Maximum "Vacation-Out" Usage for Retirees

The City of Minot has in past years, allowed retirement eligible employees to use vacation at the end of their employment and prior to receiving retirement income, without setting a "vacation-out" limit on the number of hours able to be used. This often places hardship on departments which must wait to hire a replacement employee due to the ongoing budget expense for vacation usage by the vacating employee. This practice also requires the City to continue paying employment benefits throughout the vacation-out period.

Starting January 2023, a maximum of 160 hours may be used by **retirement eligible employees**, who are leaving employment, for "vacation-out" purposes. This allows for a more expedited replacement of the employee, and limited financial expenditure to department budgets.

Exempt and Non-Exempt Status

As part of the 2001 Annual Plan, the City of Minot requested that the Pay and Classification consultant review each position in the City of Minot's classified service and designate it as exempt or non-exempt under the criteria established by the Fair Labor Standards Act. This procedure was completed by the consultant and sent to the Civil Service Commission for approval. The Civil Service Commission reviewed the list as presented by the consultant, made some modifications and approved the list. This list is currently on file in the Human Resource Office and reviewed annually by the Human Resource Director.

Except for Fire Protection and Law Enforcement employees, if a position is designated as "non-Exempt" the employee holding that classification is entitled to the payment of overtime salary for all hours worked (or compensatory time in lieu of overtime) over 40 hours in a one-week period. For purposes of calculating overtime, the City currently calculates law enforcement employees overtime on the basis of all hours worked over 40 hours in a one week period. Fire Department personnel are covered under a separate section entitled "FLSA Application to Fire Departments".

If a position is designated as "Exempt" the employee holding that classification is not entitled to payment for overtime worked. The criteria, as established by the Fair Labor Standards Act, were used to determine that this position fell under the administrative, executive or professional exemption. Employees designated as exempt are also not eligible to receive compensatory time or extra pay for working on a holiday.

Monetary compensation is allowed for exempt employees in an emergency situation where the decision to incur extra time, extra duties, and the timing of the work is dictated by the event. An emergency is defined as an unforeseen combination of circumstances that calls for immediate action. Compensated additional work must be approved by the City Manager.

Several positions will now be reclassified as exempt positions for 2024. Those positions and the exemption classification are:

Accountant – Professional Exemption
Business Systems Analyst – Professional Exemption
City Clerk – Administrative Exemption
Clerk of Court – Administrative Exemption
GIS Coordinator – Professional Exemption
Human Resource Generalist-Professional Exemption
Human Resource Generalist Senior – Professional Exemption
Internal Auditor – Professional Exemption

Planner I / Assistant Planner – Professional Exemption
 Planner II / Associate Planner – Professional Exemption
 Senior Accountant - Professional Exemption
 Senior Internal Auditor – Professional Exemption

Paid Time Off (PTO) Effective December 31, 2023

During the 2024 budget process, the Civil Service Commission and City Council approved the transition to Paid Time Off (PTO) to replace the current vacation

For purposes of policy, PTO will be used as “Scheduled PTO” and “Unscheduled PTO”. Scheduled PTO is leave requested and approved in advance. Unscheduled PTO is for unplanned leave used for purposes such as illness, mental health, and bereavement leave. As much notice as possible should be provided by the employee to their supervisor when asking for Unscheduled PTO, and a PTO Request must be submitted through ADP Workforce Manager immediately upon return to work. Employees who have claimed Unscheduled PTO may be required to provide documentation supporting the use.

Medical and dental appointments using PTO will be authorized during work hours, if the employee notifies their supervisor in advance of the appointment within a reasonable amount of time, to ensure there is adequate personnel for work coverage. However, to the extent that is possible, employees are encouraged to set appointments during nonpeak working time for their position.

PTO accrual shall accrue for each full-time employee as follows:

General 80 Hour Per Pay Period Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	14.69	176	6.78	300	N/A
1-5 years	14.69	176	6.78	300	40
5-10 years	16.69	200	7.70	324	80
10-15 years	18.69	224	8.63	348	80
15+ years	20.69	248	9.55	372	80

Discretionary Pay Combo								
	40 hrs- Monthly Hours	Annual	Per Pay Period	24 hrs- Monthly Hours	Annual	Per Pay Period	Annual Mandatory Use	Carryover
0-1 year	18.03	216	8.32	16.69	200	7.70	N/A	300
1-5 years	18.03	216	8.32	16.69	200	7.70	40	300
5-10 years	20.03	240	9.24	18.69	224	8.63	80	324
10-15 years	22.03	264	10.17	20.69	248	9.55	80	348
15+ years	24.03	288	11.09	22.69	272	10.47	80	372

Non-Administrative Police Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	24.06	289	11.10	321	N/A
1-5 years	24.06	289	11.10	321	43
5-10 years	26.20	314	12.09	347	86
10-15 years	28.34	340	13.08	372	86
15+ years	30.48	366	14.07	398	86

Fire Department 2912 Employees					
	Monthly	Annual	Per Pay Period	Carry Over	Mandatory Use
0-1 year	32.00	384	14.77	450	N/A
1-5 years	32.00	384	14.77	450	60
5-10 years	35.00	420	16.15	486	120
10-15 years	38.00	456	17.54	522	120
15+ years	41.00	492	18.92	558	120

Fire administration staff will accrue PTO in accordance with the **General** Table above. The **Fire** Table reflects a conversion factor of 1.50, which is used to convert the accrual provided to other City employees to the appropriate equivalent for Fire personnel.

The 10 paid holidays observed by the City are also calculated into the accrual rates for the Police and Fire departments as they are regularly scheduled to work on holidays (80 hours for Police and 106 hours for Fire). This provides flexibility for when they choose to use their time off and ensure compensation if they choose not to use the accrued PTO. Holidays for Police and Fire personnel required to work on a holiday will be treated as a regular day worked for purposes of compensation and overtime policies. If City Council approves additional holidays within the year, the appropriate hours will be added to the accruals for applicable Police and Fire staff.

Carryover of PTO from one calendar year to the next will be calculated in accordance with the tables above. The last pay period in December of each year the City will buy back any accrued PTO over the applicable Carryover amount, at full value. For example, a 5-10 year General employee that has an accrued balance of 350 hours of PTO as of the last pay period of December will have 26 hours of PTO paid out and included in their second (2nd) December paycheck (350-324=26hrs).

Annual Mandatory Use outlined in the tables is the amount of PTO required to be used by an employee in a calendar year and is a cumulative minimum for the year. If an employee has not used the mandatory amount by August 31st of a calendar year, and the employee has not had PTO leave approved/scheduled before the end of the same calendar year the Department Head will schedule the remaining Annual Mandatory Use to be taken prior to December 31st of the calendar year. *The City reserves the right, under the recommendation of the City Manager and the Finance Director, to require additional Mandatory use of PTO to address unexpected budget pressures.*

Paid Time Off Accrual Method – PTO will accrue based on number of paid hours in a pay period, in accordance with the applicable years of service level. This will eliminate the inequity that is created when full accrual amounts are given to employees who do not receive full-time pay during a pay period or are on extended unpaid leaves. Paid hours will include pay from regular hours, PTO hours, frozen sick leave hours, comp time used, and overtime hours, up to 80 hours for employees working an annual 2080-hour schedule, and 96 hours for firefighters working an annual 2912-hour schedule.

Elimination of Holiday Pay for Employees on Extended Unpaid Leave – Employees who are on extended unpaid leave will not be eligible for holiday pay. Extended unpaid leave includes approved unpaid personal leave, military leave at which time the employee is considered inactive with the City, and FMLA leave that has exceeded the federally protected time period.

Engineering Department Career Ladders

5/17/2024

1. General Requirements

- a. Promotions will not be automatic and must be approved by the City Engineer
- b. The minimum technical requirements must be met before a promotion will be considered. These minimums include formal education, years of experience, and any required certifications.
- c. Employee must demonstrate competence and ability through successful employee evaluations with all scores showing satisfactory performance or above.

2. GIS Technician I to GIS Technician II

- a. Associate degree (A.S/A.A.S.) or equivalent from two-year college or technical school in Geographic Information System Technician, Engineering Technology, or other related field
- b. Four years minimum of progressively increasing experience and skill as a GIS Technician I or equivalent position.

3. CAD Technician I to CAD Technician II

- a. Possession of an associate's degree in civil engineering, drafting technology, computer-aided design or equivalent experience.
- b. Four years minimum of progressively increasing experience and skill as a CAD Technician I or equivalent position.

CAREER LADDER QUALIFICATIONS 2025

Financial Specialist to Financial Specialist Senior

1. Promotion will not be automatic.
2. Assists in training other employees on ERP system and procurement procedures.
3. Assists with business process improvement initiatives.
4. A minimum of one (1) year experience as a City of Minot employee as financial specialist, and favorable employee performance evaluation(s).

Law Enforcement Office Specialist I, Law Enforcement Office Specialist II, Law Enforcement Office Specialist III

1. A Law Enforcement Office Specialist I employee must have a minimum of two years of experience in that position in order to be eligible for a career ladder promotion to Law Enforcement Office Specialist II and satisfactory job performance. Promotion will not be automatic.
2. A Law Enforcement Office Specialist II employee must have a minimum of one-year experience in that position in order to be eligible for a career ladder promotion to Law Enforcement Office Specialist III and satisfactory job performance. Promotion will not be automatic.

CITY OF MINOT JOB DESCRIPTION
AIRPORT FACILITY TECHNICIAN LEAD

DEPARTMENT:	Airport	REPORTS TO:	Airport Facility Foreman; Airport Operations Manager
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Airport Facility Technician I
PAY GRADE:	52	DATE REVISED:	6/1/2024

NATURE OF WORK

This is a skilled/experienced position with duties involving the care, cleaning, and maintenance of the airport terminal and grounds. The person in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include nights, holidays, and weekends. Scheduled work is shiftwork, 40 hours per week with occasional overtime requirements. The work is performed under the general supervision of the Airport Facility Foreman and Airport Operations and Maintenance Manager.

Assists Facility Foreman in oversight of activities that ensure compliance with local, state, and federal regulations regarding airport facilities. Provides supervisory duties to assigned Airport Facility Technician I personnel.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors the terminal building and its various systems/components within to act as a point of contact for maintenance issues and repairs along with the Facility Foreman.

Performs and assists Facility Foreman with significant custodial, electrical, plumbing, mechanical, HVAC repairs, inspections, and preventative maintenance on airport facilities and airport specialized equipment such as conveyers, baggage belts and access control systems.

Trains subordinates on all facility maintenance requirements.

Maintains records and other documentation related to system/equipment failures, repairs, and inspections.

Communicates with vendors, contractors, and service providers to resolve maintenance and custodial issues.

Performs security responses to door alarms, emergency alarms, and any other security response needed to include compliance with Transportation Security Administration (TSA) security requirements and the Airport Security Plan.

Assists with planning, coordinating, and performing snow removal and sanding operations around the terminal, sidewalk, and parking lot areas; operates snow removal equipment and machinery.

Assists with planning, coordinating, and performing grounds work to enhance appearance of landscape by planting, cutting, mowing, raking, trimming, weeding, and watering; operates hand and power mowers, edgers, trimmers, and other related equipment.

Assists Airport Facility Foreman with planning/meeting facility team's work schedule requirements.

Operates a variety of power tools, pneumatic tools, hand tools, test equipment and meters while performing maintenance activities.

Operates light and medium equipment on an incidental basis. Performs other related duties as assigned.

Performs performance evaluations on assigned Airport Facility Technician I personnel; assists Foreman with resolution of employee complaints and problems.

REQUIREMENTS OF WORK

Ability to understand and apply TSA regulations pertaining to airport security requirements.

Thorough knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Thorough knowledge of and ability to apply general safety precautions and standards as they pertain to building and grounds maintenance, equipment operations, and airport operations.

Thorough knowledge of practices, tools and equipment associated with more than one trade such as carpentry, plumbing, electrical, painting, masonry, heating, ventilation, air conditioning, and others.

Ability to handle stressful situations while remaining calm and collected.

Ability to enforce and follow all regulations and policies effectively and efficiently. Ability to operate motorized vehicles and light equipment in a safe and reliable manner. Ability to use and operate hand and power tools in a safe, efficient manner.

Ability to communicate effectively, both orally and in writing.

Ability to train less experienced personnel and direct special projects or difficult tasks.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Minimum two (2) years of experience as an Airport Facility Technician II or equivalent experience with demonstrated knowledge and experience of duties and equipment. Completed certification/training in at least one of the following areas: HVAC, electrical, plumbing, mechanical, and boiler operations, or in a related field approved in advance by Airport Management. Recurrent/remedial training in one or more areas is desired.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Driver License.

Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels.

CITY OF MINOT JOB DESCRIPTION

AIRPORT OPERATIONS & MAINTENANCE LEAD

DEPARTMENT:	Airport	REPORTS TO:	Airport Operations & Maintenance Foreman
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	Airport Operations & Maintenance Technician I
PAY GRADE:	58	DATE REVISED:	2024-05-06

NATURE OF WORK

This is a skilled position with duties maintaining airport certification requirements for airport facilities, grounds, runways, taxiways, ramps and associated equipment. The personnel in this position must be available to work a flexible schedule that covers 7 days a week, 24 hours a day to include holidays. The work is performed under the general supervision of the Airport Operations & Maintenance Foreman and performs the role of acting foreman when Airport Operations & Maintenance Foreman is absent. Personnel in this position are expected to give guidance, direction and training to less experienced employees. Assists Airport Operations & Maintenance Foreman in oversight of activities that ensure compliance with local, state, and federal regulations regarding airport facilities. Provides supervisory duties to assigned Airport Operations & Maintenance Technician I personnel.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Monitors operations of the airfield and acts as airport 24-hour point of contact for all airport operations.

Performs daily and nightly airport self-inspections in accordance with Federal Aviation Administration (FAA) Regulations and the Airport Certification Manual

Maintains and inspects airfield lighting, signage, and navigational aids.

Maintains and inspects runways/taxiways/aircraft parking ramps in accordance with FAA Regulations. This includes minor concrete and asphalt repair and repainting runway and taxiway markings.

Performs snow and ice removal from runways, taxiways, aircraft parking ramps, airport roads and public parking areas in accordance with the Airport Snow and Ice Control Plan. This requires the operation and use of multiple pieces of light, medium, and heavy snow removal equipment to include skid steers, high speed plows, snow blowers, sanders, sweepers, graders, and front-end loaders.

Leads the Airport Operations & Maintenance team in routine, special, continuous, and periodic inspections of the airfield as defined in the Airport Certification Manual to maintain compliance with 14 CFR Part 139, coordinates efforts with internal and external partners to repair or mitigate any discrepancies in a timely manner and supervises the initiation and dissemination of NOTAMs (Notices to Air Missions) in accordance with Part 139 and the FAA's Advisory Circulars.

Performs *Snow Lead* duties, as needed.

Performs runway friction test and certifies the report's results.

Issues and cancels Notice to Air Mission (NOTAM's) reports along with other airfield safety and operations notification requirements.

Initiates recall procedures for snow events, emergencies, and other problems and acts as a first responder for aircraft accidents/incidents, natural disasters, fires, and personnel injury. This requires making proper notifications in accordance with the Airport Emergency Plan (AEP).

Assists with airport security requirements. Performs airport security checks in accordance with Transportation Security Administration (TSA) regulations and the Airport Security Plan (ASP).

Repairs, maintains, and updates airport security fences and gates as required.

Maintains and performs maintenance on airport facilities to include airport jet bridges. This work includes performing basic plumbing, lighting, electrical, HVAC, and carpentry repairs along with occasional custodial work. Assists Facilities division, as needed.

Maintains lawns and fields around airport facilities and on airfield property both land and airside using a combination of power mowers, chainsaws, weed trimmers, farm tractors, and sprayers.

Performs wildlife hazard assessments in accordance with FAA regulations and the Airport Wildlife Hazard Management Plan (WHMP). Takes immediate actions for wildlife removal which may include hazing and or dispatching of wildlife that pose a threat to airfield operations. Assigned authority under deprivation permits.

Performs Storm Water Pollution Prevention Plan (SWPPP) in accordance with current permits.

Take Lead up on quarterly inspections, including SWPPP, fuel farm, etc.

Inspects, services, and performs minor maintenance on all airport vehicles and equipment to include changing small to heavy equipment tires, cutting edges and broom bristles on snow plows and sweepers.

Operates a variety of power tools, pneumatic tools, and hand tools.

Tests equipment and meters while performing maintenance and repairs.

Assists with planning, coordinating, and performing snow removal and sanding operations around landside and airside areas.

Assists Airport Operations & Maintenance Foreman with planning/meeting operations team's work schedule requirements.

Performs performance evaluations on assigned Airport Operations & Maintenance Technician I personnel; assists Foreman with resolution of employee complaints and problems.

Act as jet bridge operation trainer for airlines.

Act as trainer for MOT airfield driver's training.

Oversees Part 139 trainings as a trainer.

REQUIREMENTS OF WORK

Maintains sufficient qualifications and abilities in order to understand and apply FAA and TSA regulations pertaining to airport maintenance and operations.

Thorough knowledge of general maintenance procedures as they pertain to facilities, vehicle maintenance, and grounds maintenance.

Ability to operate all airport assigned motorized vehicles to include light, medium, and heavy equipment in a safe and reliable manner.

Ability to communicate effectively to ATCT, pilots, emergency responders, and other airfield users on radios.

Thorough knowledge and ability to apply general safety precautions and standards as they pertain to equipment operations, building and grounds maintenance, vehicle maintenance, and airport operations.

Ability to prepare and maintain official records and reports using personal computers and office equipment.

Ability to use Microsoft Word, PowerPoint, Excel and Outlook intermediately

Ability to train, motivate, supervise, and evaluate the work of

Ability to read, understand, interpret, and explain rules and

Ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports.

Ability to establish and maintain effective working

Maintain the ability and flexibility to work all shifts and needed and assigned by foreman based on team needs.

Maintain the ability to work extended shifts hours (overtime) in order to ensure adequate resources are available to sustain the operations on the airfield.

Uses keyboard devices and computer.

Ability to handle stressful situations while remaining calm and collective.

Ability to enforce and follow all regulations and policies effectively and efficiently.

Ability to communicate effectively, both orally and in writing.

Ability to train less experienced personnel and direct special projects or difficult tasks.

Possess interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants, and the general public.

Ability to climb high structures, ladders and stairs, as well as lifting heavy objects, bending, stooping, kneeling, walking and working in an outside environment during extreme inclement weather conditions.

Possession of interpersonal skills that enable positive interaction with co-workers, supervisors, airline representatives, airport tenants and the general public.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Minimum two (2) years' experience as an Airport Operations Technician II, or equivalent experience, with demonstrated knowledge and experience of duties and equipment. Must obtain AAAE ACE Operations and/or AAAE C.M., and must attend AAAE Snow Academy

Or

Minimum four (4) years' experience as an Airport Operations Technician II, or equivalent experience, with demonstrated knowledge and experience of duties and equipment. Must obtain FEMA ICS 100, 200, 700, and 800. Must obtain AAAE Snow Academy & Advanced Snow Academy.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota Class B Driver's License with air brake endorsement. Pass a fingerprint-based background check and maintain federally mandated security clearance required to work at an airport.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions. Frequent exposure to high decibels.

CAD TECHNICIAN II

DEPARTMENT:	Engineering	REPORTS TO:	City Engineer
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	
PAY GRADE:	60	DATE REVISED:	6/1/2024

NATURE OF WORK

This is responsible, technical civil engineering and drafting work performing a variety of engineering tasks. Work is performed under the managerial direction of the Assistant City Engineer.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Designs and drafts detailed construction drawings, topographical and existing features drawings, and related maps used in planning and construction of civil engineering projects.

Assists project managers with preparation of civil engineering design plans and surveys.

Generates draft sketches, drawings, and other engineering data received from project managers.

Prepares engineering designs, plans, specifications and cost estimates for the construction of streets, street lighting, traffic signals, sidewalks, curbs, sewers, water mains, storm drains and the like.

Plots maps, plans, profiles and cross-sections, indicating topographical contours and elevations.

Makes redline revisions as requested by project managers to create final engineering plans and/or surveys.

Drafts drawings of structures and installations such as roads, culverts, and public utility infrastructure.

Reviews "as-built" plans submitted after construction is completed.

Maintains a variety of records pertaining to public works installations and projects; prepares reports related to the work.

Answers inquiries and complaints from the public regarding property boundaries, easements, subdivisions, and the like.

Occasionally works outdoors as a construction observer or survey crew member.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Advanced knowledge of professional civil engineering principles, practices and methods applied to public works construction.

Strong working knowledge of AutoCAD Civil 3D including an understanding of features and concepts with the ability to create grading plans, conduct earthwork computations, develop alignments & profiles, cross sections, pipe networks, and generate plan sheets.

Advanced knowledge of construction standards and regulations.

CAD TECHNICIAN II (continued)

Advanced knowledge of maps, deeds, plats and plans.

Ability to prepare accurate plans, specifications, cost estimates and engineering reports.

Ability to maintain a variety of technical records, both hard copy and digital.

Ability to establish and maintain effective working relationships with other employees, engineers, contractors, and the general public.

Understanding of intermediate survey concepts with prior field survey experience preferred.

Ability to maneuver on foot around construction sites, on uneven terrain, climb stairs and ladders, in all weather conditions.

Ability to manage time and multi-task on multiple priorities.

Ability to work extended hours as needed to meet deadlines.

Attention to detail with ability to recognize engineering plan discrepancies.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of an associate's degree in civil engineering, drafting technology, computer-aided design or equivalent experience.

Four years minimum of progressively increasing experience and skill as a CAD Technician I or equivalent position.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

COMMUNITY SERVICE OFFICER

DEPARTMENT:	Police	REPORTS TO:	Police Patrol Supervisor
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	48	DATE REVISED:	6/1/2024

NATURE OF WORK

Under the general supervision of a Police Sergeant, is responsible for enforcing motor vehicle parking regulations, animal control laws, assisting with non-reportable vehicle crashes, and respond to calls for service involving assistance not requiring a police officer. Performs other work as requested or assigned.

The Community Service Officer position is a non-sworn position designed to assist the Patrol Division by performing tasks that will allow the Police Officers the opportunity to better provide police services for the City of Minot.

ESSENTIAL FUNCTIONS OF WORK

Responds to citizen complaints and completes appropriate reports for incidents that do not require a sworn police officer.

Responds to traffic hazards, and other miscellaneous safety hazards (reports of kids on ice, traffic signal inoperable, water main break, etc.)

Responds to reports of found property and secures property as necessary.

Conducts motorist's assists, assisting patrol officers with towing of vehicles, and will assist with traffic control (traffic crash scenes, funeral escorts, special events, etc.) or upon request.

Enforce city parking ordinances through proactive patrol or in response to complaints.

Write parking citations for parking violations and arranges towing of vehicles when appropriate.

Handle animal complaints for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals. Issues citations as necessary.

Patrol within the city to identify and capture animals running at large or being a nuisance.

Prepares reports for prosecutions and gives evidence and provides testimony in court as necessary.

REQUIREMENTS OF WORK

Knowledge of city ordinances and state law pertaining to areas of responsibility described in Essential Work Functions.

Knowledge of safety standards and equipment pertaining to traffic control, parking enforcement, capturing animals, and dealing with members of the public.

Knowledge of city streets and locations within the city limits.

Knowledge of computer system operations and the ability to type.

Ability to learn other technology as required for job duties.

Ability to lift, up to 50 pounds.

Ability to operate a motor vehicle.

Ability to learn effective police radio operation and communication skills.

Possess effective oral and written communication skills.

COMMUNITY SERVICE OFFICER (continued)

DESIRED MINMUM TRAINING AND EXPERIENCE

Possession of a high school diploma or GED equivalent.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license, and ability to pass the required background check.

PHYSICAL REQUIREMENTS

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to handle or feel; and reach with hands or arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

GIS TECHNICIAN II

DEPARTMENT:	Engineering	REPORTS TO:	City Engineer
FLSA STATUS:	Non Exempt	DIRECT REPORTS:	
PAY GRADE:	60	DATE REVISED:	6/1/2024

FLSA STATUS: Non-Exempt

NATURE OF WORK

This is mid-level technical support work performing a variety of GIS support tasks. Work is performed under the continuing supervision of the GIS Coordinator. The employee may be expected to give guidance and assistance to less experienced employees.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

In a developing and skill expanding capacity:

Create and modify GIS datasets and map layers; and work with geodatabases.

Assists in developing and implementing GIS applications for database maintenance and map output.

Uses GIS applications to query, analyze, display and interpret department GIS databases.

Performs quality control of GIS attribute and spatial data.

Converts paper and CAD data into a GIS format. Locates and compiles graphic data and attributes from plans, profiles, field data collection, and other sources.

Accurately collects and records asset data, including asset type, condition, location, age, photos, and other pertinent information.

Maintains maps in ArcGIS

Utilize ArcGIS Pro, ArcGIS Online and other ESRI products

Generates, collects, and processes data on location-based assets utilizing legal documents, desktop and mobile applications, aerial photography, GIS software and equipment.

Assists with developing and maintaining GIS based asset management systems

Keep up-to-date with GIS equipment, software, and training to improve efficiency and accuracy

REQUIREMENTS OF WORK

Considerable knowledge of: geographic information systems (or GIS) themes, geo-data bases, and shape files.

Knowledge of principles and practices of data collection and report preparation.

Ability to operate modern office equipment; operate electronic surveying equipment, GIS software, Global Positioning System (GPS) equipment, plotters, and map reproduction equipment.

Ability to collect, compile, and analyze information and data.

Experience digitizing maps for effective presentation of map format and elements, scale, color, shading, symbols, and other elements such as images, graphs, tables, and overlays.

Ability to maintain a variety of technical records and adapt records systems for computerization.

GIS TECHNICIAN II (continued)

Ability to perform technical work involving the use of independent judgment and personal initiative.

Ability to plan and organize work to meet schedules and timelines.

Ability to exercise good judgment, flexibility, creative, and sensitivity in response to changing situations and needs.

Ability to communicate effectively with a wide variety of individuals, perform accurate and timely data entry, read and comprehend technical information, provide effective customer service, and establish and maintain effective and cooperative working relationships with City employees, other agencies, and the public.

Ability to operate a motor vehicle.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Geographic Information Systems Technician Program Certificate or equivalent and four years-experience in engineering, GIS applications or civil asset management or related work; or any equivalent combination of training and experience at a minimum.

Associate degree (A.S/A.A.S.) or equivalent from two-year College or technical school in Geographic Information System Technician, Engineering Technology, or other related field, and four years-experience in engineering, GIS applications or civil asset management or related work; or any equivalent combination of training and experience preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

LAW ENFORCEMENT OFFICE SPECIALIST MANAGER

DEPARTMENT:	Police	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	59	DATE REVISED:	06/01/2024

NATURE OF WORK

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices. Will assist in the training of, and be responsible for acting as back-up to all other Law Enforcement Office Specialist positions. Manages the responsibilities of tasks assigned to the police records section. Supervises personnel assigned to the records section.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Manages the job duties assigned to the records office to ensure all responsibilities are completed in an effective and efficient manner.

Supervises the personnel assigned to the Records Office, approves leave, and evaluates work performance of staff.

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Testifies in court as required.

Processes warrants, permits, and other various records.

Assists in maintaining data sets for the Records Management System.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists with researching and verifying information pertaining to specific records to reduce duplication and ensure accuracy in compliance with state and federal audit standards; as appropriate evaluating records(such as protection orders and warrants) and seeking clarification from the issuing entity.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Counsels, advises, assists and explains complex policies, procedures, practices, and local, state and federal regulations to employees, other agencies and the general public.

LAW ENFORCEMENT OFFICE SPECIALIST MANAGER (continued)

Maintains confidentiality of information and data.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

Assist with resolving problems and responds to non-routine inquiries relating to law enforcement records and operations.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to assist with personnel training and process development and improvement. Ensures assigned personnel are trained in specific processes, understand department policies and procedures, and provides ongoing training opportunities to promote a learning environment.

Ensures personnel performance meets expectations, counsels as necessary to promote improvement.

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime from the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

LAW ENFORCEMENT OFFICE SPECIALIST MANAGER (continued)

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. One year of experience as a Law Enforcement Specialist III; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LAW ENFORCEMENT OFFICE SPECIALIST I

DEPARTMENT:	Police	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	48	DATE REVISED:	06/01/2024

NATURE OF WORK

Under close supervision, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Operates standard office equipment, a computer, microfilm, and scanning equipment.

Testifies in court as required.

Processes warrants, permits, and other various records.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Maintains confidentiality of information and data.

Interprets and applies technical and procedural information.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

LAW ENFORCEMENT OFFICE SPECIALIST I (continued)

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to work both independently and within a team environment.

Ability to work with public in stressful situations.

Ability to adapt to changing modern office methods and computer technologies.

Be familiar with computer software to include, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of business communications.

Some knowledge of office practices, methods and procedures.

Ability to perform clerical work of standard difficulty.

Ability to establish and maintain effective working relationships with other city employees and the general public.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

Ability to work at routine assignments for extended periods as needed.

Ability to stand, bend, and reach to accept payments from the public from the counter.

Ability to file and retrieve materials and supplies in and from file and storage cabinets.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and two years of complex clerical experience; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LAW ENFORCEMENT OFFICE SPECIALIST II

DEPARTMENT:	Police	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	51	DATE REVISED:	06/01/2024

NATURE OF WORK

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Operates standard office equipment, a computer, microfilm, and scanning equipment.

Testifies in court as required.

Processes warrants, permits, and other various records.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Maintains confidentiality of information and data.

Interprets and applies technical and procedural information.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

LAW ENFORCEMENT OFFICE SPECIALIST II (continued)

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime from the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. Two years of experience as a Law Enforcement Specialist I; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LAW ENFORCEMENT OFFICE SPECIALIST III

DEPARTMENT:	Various	REPORTS TO:	
FLSA STATUS:	Non-Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	54	DATE REVISED:	06/01/2024

NATURE OF WORK

Under general direction, performs administrative support work involving a variety of complex and/or specialized departmental programs and services. Assignments will vary from unit to unit and will often require knowledge of specific departmental procedures and practices.

Will assist in the training of, and be responsible for acting as back-up to all other Law Enforcement Office Specialist positions.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Processes, collects, and accounts for appropriate fees for a variety of information requests, licenses, bail funds, and other fees.

Performs receptionist duties for the department, greets visitors and provides direction to services needed. Verifies visitor identification and determines if appropriate to visit. Logs visitor information. Sorts incoming and outgoing mail and directs to the appropriate recipients.

Performs typing, Data processing, and retrieval duties and disseminates updated information to law enforcement and/or outside agencies upon request, in compliance with laws and policies regarding confidentiality.

Testifies in court as required.

Processes warrants, permits, and other various records.

Assists in maintaining data sets for the Records Management System.

Transcribes dictation and statements. Determines priority of work to meet various mandates and regulations.

Assists with researching and verifying information pertaining to specific records to reduce duplication and ensure accuracy in compliance with state and federal audit standards; as appropriate evaluating records(such as protection orders and warrants) and seeking clarification from the issuing entity.

Assists in the release of data privacy materials and records. Redacts all reports, transcriptions, and 911 recordings prior to release to media and public. Assures that any material released complies with ND statute and department policy.

Communicates frequently with law enforcement officers, the courts, prosecuting attorneys, command staff, and outside agencies both verbally and in writing on matters relating to official law enforcement records and operations.

Counsels, advises, assists and explains complex policies, procedures, practices, and local, state and federal regulations to employees, other agencies and the general public.

Maintains confidentiality of information and data.

Assists public with inquiries by identifying and resolving problems, verbally diffuses difficult situations and/or refers to appropriate staff for resolution.

LAW ENFORCEMENT OFFICE SPECIALIST III (continued)

Assist with resolving problems and responds to non-routine inquiries relating to law enforcement records and operations.

Reads, interprets, and classifies individual offense details in case reports for Crime Analysis and NIBRS reporting.

Cross-train with other positions to achieve a working knowledge of all positions.

Assist in monetary deposits for the Records Division or Community Outreach.

Participates in professional staff development, training, and education opportunities to maintain and improve proficiency.

Performs highly specialized tasks related to sensitive court process.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Ability to assist with personnel training and process development and improvement.

Ability to communicate effectively with people of diverse backgrounds and representatives of other agencies both in person and over the phone.

Ability to perform work with variable pace and pressure in an office environment in close proximity to co-workers.

Knowledge of modern office practices and procedures, data conception, numerical aptitude of basic arithmetic, English grammar in speaking and writing, and good organizational skills.

Ability to comprehend and accurately apply laws, codes and procedures, classify reports of crime form the public while maintaining a high degree of accuracy

Ability to work both independently and within a team environment, or to work at routine assignments for extended periods of time.

Ability to establish and maintain effective working relationships with other city employees. Ability to work with public in stressful situations in a tactful manner.

Ability to adapt to changing modern office methods and computer technologies including being familiar with, but not limited to; Microsoft Excel, Word, Outlook, Adobe PDF, and have the ability to learn records management software, scanning, and other department software.

Maintain confidentiality of sensitive information and data.

Type at a minimum rate of 45 net words per minute.

Some knowledge of office practices, methods and procedures in performance of clerical work of standard difficulty.

Ability to write legibly, use proper grammar and punctuation and to follow oral and written instructions. Some knowledge of business communications.

Ability to operate a computer and a variety of office equipment, ability to type accurately may be required for some positions.

LAW ENFORCEMENT OFFICE SPECIALIST III (continued)

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school. One year of experience as a Law Enforcement Specialist II; or any equivalent combination of training and experience. Prefer experience associate with working at a governmental agency, legal agency or high-volume customer service environment.

SPECIALIZED REQUIREMENT

Must pass a background investigation by the police department.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CITY OF MINOT TELEWORK POLICY

OBJECTIVE

In the interest of providing flexible work environment arrangements when consistent with business needs as part of the City's strategy to attract and retain a highly qualified and skilled workforce to serve the citizens of Minot, as well as respond to unforeseen weather and/or disaster events, the City endorses telework as a work option on either a 1) regular and recurring or 2) situational basis for employees under certain conditions as described in this policy. Telework is an option for consideration by the employee, supervisor, and department head and is not an entitlement, nor is it an expressed benefit of employment. Telework does not change the terms and conditions of employment with the City of Minot.

SCOPE

This policy applies to all employees of the City of Minot.

GENERAL STANDARDS AND EXPECTATIONS

The use and approval of telework is at the sole discretion of the City of Minot. Not all work situations are appropriate for telework, nor is telework appropriate for all employees. The City of Minot must ensure that an appropriate telework location and an appropriate framework of expectations exists prior to entering into a telework agreement with the employee. Approval of the City Manager will be required for any employee regularly teleworking 80% of their scheduled hours and further than 100 miles away from the City of Minot. The City may change or terminate a telework agreement at will, at any time, without cause or notice.

Employees desiring to request a telework arrangement must submit a **Telework Application** which will aid the employee's supervisor, department head, and Human Resource Director in determining the telework suitability of the job, the employee, and the supervisor. The supervisor, after conferring with the department head and the Human Resource Director, will consider the following factors in determining whether or not to permit an employee to telework:

- The need for hands-on work, or face-to-face interaction between the employee and the public, other employees, and other third parties.
- Work habits of the employee and their fit for telework.
- Are job responsibilities appropriate for telework.
- Is the employee able to provide adequate workspace for telework.
- Frequency, and duration of the telework request, i.e. situational vs. regular and recurring arrangement.
- The ability to measure the employee's performance.
- The support needs of the employee.
- The supervision needs of the City.
- The cost and availability of necessary equipment.
- Impact upon workload of co-workers.
- Multistate compliance implications. The employee and supervisor/department head must assess and determine any tax or legal implications under federal, state and local laws including any restrictions on working from a home-based office. Responsibility for fulfilling obligations in this area rests solely with the employee.
- Any other applicable business needs or concerns.

Training Requirement:

Upon acceptance to the program both the employee and supervisor will be expected to complete a training course designed to prepare them for the telework experience.

Telework Agreement

If the employee's supervisor, department head, and Human Resource Director approve of a telework arrangement, the terms and conditions of the arrangement shall be set forth in a signed **Telework Agreement**. This agreement must be signed by the supervisor and employee prior to the start of any telework.

Compensation and Work Hours: The employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the telework program. Employees who are covered by the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the appropriate time keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the teleworker's supervisor. Failure to comply with this requirement may result in immediate termination of the teleworking agreement.

EMPLOYEE EXPECTATIONS

- **Personal Activities:** Telework hours are regular work hours and may not be used as a substitute for personal activities, such as primary dependent care or errands. Just as with regular work hours, teleworkers are expected to follow City leave policies and procedures to request time off from telework to engage in non-work activities. Prospective teleworkers are encouraged to discuss expectations of teleworking with their family prior to entering into a telework arrangement with the City.
- **Work Schedule/Meetings:** Prior to entering into a telework agreement, the supervisor and employee must discuss the work schedule, including normal workday hours, breaks, core hours, and the use of leave. The work schedule must comply with the FLSA and City policies and procedures, and pay plan. Non-exempt employees will be required to notify/request any Overtime requests with their supervisor per departmental policy. The supervisor must determine the number of days per week/payroll period that the employee will be permitted to telework.

Unless excused by the supervisor, the telework employee must attend all assigned meetings, including those which normally would be held on a telework day. The supervisor shall determine whether the teleworker's attendance at the meeting must be in-person, or if the teleworker may attend the meeting remotely from the designated telework location.

- **Location and Travel:** Normal commute time between a telework location and the permanent/principal work location is not considered work time. However, If the commute occurs during the teleworker's normally scheduled work hours, then the travel time between the telework location and the permanent/principal work location is considered work time. For example, if a teleworker begins work at the telework location at 8 a.m., and then travels to the permanent/principal work location beginning at 10 a.m., travel time would be considered work time.

Travel home from the permanent/principal work location, and vice versa, is not work time unless the teleworker continues to perform work activity at the telework location after returning from the permanent/principal work location. All costs related to travel are the responsibility of the employee.

- **Communications:** Teleworkers must be reachable by co-workers, supervisors, and administrators during agreed-upon hours via Teams, email, or phone (preferably all three). Teleworkers must notify assigned office staff and/or their supervisors if they leave their telework location during work hours, just as they would if they worked in the permanent/principal work location. They must also notify the supervisor if they are not performing work due to PTO time and must follow the normal procedures for requesting time off.
- **Supplies and Expenses:** City will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Supplies needed for the telework location will be obtained through the normal supply request procedures. City will also reimburse the employee for business related expenses, such as phone calls and shipping costs, that are reasonably incurred while carrying out the employee's job. A teleworker must seek prior approval from the supervisor for expenses that will be incurred. Approved expenses will be reimbursed in accordance with existing City policies.
- **Responsibilities When Telework Location is in the Home:** The teleworker is responsible for establishing and maintaining a safe and adequate telework location in the home. The designated telework location may be subject to review and approval by the supervisor to ensure that it is conducive to performing work. The teleworker will be responsible for all costs related to modifications of the telework location including but not limited to remodeling, furniture, or electrical modifications. In-person business meetings may not be held in the home telework location; meetings may be conducted in a public setting outside the home or via video conference, phone conference, or other electronic means.
- **Privacy and Security:** Teleworkers must make arrangements with their supervisors regarding any necessary access to confidential or sensitive information while working at a telework location. The information type will be documented in the telework agreement before the teleworker may take the information from the principal/permanent work location. Teleworkers are responsible for protecting the privacy and confidentiality of data and information at the telework location, which includes compliance with information technology security policies. Teleworkers must ensure the security of data and information that is transported to and from the telework location.
- **Insurance:** Any insurance for City-owned equipment is the responsibility of the City. The City is not responsible for insuring the telework location. Teleworkers are responsible for purchasing personal insurance for employee-owned equipment and for the telework location, if desired. The City is not responsible for any loss or damage to any employee-owned equipment.
- **Return of Property:** Any City-owned property used specifically for telework purposes, documents, and other information must be returned upon termination of the telework agreement.

- **Notice to Supervisor:** Teleworkers are responsible for promptly notifying their supervisor of an equipment malfunction or failure of either City-owned or employee-owned equipment needed to do assigned work. If the malfunction prevents the teleworker from performing assigned tasks, the teleworker must notify the supervisor immediately.
- **Performance:** Teleworkers are responsible for maintaining satisfactory work performance. Declining or unsatisfactory work performance may result in termination of the telework agreement.
- **Inclement Weather/Closure of City Offices:** If City offices are closed due to inclement weather, or an emergency, any employee regularly scheduled to work at their telework location is expected to work as normally scheduled.
- **Taxes:** Federal and state tax implications of teleworking and use of the home as a teleworking location are the responsibility of the teleworking employee.

SUPERVISOR EXPECTATIONS

- **Communication Plan:** The supervisor must work with the teleworker to develop an effective communication plan. The communication plan should ensure that the teleworker effectively manages their workload, and that teleworking does not have a negative impact on the teleworker's supervisors, co-workers, team, customers, or the City's operations. In addition, the supervisor should set expectations for responding to emails and phone calls during the telework day and maintain regular communication with the teleworker.
- **Performance Expectations Plan:** The supervisor must develop a plan that defines performance expectations and deliverables and review the plan with the teleworker.
- **Emergency Plan:** The supervisor and teleworker must develop emergency and back up plans with necessary phone numbers and a messaging plan in case of an emergency (e.g. equipment failure)
- **Meetings:** The supervisor should endeavor to communicate planned meeting schedules to be attended in-person at the permanent/principal work location in advance within any available schedule-change notice to permit teleworkers to adjust their work schedules and work location accordingly.

EQUIPMENT AND MATERIALS

- **City-Provided Equipment:** The City will provide, at their sole discretion, computer hardware equipment, software, and telephone service deemed necessary for the teleworker to perform assigned work at a telework location. Equipment supplied by the City is to be used for business purposes only. Equipment provided by the City will be maintained by the City.
- **Record of Equipment:** The City must maintain a record of its hardware, software, and other equipment located at the telework location. The telecommuter employee must sign an inventory of all City property received and agree to take appropriate action to protect the items from damage or theft.

- **Business Use Restrictions:** All equipment, hardware and software agencies furnished to the teleworker remain the property of the City and are subject to the same business use restrictions as if the property was located on City premises. To ensure hardware and software security for City-owned equipment, all software used for teleworking must be approved by the City. City-owned software cannot be installed on employee- owned hardware unless authorized by the City. Employee-owned software cannot be installed on City-owned hardware. Teleworkers must continue to comply with information technology policies.
- **Permanent/Principal Location Workspace:** The City will provide the teleworker with a workspace when the teleworker works at the permanent/principal location.

DATA AND SECURITY

- **Data Practices:** Teleworkers must follow all applicable provisions of North Dakota Century Code and City data privacy policies when performing work at the telework location. Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential materials and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.
- **Data Requests and Retention:** Data created and maintained during a telework arrangement generated for the purpose of conducting City business is subject to Century Code data practice requirements, and North Dakota open records statute. This means the teleworker is responsible for following proper retention and disposal procedures, as such data remains the property of the City, and the teleworker must return all such data to the City upon request of the City or upon the teleworker's separation from employment.

TELEWORK SITE

- **Safety:** The telework location is considered an extension of the City during the agreed- upon working hours. The designated telework location must accommodate any equipment to be used in work performed and the teleworker must protect the workspace from hazards and dangers that could affect the teleworker or the equipment. The City may, at its discretion, send a representative to visit the telework location, with advanced notice, to ensure that the equipment and work area are safe and free from hazards.
- **City-owned Equipment:** The telework location must accommodate any equipment to be used in work performed and the teleworker must protect the telework location from hazards and dangers.
- **Third Party Liability:** The City does not assume responsibility for injury or property damage to third parties that may occur at the telework location. If a City representative is visiting the telework location on City business and is injured, the injury may be covered by workers' compensation. The teleworker may not allow members of the public, vendors, or clients into their personal residence to conduct public business and is responsible for and assumes any liability for any injuries sustained by visitors to his or her work site. The teleworker must immediately report any accident or injury to the supervisor.

- **Workforce Safety Insurance:** An employee is covered by the City's Workforce Safety Insurance laws while acting in the course and scope of employment while in telework status. Any injury that occurs within the course and scope of employment must be reported to the supervisor immediately, using the City's standard workplace injury reporting process. The employee's designated telework location is considered an extension of City workspace only during scheduled teleworking hours for purposes of workers' compensation. If a telework location is outside the boundaries of the State of North Dakota, it may be necessary for the City to purchase workers' compensation coverage in the state where the telework is located.

TELEWORK AS AN ACCOMMODATION

- When requested by an employee, telework may be considered as a reasonable accommodation under the Americans with Disabilities Act. "Reasonable accommodation" is any change in the work environment or in the way things are customarily done that enables an individual with a disability to apply for a job, perform a job, or gain equal access to the benefits and privileges of a job as long as the accommodation does not cause undue hardship to the organization. The Human Resource Director or designee shall initiate an interactive process with the employee to determine the type of accommodation needed. To determine if any or all job duties can be performed at home, the supervisor must ensure that essential functions of the position have been identified and consideration given to the feasibility of teleworking on a 1.) regular and recurring or 2.) situational basis. The department head may waive certain telework eligibility requirements, modify the telework policy, or waive or modify other workplace policies to allow an employee with a disability to work from home as a means of reasonable accommodation. Employees will not be able to telework, as an accommodation, if it prevents the employee from performing the essential functions of the job or causes undue hardship to the organization.

The Human Resource Director has the right to select the most effective accommodation even if it is not the one preferred by the employee. For additional information, see [Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act](#)



City of Minot Telework Application

Employee Name: _____ Position Title: _____

Department: _____ Supervisor: _____

Telework Arrangement Request (circle one): Regular and Recurring or Situational

Please describe how this position, job responsibilities, and individual employee working attributes are suited for telework:

SUPERVISOR

I have discussed the possibility of telework with the above-mentioned employee. I believe this employee is a good candidate based on job responsibilities and performance in his or her current position.

Supervisors Signature _____ Date _____

TELEWORK APPLICANT

I have discussed telework with my supervisor and understand that my application does not guarantee that I will be eligible for telework. I have read the telework policy and understand that it is not an entitlement and may not be appropriate for every employee. I understand that telework can be terminated at any time by the City of Minot or myself.

Telework Applicant Signature _____ Date _____

HUMAN RESOURCES

Approved _____ Rejected _____

Signature _____ Date _____

TELEWORK AGREEMENT |

The City of Minot endorses telework as a work option on either a 1.) regular and recurring or 2.) situational basis for employees under certain conditions as described in the City of Minot Telework policy. This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the position, supervisor, and employee. In defining a telework arrangement, the employee and their leadership are expected to evaluate the costs and benefits of telework, identify work expectations, and clearly communicate how expectations may be met.

This telework agreement is not a contract of employment, does not provide any contractual rights to continued employment, and may be terminated by the department at any time. It does not alter or supersede the terms of the existing employment relationship. Use this form to develop requirements for regular and recurring or situational telework, recognizing that **telework arrangements for situational telework will not typically result in the duplication of office equipment.**

Employee telework information

Employee Name:	Click here to enter employee name.
Job Title:	Click here to enter job title.
Department:	Click here to enter department.
Manager:	Click here to enter manager name.
Arrangement requested by:	☐ Employee
	☐ Employer
Telework arrangement (select one):	☐ 1 day per week
	☐ 2 days per week
	☐ 3 days per week
	☐ 4 days per week
	☐ Other; Click here to enter days per week.
	☐ Occasional or just in case telework
Address where telework will be performed:	Click here to enter address.
Telework arrangement effective dates:	Start date Click or tap to enter a date. End date, if applicable Click to enter a date. ☐ Indefinite (reviewed at least annually)

Work schedule and location

Regular and Recurring

Day of Week	Work Hours	Work Location
Sunday	Click here to enter work hours.	Click here to enter work location.
Monday	Click here to enter work hours.	Click here to enter work location.
Tuesday	Click here to enter work hours.	Click here to enter work location.
Wednesday	Click here to enter work hours.	Click here to enter work location.
Thursday	Click here to enter work hours.	Click here to enter work location.
Friday	Click here to enter work hours.	Click here to enter work location.
Saturday	Click here to enter work hours.	Click here to enter work location.

Situational

Explanation of potential occasional telework circumstances	Click here to enter explanation.
--	----------------------------------

Telework expectations

The general expectation for a telework arrangement is that the employee will effectively accomplish all of their regular job duties, regardless of work location.

I agree:

- To be available and responsive during scheduled work hours.
- My duties, obligations, and responsibilities as a telework employee are the same as onsite workers, including my obligation to respond to my voicemail, e-mail and other messages in a timely manner.
- While performing telework, I will work at the above-listed locations during my telework work schedule, unless I have received prior approval to temporarily work elsewhere.
- That any time off or overtime must be prearranged according to department guidelines and consistent with the rules applicable to my employment.

Specific expectations for this telework arrangement should be summarized in the table below. Additional rows may be added as needed.

Expectations	Manager's comments and expectations	Employee's comments and expectations
Communication with citizens / internal stakeholders, team, and manager	Click here to enter manager comments.	Click here to enter employee comments.
Working with family members at home (if applicable)	Click here to enter manager comments.	Click here to enter employee comments.
Events or activities which require in-person attendance.	Click here to enter manager comments.	Click here to enter employee comments.

Telework arrangement modification

An employee may request to end or modify an employee requested telework arrangement by providing no less than thirty calendar days' written notice of the request. This provision does not apply to telework arrangements made through the disability accommodation process. All employee-proposed changes are subject to departmental and Human Resources approval. **A telework employee who will be changing their telework location must immediately notify their supervisor and the Human Resources Department.**

Telework review

Specify a date to meet and discuss the effectiveness of the telework arrangement, or enter N/A.

Telework plan review date:	Click to enter a date.
----------------------------	------------------------

Equipment and technology access

The employee and employer agree to work together to ensure that the alternate worksite is safe, secure, productive, and ergonomically suitable as outlined in the City of Minot Telework Policy. In a telework arrangement, the employee and department shall work together to determine whether the City will issue new or additional equipment necessary to perform the job, or if an employee already has the required equipment, it may be determined that the employee will use their own equipment. Telework arrangements do not typically result in the duplication of office equipment.

Specify any equipment or technology the employee will need to telework and whether it will be employee or employer provided. In the event of equipment failure or service interruption, the employee must notify employer immediately to discuss alternate assignments or other options. Enter N/A if the item is not used.

Equipment by work location

Equipment	Permanent Work Location	Provided by	Telework Location	Provided by	Notes
Laptop	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Docking station	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Computer	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Mouse	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Keyboard	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Monitor(s)	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Desk	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Desk chair	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Web cam	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Phone	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Headset/microphone	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Power strip/extension cord	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Printer	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Office supplies	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.
Ergonomic modifications (e.g., keyboard tray, glare filter, foot stool, etc.)	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.	Click to enter text.

Additional details

Click to add additional details.

Policy and procedure acknowledgement

Policy/Procedure	Employee initials
I have read and understand City of Minot Telework Policy and any departmental telework standard operating procedures, and agree to comply with all City of Minot policies regardless of telework status	Click to add initials.

Employee Signature: _____ date: _____

I have reviewed the telework agreement herein for operational suitability and approve.

Department Head Signature: _____ date: _____

I have reviewed the telework agreement herein, including the proposed telework location address for any potential impact to the City of Minot, and approve.

Human Resources Director Signature: _____ date: _____



CONTROLLED SUBSTANCES POLICY

City of Minot

1.0 Policy Statement

The City of Minot is dedicated to providing safe and economical services to the public. Employees are our most valuable resource and it is our goal to provide a safe, healthy and satisfying work environment which promotes personal opportunities for growth. In meeting these goals, it is our policy to:

- Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
- Create a workplace environment free from the adverse effects of drug and/or alcohol misuse and abuse.
- Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances;
- Encourage employees to seek professional assistance any time problems, including alcohol and/or drug abuse, adversely affects their ability to perform their assigned duties;
- Meet or exceed all Federal regulations, which require affirmative actions to eliminate the impact of the misuse of alcohol and drugs in the workplace.



2.0 Purpose

The purpose of this policy is to assure fitness for duty and to protect our employees and the public from the risks posed by the misuse of alcohol and use of prohibited drugs.

This policy is also intended to comply with applicable Federal regulations governing workplace anti-drug and alcohol programs.

Under the Drug-Free Workplace Act of 1988, federal workplaces and non-federal workplaces with a federal contract of \$100,000 or more, or a federal grant in any amount must implement and maintain a Drug-Free Workplace Program, which includes drug free workplace policies and drug awareness programs.

The Federal Transit Administration (FTA) has published 49 CFR Part 655, as amended and the Federal Motor Carrier Safety Administration (FMCSA) has published 49 CFR Part 382 regulations mandating drug and alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result.

The U.S. Department of Transportation (DOT) has published 49 CFR Part 40, and the Omnibus Act from 1991 as amended which sets standards for urine collections and breath alcohol testing. This policy incorporates the requirements of 49CFR, Parts 40, 382 and Part 655 as amended for safety-sensitive employees.

Copies of Parts 655, 382, and 40 are available in the Human Resources Office as the Drug and Alcohol Program Manager, and are also available online at the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance website <http://www.transportation.gov/odapc>



3.0 Covered Employees

ALL CITY OF MINOT EMPLOYEES

All employees of the City of Minot must agree to, as a condition of employment, must abide by the City of Minot Drug Free Workplace Policy.

"In accordance with the Federal Drug Free Workplace Act, the City of Minot is notifying all employees of its intent to maintain a workplace free from alcohol and illegal drugs. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by the employees is prohibited (1) on any work site (at any time) and (2) elsewhere during all working hours. You are hereby notified that compliance with this policy is a condition of employment. If you fail to comply with this policy you will be subject to disciplinary action as set forth in the City of Minot Employee Manual, disciplinary Rules and Regulations, Part II, which is incorporated herein by reference. If you are convicted of a workplace criminal drug violation you must notify your supervisor within five days of the conviction, if you request, you will be given information on any available drug counseling, rehabilitation, and employee assistance program and you will be afforded the opportunity to participate in these programs. Drug abuse in the workplace is a danger to yourself and to others.

Important Note: The use of medical marijuana by employees, even with a prescription is strictly prohibited due to the City of Minot's receipt of Federal funds.

Although the City of Minot does not have a policy of drug testing all employees as a condition of employment, the City does follow a Reasonable Suspicion Testing policy for all employees. Reasonable Suspicion Testing is required when a trained supervisor reasonably suspects that an employee is under the influence of a prohibited controlled substance and/or alcohol. The employer's determination that reasonable suspicion exists to require the employee to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, and must be documented. The observations may include indications of the chronic and withdrawal effects of controlled substances. A reasonable suspicion alcohol test can only be done immediately prior, during or immediately after the performance of job duties. The observations leading to that testing must be made during, just preceding, or just after the employee performs applicable duties.

SAFETY SENSITIVE EMPLOYEES

The safety sensitive policy applies to every person whose position requires the possession of a commercial driver's license, every employee performing a safety sensitive function as defined, and any person applying for any such positions. FTA (Part 655) and FMCSA (Part 382) are specifically defined on the following pages.



3.0 Covered Employees

FTA Covered Employees

A safety-sensitive position for FTA is defined as the following duties, when performed by employees of recipients, sub recipients, operators, or contractors:

- a. Operating a revenue service vehicle, including when not in revenue service;
- b. Operating a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- c. Controlling dispatch or movement of a revenue service vehicle;
- d. Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 U.S.C. 5307 or 5309, is in an area less than 200,000 in population, and contracts out such services; or an employer who receives funding under 49 U.S.C. 5311 and contracts out such services;
- e. Carrying a firearm for security purposes.

The Definition of Revenue Service Vehicle is a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A mass transit vehicle is a vehicle used for mass transportation or for ancillary services.



3.0 Covered Employees

FMCSA Covered Employees

A safety-sensitive position for FMCSA is defined as all-time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- a. Driving a commercial motor vehicle which requires the driver to have a CDL.
- b. Waiting to be dispatched to operate a commercial motor vehicle
- c. Inspecting, servicing, or conditioning any commercial motor vehicle.
- d. Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- e. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- f. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.



4.0 Training for Safety Sensitive Employees & Supervisors

All safety-sensitive employees shall receive a minimum of 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment and indicators of prohibited drug use.

Supervisors responsible for making the decision to generate a reasonable suspicion test must receive a minimum of 60 minutes of training on drug and 60 minutes of training on alcohol information regarding the physical, behavioral, speech and performance indicators of probable drug and alcohol misuse.



5.0 Applicability

This policy applies to all safety sensitive transit system employees; paid part-time employees and contractors when they are on transit property or when performing any transit related safety-sensitive duties business. This policy applies to off-site lunch periods or breaks, when a safety-sensitive employee is scheduled to return to work. Visitors, vendors and contractor employees are governed by this policy while on transit premises or conducting transit related business and will not be permitted to conduct transit business if found to be in violation of this policy.

Employees who perform safety sensitive functions will be subject to drug testing (controlled substances) anytime while on duty and/or alcohol testing only just prior, during and just after the performance of safety-sensitive duties. A safety sensitive function is any duty related to the safe operation of this transportation system including the operation, dispatch and maintenance of a revenue service vehicle (whether or not the vehicle is in revenue service) and any other employee who holds a Commercial Driver License.

FTA Safety Sensitive Position Listing (<i>alphabetical</i>)
Administrative Clerk/Bus Driver
Bus Driver
Bus Mechanic
Bus Services Foreman
Bus Services/Shop Maintenance Superintendent
Light Mechanic
Mechanic
Mechanic, Senior
Parts Clerk/Bus Driver
Parts Specialist
Shop Maintenance Foreman
Welder/Fabricator

The City of Minot's safety sensitive positions include for FMCSA: Any CDL Driver who operates a commercial motor vehicle as defined in chapter 3.0.

A permissible exemption exists for outside maintenance contractors who perform maintenance work on any City of Minot transportation vehicle.



6.0 Prohibited Substances

A. Urine Samples shall be tested for evidence of:

- 1) Marijuana metabolites (including "medical" marijuana)
- 2) Cocaine metabolites
- 3) Opioid metabolites
- 4) Amphetamines including the Methamphetamine drug MDA, and MDMA aka Ecstasy
- 5) Phencyclidine

Any illegal drug or any substance identified in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR Consumption of these products is prohibited at all times.

B. Legal Prescription Drugs (Use and Misuse)

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However; No safety sensitive employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee uses any substance which carries a warning label, except when the use is pursuant to the instructions of a licensed medical practitioner, who has advised the employee, in writing, that the substance will not adversely affect the employee's ability to safely perform a safety sensitive function. Use of any prescription or non-prescription drug in a manner other than is advised by a physician or by package directions is prohibited. A legally prescribed drug means that an individual has a prescription or other written approval from a licensed physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken per dose and a period of authorization for use. If any employee misuses any controlled substance, is tested and the result of any test is found to be positive by the laboratory, the MRO shall declare the result to be positive and the employee will be subject to disciplinary action up to, and including termination.

C. Alcohol

The ingestion of beverages or substances containing alcohol, including medication, mouthwash, foods, candies or any other substance such that alcohol is present in the body while performing safety-sensitive duties or city business is prohibited. A safety sensitive employee cannot consume alcohol 4 hours prior to performing a safety sensitive function even if the alcohol is in a prescribed medication. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device. If an alcohol test has a confirmed reading of 0.02 – 0.039 BAC will require a "detox" period. The safety-sensitive employee will be removed from their safety sensitive position until the start of the employee's next regularly scheduled duty period, but not less than 8 hours for FTA covered employees and 24 hours for FMCSA covered employees following administration of the test. A confirmed BAC result of 0.04 or greater will be considered positive for alcohol and the employee will be removed from safety sensitive duty and the required steps identified in 49CFR, Part40, Subpart 0 – Substance Abuse Professionals and the Return-to-duty process and this policy will apply. A breath alcohol test can only be administered to an employee just prior to performing, while performing or immediately after performing safety-sensitive duties. The test must either be administered by a certified Screening Test Technician (STT), using an approved alcohol screening device or by a certified Breath Alcohol Technician (BAT) using an approved evidential breath testing device.



7.0 Prohibited Conduct

A. Controlled Substance Use

All City of Minot employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of any prohibited substances on city premises, in city vehicles, or while performing city business. Employees that violate this rule will be subject to disciplinary action up to or including termination. Law enforcement will be contacted, as appropriate, if criminal activity is suspected. Referral to a Substance Abuse Professional (SAP) for evaluation will also be available.

B. Alcohol Use

No city employee including safety-sensitive employees shall use alcohol while on duty or within 4 hours prior to going on duty. DOT Post-accident regulations require an employee to remain available for testing and use no alcohol for up to 8 hours following an accident or until that employee is tested, whichever comes first. No employee shall use alcohol during the hours they are on call to perform a safety sensitive function. Employees violating this rule will be subject to disciplinary action up to and including termination. Law enforcement will be contacted if criminal activity is suspected. Referral to a SAP for evaluation is also available.

C. Notification of Criminal Drug Conviction

In accordance with the Drug Free Workplace Act of 1988, any individual covered by this policy who is convicted of any criminal drug statute for a violation occurring on duty, on City of Minot premises or City of Minot property, while operating any City of Minot owned or controlled vehicle shall notify the Program Manager no later than 5 days after such conviction. Pursuant to the Federal Drug-free Workplace Act, the City of Minot will notify the appropriate federal granting or contracting agency, if any, of the conviction within 10 days after receiving such notification. Within 30 days after receiving notice from an individual covered by this policy of a drug-related conviction, the City of Minot, at its sole discretion, will take appropriate action against the employee up to and including termination or require the individual to satisfactorily participate in a drug abuse assistance or rehabilitation program. Failure to comply with this provision shall result in disciplinary action, up to and including termination.



7.0 Prohibited Conduct

D. Safety Sensitive Employees, as defined in chapter 2.0 of this policy, must comply with testing requirements as a condition of employment. Any employee subject to DOT Regulated Testing must fully cooperate with testing personnel. Any refusal to test will have the same consequences as a positive test result. The following circumstances constitute a test refusal:

1. Failure to appear in a timely fashion for drug or alcohol tests (except pre-employment).
2. Failure to remain at the testing site until the testing process is complete.
3. Failure to attempt to provide a breath or urine specimen in alcohol and drug testing.
4. Failure to provide adequate specimen for any drug or alcohol test as required by DOT regulation and failure to seek and obtain a valid medical explanation for the insufficient quantity.
5. Refusal to allow the observation or monitoring of a specimen collection when it is required.
6. Failure to take a second drug test that the employer or collector has directed you to take.
7. Failure to undergo a medical exam as directed by the employer or the Medical Review Officer (MRO) or DER as part of the verification process, "shy bladder" or "shy lung" procedures.
8. Failure to cooperate with the testing process (Example: Refusal to empty pockets when requested, behaving in a confrontational manner that disrupts the process or failing to wash hands after being directed to do so by the collector)
9. For an observed collection, failure to follow the observer's instructions to raise clothing above the waist, lower clothing to mid-thigh, and to turn around (360) to allow the observer to insure you are not wearing a prosthetic or similar device that could be used to interfere with the collection process.
10. Possession of a substance or wearing of a device as described above intended to help pass the drug test.
11. Admitting adulteration or substitution of the specimen to the collector or the MRO.
12. IF the MRO reports a verified adulterated or substituted test result.
13. For alcohol tests, refusing to sign Step 2 of the Alcohol Testing Form
14. Failing to remain available for a Post-accident test as required in paragraph 6c. above.



8.0 Testing Procedures

A. Substance Testing

One urine specimen is collected for testing at the designated testing facility and that specimen will be split into two vials. "Vial A" is used as the primary testing and "Vial B" will be stored at the Department of Health and Human Services certified laboratory in the event the donor requests a split specimen test as per 49CFR, Part 40.171. If the split specimen (Vial B) is to be tested, it will be sent to another DHHS approved laboratory. If the second laboratory confirms the positive results of the first laboratory, the employee will be responsible for payment of the second test. Regardless of payment, the second test will be conducted in a timely manner as per 49CFR, Part 40.173(b). If the second laboratory fails to confirm the results of the first laboratory, the second test will be used as the ultimate test result. Employees have up to 72 hours after being first contacted by an MRO regarding a positive drug test result. If you have not requested a split test within 72 hours, you can still do so, however you must present documentation of a serious illness or communication failure preventing you from contacting the MRO.

B. Alcohol Testing

Tests for breath alcohol concentration will be conducted using a screening and/or evidential breath testing (EBT) device that is contained on the National Highway Traffic Safety Administration's (NHTSA) conforming products list. If an initial screening indicates an alcohol concentration of 0.02 or greater, a second confirmation test will be performed using an EBT operated by a certified BAT after an elapsed waiting time of not less than 15 minutes but no more than 30 minutes.

An alcohol concentration of less than 0.02 on the confirmation test shall be considered negative for alcohol.

An employee with an alcohol concentration of 0.02 to 0.039 shall be sent home for one day and cannot use sick leave for that day. The test result shall otherwise be treated as a negative.

An employee with a confirmed alcohol concentration of 0.04 or greater shall be considered to be positive for alcohol and the appropriate disciplinary action shall be taken. Documentation shall show the test as positive for alcohol.

Alcohol testing, regardless of the reason for the test, shall only be conducted immediately prior, during or immediately after the performance of a safety sensitive function.



9.0 Reasons for Testing

A drug test can be performed at any time. An alcohol test shall only be performed while the employee is on duty, immediately prior to, or immediately after, the performance of a safety sensitive duty. The time used for drug & alcohol testing is considered to be "on duty time" with the exception of Pre-employment testing. The following paragraphs outline the reasons a City of Minot Employee could be tested:

- A. Pre-Employment Testing
- B. Random Testing
- C. Negative Dilute
- D. Post-Accident Testing FMCSA
- E. Post-Accident Testing FTA
- F. Reasonable Suspicion Testing
- G. Return to Duty Testing
- H. Follow-Up Testing

A. Pre-Employment Testing

All safety sensitive position applicants shall undergo urine drug testing immediately following the offer of employment or transfer into a safety sensitive position. The City of Minot must

have a verified negative drug test on file for each safety sensitive employee prior to that employee performing a safety sensitive duty. A positive pre-employment drug test will disqualify an applicant for employment for a period of 120 days and subject the applicant to the substance abuse evaluation, treatment and re-evaluation process outlined in 49CFR, Part 40, Subpart O – Substance Abuse Professionals and the Return-to-duty process.

Any employee who is off work for more than 90 consecutive calendar days, and has not been in the random selection pool must first successfully pass another pre-employment drug test before returning to that safety sensitive function. Applicants must sign a form allowing the release of Drug and Alcohol testing records from any previous employers for the past two years. Any report from a previous employer showing a positive drug or alcohol test or refusal to be tested will need to be accompanied by documentation of that applicant successfully completing the SAP process and a verified negative controlled substance and/or breath alcohol test as per 49CFR, Part 655.62.

If a covered employee or applicant has previously failed a DOT pre-employment drug test, the employee or applicant must present to the employer proof of successfully having completed a referral, evaluation and treatment plan.



9.0 Reasons for Testing

B. Random Testing

Currently a percentage equal to 25% for FTA employees, and 50% for FMCSA employees, will be tested annually for controlled substances and 10% will be tested annually for the presence of alcohol. The City of Minot will set the random rate to meet or exceed the rate established yearly by each DOT administration. The current year testing rates can be found at <https://www.transportation.gov/odapc/random-testing-rates>. Each safety sensitive employee shall be included in a pool from which random selections are made. Each employee in that pool shall have an equal chance of being selected and shall remain in the pool, even after that employee has been tested.

Controlled Substances testing may be performed at any time the employee including safety-sensitive employees is employed by the City of Minot. Alcohol testing will be conducted immediately prior to, immediately after and/or while performing a safety sensitive function. Random controlled substance testing can be done at any time the employee is employed.

Random pool selection shall be made by the Third-Party Administrator using a scientifically valid random number of generator or computerized random number generator program. Each covered employee will have an equal chance of being tested each time selections are made.

Random drug and alcohol tests are unannounced and unpredictable. The date and times of testing will be varied and spread out throughout the selection period. All random testing will be unannounced and reasonably spread throughout all days, hours and shifts throughout the calendar year when the City of Minot performs safety-sensitive functions.

When an employee has been notified of a random test (See Notification Form, Attachment C), he/she will immediately proceed to the testing site for urine and/or breath testing. The employee must have a government or employer issued, unexpired, photo identification with them to present to testing personnel. After a successful urine collection and/or negative alcohol test, the employee may return to his/her duties.

C. Negative Dilute

Following a negative dilute the employee will be required to undergo one additional test. The result of the second test will be the test of record. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

Dilute negative results with a creatinine level greater than or equal to 2mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (See 49 CFR Part 40, section 40.67).



9.0 Reasons for Testing

D. Post-Accident Testing- FMCSA

As soon as practical following an accident involving a commercial motor vehicle, each surviving employee shall be subject for alcohol and controlled substances testing when either:

1. The accident involved a fatality; or
2. The employee receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident AND the accident involved:
 - I. Injury requiring medical treatment away from the scene by anyone involved with the accident or
 - II. One or more vehicles having to be towed from the scene due to disabling damage.

E. Post-Accident Testing- FTA

- 1) As soon as practicable following an accident involving the loss of human life, an employer shall conduct drug and alcohol tests on each surviving covered employee operating the mass transit vehicle at the time of the accident. Post-accident drug and alcohol testing of the operator is not required under this section if the covered employee is tested under the accident testing requirements of the Federal Motor Carrier. Safety Administration rule 49 CFR 382.303. The employer shall also drug and alcohol test any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) As soon as practicable following an accident not involving the loss of human life in which a mass transit vehicle is involved, the employer shall drug and alcohol test each covered employee operating a mass transit vehicle at the time of the accident as stated in CFR 49, Section 655.44. The employer shall drug and alcohol test each covered employee operating the mass transit vehicle at the time of the accident, unless the employer determines, using the best information available at the time of the decision, that the covered employee's performance can be completely discounted as a contributing factor to the accident. In the event the employee's performance can be completely discounted, proper documentation must be provided.

*For both FMCSA and FTA employees, the employee shall remain available for testing for 8 hours for alcohol, 32 hours for controlled substances, or until after that employee has completed the post- accident testing, whichever occurs first. When a required post-accident test has not been administered within the required time frame following the accident, the following actions shall be taken:

- **2 hours** If the employee has not been tested for alcohol within this time, the employer or supervisor shall prepare and maintain on file a record stating the reason a test was not properly administered, but must continue efforts for 6 more hours.
- **8 hours** Cease attempts to administer an alcohol test. Prepare and maintain the record described above.
- **32 hours** If the employee has not been tested for controlled substances after this time, the employer shall cease attempts to administer the test. The employer shall prepare and maintain the record described above. The record shall be submitted to the applicable DOT Agency upon request.



9.0 Reasons for Testing

Employee Responsibility:

An employee who is subject to post-accident testing must remain available for testing or the employer may consider the employee to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency care, as per 49 CFR, Section 655.44. The employee subject to a post-accident test must refrain from consuming alcohol for eight (8) hours following the accident, or until he/she completes the alcohol test, whichever comes first.

Employer Responsibility:

The employer shall provide employees with necessary post-accident information, procedures, testing supplies and instructions, prior to the employee operating a commercial motor vehicle so the employees will be able to comply with the requirement. For a guide to Post-accident testing, see the decision diagram attachment.

F. Reasonable Suspicion Testing

Reasonable suspicion testing is required when a trained supervisor reasonably suspects that an employee is under the influence of a prohibited controlled substance and/or alcohol. The employer's determination that reasonable suspicion exists to require the employee to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, and must be documented. The observations may include indications of the chronic and withdrawal effects of controlled substances. A reasonable suspicion alcohol test can only be done immediately prior, during or immediately after the performance of a safety sensitive function. The observations leading to that testing must be made during, just preceding, or just after the employee performs covered duties.

Following a reasonable suspicion determination, the employer shall ensure the test is completed within the same time constraints outlined above for post-accident testing (paragraph 6.0, C.) If the test has not been completed, a similar record must be written and maintained.



9.0 Reasons for Testing

G. Return to Duty Testing

1. Alcohol

Each employer shall ensure that prior to an employee returning to a safety sensitive function, after confirmed alcohol test result with an alcohol concentration of 0.04 or greater, or who refuses to submit to a test, the employee shall complete any required evaluation, rehabilitation requirement and re-evaluation determined by a Substance Abuse Professional (SAP). The employee shall also undergo and receive a negative alcohol test with a reading of less than 0.02 BAC.

2. Controlled Substances

Each employer shall ensure that prior to an employee returning to a safety sensitive function, after being found positive for one or more controlled substances or refuses to submit to a test, the employee shall complete any required evaluation, rehabilitation requirement and re-evaluation determined by a Substance Abuse Professional (SAP). The employee shall also undergo and receive a verified negative result for controlled substances.

H. Follow Up Testing

After successful completion of the return-to-duty process, the employer shall ensure the employee is subject to unannounced follow-up alcohol and/or controlled substance testing as directed by the SAP. Follow-up testing shall be a minimum of at least 6 tests per year given at an interval determined by the SAP, and can continue for up to a total of 5 years. Employees subject to follow-up testing must also remain in the standard random pool and must be tested whenever their name comes up for random testing, even if this means being tested twice in the same day, week, or month.

PER 49CFR, PART 40.67(b), ALL RETURN-TO-DUTY AND FOLLOW-UP TESTING MUST BE OBSERVED BY A SAME SEX OBSERVER.



10.0 Refusal to Test

Safety Sensitive Employees must comply with testing requirements. Any employee subject to DOT Regulated Testing must fully cooperate with testing personnel. Any refusal to test will have the same consequences as a positive test result. The following circumstances constitute a test refusal:

- a. Failure to appear for any test (except pre-employment) within a reasonable time frame, as defined by the City of Minot, after being notified of the need to test.
- b. Failure to remain at the testing site until the testing process is complete. *(An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.)*
- c. Failure to provide a specimen for a drug or alcohol test. *(An employee who does not provide a specimen because he or she has left the the testing site before the testing process commences for a pre-employment test has not refused to test.)*
- d. In the case of a directly observed or monitored urine drug collection, failure to permit monitoring or observation of your provision of a specimen.
- e. Failure to provide an adequate or sufficient specimen for any drug or alcohol test without a valid medical explanation and/or failure to seek and obtain a valid medical explanation for the insufficient specimen.
- f. Failure or declination to take a second drug test as directed by the City of Minot or collector.
- g. Failure to undergo a medical evaluation as required by the MRO or the City's Designated Employer Representative (DER).
- h. Failure to cooperate with any part of the the testing process *(Example: Refusal to empty pockets when requested, behaving in a confrontational manner that disrupts the process or failing to wash hands after being directed to do so by the collector. These are examples only and in no way an exhaustive list)*
- i. Failure to follow the observer's instructions to raise and clothing above the waist, lower clothing to mid-thigh, and to turn around (360 degrees) during a directly observed urine drug test.
- j. Possession of or wearing a prosthetic other other device intended or used to tamper with the collection process.
- k. Possession of or usage of any substance intended to tamper with the test result or in the event the MRO reports a verified adulterated or substituted test result.
- l. Admitting adulteration or substitution of a specimen to the collector or the MRO.
- m. Refusing to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- n. Failing to remain readily available following an accident for testing.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test,

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety sensitive functions, and provided with the contact information for SAP's.



11.0 Disciplinary Action

1) Controlled Substances and/or Alcohol Tests

- a) Negative Test Result- No Disciplinary Action is Taken

2) Positive Test Results

- a) One offense in a five-year period, the employee shall complete a drug and/or alcohol evaluation and shall comply with the recommendation of the SAP. The employee shall pay for all costs associated with the evaluation and treatment as recommended. The employee shall only be permitted to return to duty after meeting SAP requirements for rehabilitation and testing negative on the Return-to-duty test. The employee will then be required to submit to follow-up drug and alcohol testing as indicated by the City of Minot.
- b) A second offense within a 5-year period will result in termination.

3) Supervisors

- a) If a supervisor, who has received the required Reasonable Suspicion for Supervisors Training, has a reasonable suspicion that a safety sensitive employee is under the influence of a controlled substance or alcohol, he/she must complete the proper paperwork and have that employee tested. The failure to do so may result in disciplinary action up to and including a one-week suspension without pay. Any supervisor that misuses his/her authority will result in disciplinary action up to and including termination.



12.0 Voluntary Self -Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to a reasonable suspicion, random or post accident testing or not has not refused a drug or alcohol test may voluntarily refer her or himself to the Human Resources Department, who will refer the individual to a substance abuse counselor through the City's Employee Assistance Program for evaluation and treatment. The admission and voluntary self-referral cannot be used to avoid a properly administered DOT regulated controlled substances or alcohol test.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety sensitive function until successful completion of a prescribed rehabilitation program. Prior to participating in a safety sensitive function, the employee must also undergo a DOT return to duty test with a verified negative result and/or return to duty alcohol test with a result indicating an alcohol concentration of less than 0.02

No employee will be subject to disciplinary action for self-referral.

All expenses relating to the rehabilitation program shall be the sole responsibility of the employee.

As of July 1st, 2023, The City of Minot's Employee Assistance Program is administered by SupportLinc.



**Download
the mobile
app today!**



1-888-881-5462



supportlinc.com
group code:
cityofminot



**Support for everyday issues.
Every day.**



13.0 Program Contact

Any questions regarding this policy or any other aspect of the drug-free and alcohol-free program should contact the Designated Employer Representative (DER), Lisa Jundt, Program Manager, or the Alternate Program Manager, Brittany Thurston.

The Third-Party Administrator, MRO, Collector and/or BAT shall discuss testing only with Lisa Jundt or the Alternate Program Manager, Brittany Thurston.

DER/ Program Manager	Alternate
Lisa Jundt Human Resources Director 10 3rd Ave SW Minot, ND 58701 (701) 857-4756 lisa.jundt@minotnd.gov	Brittany Thurston Senior Human Resource Generalist 10 3rd Ave SW Minot, ND 58701 (701) 857-4156 brittany.thurston@minotnd.gov



14.0 Documentation

A. Confidentiality

All documentation shall be kept confidential. The only persons that have access to any documents relating to the City of Minot's Drug and Alcohol Testing Program and specific test results are the donor (with written request by the employee or in response to a proceeding initiated by the employee), program manager, alternate program manager, the Department of Transportation (DOT), National Transportation Safety Board (NDSB) as part of an accident investigation, and the City of Minot's Third-Party Administrator. No other person(s) shall have access without written court order.

B. Retention of Documents

1. Negative test results shall be retained on file for one (1) year.
2. Positive test results shall be retained on file for five (5) years.



15.0 Drug and Alcohol Testing Fees

The City of Minot shall pay for all tests that are required by the testing program. Any tests requested by the employee or caused to be conducted by a violation of this policy shall be paid by the employee. The City of Minot shall ensure that all testing required by the Department of Transportation is done in a timely manner regardless of payment. The City of Minot may seek reimbursement for the costs of rehabilitation, split tests, return-to-duty tests, follow-up testing and/or any test not regulated by the DOT or any test otherwise requested by the employee.



16.0 Drug and Alcohol Program Personnel

City of Minot Designated Employer Representatives/ Program Managers

Primary	Alternate
Lisa Jundt Human Resources Director 10 3rd Ave SW Minot, ND 58701 (701) 857-4756 lisa.jundt@minotnd.gov	Brittany Thurston Senior Human Resource Generalist 10 3rd Ave SW Minot, ND 58701 (701) 857-4156 brittany.thurston@minotnd.gov

Third Party Administrator/Consortium Manager Northern Testing, Inc. Brenda Borders- Owner/President 2201 15th St. SW Minot, ND 58701 (701) 839-4730 https://drugtestminot.com	Medical Review Officer Dr. Steven Paschall, MD (MRO 0766) Nationwide Medical Review 9330 Priority Way Dr. Indianapolis, IN 46240 (317) 547-8620 https://i3screen.net/
Collection/Testing Site Northern Testing, Inc. 2201 15th St. SW Minot, ND 58701 (701) 839-4730 https://drugtestminot.com	Employee Assistance Program/ Alternate SAP SupportLinc 314 West Superior St. Suite 601 Chicago, IL 60654 (888) 881-5462 www.supportlinc.com
DHHS Certified Laboratory (Primary) Clinical Reference Laboratory 8405 Quivira Road Lenexa, Kansas 66215 (800) 445-6917 Lab Account Number: NTM.DOT1.COM	Primary SAP (Substance Abuse Professional) Perry Smith- ADAPT, Inc. 1730 Burnt Boat Dr. -Suite 108 Bismarck, ND 58503 (701) 255- 3717 or (701) 255-3717 (mobile) info@adaptincnd.com www.adaptincnd.com
DHHS Certified Laboratory (Secondary) Kroll Laboratory Specialists 1111 Newton St. Gretna, LA 70053 (800) 433-3823	Secondary SAP Linda Berdahl-Cornerstone Addiction Services 1705 4th Ave. NW Minot, ND 58703 (701) 839-0474 https://www.eatonandassoc.com/cornerstone-addiction-services



FTA Post-Accident Drug and Alcohol Testing Decision Making

FTA Post-Accident Drug and Alcohol Testing Decision Making Form

The Federal Transit Administration (FTA) drug and alcohol testing regulation (49 CFR Part 655) requires that safety-sensitive employees involved in a public transportation vehicle accident (as defined at 655.4 & 655.44) submit to tests for alcohol misuse and prohibited drug use as soon as possible following the accident. Part 655 also requires the testing of any other safety-sensitive employee whose performance could have contributed to the accident, as determined by the employer at the scene using the best information available at the time of the decision.

Accident Information:

Date of Accident: _____ Time of Accident: _____ AM/PM

Employee Name: _____ Employee ID/SSN: _____

Decision Questions:

- Was there a fatality?
_____ YES (FTA drug and alcohol tests are REQUIRED) _____ NO
- If there was NO fatality, answer the following questions:
 1. Has any individual suffered a bodily injury and immediately received medical treatment away from the scene of the accident? _____ YES _____ NO
 2. Was there any disabling damage to **any** vehicle involved in the accident, requiring the vehicle to be towed away from the scene? _____ YES _____ NO
 3. Was the vehicle (if rail car, trolley car, trolley bus, or vessel) removed from operation? _____ YES _____ NO

If you answered yes to any of these three questions, can you completely discount the performance of the operator of the public transportation vehicle as a contributing factor to the accident?

_____ NO (FTA drug and alcohol tests are REQUIRED)

_____ YES, Explain: _____

(If you answered YES, FTA drug and alcohol tests are PROHIBITED)

- Other than the operator, could the performance of any other safety-sensitive employee have contributed to the accident, using the best information available?

_____ NO

_____ YES, Explain: _____

(If YES, make arrangements to immediately post-accident test that employee)



FTA Post-Accident Drug and Alcohol Testing Decision Making

Did You Decide to Perform a Drug or Alcohol Test?

_____ YES (Complete page 2 of this form) _____ NO (No further action required)

Time of Decision to Conduct a DOT/FTA Post-Accident Test: _____ AM/PM

Testing Information:

Collection Site Location: _____ Time Arrived: _____ AM/PM

1. Was the **alcohol** test performed within **2** hours of the time of the accident?

_____ YES

_____ NO, **Explain:** _____

2. Was the **alcohol** test performed within **8** hours of the time of the accident?

_____ YES

_____ NO, **Explain:** _____

If the alcohol test is not conducted within 8 hours cease all efforts to administer the test.

3. Was the **drug** test performed within **32** hours of the time of the accident?

_____ YES

_____ NO, **Explain:** _____

If the drug test is not conducted within 32 hours cease all efforts to administer the test.

The above documentation was provided by:

Supervisor Name: _____

Phone No: _____

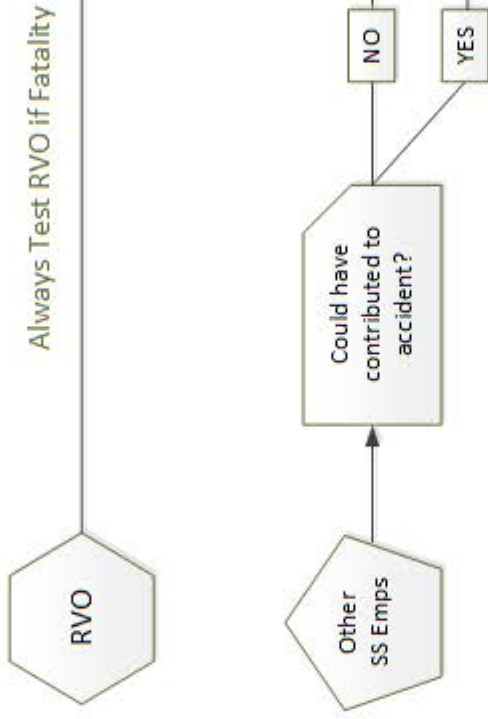
Signature: _____

Date: _____

FTA Post Accident Decision Making

**FTA Defined Accident
(Fatal)**

Fatality



**FTA Defined Accident
(Non-Fatal)**

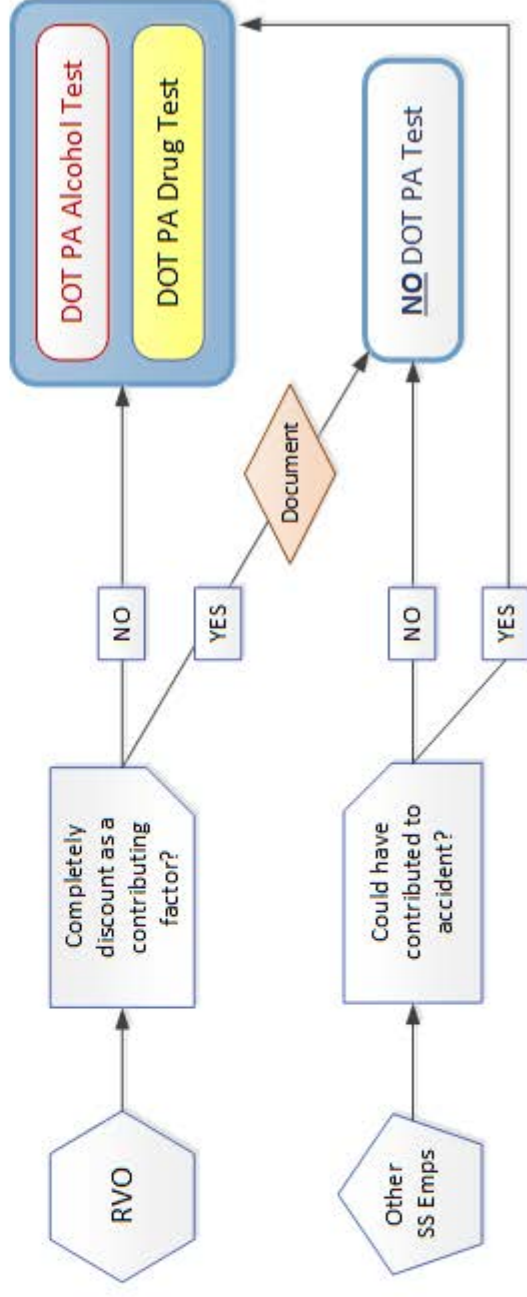
Disabling Damage

and/or

Medical transport

and/or

Removed from SS Service
(rail, trolley, or vessel only)





17.1 FMCSA Post-Accident Testing Guide

Which accidents require a drug and alcohol test?

An accident requiring a post-accident test is defined as:

An occurrence associated with the operation of a vehicle, if as a result:

- a. An individual dies; or
- b. An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident and the driver receives or is likely to receive a citation; or
- c. One or more vehicles incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle and the driver receives or is likely to receive a citation.

Did the accident involve a fatality?

Yes-Test required

Did the accident involve medical treatment away from the scene and did the driver receive a citation?

Yes-Test required

Did the accident involve towing one or more vehicles involved with the accident and did the driver receive a citation?

Yes-Test required

If the answer to ALL questions above is no, then no test is required.

City of Minot (FMCSA)

Controlled Substances & Alcohol Testing Notification Form

☐ Sanitation ☐ Traffic ☐ Streets ☐ Transit ☐ Airport ☐ Water ☐ Shuttle

Name: _____

You are required to report to:

Northern Testing

2201 15th St. SW

Minot, ND 58701

For the Following Test:

DOT

Use this option only if the applicant/employee possesses a CDL or CDL Permit.

- | | | | |
|---|---------------------------------------|--|---|
| ☐ Pre-employment | ☐ Random | ☐ Post Accident | ☐ Reasonable Suspicion |
| ☐ Drug test | ☐ Drug test | ☐ Drug test | ☐ Drug test |
| ☐ Training | ☐ Alcohol test | ☐ Alcohol test | ☐ Alcohol test |

☐ Other (Describe) _____

Non-DOT

Use this option only when a new-hire does not possess a CDL or CDL Permit. This person must come in again for a DOT test once he/she obtains a CDL permit or license.

- | | | | |
|---|---------------------------------------|--|---|
| ☐ Pre-employment | ☐ Random | ☐ Post Accident | ☐ Reasonable Suspicion |
| ☐ Drug test | ☐ Drug test | ☐ Drug test | ☐ Drug test |
| ☐ Training | ☐ Alcohol test | ☐ Alcohol test | ☐ Alcohol test |

In accordance with Regulations, please bring your Government Issue, unexpired, photo ID with you to the appointment.

Date and time of appointment: _____

Date and time **Donor** was notified of the appointment: _____

Supervisor Signature

Date

FOR TESTING/TRAINING PERSONNEL ONLY:

Time arrived at Northern Testing: _____

Northern Testing Representative Signature: _____

Name: _____

You are required to report to:

Northern Testing

Located at:
2201 15th St. SW
Minot, ND 58701

For the following FTA Test:

- ☐ Pre-employment
 - ☐ Training
 - ☐ Drug testing
- ☐ Random
 - ☐ Drug Test
 - ☐ Breath Alcohol Test
- ☐ Reasonable Suspicion
 - ☐ Drug Test
 - ☐ Breath Alcohol Test
- ☐ Post – Accident
 - ☐ Drug Test
 - ☐ Breath Alcohol Test
- ☐ Other _____

In accordance with FTA Regulations, please bring your Government Issue, unexpired, photo ID with you to the appointment. **DER: Lisa Jundt: (701) 857-4753**

Date and time of appointment: _____

Date and time **Donor** was notified of the appointment: _____

Supervisor Signature

Date

FOR TESTING/TRAINING PERSONNEL ONLY:

Time arrived at Northern Testing: _____

Northern Testing Representative Signature: _____

Testing Procedure: (Check which Applies)

☐ **Observed**

☐ **Not Observed**



Applicant Drug Testing Acknowledgement

I understand that as part of my application for employment I must successfully complete a USDOT drug test as required by 49 CFR parts 40 & 655. I understand that a negative test result is required before I will be able to perform a safety sensitive function. Participation in the federal drug and alcohol testing program is a condition of employment.

I also certify that I have not tested positive, or refused to test, on any USDOT pre-employment drug or alcohol test administered by an employer to which I applied for, but did not obtain, safety-sensitive transportation work covered by USDOT agency D&A testing rules in the two years prior to applying to the City of Minot transit agency.

Applicant Name

Signature of Applicant

Date

Witness Name and Signature

Date



Previous Employer Drug and Alcohol Testing Release Form Required by the Dept. of Transportation (49CFR part 40.25)

Agency Requesting: City of Minot Transit Dept., Email Reply to: hr@minotnd.gov

As a requirement of 49CFR part 40.25 it is necessary to obtain drug and alcohol testing information from applicants' previous covered employer(s). This information must be obtained from all DOT regulated employers from the preceding two years. The documentation **must** be obtained no later than 30 calendar days after the first time a covered employee performs a safety-sensitive function.

Attention Personnel: New hires must fill out and sign this release form

PART 1 – TO BE COMPLETED BY APPLICANT

I, _____, hereby authorize the following companies (for which I worked) to furnish the information requested concerning my drug and alcohol test records:
This information will be released to _____ (company/agency)

Previous DOT covered employers for the past 2 years:

Print Clearly

Company Name	Address, City and State	Phone	Fax

This Authorization is valid until withdrawn by me in writing.

Dated this _____ day of _____, 202_____

Name of applicant (print) _____ Signature of applicant _____

Driver License Number _____

PART 2. – TO BE COMPLETED BY PREVIOUS EMPLOYER

- | | | |
|--|-----|----|
| 1. Has this employee received any positive results for controlled substance tests in the past 2 years? | Yes | No |
| 2. Has this employee received Alcohol test results of 0.04 or greater in the past 2 years? | Yes | No |
| 3. Has this employee refused to participate in the required testing program in the past 2 years? | Yes | No |
| 4. Has this employee violated any other US DOT drug or alcohol rule violation to you? | Yes | No |
| 5. Has a previous employer reported a drug and alcohol rule violation to you? | Yes | No |
| 6. Has a Substance Abuse Professional evaluated this person? | Yes | No |

If yes, is he/she in compliance with SAP's recommendations?

If you answered, "Yes" to any of the previous questions please release all documentation relating to the SAP evaluation, assessment, recommendations, and follow up & return to duty testing records.

SAP Name _____ SAP Phone # _____

Company Name _____ Date _____

Name of person releasing information _____ Signature _____

Email Completed form as soon as possible hr@minotnd.gov

or Mail to PO Box 5006 Minot, ND 58702-5006



19.0 Adverse Effects of Alcohol and Controlled Substances on the Body

Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substances problem, can be found in the following paragraphs.

a. Alcohol

The most commonly abused drug in the nation is alcohol. Nearly 100,000 deaths each year are linked to alcohol; and alcoholics are 16 times more likely to die in falls. Alcohol includes beer, wine and hard liquor. The same alcohol content is found in each of the following: One 12 ounce can of beer, one 4-ounce glass of wine or 1 ounce of hard liquor.

The short-term effects of alcohol are impaired muscle control and/or coordination, body odor, glassy eyes, slurred speech and an impaired thought process. Behavior can also be affected in a lack of awareness, moodiness, depression and/or aggressive mannerisms. Long term effects of alcohol may include (but are not limited to) hypertension; enlarge heart; loss of muscle tissue memory loss; ulcers; cirrhosis of the liver; liver cancer and addiction.

b. Marijuana

It's the most frequent illegal substance detected in DOT regulated. It is also the most prevalent drug found in fatal commercial vehicle accidents. A common fallacy is that marijuana impairs coordination only while the user is experiencing what is considered to be the "high". In fact, measurable response time and judgmental skill impairment can last for days after using marijuana.

Marijuana is a dry, shredded green/brown mix of flowers, stems, seeds and leaves of the hemp plant Cannabis Sativa. It usually is smoked as a cigarette (joint) or in a pipe or water bong. It is also smoked in blunts (cigars emptied of tobacco and refilled with marijuana), often mixed with another drug such as PCP. Use might also include eating food or drinking a brewed tea containing marijuana. A more concentrated, resinous form is called hashish and a sticky black liquid is known as hash oil. Marijuana has a pungent, distinctive, sweet and sour odor.

The active chemical in marijuana is THC. Marijuana's effect on the user depends on its potency. The THC content in marijuana has been steadily increasing since the '70's. Short term effects of using marijuana can include chronic fatigue & sore throat, irritating cough, accelerated heartbeat, slowed speech, impaired coordination and increased appetite. Behavior while using marijuana can also include impaired memory, time and space distortion, panic attacks, paranoia and an "I don't care" attitude. Long term effects may include increased risk of some cancers, heart disease, altered immune system, depression and/or anxiety.

Medicinal use of marijuana is not permitted under Federal regulations regardless of State laws permitting its use for certain medical reasons. Also, eating foods or using products containing hemp are not acceptable excuses for a positive marijuana test result even if the hemp products were legally obtained.



19.0 Adverse Effects of Alcohol and Controlled Substances on the Body

c. Cocaine

There are two chemical forms of cocaine; powder (hydrochloride salt), which is generally dissolved in water and injected or snorted; and freebase, which is normally smoked. Crack cocaine is processed with ammonia and heated or cooked. It is also most normally used by smoking or injection.

Effects of cocaine are dilated pupils, runny or irritated nose, profuse sweating, dry mouth, tremors, needle track marks, loss of appetite, hyper-excitability hypertension, heart palpitations, insomnia and talkativeness. Behaviors of persons using cocaine can include depression, isolation, boosted energy levels, paranoia, mood swings, trouble concentrating and frequent absences. Long term effects may include heart disease, respiratory disease and/or failure, stroke, seizures and gastrointestinal problems.

d. Amphetamines

Amphetamines, including methamphetamine, MDMA and MDA, are psycho stimulants. They are sometimes commonly known as 'speed' and stimulate the central nervous system. They can be in the form of powder, tablets, capsules, crystals (rocks), or red liquid. They are usually packaged in foil, plastic bags or small balloons when sold illegally.

Effects of amphetamines are dilated pupils, sweating, hypertension, heart palpitations, dizziness, decreased appetite, dry mouth and insomnia. Behaviors can include confusion, paranoia, moodiness, hallucinations, and anxiety. Long term effects of amphetamine abuse may include irreversible brain damage, convulsions, psychosis and intense anxiety.

e. Opioids

Derived from the poppy plant, opiates include opium, heroin, morphine, codeine, oxycodone, oxymorphone, hydrocodone, and hydromorphone. Opioids can trigger very strong addiction tendencies when used improperly and without a physician's advice. Heroin is generally a white or brown powder and is typically injected.

Effects of opioid use includes constricted pupils, sweating, nausea and vomiting, diarrhea, needle track marks, slurred speech, slowed reflexes, depressed respiration and heartbeat drowsiness, loss of appetite and fatigue. Behaviors include mood swings, impaired coordination, depression and apathy, stupor and/or feelings of euphoria. Long term effects may include collapsed veins, infection of the heart lining, cellulites, liver disease, respiratory problems and pneumonia.



19.0 Adverse Effects of Alcohol and Controlled Substances on the Body

f. Phencyclidine

Also known as PCP, it is a white crystalline powder that is water or alcohol soluble. PCP is usually sold illegally in the form of tablets, capsules and/or colored powders. It can be snorted, smoked or eaten. It is often smoked with marijuana.

Effects of Phencyclidine use may include dilated or “floating” pupils, blurred vision, drooling, muscle rigidity, sweating, and resistance to pain, drowsiness, impaired coordination, rapid heartbeat and disorientation. Behaviors include aggressive or violent tendencies, panic, poor judgment, severe confusion, hallucinations, terror and mood swings. Long terms of PCP use may include violent behavior, central nervous system disorders, loss of motor skills and coma.

If you suspect a co-worker of abusing a banned substance, do not confront them. Report your concerns to the Program Manager, who will in turn, investigate your suspicions. If substantiated, the Program Manager will refer the employee to an agency that can properly diagnose and treat any dependency problem.



20.0 Policy Review and Approval

This is to certify that the City of Minot Human Resource Director has reviewed and has accepted any and all changes to the City of Minot's Substance Abuse Policy. The Human Resource Director will review this policy at a minimum of every two years or when any changes make it necessary to revise or amend this policy.

The City of Minot Civil Service Commission will ratify the administrative approval of the Human Resource Director during their next scheduled meeting.



21.0 Federal Drug Free Workplace Notice and Drug Testing Policy

In accordance with the Federal Drug Free Workplace Act, the City of Minot is notifying all employees of its intent to maintain a workplace free from alcohol and illegal drugs.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by the employees is prohibited:

1. on any work site (at any time) and
2. elsewhere during all working hours.

You are hereby notified that compliance with this policy is a condition of employment. If you fail to comply with this policy you will be subject to disciplinary action as set forth in the City of Minot Employee Manual, disciplinary Rules and Regulations, Part II, which is incorporated herein by reference.

If you are convicted of a workplace criminal drug violation you must notify your supervisor within five days of the conviction, if you request, you will be given information on any available drug counseling, rehabilitation, and employee assistance program and you will be afforded the opportunity to participate in these programs. Drug abuse in the workplace is a danger to yourself and to others.

Important Note: The use of medical marijuana by employees, even with a prescription is strictly prohibited due to the City of Minot's receipt of Federal funds.



21.0 Federal Drug Free Workplace Notice and Drug Testing Policy

The City of Minot is dedicated to providing safe and economical services to the public. Employees are our most valuable resource and it is our goal to provide a safe, healthy and satisfying working environment, which provides personal opportunities for growth. In meeting these goals, it is our policy to:

- a. Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
- b. Create a workplace environment free from the adverse effects of drug and alcohol misuse and abuse;
- c. Prohibit the unlawful manufacture, distribution, dispensing, possession, and/or use of controlled substances;
- d. Encourage employees to seek professional assistance anytime problems, including alcohol or drug abuse, adversely affects their ability to perform their assigned duties;
- e. Meet or exceed all Federal Transit Administration and Federal Highway Administration regulations, which require affirmative actions to eliminate the impact of the misuse of alcohol and drugs in the workplace.

The purpose of our drug testing policy is to assure fitness for duty and to protect our employees and the public and the risks posed by the misuse of alcohol and use of prohibited drugs. The policy is also intended to comply with all applicable Federal regulations governing workplace antidrug and alcohol programs. Federal regulations mandate urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive positions when a positive test results. Standards for the collection and testing of urine and breath specimens have also been set.

The policy incorporates those requirements for safety-sensitive employees. A safety-sensitive position is one that requires an employee to possess a commercial driver's license, or the employee maintains vehicles that require a commercial driver license to operate.

Although the City of Minot does not have a policy of drug testing all employees as a condition of employment, the City does follow a Reasonable Suspicion Testing policy for all employees. Reasonable Suspicion Testing is required when a trained supervisor reasonably suspects that an employee is under the influence of a prohibited controlled substance and/or alcohol. The employer's determination that reasonable suspicion exists to require the employee to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, and must be documented. The observations may include indications of the chronic and withdrawal effects of controlled substances. A reasonable suspicion alcohol test can only be done immediately prior, during or immediately after the performance of job duties. The observations leading to that testing must be made during, just preceding, or just after the employee performs applicable duties.

Accountant
February 2024

		45 points		45 points		10 points				100 points	
		(50 x .9)		(300 x .15)							
Name	Test RS	Test CS	Interview RS	Interview CS	Service Time	Service Time Points	Subtotal	Vets Pref %	Vets Points	Total	Placement
Diane Moline	35.3320	31.7988		0.0000			31.7988		0	31.7988	1
Laurisa Nerem	24.3328	21.8995		0.0000			21.8995		0	21.8995	2
Melissa Murray		0.0000		0.0000			0.0000	5.00%	0	0.0000	
Therma Bayard		0.0000		0.0000			0.0000		0	0.0000	
Jacob Holter		0.0000		0.0000			0.0000		0	0.0000	
Hunter Oothoudt		0.0000		0.0000			0.0000		0	0.0000	
Chad Ronnie		0.0000		0.0000			0.0000		0	0.0000	

RS = Raw Score
CS = Converted Score
*** = did not test

Accountant
January 2024

		45 points		45 points		10 points				100 points	
		(50 x .9)		(300 x .15)							
Name	Test RS	Test CS	Interview RS	Interview CS	Service Time	Service Time Points	Subtotal	Vets Pref %	Vets Points	Total	Placement
Starr, Jared	36.3320	32.6988	202.35	30.3525			63.0513		0	63.0513	1
Molina, Crystal	37.0000	33.3000	142.85	21.4275	1.08	2	56.7275		0	56.7275	2
Variste, Jeanny	29.9162	26.9246	147.80	22.1700	0.33	1	50.0946		0	50.0946	3
Moline, Diane *	35.3320	31.7988	0.00	0.0000			31.7988		0	31.7988	4

RS = Raw Score

CS = Converted Score

* = did not show for interview

Administrative Clerk

May2023

		50 points		50 points				100 points	
		(100 x .5)		(300 x .1666)					
Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vet Pref-5%	Vet Pref-10%	Total	Placement
Nicole Robinson	57.18	28.59		0.0000	28.5900			28.59	1
Brett Winkles	54.32	27.16		0.0000	27.1600			27.16	2
Madison Endresen	41.04	20.52		0.0000	20.5200			20.52	3
		0.00		0.0000	0.0000				
		0.00		0.0000	0.0000				
		0.00		0.0000	0.0000				
		0.00		0.0000	0.0000				
		0.00		0.0000	0.0000				
		0.00		0.0000	0.0000				

RS = Raw Score

CS = Converted Score

* = no interview score

Administrative Clerk

May2023

		50 points		50 points				100 points	
		(100 x .5)		(300 x .1666)					
Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vet Pref-5%	Vet Pref-10%	Total	Placement
Staci Tinkle	53.58	26.79	291.75	48.6056	75.3956			75.40	1
Courtney Dalen	61.57	30.79	261.5	43.5659	74.3509			74.35	2
Emily Taylor	59.72	29.86	221.35	36.8769	66.7369			66.74	3
Hope Houser	65.34	32.67	179.26	29.8647	62.5347			62.53	4
Jessica Kilichowski	58.27	29.14	181.5	30.2379	59.3729			59.37	5
Angela Lansing	56.49	28.25	172.85	28.7968	57.0418			57.04	6
Jeanne Alves	56.77	28.39	147.85	24.6318	53.0168			53.02	7
Angel Dailey	52.72	26.36	153.05	25.4981	51.8581			51.86	8
Denise Schmidt	59.81	29.91	0	0.0000	29.9050	1.49525		31.40025	9
Shanna Kinzell	60.65	30.33	0	0.0000	30.3250			30.33	10
Ashley Opland	51.03	25.52		0.0000	25.5150			25.52	11
Melissa Murray	50.61	25.31		0.0000	25.3050			25.31	12
Jeanette Mosser	50.57	25.29		0.0000	25.2850			25.29	13
Megan Evenson	50.42	25.21		0.0000	25.2100			25.21	14
Jennifer Hardisky	50.33	25.17		0.0000	25.1650			25.17	15
Kelsey Tobey	48.73	24.37		0.0000	24.3650			24.37	16
Stephanie Gamez	48.17	24.09		0.0000	24.085			24.09	17
Olga Gamboa	43.16	21.58		0.0000	21.5800			21.58	18
Marissa Sanders	41.81	20.91		0.0000	20.9050			20.91	19
Nicole Reifel	0	0.00		0.0000	0.0000			0.00	20

RS = Raw Score

CS = Converted Score

* = no interview score

Airport Facility Tech
January 2024

		50 points		50 points				100 points	
		(56 x .8928)		(300 x .1666)					
Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vet Pref-5%	Vet Pref-10%	Total	Placement
McCullar, Patrick	41	36.6048	225.65	37.5933	74.1981			74.1981	1
McCuaig, Tyler 7:22-7:42 p.m.	36	32.1408	244.7	40.7670	72.9078			72.9078	2
Damon, Fred	36	32.1408	236.70	39.4342	71.5750			71.5750	3
Faris, Melissa *	41	36.6048	0	0.0000	36.6048			36.6048	4

RS = Raw Score

CS = Converted Score

* = Melissa F. did not show for interview

McCuaig was late because he couldn't find room. Was told he'd need to be done at the same time as last person, but he finished before one other person.

Airport Facility Tech

May 2024

		50 points		50 points				100 points	
		(56 x .8928)		(300 x .1666)					
Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vet Pref-5%	Vet Pref-10%	Total	Placement
Suda Kroft	40	35.7120		0.0000	35.7120	1.7856		37.4976	1
Manuel Pasillas	39	34.8192		0.0000	34.8192			34.8192	2
Melvin Romero	23	20.5344		0.0000	20.5344			20.5344	3
Coby Mayne		0.0000		0.0000	0.0000		10.00	10.0000	
Edward Morony		0.0000		0.0000	0.0000	5		5.0000	
Kerria Shelton		0.0000		0.0000	0.0000	5		5.0000	
Bradley Goodman		0.0000		0.0000	0.0000			0.0000	
Bryan Colegrove		0.0000		0.0000	0.0000			0.0000	
Chantz Conaway		0.0000		0.0000	0.0000			0.0000	
Don Davies		0.0000		0.0000	0.0000			0.0000	
Garrett Erhardt		0.0000		0.0000	0.0000			0.0000	
Ian Oja		0.0000		0.0000	0.0000			0.0000	
Jamal Jones		0.0000		0.0000	0.0000			0.0000	
Keith Pottenger		0.0000		0.0000	0.0000			0.0000	
Logan Mathieson		0.0000		0.0000	0.0000			0.0000	
Taner Kimball		0.0000		0.0000	0.0000			0.0000	
Tayt Henning		0.0000		0.0000	0.0000			0.0000	
Tucker Norman		0.0000		0.0000	0.0000			0.0000	
Tylin Fowler		0.0000		0.0000	0.0000			0.0000	
Zach Covington		0.0000		0.0000	0.0000			0.0000	
		0.0000		0.0000	0.0000			0.0000	
		0.0000		0.0000	0.0000			0.0000	

RS = Raw Score

CS = Converted Score

**Landfill Attendant
September 2023**

	100				100 Points	
	(300 x .3333)					
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Wayne Fahy	260.50	86.8247		0.00	86.82	1
Shanlya Van Hill	246.00	81.9918		0.00	81.99	2
Lacie Bjertness	242.50	80.8253		0.00	80.83	3
Barbara McPeak	242.00	80.6586		0.00	80.66	4
Sami Newman	209.50	69.8264		0.00	69.83	5
Beth Sorensen	205.00	68.3265		0.00	68.33	6
Alexis Bell	193.00	64.3269	5%	3.22	67.54	7
Stacey Evanitus	108.00	35.9964	10%	3.60	39.60	8

RS = Raw Score

CS = Converted Score

* = no interview score

***Building and Grounds Worker
February 2024***

		50		50				100 points	
		(82 x .6097)		(300 x .1666)					
Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vets Pref %	Vets Points	Total	Placement
Smith, Samuel	62	34.0194	250.05	41.6583	75.6777			75.6777	1
Damon, Fred	56	30.7272	203.85	33.9614	64.6886			64.6886	2
Fuqua, Keenan	49	26.8863	187.25	31.1959	58.0822			58.0822	3
Herrera, Erica	31	17.0097	197.05	32.8285	49.8382			49.8382	4
Rogers, Jonathan	31	17.0097	143.35	23.8821	40.8918			40.8918	5

RS = Raw Score

CS = Converted Score

Senior Building Grounds Worker

January 2024

		45 points		45 points		10 points				100 points	
		(82 x .5487)		(300 x .15)							
Name	Test RS	Test CS	Interview RS	Interview CS	Service Time	Service Time Points	Subtotal	Vets Pref %	Vets Points	Total	Placement
Samuel Smith	62	34.0194	261.95	39.2925			73.3119			73.3119	1
Brent Coughlin	58	31.8246	265.25	39.7875			71.6121			71.6121	2
Roy Beutler	67	36.7629	170.6	25.5900			62.3529	5%	3.1176	65.4705	3
Steven "Sonny" Kadoun	67	36.7629	43.50	6.5250			43.2879			43.2879	4

RS = Raw Score

CS = Converted Score

Bus Driver
April 2024

	100				100 Points	
	(300 x .3333)					
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Sheri Olson	291.2	97.0570		0.00	97.06	1
Jessi Nies	281.25	93.7406		0.00	93.74	2
Brent Stacy	257.6000	85.8581	5.00%	4.29	90.15	3
Alexis Bell	230.7000	76.8923	5.00%	3.84	80.74	4
Tammy Volk	146.15	48.7118		0.00	48.71	5
Roger Byxbe	99.1000	33.0300		0.00	33.03	6
Oscar Vera	0.0000	0.0000		0.00	0.00	
Joshua Royster	0	0.0000		0.00	0.00	
Joseph Pape	0.0000	0.0000		0.00	0.00	

RS = Raw Score

CS = Converted Score

* = no interview score

Dispatcher
January 2024

			50 points		50 points				100 points	
			(100 x .5)		(300 x .1666)					
Last Name	First Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vet Pref-5%	Vet Pref-10%	Total	Placement
Cannon	Gabrielle	51.96	25.98	225.00	37.4850	63.4650		6.35	69.81	1
Mindt	Haley	54.30	27.15	234.00	38.9844	66.1344			66.13	2
Reifel	Nicole	60.73	30.37	210.5	35.0693	65.4343			65.43	3
Hulm	Justine	51.72	25.86	231.00	38.4846	64.3446			64.34	4
Benson	Kathy	54.99	27.50	198.00	32.9868	60.482			60.48	5
Mohl	Misty	55.69	27.85	193.00	32.1538	59.9988			60.00	6
Oneill	Renae	46.29	23.15	221.00	36.8186	59.9636			59.96	7
Plumadore	Maggie	46.34	23.17	212.50	35.4025	58.5725			58.57	8
Tofte	Nicole	50.66	25.33	191.50	31.9039	57.2339			57.23	9
Barke	Ivory	49.14	24.57	192.00	31.9872	56.5572			56.56	10
Falode	Ebony	47.00	23.50	176.5	29.4049	52.9049			52.90	11
Roubal	Ruth	52.20	26.10	159	26.4894	52.5894			52.59	12
Rogers	Gabriel	46.65	23.33	146.5	24.4069	47.7319			47.73	13
Bowman	Lindy	59.97	29.99	0.00	0.0000	29.9850			29.99	14
Hester	Craig	57.58	28.79	0.00	0.0000	28.7900			28.79	15
Leon	Diane	54.77	27.39	0.00	0.0000	27.3850	1.37		28.75	16
Bentley	Nedda	44.85	22.43		0.0000	22.4250			22.43	17
Bradley	Sommer	43.53	21.77		0.0000	21.7650			21.77	18
Cruz	Jansel	43.36	21.68		0.0000	21.6800			21.68	19
Stanley	Taylor	43.21	21.61		0.0000	21.6050			21.61	20
Walker	Hannah	40.80	20.40		0.0000	20.400			20.40	21
Brodal	Jennifer	40.31	20.16		0.0000	20.1550			20.16	22
Twogood	Brent	39.23	19.62		0.0000	19.6150			19.62	23
Hoffer	Rae	38.90	19.45		0.0000	19.4500			19.45	24
Lilly	Amy	37.73	18.87		0.0000	18.8650			18.87	25
Miller	Shelly	37.47	18.74		0.0000	18.7350			18.74	26
McCulley	Alivia	36.96	18.48		0.0000	18.4800			18.48000	27
Gardner-Vaughn	Lashell	36.56	18.28		0.0000	18.2800			18.28	28
Sullivan	Carmen	35.97	17.99		0.0000	17.9850			17.99	29
Darty	Marcus	35.53	17.77		0.0000	17.765			17.77	30
Dodson	Dani	34.98	17.49		0.0000	17.4900			17.49	31

RS = Raw Score

CS = Converted Score

* = no interview score

Dispatcher
January 2024

Fixal	Linda	27.35	13.68		0.0000	13.6750			13.68	32
Beston	Wendy	0	0.00		0.0000	0.0000			0.00	
Chorlton	Rebecca	0	0.00		0.0000	0.0000			0.00	
Huighe	Keith	0	0.00		0.0000	0.000		10%	0.00	
Lepine	Delaney	0	0.00		0.0000	0.000			0.00	

RS = Raw Score

CS = Converted Score

* = no interview score

Economic Development Administrator

March 2024

		100			100 Points	
		(300 x .3333)				
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Chris Schilken	272.9500	90.9742			90.97	1
Howard Campbell Jr	204.65	68.2098			68.21	2
Keala Mare	185.3	61.7605			61.76	3
Dennis Lindahl	140.65	46.8786	5%	2.34	49.22	4
Hudson Aniceto	60.4000	20.1313			20.13	5

RS = Raw Score

CS = Converted Score

* = no interview score

Fleet Manager
May 2024

	100				100 Points	
	(300 x .3333)					
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Sam Lopez	210.50	70.1597	5%	3.51	73.67	1
Justin Seifert	220.50	73.4927		0.00	73.49	2
Chuck Schmidt	211.00	70.3263		0.00	70.33	3
Robert Bohlender	201.00	66.9933		0.00	66.99	4
Brian Randash	188.50	62.8271		0.00	62.83	5
Scott Braaten	180.00	59.9940		0.00	59.99	6
Nick Reynolds	160.50	53.4947		0.00	53.49	7
Chad McClain	126.00	41.9958	10%	4.20	46.20	8

RS = Raw Score

CS = Converted Score

* = no interview score

HEO Street/Landfill - April 2024

		45 points		45 points		10 points	100 points	
		(90 x .50)		(300 x .15)				
Name	Test RS	Test CS	Interview RS	Interview CS	Service Time	Service Time Points	Total	Placement
Wil Oberdick	75	37.50	231.15	34.6725	3	3	75.1725	1
Dwayne Akin**	66	33.00	250.90	37.6350	3	3	73.6350	2
Alexander Kueffler	62	31.00	247.30	37.0950	0	0	68.0950	3
Brooke MacKay**	45	22.50	239.45	35.9175	5	5	63.4175	4
Jon Votava	52	26.00	249.15	37.3725	0	0	63.3725	5
Matthew Hogencamp	50	25.00	253.70	38.0550	0	0	63.0550	6
Richard Gruse	56	28.00	202.00	30.3000	0	0	58.3000	7
Diego Torres**	49	24.50	217.05	32.5575	0	0	57.0575	8
**Previous score from October 2023								

RS = Raw Score

CS = Converted Score

Heavy Equipment Operator - Water Sewer
March 2024

		45 points		45 points		10 points	100 points	
		(90 x .50)		(300 x .15)				
Name	Test RS	Test CS	Interview RS	Interview CS	Service Time	Service Time Points	Total	Placement
Robinson, Derek	56	28.00	0.00	0.0000	7	7	35.0000	1
Wiggins, Kaitlynn	64	32.00	0.00	0.0000	2	2	34.0000	2

RS = Raw Score

CS = Converted Score

No interviews

Intelligence Analyst
March 2024

	100				100 Points	
	(300 x .3333)					
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Danielle Schmidt	283.00	94.3239		0.00	94.32	1
Jill Wheeling	274.00	91.3242		0.00	91.32	2
Teresa Glover	266.00	88.6578		0.00	88.66	3
Tina Moreno	235.00	78.3255		0.00	78.33	4
Chad Lowe	202.00	67.3266	10.00%	6.73	74.06	5
Vernna Anderson	201.00	66.9933	10.00%	6.70	73.69	6
Carmin Johnson	207.00	68.9931		0.00	68.99	7
Olivia Flores	204.00	67.9932		0.00	67.99	8
Kenneth Jackson	0.00	0.0000		0.00	0.00	9
Kendall Palmer	0.00	0.0000		0.00	0.00	10

RS = Raw Score

CS = Converted Score

* = no interview score

Light Equipment Operator
May 2024

	100				100 Points	
	(300 x .3333)					
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Hunter Smith	249.05	83.0084		0.00	83.01	1
Mason Murphy	244.35	81.4419		0.00	81.44	2
Gary Carpenter	203.55	67.8432		0.00	67.84	3
Zack Bennett	154.15	51.3782		0.00	51.38	4
John Baker	0.00	0.0000	5%	0.00	0.00	5
Garrett Erhardt	0.00	0.0000		0.00	0.00	6

RS = Raw Score

CS = Converted Score

* = no interview score

Light Equipment Operator
February 2024

	100				100 Points	
	(300 x .3333)					
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Jon Votava	214.75	71.5762		0.00	71.58	1
Andy Mortenson	207.55	69.1764		0.00	69.18	2
Dustin Anderson	206.0000	68.6598		0.00	68.66	3
Richard Crowson	194.25	64.7435		0.00	64.74	4
Justin Neubauer	149.9500	49.9783		0.00	49.98	5
James Wilson	0.0000	0.0000	5%	0.00	0.00	
Roscoe Tubman	0.0000	0.0000		0.00	0.00	
Corneilus Young	0.0000	0.0000		0.00	0.00	

RS = Raw Score

CS = Converted Score

* = no interview score

Light Equipment Operator
January 2024

	100				100 Points	
	(300 x .3333)					
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Anthony Valadez	240.0000	79.9920		0.00	79.99	1
Aaron Sims	210.2000	70.0597	10%	7.01	77.07	2
Tyler Hoyt	221.5	73.8260		0.00	73.83	3
Colby Johnson	203.2500	67.7432		0.00	67.74	4
Linda Fixsal	182.6	60.8606		0.00	60.86	5
Katie Zickur	171.9000	57.2943		0.00	57.29	6
Randy Pease	131.0000	43.6623		0.00	43.66	7
Timothy Morse	123.75	41.2459		0.00	41.25	8
Mortaza Akrami	0	0.0000		0.00	0.00	
Keenan Fuqua	0	0.0000		0.00	0.00	
Jacob Wolf	0	0.0000		0.00	0.00	
Matthew Montross	0	0.0000	10%	0.00	0.00	
Dylan Davis	0	0.0000		0.00	0.00	

RS = Raw Score

CS = Converted Score

* = no interview score

Light Mechanic
January 2024

	100				100 Points	
	(300 x .3333)					
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Cody Meholic	226.7000	75.5591		0.00	75.56	1
Zachary Smith	209.1000	69.6930		0.00	69.69	2
Brandon Boshears	189.0000	62.9937		0.00	62.99	3
Michael Geck	170.75	56.9110		0.00	56.91	4
Kerry Quam	144.7000	48.2285		0.00	48.23	5
Ryan Haak	0	0.0000	5	5.00	5.00	6
Brian Gallegos	0.0000	0.0000		0.00	0.00	7

RS = Raw Score

CS = Converted Score

* = no interview score

***Parking Enforcement Officer
Janaury 2024***

		50 points		50 points				100 points	
		(25x2)		(300 x .1666)					
Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vet Pref-%	Vet Pref Points	Total	Placement
Cameron, John	24	48.00	229	38.1514	86.1514		0.00	86.1514	1
Forsman, Michelle	21	42.00	189	31.4874	73.4874		0.00	73.4874	2
Humphrey, Eric	20	40.00	158	26.3228	66.3228		0.00	66.3228	3
Squyres, Heidi	13	26.00	160	26.6560	52.6560		0.00	52.6560	4
Carlile, Amy*	17	34.00	0	0.0000	34.0000		0.00	34.0000	5
Damon, Fred*	8	16.00	0	0.0000	16.0000		0.00	16.0000	6

RS = Raw Score

CS = Converted Score

* = no interview score

Planning Code Enforcement Assistant
January 2024

		50 points		50 points				100 points	
		(100 x .5)		(300 x .1666)					
Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vet Pref-5%	Vet Pref-10%	Total	Placement
Jaqueline Lausch	61.3	30.65	268.75	44.7738	75.4238			75.42	1
Hannah Hornberger	62.46	31.23	258.15	43.0078	74.2378			74.24	2
Mandy Alverson	53.27	26.64	229.25	38.1931	64.8281			64.83	3
Jeanne Alves	50.89	25.45	231.35	38.5429	63.9879			63.99	4
Sara Plesuk	55.38	27.69	200.90	33.4699	61.1599			61.16	5
Jeni Goerndt	56.53	28.27	145.45	24.2320	52.4970			52.50	6
Monaliza Mauricio	39.12	19.56	161.85	26.9642	46.5242			46.52	7
Cecil Basden	40.77	20.39	152.50	25.4065	45.7915			45.79	8
Jonathan Mohr	33.7	16.85	129.35	21.5497	38.3997			38.40	9
Hannah Sivongsak	44.37	22.19	0.00	0.0000	22.1850	1.10925		23.29	10

RS = Raw Score

CS = Converted Score

* = no interview score

Police Officer- Feb 2024

(80 Questions) 100 pts				100 pts			200 pts			
NAME	MPAT	POA Cognitive Exam	Exam %	Interview Total	Avg. Interview	Subtotal	Veteran	Points	Total	Ranking
Nielsen, Michael	4:53	60	75%	185.5	61.83333333	121.8333333	5%	6.09	127.93	1
Hill, Anthony	4:50	55	69%	187	62.33333333	117.3333333		0.00	117.33	2
Gomez, Jose	5:16	54	68%	153	51	105		0.00	105.00	3
Coley, Anastasia	6:03	42	53%		0	42		0.00	42.00	
Luck, Jayden	4:12 LRSC PASS	38	48%		0	38		0.00	38.00	
Ortiz Roman, Vidalina	DNF		0%		0	0		0.00	0.00	

Notes:

Applicants must have a minimum score of **65 %** to pass the written exam

Applicants must pass MPAT with a time of 6:30

Average Interview Score is used for composite ranking. Total Score documented for reference.

Cutoff Score for testing is **52/80** for 65% minimum

IPMA-HR -POA Cognitive Series, v1 was utilized for written exam

Public Works Operations Director
March 2024

	100	100 Points	
	(500 x .2)	Total	
Name	Interview rs	Interview CS	Placement
Johnnie Perkins	404.00	80.8000	1
John Reynolds	397.00	79.4000	2
Andrew Kruegar	371.00	74.2000	3
Bryan Banfill	354.00	70.8000	4
Konrad Dunbar	333.00	66.6000	5
Austin Humphries	291.00	58.2000	6
Levi Jenson	287.00	57.4000	7
David Lee	0.00	0.0000	
Kelvin Ridgley	0.00	0.0000	

RS = Raw Score

CS = Converted Score

* = no interview score

Shop Maintenance Foreman

May 2024

		50 points		50 points	100 points	
		(125x .4)		(300 x .1666)		
Name	Test RS	Test CS	Interview RS	Interview CS	Total	Placement
Brook Hermanson	99	39.6000	0.000	0.0000	39.6000	1
Frank Rivera	96	38.4000	0.000	0.0000	38.4000	2
Timothy Marsh	95	38.0000	0.000	0.0000	38.0000	3

RS = Raw Score

CS = Converted Score

Utility Operator I
April 2024

		100.00			100 Points	
		(300 x .3333)				
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Nicholas Rockwell	249.30	83.0917			83.09	1
Adam Hoaglund	220.45	73.4760			73.48	2
Trever Haas	190.45	63.4770			63.48	3
Keenan Fuqua	0.00	0.0000			0.00	
Chase Bennett	0.00	0.0000			0.00	
Karlos Vega	0.00	0.0000			0.00	

RS = Raw Score

CS = Converted Score

* = no interview score

Water Plant Operator I
January 2024

		50 points		50 points			100 points	
		(160 x .3125)		(300 x .1666)				
Name	Test RS	Test CS	Interview RS	Interview CS	Vet Pref-5%	Vet Pref-10%	Total	Placement
Plesuk, Sara	111	34.6875	246.950	41.1419			75.8294	1
Sims, Aaron	99	30.9375	197.150	32.8452		6.3783	70.1610	2
Getzlaff, David	95	29.6875	212.800	35.4525			65.1400	3
Racine, Riley	76	23.7500	233.350	38.8761			62.6261	4
Wilson, Hasan	67	20.9375	240.500	40.0673			61.0048	5
Faris, Melissa	92	28.7500	159.100	26.5061			55.2561	6
Kadoun, Steven	69	21.5625	82.350	13.7195			35.2820	7
Skarsgard, Alex	75	23.4375	64.550	10.7540			34.1915	8

RS = Raw Score

CS = Converted Score