

2019-13

RESOLUTION AMENDING ARTICLE I OF THE CITY OF WINSTON-SALEM PERSONNEL RESOLUTION CLARIFYING PROVISIONS OF THE CODE OF CONDUCT RELATING CONDUCT UNBECOMING A CITY EMPLOYEE, AND REVISING THE DRUG AND ALCOHOL TESTING POLICY FOR APPLICANTS AND EMPLOYEES, AND AMENDING ARTICLE II TO INCREASE THE MINIMUM HOURLY RATE OF PAY, ADD AND REVISE CERTAIN POSITION CLASSIFICATIONS, AND MAKE TECHNICAL ADJUSTMENTS TO PAY PLANS

WHEREAS, the Human Resources Department has undertaken a review and revision of the Employee Handbook; and

WHEREAS, as a result of this review, it is recommended that the City's code of conduct and associated sections of the Personnel Resolution be revised to clarify language regarding violations related to conduct unbecoming of a city employee that might interfere with the employee's successful completion of job duties; and

WHEREAS, the City of Winston-Salem desires to protect its employees and the public by ensuring that its employees are fit to perform their jobs; and

WHEREAS, the City is committed to developing and administering a fair policy to promote and maintain a drug and alcohol free work environment; and

WHEREAS, over the past year, a committee of senior managers and front line supervisors has met regularly to review and recommend adjustments to the City's drug testing policy, based on past experience, recent regulatory changes, and other best practices; and

WHEREAS, this committee recommends that: 1) the post-accident drug testing policy be revised to clarify employees performing safety-sensitive job positions to which the post-accident drug testing applies, and to include testing following qualifying workplace accidents as well as qualifying vehicle accidents; 2) definitions to clarify the meaning of the following words and phrases as they pertain to the policy be added: accident, disabling damage, DOT drug test, medical review officer, safety-sensitive job position, and semi-synthetic opioid; 3) consistent with changes

in the United States Department of Transportation's Federal Motor Carrier Safety Administration's (FMSCA) drug testing protocols, effective January 1, 2018, semi-synthetic opioids, specifically hydrocodone, oxycodone, hydromorphone, and oxymorphone, are added to the list of drugs that the City tests applicants and employees for; 4) the current registry of safety-sensitive job positions be expanded, with the employees working in those positions being required to participate in the City's random drug testing program; 5) the City follow drug testing collection and evaluation procedures set forth in 49 CFR Part 40, Subpart E of the Code of Federal Regulations in the interest of ensuring that the collections process for all employees is uniform and fair; and 6) the City develop a process, based on an existing protocol implemented by the United States Department of Transportation for drivers of commercial motor vehicles, that respectfully addresses the safety concerns inherent to employees who have a legal prescription for a semi-synthetic opioid and who perform in a safety-sensitive job position, and provide those employees and the City with a process by which to address and potentially resolve any safety concerns related to those medications; and

WHEREAS, on June 18, 2018, the Winston-Salem City Council adopted revisions to the Personnel Resolution implementing the Revised General Pay Plan, effective on April 8, 2019; and

WHEREAS, effective April 8, 2019, the Revised General Pay Plan replaced the General Pay Plan; and

WHEREAS, the General Pay Plan is no longer in effect and provisions of this pay plan and associated references are removed; and

WHEREAS, the Winston-Salem City Council has expressed a desire to raise minimum hourly rate of pay for City employees to \$15.00/hour by 2021; and

WHEREAS, toward that goal, City staff proposes an increase to the minimum hourly rate of pay to \$13/hour for fiscal year 2019-20; and

WHEREAS, the Human Resources Department periodically reviews job classifications, with the primary focus on evaluation to ensure positions are appropriately classified and compensated; and

WHEREAS, the Human Resources Department has determined a need to include additional pay classification job titles to more accurately reflect work being performed and to differentiate the work for similar positions; and

WHEREAS, as a result of this review, it has been determined that there is a need to include additional pay classification job titles that more accurately reflect work being performed and differentiate the work for similar positions; and

WHEREAS, the Human Resources Department reviews, as needed, job responsibilities and recommends for approval by the City Manager position reclassifications consistent with job responsibilities; and

WHEREAS, approved changes in classifications are included for revision to the Revised General Pay Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Winston-Salem City Council, the following amendments to the Personnel Resolution are approved:

SECTION I: Article I. Conditions of Employment, Section 16 (b)(38). Conduct, is hereby amended to revise for clarity the definition of conduct unbecoming a City employee that might interfere with the successful completion of job duties:

(a) Appropriate conduct of city employees, who are employees at will, while on the job insures that work with the city is safe, productive and pleasant. The city will not permit conduct which is improper and will attempt to provide uniform discipline in cases of improper conduct. Improper conduct may result in immediate discharge, suspension without pay, discharge upon happening of subsequent acts, reprimands, or such other sanctions as the supervisor or city manager deem appropriate.

(b) Examples of the types of job misconduct which could result in the imposition of appropriate sanctions include, but are not limited to:

- (1) Deliberate damage to city or private property or to the property of other employees while on duty;
- (2) Stealing;
- (3) Fighting;
- (4) Carrying concealed weapons;
- (5) Immoral or indecent conduct;
- (6) Willful interference with work schedules;
- (7) Misrepresentation and/or falsification of records or attendance reports;
- (8) Insubordination;
- (9) Misappropriation of city property or city funds;
- (10) Willful violation of the city's policy concerning partisan political activity;
- (11) Gambling;
- (12) Reporting to work under the influence of intoxicants or unprescribed or illegal drugs, or the possession of intoxicants or unprescribed or illegal drugs on city property;
- (13) Sleeping on the job;
- (14) Misusing, damaging, taking or refusing to surrender any city-owned property when directed by a supervisor, or interfering with or willfully damaging city property assigned to any other employee;
- (15) Careless waste of materials and equipment;
- (16) Violation of established safety rules;
- (17) Carelessness and negligence in performing work;
- (18) "Horseplay";
- (19) Disorderly conduct;
- (20) Carelessness and recklessness in operating city vehicles and equipment;
- (21) Abusive and threatening language to the supervisor, fellow employees, or the general public;
- (22) Willful failure or refusal to carry out instructions or assignments;
- (23) Violation of the city's policy concerning outside employment;
- (24) Unreported absences;
- (25) Repeated absence from the work area without permission or without an excusable reason;
- (26) Leaving the job or work area without permission before the end of the regular work period;
- (27) Failure to report personal injury;
- (28) Failure to report absence properly;
- (29) Poor attendance;
- (30) Absence without justifiable cause, or habitual tardiness;
- (31) Improper parking or abuse of parking privileges in city parking lots;
- (32) Violation of the city's policy concerning information technology and computing;
- (33) Violation of the city's policy concerning personal purchase discount;
- (34) Sexual harassment;
- (35) Violation of the city's policy concerning employee parking;

- (36) Violation of the city's policy concerning workplace violence;
- (37) Violation of the city's residency policy; and
- (38) Any conduct, including conduct off the job, ~~unbecoming of a city employee which~~ that might interfere with the successful completion of an employee's job duties. Under these circumstances, the City will determine if there is a link, or connection, between the employee's activity and their employment with the city. Determining factors may include, but are not limited to: whether the employee used their status as a city employee to perpetrate or further these inappropriate activities; or whether they connected their city status to their behavior or took efforts to make that connection publicly known. The issuance of any disciplinary action is not dependent upon the disposition of any case in court.

SECTION II: Article I. Conditions of Employment, Section 26. Drug and alcohol testing policy for applicants and employees, is hereby amended to revise the post-accident drug testing policy, add definitions required to clarify the drug testing policy, update the list of medications for which the City will test to include semi-synthetic opioids, update the registry of safety-sensitive job positions for which random drug testing is required, adopt drug testing collection and evaluation procedures set forth in 49 CFR Part 40, Subpart E of the Code of Federal Regulations regarding Department of Transportation workplace drug and alcohol testing regulations and protocols, and adopt a process to address employees working in safety-sensitive job positions who also have a prescription for a semi-synthetic opioid medication:

I. Purpose.

The city desires to protect its employees and the public by ensuring that its employees are fit to perform their occupations. The city is committed to developing and administering a fair and consistent policy to promote and maintain a drug and alcohol free work environment. The city will utilize professionally trained resources for testing and counseling.

II. Program.

In an effort to accomplish the purposes of the city's drug testing policy, the city, prior to implementing its policy, will conduct an education and training program to help employees understand the city's policy and to help supervisors recognize performance and/or behavioral problems that are indicative of drug use.

Prior to the implementation of the city's alcohol testing policy based upon reasonable suspicion and post-accident, the city will notify all affected employees. This policy does not negate the application of other provisions of the personnel resolution and the policies and procedures of the fire and police departments.

(a) Definitions.

- (1) *Employee* means, for the purposes of this policy, any person employed in a classified position with the city. For purposes of this policy only, the term "employee" shall include participants in the section 3 construction training program. Volunteers and interns are addressed below.

- (2) *Job applicant* means any person who applies to become an employee in a classified position with the city. For purposes of this policy only, the term "job applicant" shall include persons certified for eligibility to participate in the section 3 construction training program, age eighteen (18) or older.
- (3) *City* means the City of Winston-Salem.
- (4) *Reasonable suspicion* means an expressible belief based on specific objective facts and rational inferences drawn from those facts that an employee has consumed or is under the influence of illegal drugs or alcohol while at work. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:
- a. Observable occurrences, such as direct observation of drug use and/or the physical symptoms of being under the influence of a drug or alcohol.
 - b. A pattern of excessive absenteeism, tardiness or deterioration in work performance and abnormal conduct or erratic behavior while at work.
 - c. A report of drug or alcohol use, by an employee while at work, provided by a reliable and credible source.
 - d. Evidence that an employee is involved in the unauthorized possession, sale, solicitation or transfer of drugs or alcohol while working or while on the city's premises or operating a city vehicle, machinery, or equipment.
 - e. Alcohol testing based upon reasonable suspicion must be conducted within two (2) hours of the reasonable suspicion determination. If the test is not administered within two (2) hours, the supervisor must prepare a statement indicating the reasons why the alcohol test was not administered promptly and all efforts to conduct the alcohol test must cease after eight (8) hours following the determination. The affected employee shall refrain from consuming any alcohol, even while off duty, for eight (8) hours or until the employee submits to an alcohol test, whichever comes first. The affected employee shall not drive a city vehicle until the supervisor receives written notification from the human resources department, the approved laboratory, the medical review officer (MRO) or the professional standards division that the affected employee has tested negative for drugs and/or alcohol and the supervisor authorizes the employee to drive a city vehicle.
- (5) *Drug interdiction*. Positions involved in drug interdiction include those positions within the police department which have some responsibility for storing, maintaining or disposing of drugs or drug paraphernalia. This includes employees who are transferred or promoted to a position involved in drug interdiction.
- (6) *Safety-sensitive job position*. ~~Safety sensitive positions include those positions for which improper performance of duties could result in substantial danger to property or person including, but not limited to, those positions involving water rescue, requiring the use or potential use of weapons, fire suppression, the routine operation of a city~~

~~vehicle, the operation of heavy or dangerous equipment, or the handling of hazardous materials, the mishandling of which may place the employee, fellow employees, and the general public at risk. This includes employees who are transferred or promoted to a safety sensitive position. A position in which an employee's inability or impaired ability to perform job-related tasks could result in a direct threat to the employee's safety or the safety of others, or whose duties involve risks or hazards in which a momentary lapse of attention, a delay in action, or a mistake could led to harm to the employee, co-workers, or members of the general public. Safety-sensitive positions include, but are not limited to, sworn police officers, fire suppression personnel, employees who drive commercial motor vehicles, employees whose job position requires the custody and/or care of children, employees who manage hazardous waste or other dangerous chemicals, and employees who drive more than 50% of their working day. Employees who drive less than 50% of their working day, but perform no other safety sensitive job functions, are not considered to be safety-sensitive. Employees in safety-sensitive job positions are subject to random drug testing and post-accident drug testing.~~

- (7) *EAP*. Employee assistance program means a program of counseling services for participants including assessment, evaluation, referral for treatment and follow-up procedures provided by the city.
- (8) *Laboratory*. Approved laboratory means a laboratory approved and certified by the Department of Health and Human Resources, or the National Institution on Drug Abuse, the College of American Pathology, or the American Association for Clinical Chemistry or the equivalent, to conduct employee drug and alcohol testing and job applicant drug testing.
- (9) *Post-accident drug and alcohol testing*. ~~Except as otherwise provided, an employee shall be required to submit to drug and/or alcohol testing after an accident involving a city vehicle when: 1) the employee's supervisor and/or the employee health and safety office has reasonable suspicion to believe that the employee has operated, used, or possessed a city vehicle after having consumed drugs and/or alcohol; 2) the accident resulted in death or serious bodily injury of anyone involved in the accident requiring transport by emergency medical services to the hospital emergency room and it was determined that the employee was at fault or contributed to the accident; or 3) the employee receives a citation for a moving traffic violation arising from the accident; or 4) there is significant damage to any vehicle involved in the accident requiring the vehicle(s) to be towed away.~~ a workplace accident or vehicle accident while driving a city vehicle, when: (1) the accident involves a fatality; (2) the accident results in an injury to any individual and such injury is severe enough to require medical treatment immediately away from the scene of the accident, including if an individual requires immediate transportation to the emergency department or an urgent care facility, but not including employees requiring first aid treatment at Employee Medical; (3) the accident results in disabling damage to any vehicle or equipment; or (4) there is reasonable suspicion to test the employee.

For sworn police personnel, post-accident drug and/or alcohol testing will be conducted after an accident involving a city vehicle when: (1) the supervisor has reasonable suspicion to believe the employee has any amount of alcohol and/or controlled substance in his/her system; the employee's commission of a major safety violation may be considered in determining whether reasonable suspicion exists; or (2) the accident resulted in death or serious bodily injury of anyone involved in the accident requiring transport by emergency medical services to the hospital emergency room and it was determined that the employee was at fault or contributed to the accident; or (3) there is significant damage to any vehicle involved in the accident requiring the vehicle(s) to be towed away; or (4) the employee received a citation as a result of the accident.

- (10) *Major safety violation.* Major safety violation includes, but is not limited to, running a red light, failure to yield in an intersection, careless and reckless driving, and speeding in excess of ten (10) miles over the posted speed limit without legal excuse.
- (11) *Volunteers and interns.* While volunteers and interns are not considered employees, members of each group who are at least age eighteen (18) years of age and who either operate dangerous or heavy city equipment or routinely drive a city vehicle, are subject to the city's reasonable suspicion and post-accident drug and alcohol testing program and the city's random drug testing program. Notice of the application of the aforementioned provisions of the drug and alcohol testing program must be provided to each volunteer and intern before testing. Before testing, the volunteer and/or intern must sign a consent form. The city shall discontinue the services of any volunteer or intern that tests positive for drugs and/or alcohol in violation of this policy.
- (12) *Accident.* An unexpected, unintentional incident that results in physical injury or disabling damage to a vehicle and/or other property.
- (13) *Disabling Damage.* Damage to a vehicle and/or other property that prevents the equipment or vehicle from performing its usual operations. Disabling damage also refers to damage which precludes the departure of a motor vehicle from the scene of an accident in its usual manner in daylight after simple repairs, as well as damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage that can be remedied temporarily at the scene of an accident without special tools or parts, tire disablement without other damage even if no spare tire is available, headlight or taillight damage, or damage to turn signals, horns, or windshield wipers that makes them inoperable. The determination as to whether damage to a windshield and/or mirrors is disabling shall be left to the discretion of the investigating supervisor.
- (14) *United States Department of Transportation (DOT) Drug Test.* A drug testing procedure required for employees falling under DOT jurisdiction and drug-testing requirements.
- (15) *Medical Review Officer (MRO).* A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanation for certain drug test results.

(16) Semi-synthetic opioid. Man-made chemicals derived from naturally occurring opiates, specifically hydrocodone, oxycodone, hydromorphone, and oxymorphone.

(b) *Drugs to be tested for.* When drug screening is required under the provisions of this policy, a urinalysis test will be given to detect the presence of the following drugs:

- (1) Amphetamine (e.g., speed).
- (2) Barbiturates (e.g., amobarbital, butabarbital, phenobarbital, secobarbital).
- (3) Cocaine.
- (4) Methaqualone (e.g., Quaalude).
- (5) Opiates (e.g., codeine, heroin, morphine, hydromorphone, hydrocodeine).
- (6) Phencyclidine (PCP).
- (7) THC (marijuana).
- ~~(8) Any other controlled substance as defined in North Carolina General Statute section 90-87(5) or metabolite thereof.~~
- (8) Hydrocodone.
- (9) Oxycodone.
- (10) Hydromorphone.
- (11) Oxymorphone.
- (12) Any other controlled substance as defined in North Carolina General Statute section 90-87(5) or metabolite thereof.

The content level of each substance needed to determine whether an employee has consumed or is under the influence of a drug as listed above will be determined by a certified toxicologist of the approved laboratory.

(c) *Prescription drugs.* Any employee found to have abused prescription drugs will be subject to the terms and conditions of this policy.

(d) *Job applicant testing, general standard.* All job applicants for full-time employment, applicants for those part-time or temporary job classifications determined by the city manager or his designee to come under this policy, and persons certified for eligibility to participate in the section 3 construction training program will be required to undergo a drug test upon an offer of employment and prior to their final appointment.

(e) *Current employee testing.*

- (1) *Reasonable suspicion; alcohol and drugs.* The city manager or his designee is hereby directed to establish such procedures as are needed to maintain effective organizational control over the determination of reasonable suspicion and the ordering of drug or alcohol tests. This procedure shall emphasize centralized control so as to maintain uniformity of application and equitable treatment of employees.

- (2) *Post-accident; alcohol and drugs.* The city manager or his designee shall also develop and provide for the implementation of a post-accident drug and alcohol testing procedure for all city employees in safety-sensitive job positions involved in a workplace accident or an accident while operating a city vehicle. Employees shall not operate a city vehicle while impaired or under the influence of alcohol or illegal drugs. Any employee subject to post-accident testing shall be transported to the approved laboratory by his supervisor or someone authorized by his supervisor. The affected employee shall refrain from consuming any alcohol, even while off duty, for eight (8) hours or until the employee submits to an alcohol test, whichever comes first. The affected employee shall not drive a city vehicle until the supervisor receives written notification from the human resources department or the professional standards division (sworn police) that the affected employee has tested negative for drugs and/or alcohol and the supervisor authorizes the employee to drive a city vehicle. Except as otherwise provided, the alcohol test shall be conducted within eight (8) hours after the accident and determination by the employee safety and claims office and/or the employee's supervisor. In the case of an employee required to possess a commercial driver's license, the alcohol test shall be done within eight (8) hours of the accident. If a test is not conducted within two (2) hours after either period, a statement shall be prepared by the employee's supervisor indicating why the test was not done within two (2) hours and all efforts to conduct an alcohol test shall cease after the expiration of the eight-hour time period. Except as otherwise provided, a drug test shall be conducted within thirty-two (32) hours after the accident and determination by the employee safety and claims office and/or the employee's supervisor. In the case of an employee required to possess a commercial driver's license, the drug test shall be done within thirty-two (32) hours of the accident. If a test is not conducted within the thirty-two-hour time period, a statement shall be prepared by the employee's supervisor indicating why the test was not done within the thirty-two-hour time period, and all efforts to test the employee shall cease. All procedures shall emphasize centralized control so as to maintain uniformity of application and equitable treatment of employees.
- (3) *Random testing.* The city manager or his designee shall also develop and provide for the implementation of a random drug testing procedure for individuals employed in safety-sensitive positions and/or positions involved in drug interdiction, as determined by the city manager or his designee, and shall provide written notification of said procedures to all affected employees prior to performing and enforcing the testing procedures. This procedure shall emphasize centralized control so as to maintain uniformity of application and equitable treatment of employees.
- (4) *Registry of safety-sensitive positions.* The human resources department shall maintain a registry of safety-sensitive job positions. The city will use federal laws and regulations, as well as court decisions, as guidance in determining which positions are safety-sensitive. When a new job title is created, the city manager or his/her designee shall review the job duties of that position to determine if the position qualifies as safety-sensitive. If the position is deemed to be safety-sensitive, it will be added to the aforementioned registry.

(f) *Prior notice of testing policy.* The city shall provide written notice of its drug testing policy to all applicants and its drug and alcohol testing policy to all affected employees. The notice shall contain the following information:

(1) *Employee.*

- a. The reason for drug and alcohol testing;
- b. The circumstances under which testing may be required;
- c. The procedure for confirming an initial positive drug and alcohol test result;
- d. The consequences of a positive drug and alcohol test result;
- e. Consequences of refusing to undergo a drug and alcohol test;
- f. The right to explain a positive test result and appeal procedures available; and
- g. The availability of drug and alcohol abuse counseling and referral services.

(2) *Applicant.*

- a. The reason for drug and alcohol testing;
- b. The circumstances under which testing may be required;
- c. The procedure for confirming an initial positive drug test result;
- d. The consequences of a positive drug test result;
- e. The consequences of refusing to undergo a drug test.

(g) *Consent.* Before a drug or alcohol test is administered, employees and job applicants will be asked to sign a consent form authorizing the test and permitting release of test results to those city officials with a need to know. The consent form shall provide space for employees and applicants to acknowledge that they have been notified of the city's drug and alcohol testing policy. The consent form shall also set forth the following information:

- (1) The procedure for confirming an initial positive test result.
- (2) The consequences of a positive drug or alcohol test result.
- (3) The right of an employee to explain a positive drug or alcohol test result and the appeal procedures available to employees; and
- (4) The consequences of refusing to undergo a drug or alcohol test.

(h) *Refusal to consent; applicant.* A job applicant who refuses to consent to a drug test will be denied employment with the city.

(i) *Refusal to consent; employee.* An employee who refuses to consent to a drug or alcohol test when required by this policy and the procedures established by the city manager or his designee, shall be subject to termination.

(j) *Confidentiality; general standard.* The city, or approved laboratory with access to drug reports and other information acquired in the testing process, shall keep this information confidential. The city-approved laboratory shall not release to any person other than the employee or job applicant, human resources director, or other personnel as designated by the employer on a need to know basis, information related to drug test results unless the employee or job applicant has expressly, in writing, granted permission for the release of such information. The results of a positive drug test shall not be released until the tests are confirmed. The records of unconfirmed positive drug test results and negative test results shall be destroyed by the testing laboratory. Any city employee found to have violated the city's policy on confidentiality will be subject to disciplinary action.

(k) *Test procedures.*

- (1) *Drugs.* A urine test will be used to determine the use of drugs. Guidance and instructions in administering the drug tests will be provided by an approved laboratory to ensure that proper steps are followed in collecting and evaluating samples. A strict chain of custody will be maintained by the approved testing laboratory. If a test result is positive, the employee or applicant shall be notified in writing by the human resources director of the test result. The letter of notification shall identify the particular substance found.

Within ninety (90) days of notification of a positive drug test result, an employee or applicant may request that the original sample be sent to an approved laboratory for another test at his or her own expense. The results of this test will be taken into consideration for future employment of a job applicant. The results of this test will be taken into consideration on appeal of any disciplinary action if the test is requested within five (5) days of notification.

- (2) *Alcohol.* Alcohol testing will be done by using evidential breath testing devices (EBT) approved by the National Traffic Safety Administration. The breath tests shall be administered by a breath alcohol technician (BAT). Two (2) breath tests are required to determine if an employee has a prohibited alcohol concentration. A screening test will be conducted first. If the alcohol concentration level is less than 0.02, the test is considered "negative". If the alcohol concentration level is 0.02 or greater, a second, confirmation test, will be conducted with the results verified, in writing, by the BAT and the employee tested. Except for sworn police personnel, an employee with an alcohol concentration level of 0.02 or greater will be referred to the employee assistance program, which does not automatically suspend disciplinary action. In the case of sworn police personnel, an alcohol concentration level of 0.01 or greater shall result in disciplinary action up to and including termination. Additionally, sworn police personnel may be required to submit to a blood test to determine the employee's alcohol concentration level when an injury to the employee prevents or impairs the administration of a breath test. This action will only be taken in connection with an administrative investigation. The blood test must be performed in accordance with methods approved by the Commission for Health Services and must be performed by an individual possessing a permit issued by the Department of Environment Health and Natural Resources or comparable state agency.

All alcohol test results will be forwarded by the lab directly to the medical review officer (MRO). In all cases, the employee will have an opportunity to discuss a positive test result with the MRO, if desired. After review by the MRO, positive confirmations will be communicated, in writing, to the appropriate department head by the human resources department. The confirmation or second test, along with any applicable federal or state law, will be used by the city to determine what action to take in this matter.

(1) *Consequences of a positive drug or alcohol test.*

(1) *Applicants:* A job applicant shall be denied employment with the city if his drug test is positive. Applicants for sworn positions are also subject to subsection (r) of this policy.

(2) *Employees:* An employee who has a positive drug test will be terminated. Except as otherwise provided in subsections (1)(3) or (r) of this policy, an employee who has a positive alcohol test will be subject to disciplinary action up to and including termination. Appeal of the disciplinary action shall be in accordance with subsection (m) of this policy. Factors to be considered in determining the appropriate disciplinary response for a positive alcohol test include the employee's work history, job assignment, length of employment, current job performance, and existence of past disciplinary actions. Additionally, unless the employee has been terminated, the employee will be required to participate in the employee assistance program outlined in subsection (n) of this policy. Employees who voluntarily, without reasonable suspicion of a supervisor, identify themselves as drug and/or alcohol users, may petition the city manager or his designee for assistance under the EAP and for continued employment. Such petitions will be considered using factors described above. Sworn police personnel who voluntarily admit illegal drug use will not be permitted to continue employment in positions requiring sworn status.

(3) *Semi-Synthetic opioids.* If an employee performing in a safety-sensitive job position tests positive for any semi-synthetic opioid drug, the Medical Review Officer (MRO) will conduct an interview with that employee to determine if there is a legitimate medical explanation for the result. If the employee has a valid prescription, he/she should provide it to the MRO, who will determine if the prescription is valid and if the employee has consumed the drug in accordance with said prescription. If the prescription is valid, the MRO will also determine whether or not the employee can perform their safety-sensitive job position while on their current medication(s). If a legitimate medical explanation is established, and the MRO determines that the employee can perform his/her safety-sensitive job duties while on their current medication regimen, the MRO will report the result as 'negative'. If the employee does not have a valid prescription, the MRO will report the result as 'positive'.

If the employee has a valid prescription, but the MRO does not believe that he or she can safely perform his/her safety-sensitive job duties, the MRO will notify the employee who will then have five (5) days to have their prescribing physician contact the MRO.

The prescribing physician should be prepared to discuss whether the employee can safely perform his or her safety-sensitive job position in a safe manner while taking the medication(s), or the prescribing physician may consider changing the medication regimen to one that does not make the employee medically unqualified or does not pose a significant safety risk.

After this discussion, if the MRO is satisfied that the employee will be able to safely perform his/her safety-sensitive job position, the test result will be reported to the city as 'negative'. However, if the MRO is not satisfied that the employee will be able to safely perform his/her safety-sensitive job position, the MRO will report the result to the city as 'negative with safety-sensitive concerns', which will result in that employee being immediately removed from all safety-sensitive job duties.

(m) *Right to hearing.* An employee may appeal any disciplinary action rendered in accordance with subsections (l) or (r) of this policy. The employee must make a written request for a hearing to the city manager within five (5) days of receipt by the employee of the positive drug or alcohol test result or upon notification of any disciplinary action, whichever occurs last. The conduct of the hearing shall be in accordance with section 17 of the city's personnel resolution.

(n) *Employee Assistance Program (EAP).*

(1) *Mandatory EAP.* Except as provided in subsection (r) of this policy, the city shall refer employees who test positive for alcohol to the EAP for assessment, counseling, and rehabilitation unless the employee's alcohol use results in an act serious enough to warrant dismissal. For employees who test positive for alcohol, participation in the EAP is mandatory. Employees, while participating in the EAP, will be subject to unannounced drug and alcohol testing. Employees, who are required to participate in the EAP and who satisfactorily complete the program prescribed by the EAP, will be subject to unannounced drug and/or alcohol tests within two (2) years after completion of the EAP. Satisfactory completion of the EAP shall be determined by the city with the guidance of the staff of the EAP. Failure to enter or complete the prescribed program shall be considered by the city as voluntary termination of employment initiated by the employee. Disciplinary action is not automatically suspended by an employee's participation in the EAP. Disciplinary action may be taken against employees for performance issues or conduct violations. Employees who test positive for a drug(s) in violation of this policy will be subject to termination.

(2) *Voluntary referral.* Those employees participating in the EAP based upon a voluntary self-referral for drugs or alcohol or a mandatory referral for alcohol will be subject to unannounced drug and/or alcohol tests in accordance with the aforementioned testing procedures. Upon a positive drug or alcohol test result, the employee will be subject to termination. Those employees participating in the EAP who satisfactorily complete the program prescribed by the EAP will be subject to unannounced drug and/or alcohol tests within two (2) years after completion of the EAP. Satisfactory completion of the EAP shall be determined by the city with the guidance of the staff of the EAP. Failure to

enter or complete the prescribed program shall be considered by the city as voluntary termination of employment initiated by the employee.

(o) *Use of results in criminal action.* No test results of the city's drug or alcohol testing program may be used as evidence in a criminal action against an employee or job applicant tested except by order of a court of competent jurisdiction.

(p) *Notification of charge.* Any employee charged with driving under the influence or while impaired or charged with a drug-related offense shall notify his or her department head no later than five (5) days after such charge. Failure to notify one's department head of such charge shall be grounds for dismissal.

(q) *Outside charges.* Any employee officially charged with a drug- or alcohol-related offense off the job, may be suspended and/or dismissed according to the existing policies and procedures for employees facing civil or criminal charges.

(r) *Additional standards; police department.*

(1) *Testing.* All applicants for employment as criminal justice officers will be subject to the additional drug testing policies and procedures of the North Carolina Department of Justice Criminal Justice Standards Division.

(2) *Reporting requirements.* The human resources director will report all positive drug test results of applicants for sworn positions and current officers to the North Carolina Department of Justice Criminal Justice Standards Division.

(3) *Consequences of a positive test result.* All sworn police personnel who test positive will be denied continued employment in a position requiring sworn status.

(s) *Rehire eligibility.* An employee who is terminated as a result of a positive drug or alcohol test may be considered for reemployment after two (2) years from the date of termination. Former employees who are rehired will be subject to unannounced drug and/or alcohol tests within two (2) years after the effective date of employment and additional restrictions as necessary for safety-sensitive positions.

(t) *Additional standards as required by federal or state law.*

(1) The city manager or his designee shall develop and provide for the implementation of additional standards for alcohol and/or drug testing of individuals as are ~~from time to time~~ required by federal or state law from time to time. This drug and alcohol testing policy supplements the federal drug and alcohol testing requirements for employees required to possess a commercial driver's license and is not intended to limit, impair, or

contradict any federal or state law regulating drug and/or alcohol testing of said employees.

(2) Written notification of said standards shall be provided to all affected employees.

SECTION III: Article II. Compensation, Section 30 (a) *General Pay Plan*, is hereby amended to remove sections related to the General Pay Plan that are no longer in effect as of April 8, 2019:

~~(a) General Pay Plan. This pay plan, which will be in effect through April 7, 2019, consists of nine (9) bands (Bands 1—9). All positions, except sworn police and certified fire and positions on the Revised General Pay Plan and the Flat Rate Pay Plan, are included in this pay plan. All classifications in the General Pay Plan are assigned to one (1) of the nine (9) bands. For each classification, the city manager and/or his designee will determine the market reference point (MRP). A competitive market range (CMR) of ninety (90) to one hundred ten (110) per cent of the MRP will be established for each classification in the General Pay Plan.~~

~~(1) Minimum rate; exceptions. The normal beginning rate of pay for a new employee will be ninety (90) per cent of the established MRP. The city manager, may, in special cases, authorize initial appointments above or below ninety (90) per cent of the established MRP. Examples of such special cases where a higher or lower rate may be authorized are: appointment of a former city employee who has demonstrated his/her competence in the same classification; appointment of especially well-qualified individuals to certain classifications for which a scarcity of suitable applicants at the usual starting rate temporarily necessitates a higher starting rate. A rate lower than ninety (90) per cent of the MRP may be authorized to employ an applicant who within a predetermined time period, usually one (1) year or less, will be able to complete the educational, licensing or certification requirements of the classification.~~

~~(2) Performance evaluations; merit increase consideration. Employees appointed to full-time positions or receiving employee benefits, as described in Article III, Section 46, within the general pay plan will be scheduled for evaluation and merit increase consideration in accordance with the following schedule:~~

~~Initial employment—Conversion to common evaluation date of June 30 and annually thereafter.~~

~~Merit increase consideration will be effective beginning the first pay period of the new fiscal year and based on the amount/percentage adopted by the city council for that fiscal year.~~

~~Promotion—No change to employee evaluation schedule.~~

~~Demotion—(voluntarily or involuntarily). No change to employee evaluation schedule.~~

~~Lateral transfer—No change to employee evaluation schedule.~~

~~Reclassification—No change to employee evaluation schedule.~~

~~Regrade—No change to employee evaluation schedule.~~

~~Competitive market range adjustment—No change to employee evaluation schedule.~~

~~The city manager is authorized to establish the performance evaluation dates for all city employees.~~

~~Supervisors may schedule employees for additional performance review as deemed necessary. Eligibility for pay changes; however, will be in accordance with the previous schedule.~~

- ~~(i) — Basis for allowable amount of increase. The allowable amount of an employee's pay increase will be based upon his/her overall performance rating. The city manager, upon recommendation of the human resources department, will annually set the allowable pay adjustments and type of award (cash award, base salary change or a combination of both) for each of the overall performance ratings not to exceed the amount/percentage adopted by the city council for that fiscal year.~~
- ~~(ii) — Marginal performance rating. Employees who receive a marginal performance rating will not receive an increase in pay. Employees receiving a marginal performance rating will be placed on a performance improvement plan and will be re-evaluated within three (3) months with eligibility for a pay increase upon full compliance with the performance improvement plan. The effective date of increase will be the date of the performance improvement plan review. The evaluation date will be retained.~~
- ~~(iii) — Other compensation. The city provides a performance appraisal and merit pay system to reward employees for overall meritorious job performance. However, when employees have exhibited performance that warrants immediate monetary recognition or in order to address market compensation issues, documented by the human resources department for individual positions, the city manager may initiate or act upon the supervisor's recommendation to initiate an increase in an individual employee's compensation. In these instances, only the city manager is authorized to approve market or merit increases and the authorized increase shall not exceed ten (10) per cent of the recipient's annual salary and, in no case, shall the authorized increase exceed the maximum of the assigned pay band. Employees are eligible for such increases once in a twelve month period and recipients of such increases shall retain their evaluation date. A record of any such increases will be made and retained in the human resources department.~~
- ~~(iv) — Managed competition incentive pay. The city manager may authorize additional payment to employees subject to managed competition for exceeding performance goals, for obtaining additional training and certification levels, and meeting/exceeding attendance goals. The city manager is authorized to develop and administer an appropriate incentive pay program. The total payout to an employee, excluding payments attributable to overtime, may not exceed fifty (50) per cent of the employee's base rate of pay during the contract period.~~

~~(3) Promotion. Promotions occur when an employee is moved from a classification with a lower market reference point and/or pay band to a classification with a higher market reference point and/or pay band. Employees promoted will receive at least a five (5) per cent increase in compensation or an amount sufficient to place the promoted employee at the minimum of the newly assigned competitive market range. Under special circumstances, the city manager has the authority to approve increases in excess of five (5) per cent for purposes other than to reach the minimum of the new market reference point. The city manager has the authority to enact procedures to initiate and manage promotional assignments by the city.~~

~~(4) Demotion. Demotions occur when an employee is moved from one (1) classification to another classification at a lower market reference point and/or pay band for inadequate job performance or conduct. Compensation for demoted employees will be reduced fifteen (15) per cent but in no case~~

~~shall the salary be less than the ninety (90) per cent of MRP for the lower classification nor exceed the maximum of the newly assigned pay band. The city manager has the authority to enact procedures to initiate and manage demotions by the city.~~

~~(5) Reassignment. Reassignments occur when an employee is moved from one (1) classification to another classification at a lower market reference point and/or pay band for nondisciplinary reasons. Employees reassigned in this manner shall not, under any circumstances, receive an increase in compensation nor shall the reassigned employee's pay exceed the maximum of the assigned pay band. The city manager has the authority to enact procedures to initiate and manage the various types of employment reassignments by the city.~~

~~(6) Lateral transfer. In the case of lateral transfer (same pay) band transfers, the employee's pay rate will remain unchanged at the time of transfer, and the evaluation date will be retained.~~

~~(7) Reclassification. Employees who are reclassified to a higher range to recognize actual changes in duties and responsibilities, will receive a sufficient percentage increase to place their salary at the minimum of the new market reference point but not less than five (5) per cent. If the salary, prior to reclassification, is in the new competitive market range, a five (5) per cent increase in pay will be granted provided five (5) per cent will not exceed the maximum of the assigned band. Such employees will retain their anniversary date. Reclassification to a lower range is described in subsection (a)(10) of this section, "Reduction in Classification."~~

~~(8) Competitive market range adjustment. When CMR adjustment occurs to reflect a general change in the external and/or internal compensation market level of a class, there shall be no immediate change in individual salary except when required to bring an employee's salary up to ninety (90) per cent of the new market reference point. Such employees will retain their anniversary date. The city manager has the authority to enact procedures to initiate and manage competitive market range adjustments.~~

~~(9) Administrative transfer. Movement in assigned classification initiated by the department head or as a result of a classification study by the human resources department, may be exercised when such action will promote morale, or serve budgetary, manpower or general organizational needs. Such movements do not represent disciplinary action. Employees administratively transferred in this manner will be notified by the department head in writing with a copy to the human resources department and the office of the city manager. Employees moved as described in this policy will not have their pay rate or anniversary date changed. When special circumstances warrant and with approval of the city manager, an employee may be considered for a monetary increase if the new assignment will result in placing the employee in a training and development stage for more than ninety (90) days to learn the methodology, procedures, policies and/or technology of the new assignment. Employees transferred in this manner will retain their anniversary date.~~

~~(10) Reduction in classification. Reduction in assigned classification initiated by the department head or as a result of a classification study by the human resources department may be exercised when such action will promote morale, or serve budgetary, manpower or general organizational needs. Such reductions do not represent disciplinary action. Employees who are reduced in classification to a lower market reference point or whose class market reference point is reduced~~

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will retain their present pay and their old anniversary date, with this exception: If their present pay is above the maximum of the new band, they will retain their pay one (1) month for each full year of full-time service with the city, after which they will be moved to the maximum of the new band. Employees reduced in classification in this manner will be notified by the department head in writing with a copy to the human resources department and the office of the city manager. Employees moved as described in this policy will not have their pay rate or anniversary date changed.

(11) Pay bands and alphabetical listing of classifications assigned to pay plan.

# Classifications	Band	Minimum	Maximum
10	9	\$88,070.00	\$175,910.00
37	8	\$51,080.00	\$153,340.00
109	7	\$41,200.00	\$121,200.00
104	6	\$35,040.00	\$91,190.00
83	5	\$26,750.00	\$71,200.00
29	4	\$22,880.00	\$56,410.00
18	3	\$22,880.00	\$45,420.00
10	2	\$22,880.00	\$36,780.00
0	1	N/A	N/A

CLASSIFICATION TITLE	BAND ASSIGNMENT
ACCOUNTING CLERK	3
ACCOUNTING SERVICES MANAGER	7
ACCOUNTING SUPERVISOR	7
ACCOUNTING TECHNICIAN	5
ADMINISTRATIVE ASSISTANT	5
ADMINISTRATIVE ASSISTANT TO CITY MANAGER	6
ADMINISTRATIVE CLERK	4
ADMINISTRATIVE COUNCIL CLERK	5
ADMINISTRATIVE INTERN	3
ADMINISTRATIVE SECRETARY	5
APPLICATIONS AND DATABASE COORDINATOR	8
ASSISTANT CEMETERY CARETAKER	4
ASSISTANT CHEMIST	5
ASSISTANT CITY ATTORNEY	7
ASSISTANT CITY MANAGER	9
ASSISTANT COMPLEX DIRECTOR	7
ASSISTANT COMPLEX OPERATIONS SUPERVISOR	7
ASSISTANT CONTACT CENTER DIRECTOR	7
ASSISTANT CURBSIDE COLLECTION SUPERVISOR	5
ASSISTANT FACILITIES MANAGEMENT DIRECTOR	6
ASSISTANT FIELD OPERATIONS MANAGER	7
ASSISTANT FINANCIAL OFFICER	8

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ASSISTANT FIRE CHIEF	8
ASSISTANT INSPECTIONS DIRECTOR	7
ASSISTANT NEIGHBORHOOD SERVICES DIRECTOR	7
ASSISTANT PARKING CONTROL SUPERVISOR	5
ASSISTANT PLANNER	5
ASSISTANT PLANNING DIRECTOR	7
ASSISTANT POLICE CHIEF	8
ASSISTANT RECREATION DIRECTOR	7
ASSISTANT RISK MANAGER	7
ASSISTANT STREETS DIRECTOR	7
ASSISTANT SOLID WASTE ADMINISTRATOR	7
ASSISTANT STORMWATER DIRECTOR	7
ASSISTANT TO THE CITY MANAGER	8
ASSISTANT TO THE DIRECTOR OF OPERATIONS	7
ASSISTANT TO FAIR DIRECTOR	6
ASSISTANT TO THE MAYOR	6
ASSISTANT TRANSPORTATION DIRECTOR	7
ASSISTANT UTILITIES DIRECTOR/BUSINESS SERVICES	7
ASSISTANT UTILITIES DIRECTOR/SOLID WASTE	7
ASSISTANT UTILITIES PLANT MECHANIC	4
ASSISTANT UTILITIES PLANT SUPERINTENDENT	7
ASSOCIATE ENGINEERING TECHNICIAN	4
AUXILIARY PROGRAMS COORDINATOR	7
BACKGROUND INVESTIGATOR	5
BENEFITS SPECIALIST	5
BOX OFFICE ASSISTANT	3
BOX OFFICE COORDINATOR	6
BUDGET/EVALUATION ANALYST	7
BUDGET/EVALUATION DIRECTOR	9
BUDGET/EVALUATION TECHNICIAN	5
BUILDING CONSTRUCTION SPECIALIST	6
BUILDING CONSTRUCTION ENGINEER	7
BUILDING MAINTENANCE SPECIALIST	4
BULK CONTAINER SUPERVISOR	5
BUSINESS ANALYST	7
BUSINESS INCLUSION MANAGER	7
BUSINESS LICENSE INSPECTOR	5
BUSINESS OFFICE COORDINATOR	6
BUYER	5
BUYER/CONSTRUCTION SPECIALIST	5
CAPITAL PROJECTS ENGINEER	7
CEMETERY SUPERVISOR	7
CENTRAL WAREHOUSE MANAGER	5
CENTRAL WAREHOUSE SUPERVISOR	5

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CHEMIST	6
CHIEF BUILDING OFFICIAL	7
CHIEF FINANCIAL OFFICER	9
CHIEF INFORMATION OFFICER	9
CHIPPER OPERATOR	3
CITIZENS SERVICE COORDINATOR	4
CITY ENGINEER	8
CITY MANAGER'S OFFICE COORDINATOR	6
CITY REVENUE COLLECTOR	7
CITY SECRETARY	8
CITY SURVEYOR	7
CITY TREASURER	7
CITY/COUNTY PURCHASING DIRECTOR	7
CITY/COUNTY UTILITIES DIRECTOR	8
CIVIL ENGINEER	7
CIVIL ENGINEERING ADMINISTRATIVE MANAGER	7
CIVIL ENGINEERING COORDINATOR	7
CIVIL ENGINEERING SUPERVISOR	7
CLERK	2
CNA/MEDICAL OFFICE ASSISTANT	5
CODE ENFORCEMENT PROJECT SUPERVISOR	6
COLISEUM COMPLEX DIRECTOR	8
COLISEUM MAINTENANCE SUPERVISOR	5
COLLECTIONS SUPERVISOR	5
COMMUNICATIONS SYSTEMS ENGINEER	7
COMMUNITY AND BUSINESS DEVELOPMENT DIRECTOR	9
COMMUNITY ASSISTANCE DIRECTOR	8
COMMUNITY ASSISTANCE LIAISON	7
COMMUNITY EDUCATOR	5
COMMUNITY RELATIONS SPECIALIST	6
COMMUNITY SERVICE ADVISOR	5
COMPLEX FINANCE OFFICER	7
COMPLEX MARKETING DIRECTOR	7
COMPLEX OPERATIONS SUPERVISOR	7
COMPUTER INFORMATION ANALYST	6
COMPUTER OPERATIONS COORDINATOR	5
CONSTRUCTION INSPECTIONS TRAINEE	5
CONSTRUCTION INSPECTOR	6
CONSTRUCTION INSPECTOR SUPERVISOR	6
CONSTRUCTION MANAGEMENT PROJECT SUPERVISOR	6
CONTACT CENTER DIRECTOR	7
CONTACT CENTER MANAGER	7
CONTACT CENTER SERVICE REPRESENTATIVE	5
CONTACT CENTER SERVICE REPRESENTATIVE TEAM LEAD	5

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CONTACT CENTER TEAM LEAD/TRAINER	6
CRIME ANALYST	6
CRIME SCENE TECHNICIAN	5
CUSTODIAN SUPERVISOR	4
CUSTOMER SERVICE CLERK	3
CUSTOMER SERVICE SUPERVISOR	5
DATA ENTRY OPERATOR	2
DATA TECHNICIAN	5
DEPUTY BUDGET DIRECTOR	7
DEPUTY CITY ATTORNEY	7
DEPUTY CITY MANAGER	9
DEPUTY CITY SECRETARY	6
DEPUTY DIRECTOR OF COMMUNITY AND BUSINESS DEVELOPMENT	8
DEPUTY DIRECTOR OF TRANSPORTATION	7
DEPUTY FINANCIAL OFFICER	8
DEPUTY FIRE CHIEF	8
DEPUTY FIRE MARSHAL	7
DEPUTY HUMAN RESOURCES DIRECTOR	7
DEPUTY INFORMATION SYSTEMS DIRECTOR	8
DEPUTY MARKETING AND COMMUNICATIONS DIRECTOR	7
DEPUTY PLANNING AND DEVELOPMENT SERVICES DIRECTOR	7
DEPUTY PLANNING DIRECTOR	8
DEPUTY PROPERTY AND FACILITIES MANAGEMENT DIRECTOR	7
DEPUTY RECREATION AND PARKS DIRECTOR	7
DEPUTY UTILITIES DIRECTOR	8
DEVELOPMENT DIRECTOR	8
DIRECTOR OF OPERATIONS	8
DIRECTOR OF TRANSPORTATION	8
DIRECTOR, OFFICE OF BUSINESS INCLUSION AND ADVANCEMENT	8
DIRECTOR, OFFICE OF PERFORMANCE AND ACCOUNTABILITY	7
DIRECTOR OFFICE OF THE MAYOR	7
DIVERSITY COMPLIANCE SPECIALIST	6
DRIVEWAY INSPECTOR	5
ECONOMIC DEVELOPMENT SPECIALIST	7
EMERGENCY MANAGEMENT COORDINATOR	6
EMERGENCY MANAGEMENT DIRECTOR	7
EMPLOYEE SAFETY ADMINISTRATOR	7
ENERGY MANAGEMENT COORDINATOR	6
ENGINEERING SUPERVISOR	7
ENGINEERING TECHNICIAN	5
ENVIRONMENTAL CONTROL OFFICER	4
ENVIRONMENTAL CONTROL SUPERVISOR	7
EQUIPMENT MECHANIC, LIGHT	3
EROSION CONTROL ENGINEER	6

EROSION CONTROL/FLOODPLAIN PROGRAM MANAGER	6
EROSION CONTROL INSPECTOR	5
EVENT SALES COORDINATOR	5
EVENT SERVICES DIRECTOR	6
EVENTS AND OPERATIONS COORDINATOR	5
EVENTS COORDINATOR	5
EVENTS MAINTENANCE LEADER	3
FACILITIES MANAGEMENT DIRECTOR	8
FACILITIES MANAGEMENT PROJECT COORDINATOR	6
FAIR DIRECTOR	8
FALSE ALARM COORDINATOR	5
FIELD OPERATIONS MANAGER	7
FIELD ZONING INSPECTOR	5
FINANCIAL ANALYST	6
FINANCIAL CLERK	3
FINANCIAL TECHNICIAN	5
FIRE APPARATUS MAINTENANCE SUPERVISOR	6
FIRE APPARATUS MECHANIC	5
FIRE CHIEF	9
FIRE INVESTIGATOR	6
FIRE MARSHAL	8
FIRE PLANNING OFFICER	6
FIRE RECORDS SPECIALIST	5
FIREARMS AND TOOL MARK EXAMINER	6
FISCAL PROGRAM COORDINATOR	6
FISCAL PROGRAM TECHNICIAN	4
FLEET MAINTENANCE MANAGER	7
FORENSICS SERVICES DIVISION SUPERVISOR	6
FORENSIC SERVICES SQUAD SUPERVISOR	5
FORENSIC SERVICES TECHNICIAN	5
GANG INTERVENTION COORDINATOR	7
GENERAL SERVICES DIRECTOR	8
GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR	7
GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIALIST	5
GEOGRAPHIC INFORMATION SYSTEM (GIS) MANAGER	7
GEOGRAPHIC INFORMATION SYSTEM (GIS) ADMINISTRATOR	7
GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN	6
GRANTS ANALYST	6
GRAPHIC ARTIST	5
GRAPHIC DESIGN COORDINATOR	6
HEALTH SERVICES COORDINATOR	6
HOUSING AND DEVELOPMENT DIRECTOR	8
HOUSING AND DEVELOPMENT PROGRAM COORDINATOR	6
HOUSING AND DEVELOPMENT PROGRAM SUPERVISOR	7

HOUSING INSPECTOR SUPERVISOR	7
HOUSING RECORDS COORDINATOR	4
HUMAN RELATIONS DIRECTOR	8
HUMAN RELATIONS OUTREACH SPECIALIST	5
HUMAN RELATIONS SPECIALIST	5
HUMAN RESOURCES ANALYST	6
HUMAN RESOURCES DIRECTOR	8
HUMAN RESOURCES PROGRAM MANAGER	7
HUMAN RESOURCES SPECIALIST	5
HUMAN RESOURCES TECHNICIAN I	4
HUMAN RESOURCES TECHNICIAN II	5
HVAC COORDINATOR	6
INFRASTRUCTURE ASSET MANAGEMENT ENGINEER	7
INFRASTRUCTURE SERVICES COORDINATOR	8
INSPECTIONS DIRECTOR	8
INSPECTIONS RECORDS SUPERVISORS	6
INSPECTIONS TRAINEE	6
INSPECTOR ASSISTANT	6
INSTRUMENTATION TECHNOLOGY MANAGER	7
INTERNAL AUDIT ADMINISTRATOR	7
INTERNAL AUDITOR	6
INTERNAL AUDIT TECHNICIAN	5
INVESTMENT ANALYST	7
IS ADMINISTRATOR	7
IS ANALYST	7
IS APPLICATIONS SUPPORT TECHNICIAN	6
IS COMMUNICATIONS ANALYST	7
IS PROGRAMMER	6
IS PROJECT COORDINATOR	7
IS SENIOR SUPERVISOR	8
IS SUPERVISOR	7
"KEEP W S BEAUTIFUL" COORDINATOR	5
LAKE ATTENDANT	3
LAND USE COORDINATOR	7
LANDFILL ADMINISTRATION SUPERVISOR	6
LANDFILL MECHANIC	4
LANDSCAPE INSPECTOR	5
LANDSCAPE TECHNICIAN	4
LATENT PRINT EXAMINER	5
LEGAL ASSISTANT	5
MARKETING AND COMMUNICATIONS DIRECTOR	8
MASTER ELECTRICIAN	5
METER READER, SENIOR	5
M/WBE COORDINATOR	6

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NEIGHBORHOOD CONSERVATION OFFICER	5
NEIGHBORHOOD DEVELOPMENT PROGRAM ADMINISTRATOR	6
NEIGHBORHOOD OFFICE SUPERVISOR	6
NEIGHBORHOOD SERVICES DIRECTOR	8
OCCUPATIONAL SAFETY INSPECTOR	6
OFFICE ASSISTANT	3
OFFICE CLERK	2
PAINTER COORDINATOR	4
PARK PLANNER	6
PARK RANGER	3
PARKING ATTENDANT	2
PARKING CONTROL SUPERVISOR	5
PARKING ENFORCEMENT OFFICER	2
PARKING SECURITY ATTENDANT	2
PARKS SUPERINTENDENT	7
PERFORMANCE MANAGEMENT TECHNICIAN	5
PERMIT OFFICE SUPERVISOR	6
PERMIT TECHNICIAN	5
PLANNER	6
PLANNING AIDE	2
PLANNING AND DEVELOPMENT SERVICES DIRECTOR	9
PLANNING DEVELOPMENT COORDINATOR	7
PLANNING DIRECTOR	8
PLANS EXAMINER	6
PLANS REVIEW COORDINATOR	6
PLUMBER	6
POLICE APPLICATIONS SPECIALIST	5
POLICE CADET	4
POLICE CHIEF	9
POLICE CRIME SCENE SUPERVISOR	6
POLICE EVIDENCE ASSISTANT SUPERVISOR	5
POLICE EVIDENCE SPECIALIST	5
POLICE EVIDENCE SUPERVISOR	6
POLICE FISCAL ANALYST	7
POLICE ID SUPERVISOR	6
POLICE PROCESSING TECHNICIAN	4
POLICE RECORDS SPECIALIST	5
POLICE RECORDS SQUAD SUPERVISOR	5
POLICE RECORDS SUPERVISOR	6
POLICE SYSTEMS ANALYST	6
PRINCIPAL PLANNER	7
PRINTING AND DISTRIBUTION SUPERVISOR	5
PROJECT ANALYST	6
PROJECT PLANNER	6

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PROJECT SUPERVISOR	6
PROMOTIONS COORDINATOR	7
PROPERTY AND FACILITIES MANAGEMENT ADMINISTRATIVE SERVICES MANAGER	7
PROPERTY AND FACILITIES MANAGEMENT DIRECTOR	9
PUBLIC ASSEMBLY FACILITIES DIRECTOR	8
PUBLIC ASSEMBLY FACILITIES MANAGER	7
PUBLIC SAFETY ATTORNEY	7
PUBLIC SAFETY COMMUNICATIONS TRAINEE	5
PUBLIC SAFETY COMMUNICATIONS OPERATOR	5
PUBLIC SAFETY COMMUNICATIONS SQUAD SUPERVISOR	6
PUBLIC SAFETY COMMUNICATIONS SUPERVISOR	6
PUBLIC SAFETY INFORMATION ANALYST	6
PUBLIC SAFETY IS MANAGER	7
PUBLIC SAFETY RESEARCH ANALYST	6
PUBLIC WORKS DISPATCHER	4
REAL ESTATE ADMINISTRATOR	8
RECREATION ADMINISTRATIVE MANAGER	7
RECREATION AND PARKS DIRECTOR	8
RECREATION MAINTENANCE COORDINATOR	6
RECREATION MAINTENANCE SPECIALIST	4
RECREATION PROGRAM ASSISTANT	4
RECREATION PROGRAM SPECIALIST	7
RECREATION SUPERVISOR/HANDICAPPED	6
RECREATION SUPERVISOR/AQUATIC	6
RECREATION WAREHOUSE CLERK	3
RECYCLING PROGRAM SUPERVISOR	5
REGISTERED NURSE	6
REHABILITATION CONSTRUCTION ADVISOR	6
REHABILITATION CONSTRUCTION SUPERVISOR	6
REHABILITATION LOAN OFFICER	5
REHABILITATION PROJECT SUPERVISOR	6
RISK ADMINISTRATOR	7
RISK MANAGEMENT SPECIALIST	6
SAFETY INSPECTOR	6
SALES PROMOTION COORDINATOR — BASE SALARY + COMMISSION	5
SANITATION DIRECTOR	8
SANITATION LABORER	2
SANITATION SUPERVISOR	5
SECRETARY TO CITY MANAGER	5
SENIOR ACCOUNTING CLERK	4
SENIOR ADMINISTRATIVE ASSISTANT	6
SENIOR ADMINISTRATIVE ASSISTANT TO CITY MANAGER	6
SENIOR ADMINISTRATIVE CLERK	5

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SENIOR ADMINISTRATIVE COUNCIL CLERK	5
SENIOR ALARM COORDINATOR	7
SENIOR BUDGET/EVALUATION ANALYST	7
SENIOR BUSINESS OFFICE COORDINATOR	7
SENIOR BUYER	6
SENIOR CHEMIST	6
SENIOR CIVIL ENGINEER	7
SENIOR COMMUNITY ASSISTANCE LIAISON	7
SENIOR COMMUNITY EDUCATOR	6
SENIOR COMMUNITY SERVICE ADVISOR	5
SENIOR CONTACT CENTER REPRESENTATIVE	5
SENIOR CRIME ANALYST	7
SENIOR CRIME SCENE TECHNICIAN	5
SENIOR CUSTOMER SERVICE CLERK	4
SENIOR ENGINEERING TECHNICIAN	6
SENIOR ENVIRONMENTAL CONTROL OFFICER	5
SENIOR EVENTS COORDINATOR	6
SENIOR FACILITIES MANAGEMENT PROJECT COORDINATOR	6
SENIOR FINANCIAL ANALYST	7
SENIOR FINANCIAL CLERK	4
SENIOR FINANCIAL TECHNICIAN	6
SENIOR FORENSICS SERVICES TECHNICIAN	5
SENIOR HUMAN RESOURCES ANALYST	7
SENIOR INFORMATION SERVICES TECHNICIAN	5
SENIOR IS ADMINISTRATOR	7
SENIOR IS ANALYST	7
SENIOR OFFICE ASSISTANT	4
SENIOR OFFICE CLERK	2
SENIOR OFFSET PRINTING TECHNICIAN	4
SENIOR PARKING ENFORCEMENT OFFICER	4
SENIOR PARKING SECURITY ATTENDANT	3
SENIOR PROJECT SUPERVISOR	7
SENIOR PUBLIC SAFETY COMMUNICATIONS OPERATOR	5
SENIOR PUBLIC SAFETY INFORMATION ANALYST	6
SENIOR REAL ESTATE AGENT	6
SENIOR RECREATION CENTER SUPERVISOR	6
SENIOR RECREATION LEADER	3
SENIOR RECREATION MAINTENANCE MECHANIC	4
SENIOR REHABILITATION CONSTRUCTION ADVISOR	6
SENIOR REHABILITATION LOAN OFFICER	6
SENIOR SPECIAL PROJECTS COORDINATOR	7
SENIOR SYSTEMS PROGRAMMER	7
SENIOR TECHNICIAN	4
SENIOR VIDEO PRODUCER	6

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SENIOR VIDEO PRODUCTIONS SPECIALIST	6
SENIOR WAREHOUSE CLERK	3
SENIOR ZONING INSPECTOR	5
SIDEWALK PROJECT SPECIALIST	6
SMALL BUSINESS DEVELOPMENT MANAGER	7
SMALL BUSINESS DEVELOPMENT SPECIALIST	5
SOLID WASTE ADMINISTRATION SUPERVISOR	7
SOLID WASTE ADMINISTRATOR	7
SOLID WASTE ENGINEERING SUPERVISOR	7
SOLID WASTE OPERATIONS ANALYST	7
SOLID WASTE OPERATIONS SPECIALIST	6
SOLID WASTE SUPERVISOR	6
SPECIAL EVENTS PERMIT COORDINATOR	6
SPECIAL PROJECTS COORDINATOR	7
SPECIAL PROJECTS SUPERVISOR	7
SPORTS AND ENTERTAINMENT COMPLEX MANAGEMENT DIRECTOR	8
STORMWATER CIVIL ENGINEER	7
STORMWATER DIRECTOR	8
STORMWATER OPERATIONS ANALYST	6
STORMWATER OPERATIONS SUPERVISOR	6
STREETS DIRECTOR	8
SUPPLY COURIER	2
SUSTAINABILITY PROGRAM MANAGER	7
TEAM LEADER	5
TELEPHONE RESPONSE OPERATOR	4
TRAFFIC OPERATIONS SPECIALIST	6
TRAINING COORDINATOR	6
TRAINING SPECIALIST	6
TRANSPORTATION ENGINEER	7
TRANSPORTATION FINANCIAL MANAGER	7
TRANSPORTATION PLANNER	6
TRANSPORTATION PROJECT PLANNER	7
TREASURY MANAGER	7
UTILITIES BUSINESS ANALYST	7
UTILITIES BUSINESS MANAGER	7
UTILITIES CAPITAL PROJECTS ENGINEER	7
UTILITIES CONNECTION INSPECTOR	5
UTILITIES CONST AND MAINT ENGINEER	7
UTILITIES CUSTOMER SERVICE FIELD MANAGER	7
UTILITIES IT TECHNICAL SUPPORT ANALYST	7
UTILITIES TECHNICIAN SPECIALIST	6
UTILITIES WAREHOUSE MANAGER	5
UTILITY BILLING SYSTEM SPECIALIST	3
UTILITY CUSTOMER SERVICE SUPERVISOR	5

UTILITY SERVICES COMMUNICATION COORDINATOR	7
UTILITY SERVICES COORDINATOR	7
VEGETATION MANAGEMENT DIRECTOR	8
VEGETATION MANAGEMENT SUPERVISOR	6
VEHICLE FOR HIRE INSPECTOR	5
VICTIM ASSISTANCE COORDINATOR	4
VIDEO PRODUCTIONS SPECIALIST	5
WAREHOUSE CLERK	3
WAREHOUSE SUPERVISOR	4
WASTEWATER COLLECTION SYSTEM ENGINEER	7
WASTEWATER PLANT SUPERINTENDENT	7
WATER METER REPAIRER	3
WATER TREATMENT PLANT SUPERINTENDENT	7
WEB CONTENT COORDINATOR	6
WELLNESS NURSE	6
ZONING PLANS EXAMINER	5

SECTION IV: The introductory paragraph to Article II. Compensation, Section 30 – General Policy - Pay, is hereby amended to delete references to and associated with the General Pay Plan:

It is the policy of the City of Winston-Salem to provide employee compensation plans that are externally competitive and internally equitable. In order to maintain the competitiveness of the plans, the city manager from time to time will recommend to the city council adjustments in the pay ~~bands~~ grades. In addition to maintaining competitive compensation plans, individual employee's pay will be based to a large measure on job performance. In order to provide for the above, the city has developed ~~four~~ three (4 3) distinct pay plans: ~~General~~, Revised General, Public Safety (Sworn Police/Certified Fire), and Flat Rate. ~~The General Pay Plan will be in effect through April 7, 2019 and will be replaced by the Revised General Pay Plan, effective April 8, 2019.~~ The following information reflects the pay ranges and/or bands grades and administrative policies for each plan. All city council approved classifications are assigned to the appropriate pay plan by the city manager upon recommendation of the human resources department. When the city council approves a pay plan adjustment(s) to a position classification/title, that adjustment(s) shall apply to the position classification/title regardless of the employment status (full-time, part-time, temporary or seasonal) associated with that position title/classification.

SECTION V: Article II. Compensation, Section 30 (b) *Revised General Pay Plan*, is hereby amended for technical corrections resulting from the deletion of sections related to the General Pay Plan:

~~(b a)~~ a *Revised General Pay Plan*. Effective April 8, 2019, this pay plan consists of thirty (30) pay grades (Grades 1-30). All positions, except for sworn police and certified fire and positions on the ~~general pay plan~~ and flat rate pay plan, are included in this pay plan. All classifications in the revised general pay plan are assigned to one (1) of the thirty (30) pay grades. Each pay

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grade has a minimum, midpoint, and maximum rate of pay established by the city manager and/or his designee.

SECTION VI: Article II. Compensation, Section 30 (b) *Revised General Pay Plan*, (11) *Pay grades and alphabetical listing of classifications assigned to pay plan* is hereby amended to delete classifications and grade assignments that were no longer effective with the April 8, 2019 implementation of the Revised General Pay Plan provisions:

Effective until April 8, 2019

Pay Grade	Minimum	Midpoint	Maximum
1	23,400.00	29,250.00	35,100.00
2	25,038.00	31,297.50	37,557.00
3	26,790.66	33,488.33	40,185.99
4	28,661.01	35,832.51	42,999.01
5	30,672.63	38,340.78	46,008.94
6	32,819.71	41,024.64	49,229.57
7	35,117.09	43,896.36	52,675.64
8	37,575.29	46,969.11	56,362.93
9	40,205.56	50,256.95	60,308.33
10	43,019.95	53,774.93	64,529.92
11	46,031.34	57,539.18	69,047.01
12	49,253.54	61,566.92	73,880.30
13	52,701.28	65,876.60	79,051.92
14	56,390.37	70,487.97	84,585.56

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15	60,337.70	75,422.12	90,506.55
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SECTION VII: Article II. Compensation, Section 30 (b) *Revised General Pay Plan*, (11) *Pay grades and alphabetical listing of classifications assigned to pay plan* is hereby amended to reflect an increase to a minimum rate of pay to \$13/hour:

Effective as of ~~April 8~~ July 1, 2019

Pay Grade	Minimum	Midpoint	Maximum
1	26,000.00 <u>27,040.00</u>	32,500.00 <u>33,800.00</u>	39,000.00 <u>40,560.00</u>
2	27,820.00	34,775.00	41,730.00
3	29,767.40	37,209.25	44,651.10
4	31,851.12	39,813.90	47,776.68
5	34,080.70	42,600.87	51,121.04
6	36,466.34	45,582.93	54,699.52
7	39,018.99	48,773.74	58,528.48
8	41,750.32	52,187.90	62,625.48
9	44,672.84	55,841.05	67,009.26
10	47,799.94	59,749.92	71,699.91
11	51,145.94	63,932.42	76,718.90
12	54,726.15	68,407.69	82,089.23
13	58,556.98	73,196.23	87,835.47
14	62,655.97	78,319.96	93,983.96

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15	67,041.89	83,802.36	100,562.83
16	71,734.82	89,668.53	107,602.23
17	76,756.26	95,945.32	115,134.39
18	82,129.20	102,661.49	123,193.79
19	87,878.24	109,847.80	131,817.36
20	94,029.72	117,537.14	141,044.57
21	100,611.80	125,764.75	150,917.69
22	107,654.62	134,568.28	161,481.93
23	115,190.45	143,988.06	172,785.67
24	123,253.78	154,067.22	184,880.66
25	131,881.54	164,851.93	197,822.31
26	141,113.25	176,391.56	211,669.87
27	150,991.18	188,738.97	226,486.76
28	161,560.56	201,950.70	242,340.84
29	172,869.80	216,087.25	259,304.70
30	184,970.68	231,213.35	277,456.02

SECTION VIII: Article II. Compensation, Section 30 (b) *Revised General Pay Plan*, (11) *Pay grades and alphabetical listing of classifications assigned to pay plan* is hereby amended to establish new job classification titles for existing budgeted positions and to reflect position reclassifications:

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TITLE	PAY GRADE
Accounting Clerk	3
Accounting Services Manager	16
Accounting Technician	5
Administrative Assistant	8
Administrative Council Clerk	6
Administrative Intern	3
Administrative Secretary	6
<u>Administrative Technician</u>	<u>6</u>
Adult Recreation Program Supervisor	9
Applications and Database Coordinator	19
Assistant Chemist	9
Assistant City Attorney	17
Assistant City Manager	26
Assistant Contact Center Director	13
Assistant Curbside Supervisor	10
<u>Assistant Director, Office of Business Inclusion & Advancement</u>	<u>16</u>
Assistant Field Operations Manager	15
Assistant Finance Officer	19
<u>Assistant Forensics Services Division Supervisor</u>	<u>12</u>
Assistant Golf Professional	6
Assistant Historic Parks Supervisor	8
Assistant Planning Director	17
Assistant Recreation Center Supervisor	<u>9</u> <u>7</u>
Assistant Recreation Director	17
Assistant Risk Manager	15
Assistant Sanitation Director	14
Assistant Storm Water Director	15
Assistant to City Manager	15
Assistant to Fair Director	10
Assistant to the Director of Operations	12
Assistant Traffic Maintenance Supervisor - Markings	10
Assistant Traffic Maintenance Supervisor - Signals	10
<u>Assistant Transportation Director</u>	<u>18</u>
Assistant Utility Director - Business Services	20
Assistant Utility Director - Solid Waste	20
Assistant Utility Plant Superintendent	15
Associate Fleet Technician	4
Auxiliary Programs Coordinator	11
Background Investigator	6
Body-Worn Camera Assistant	6
Box Office Coordinator	10
Budget and Evaluation Analyst	12
Budget and Evaluation Director	21

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<u>Building Construction Specialist</u>	<u>12</u>
Building Inspector	10
Building Maintenance Coordinator - Custodial	10
Building Maintenance Coordinator - HVAC	10
Building Maintenance Mechanic	5
Building Maintenance Supervisor	12
Business Analyst	13
Business Inclusion Manager	14
Business Office Coordinator	13
Buyer	9
Buyer - Construction Specialist	9
Cemetery Supervisor	11
Central Warehouse Manager	14
Chemist	10
Chief Building Official	17
Chief Financial Officer	24
Chief Information Officer	24
City Engineer	21
City Manager Office Coordinator	10
City Revenue Collector	16
City Secretary	13
City Surveyor	13
City-County Purchasing Director	18
City-County Utilities Director	24
Civil Engineer	13
Civil Engineer Design Manager	17
Civil Engineer Field Manager	16
Civil Engineer Finance Manager	16
Civil Engineering Coordinator	13
<u>Civil Engineering Supervisor</u>	<u>15</u>
Code Enforcement Senior Project Supervisor	13
Community Assistance Liaison	11
Community Development Director	21
<u>Community Educator</u>	<u>8</u>
Concrete Finisher	6
Construction Inspection Supervisor	13
Construction Inspector	9
Construction Management Project Manager	12
Contact Center Director	16
Contact Center Team Lead	7
Craft Shop Coordinator	7
Craft Shop Worker	2
Crew Coordinator - C&M	8
Crew Coordinator - Landscape	8

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Crew Coordinator - Meter	8
Crew Coordinator - PFM	8
Crew Coordinator - Rec	8
Crew Coordinator - Sanitation	8
Crew Coordinator - Sewer CCTV	8
Crew Coordinator - Solid Waste	8
Crew Leader - C&M	6
Crew Leader - Golf	6
Crew Leader - PFM	6
Crew Leader - Playground Inspector	6
Crew Leader - Rec	6
Crew Leader - Sewer	6
Crew Leader - Transportation	6
Crime Analyst	10
Curbside Collection Supervisor	9
Custodian - PFM	1
Custodian - Solid Waste	1
Custodian - Wastewater	1
Custodian Coordinator - PFM	4
Customer Contact Service Representative	4
Customer Service Clerk	2
Dead Animal Control	3
Deputy Budget and Evaluation Director	17
Deputy Community Development Director	18
Deputy City Attorney	19
Deputy City Secretary	10
Deputy Director of Sanitation	17
Deputy Director of Traffic Field Operations	18
Deputy Director of Transportation	18
<u>Deputy Human Resources Director</u>	<u>18</u>
Deputy Marketing and Communications Director	17
Deputy Property and Facilities Management Director	18
Deputy Planning Development Services Director	19
Deputy Utilities Director	21
Director - Office of the Mayor	16
Director of Business Inclusion and Advancement	19
Director of Operations	23
Director of Performance and Accountability	18
Director of Sanitation	20
Director of Traffic Field Operations	21
Director of Transportation	21
District Recreation Supervisor	12
Diversity Compliance Specialist	9
Dryer Technician	6

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Electrical Inspector	10
Electrician - PFM	8
Emergency Management Coordinator	14
Emergency Management Director	19
Energy Management Coordinator	12
Engineering Technician	8
Environmental Control Officer	7
Equipment Maintenance Technician	7
Equipment Mechanic - Light	5
Erosion Control Inspector	10
Erosion Control Program Manager	12
Events and Operations Coordinator	10
Events Maintenance Leader	4
Facility Management Project Coordinator	11
Fair Director	15
False Alarm Coordinator	6
Field Operations Manager	19
Field Zoning Inspector	7
Financial Analyst	12
Financial Clerk	4
Financial Technician	6 8
Fire Apparatus Maintenance Supervisor	10
Fire Apparatus Mechanic	8
Fire Chief	23
Fire Records Specialist	5
Firearms and Toolmark Examiner	9
Fiscal Program Coordinator	11
Fleet Attendant – PFM	2
Fleet Data Technician	6
Fleet Services Supervisor – PFM	14
Forensic Services Division Supervisor	15
Forensic Services Squad Supervisor	10
Forensic Services Technician	7
GIS Administrator – Sanitation	12
GIS Coordinator	14
Golf Course Maintenance Supervisor	9
Golf Professional – General Manager	10
Grants Analyst	10
Graphic Artist	7
Graphic Design Coordinator	11
Health Services Coordinator	15
Heavy Equipment Operator – C&M	6
Heavy Equipment Operator – CBD	6
Heavy Equipment Operator – PFM	6

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Heavy Equipment Operator – Rec	6
Heavy Equipment Operator – Solid Waste	6
Heavy Equipment Operator – Transportation	6
Historic Parks Supervisor	12
Housing and Development Program Coordinator	11
Housing and Development Program Supervisor	13
Housing Inspector Supervisor	11
Housing Programs Manager	16
Human Relations Director	19
Human Relations Outreach Specialist	10
Human Relations Specialist	10
Human Resources Analyst	12
Human Resources Director	22
Human Resources Specialist	6
Human Resources Technician	5
Industrial Waste Control Technician	4
Information Systems Administrator	14
Information Systems Analyst	14
Information Systems Communications Analyst	12
Information Systems Project Coordinator	16
Information Systems Supervisor	17
Infrastructure Asset Management Engineer	15
Infrastructure Services Coordinator	19
Inspection Records Specialist	5
Instrumentation Technician	8
Instrumentation Technician Manager	15
Intake Specialist	5
Internal Audit Administrator	15
Internal Auditor	13
Investment Analyst	14
Keep W-S Beautiful Coordinator	11
Laborer – Rec	2
Laborer – Sanitation	2
Laborer – Solid Waste	2
Lake Attendant	3
Lakes Program Supervisor	12
Land Use Coordinator	16
Latent Print Examiner	9
Legal Assistant	8
Light Equipment Operator – C&M	4
Light Equipment Operator – PFM	4
Light Equipment Operator – PFM Cemetery	4
Light Equipment Operator – Rec	4
Light Equipment Operator – Sewer	4

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Light Equipment Operator – Transportation	4
Light Equipment Operator – Wastewater	4
Maintenance Mechanic – Rec	5
Maintenance Worker – C&M	3
Maintenance Worker – CBD	3
Maintenance Worker – Golf Course	3
Maintenance Worker – Grounds	3
Maintenance Worker – Landscape	3
Maintenance Worker – Outfall	3
Maintenance Worker – PFM Cemetery	3
Maintenance Worker – Sewer CCTV	3
Maintenance Worker – Transportation	3
Marketing and Communications Director	20
Master Fleet Technician	9
Master Fleet Technician – Heavy Equipment	9
Mechanical Inspector	10
Medium Equipment Operator – C&M	5
Medium Equipment Operator – Outfall	5
Medium Equipment Operator – PFM	5
Medium Equipment Operator – Rec	5
Medium Equipment Operator – Solid Waste	5
Medium Equipment Operator – Transportation	5
Medium Equipment Operator – Wastewater	5
Meter Reader	4
Meter Repairer	4
Neighborhood Conservation Officer	9
<u>Neighborhood Services Coordinator</u>	<u>8</u>
Office Assistant	3
Painter	3
Parking Attendant	1
Parking Control Supervisor	10
Parking Enforcement Officer	3
Parking Equipment Technician	5
Parking Security Attendant	2
Parks Maintenance Supervisor	10
Parks Superintendent	16
Parts Team Leader	6
Parts Technician	3
Performance Management Technician	9
Permit Office Supervisor	12
Permit Technician	6
Property and Facilities Management Administrative Services Manager	17
Planner	10
Planning and Development Coordinator	17

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Planning and Development Services Director	23
Planning Graphics Coordinator	7
Plans Examiner	10
Plans Review Coordinator	11
Plumbing Inspector	10
Police Applications Specialist	10
Police Cadet	<u>1</u>
Police Chief	23
Police Evidence Assistant Supervisor	8
Police Evidence Specialist	5
Police Evidence Supervisor	13
Police Fiscal Analyst	12
Police Processing Technician	5
Police Records Specialist	5
Police Records Squad Supervisor	8
Police Records Supervisor	12
Pool Maintenance Coordinator	7
Pool Maintenance Specialist	6
Principal Planner	15
Program Analyst	<u>10</u>
Project Planner	11
Project Supervisor	11
Property and Facilities Management Director	21
Public Assembly Facilities Manager	18
Public Safety Attorney	17
Public Safety Communications Operator	6
Public Safety Communications Squad Supervisor	10
Public Safety Communications Supervisor	13
Public Safety IS Manager	18
Public Safety Research Analyst	8
Public Works Dispatcher	5
Real Estate Director	15
Recreation Administrative Manager	12
Recreation Center Supervisor	<u>7</u> <u>9</u>
Recreation Leader	2
Recreation Maintenance Supervisor	11
Recreation and Parks Director	21
Recreation Technician	5
Registered Nurse	11
Rehabilitation Construction Advisor	8
Rehabilitation Construction Supervisor	<u>13</u>
Rehabilitation Loan Officer	9
Rehabilitation Construction Supervisor	12
Risk Administrator	16

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Safety and Loss Claims Investigator	10
Safety Inspector	12
Recycling Program Administrator	12
Sanitation Equipment Operator	6
Sanitation Equipment Operator – Senior	7
Sanitation Ombudsman	12
Sanitation Operations Supervisor	11
Sanitation Safety Inspector	10
Sanitation Supervisor	11
Senior Accounting Clerk	6
Senior Administrative Assistant	10
Senior Administrative Clerk	5
Senior Administrative Council Clerk	8
Senior Building Inspector	12
Senior Buyer	10
Senior Chemist	11
Senior Civil Engineer	15
Senior Civil Engineer – Solid Waste	15
Senior Community Assistance Liaison	12
Senior Community Educator	10
Senior Concrete Finisher	7
Senior Contact Center Representative	5
Senior Crew Coordinator	9
Senior Crew Coordinator	9
Senior Crew Coordinator – C&M	9
Senior Crew Coordinator – Outfall	9
Senior Crew Coordinator – PFM	9
Senior Crew Coordinator – Rec	9
Senior Crew Coordinator – Solid Waste	9
Senior Crew Coordinator – Transportation	9
Senior Crew Coordinator – Wastewater	9
Senior Crew Coordinator II – C&M	<u>9</u> <u>10</u>
Senior Crime Analyst	12
Senior Dryer Technician	8
Senior Electrical Inspector	12
Senior Electrician/Electrical Specialist	9
Senior Engineering Technician	10
Senior Financial Analyst	14
Senior Financial Clerk	<u>5</u> <u>7</u>
Senior Financial Technician	<u>8</u> <u>9</u>
Senior Fleet Technician	7
Senior Human Resources Analyst	15
Senior Information Systems Administrator	15
Senior Information Systems Analyst	15

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Senior Instrumentation Technician	9
Senior Mechanical Inspector	12
Senior Meter Repair	6
Senior Office Assistant	5
Senior Parking Enforcement Officer	4
Senior Plans Examiner	15
Senior Plumber	7
Senior Plumbing Inspector	12
Senior Project Supervisor	13
Senior Public Safety Communications Operator	8
Senior Real Estate Agent	6
Senior Recreation Center Supervisor	10
Senior Recreation Leader	7
Senior Recreation Maintenance Mechanic	6
Senior Rehabilitation Construction Advisor	11
Senior Rehabilitation Loan Officer	10
Senior Special Projects Coordinator	13
Senior Traffic Signal Technician	8
Senior Utilities Plant Supervisor - Water Treatment	12
Senior Utilities Mechanic - Lift Stations	<u>8</u> <u>9</u>
Senior Utilities Plant Mechanic - Water Treatment	<u>8</u> <u>9</u>
Senior Utilities Plant Mechanic - WWM	<u>8</u> <u>9</u>
Senior Utilities Plant Operator - Elledge	8
Senior Utilities Plant Operator - Wastewater	8
Senior Utilities Plant Operator - Water Treatment	8
Senior Utilities Plant Supervisor - Wastewater	12
Senior Video Producer	11
Senior Video Production Specialist	11
Senior Warehouse Clerk	6
Senior Water Servicer - Meter	6
Senior Weighmaster	6
Senior Zoning Inspector	12
Service Writer	3
Small Business Development Manager	14
Small Business Development Specialist	9
Solid Waste Administrative Supervisor	14
Solid Waste Engineering Supervisor	18
Solid Waste Operations Analyst	13
Solid Waste Operations Supervisor	11
Solid Waste Supervisor	11
Special Facilities - Athletic Supervisor	12
Special Projects Coordinator	11
Stormwater Civil Engineer	14
Stormwater Operations Analyst	14

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Stormwater Operations Supervisor	13
Stormwater Technician	9
Street Lighting Specialist	6
Streets Supervisor	11
Survey Party Chief	12
Survey Technician	6
Survey Worker	3
Sustainability Program Manager	14
Team Leader - Fleet Services	10
Telecommunications Response Operator	4
Therapeutic Recreation Program Supervisor	9
Trades Helper	5
Trades Helper - HVAC	4
Trades Helper - Urban Forestry	4
Traffic Electronics Technician	8
Traffic Maintenance Coordinator	7
Traffic Maintenance Supervisor	11
Traffic Maintenance Worker	5
Traffic Sign Maker	5
Traffic Signal System Supervisor	10
Traffic Signal System Technician	7
Traffic Signal Technician	7
Transportation Engineer	15
Transportation Finance Manager	15
Transportation Operations Manager	17
Transportation Planner	10
Transportation Principal Planner	15
Transportation Project Planner	11
Treasury Manager	16
Tree Trimmer - PFM	6
Urban Forester - PFM	10
Utilities Capital Project Engineer	17
Utilities Electrical Specialist	9
Utilities Financial Analyst	12
Utilities Operation Specialist - Meter	7
Utilities Operations Specialist - C&M	7
Utilities Plant Mechanic - Lift	8
Utilities Plant Mechanic - Water Treatment	8
Utilities Plant Mechanic - WWM	8
Utilities Plant Operator - Elledge	8
Utilities Plant Operator - Wastewater	8
Utilities Plant Operator - Water Treatment	8
Utilities Plant Operator - WWM	8
Utilities Plant Supervisor - Dryer	11

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Utilities Plant Supervisor - Solid Waste	11
Utilities Plant Supervisor - Wastewater	11
<u>Utilities Public Information Officer</u>	<u>13</u>
Utilities Services Coordinator	11
Utilities Supervisor - C&M	12
Utilities Supervisor - Collections	12
Utilities Supervisor - GIS	12
Utilities Supervisor - Second Shift - C&M	12
Utilities Supervisor - Technicians	12
Utilities Supervisor - Wastewater	12
Utilities Supervisor - Water Treatment	12
Utilities Supervisor - WWM	12
Utilities Warehouse Manager	11
Utility Billing System Specialist	7
Utility Customer Service Manager	15
Utility Services Communications Coordinator	12
Vegetation Management Director	16
Vegetation Management Supervisor	11
Vehicle for Hire Inspector	6
Vehicle Operator - PFM	3
Vehicle Operator - Sanitation	3
Victim Assistance Coordinator	9
Video Productions Specialist	10
Warehouse Clerk	4
Warehouse Supervisor	9
Waste Residuals Technician - Dryer	6
Wastewater Collection System Supervisor - C&M	12
Wastewater Plant Superintendent	19
Water Service Field Supervisor - Meter	9
Water Servicer - Meter	4
Water Servicer Inspector - Meter	6
Water System Distribution Supervisor - Meter	12
Water Treatment Plant Superintendent	19
Web Content Coordinator	12
Weighmaster	13
<u>Weighmaster Supervisor</u>	<u>6</u>
Welder	7
Wellness Nurse	9
Zoning Plans Examiner	10

SECTION IX: Article II. Compensation, Section 30 (c) *Public Safety (Sworn Police/Certified Fire) Pay Plan*, is hereby amended for technical corrections resulting from the deletion of sections related to the General Pay Plan:

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(e b) Public Safety (Sworn Police/Certified Fire) Pay Plan. This plan consists of twenty (20) pay grades and covers sworn police and certified fire personnel up to and including assistant police chief and assistant fire chief.

SECTION X: Article II. Compensation, Section 30 (c) Public Safety (Sworn Police/Certified Fire) Pay Plan (2) Performance evaluations; merit increase consideration, is hereby amended to delete references to regrade, which was associated with a previous pay plan structure:

(2) Performance evaluations; merit increase consideration. Employees appointed to full-time positions or receiving employee benefits, as described in Article III, Section 46, within the public safety (sworn police/certified fire) pay plan will be scheduled for evaluation and merit increase consideration in accordance with the following schedule:

Initial employment —Conversion to common evaluation date of June 30 and annually thereafter. Merit increase consideration each year will be effective beginning the first pay period of the new fiscal year and based on the amount/percentage adopted by the city council for that fiscal year.

Promotion —No change in employee evaluation schedule.

Demotion (voluntarily or involuntarily) —No change in employee evaluation schedule.

Lateral transfer —No change to employee evaluation schedule.

Reclassification —No change to employee evaluation schedule.

Regrade —No change to employee evaluation schedule.

Pay plan adjustments —No change to employee evaluation schedule.

SECTION XI: Article II. Compensation, Section 30 (c) Public Safety (Sworn Police/Certified Fire) Pay Plan, is hereby amended for technical corrections:

Estimated Annualized Pay Amounts (Eff. 4/9/189)

Table with 10 columns: Classification and Pay Range, Regular - No degree (Minimum, Min w/ Military, Maximum), Associates Degree (Minimum, Min w/ Military, Maximum), Bachelors Degree (Minimum, Min w/ Military, Maximum). Rows include Firefighter Trainee and Police Officer Trainee.

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Classification and Pay Range	Regular - No degree			Associates Degree			Bachelors Degree			
	Minimum	Min w/ Military	Maximum	Minimum	Min w/ Military	Maximum	Minimum	Min w/ Military	Maximum	
Firefighter 56-hour week	2	\$39,469.50	\$41,442.98	\$59,204.25	\$41,442.98	\$43,515.12	\$62,164.46	\$43,416.45	\$45,587.27	\$65,124.68
Police Officer 40-hour week	3	\$41,442.98	\$43,515.13	\$62,164.46	\$43,515.12	\$45,690.89	\$65,272.69	\$45,587.28	\$47,866.64	\$68,380.92
Fire Engineer 56-hour week	5	\$45,690.88	\$47,975.42	\$68,536.32	\$47,975.42	\$50,374.20	\$71,963.14	\$50,259.97	\$52,772.97	\$75,389.95
Fire Inspector 40-hour week	6	\$47,975.42	\$50,374.19	\$71,963.14	\$50,374.19	\$52,892.90	\$75,561.29	\$52,772.96	\$55,411.61	\$79,159.44
Police Corporal 40-hour week	6	\$47,975.42	\$50,374.19	\$71,963.14	\$50,374.19	\$52,892.90	\$75,561.29	\$52,772.96	\$55,411.61	\$79,159.44
Police Detective 40-hour week	6	\$47,975.42	\$50,374.19	\$71,963.14	\$50,374.19	\$52,892.90	\$75,561.29	\$52,772.96	\$55,411.61	\$79,159.44
Fire Investigator 40-hour week	7	\$50,374.20	\$52,892.91	\$75,561.29	\$52,892.91	\$55,537.56	\$79,339.37	\$55,411.62	\$58,182.20	\$83,117.43
Deputy Fire Marshal 40-hour week	9	\$55,537.55	\$58,314.43	\$83,306.33	\$58,314.43	\$61,230.15	\$87,471.64	\$61,091.31	\$64,145.87	\$91,636.96
Fire Captain 56-hour week	10	\$58,314.43	\$61,230.15	\$87,471.64	\$61,230.15	\$64,291.66	\$91,845.23	\$64,145.87	\$67,353.17	\$96,218.81
Fire Administrative Captain 46-hour week	10	\$58,314.43	\$61,230.15	\$87,471.64	\$61,230.15	\$64,291.66	\$91,845.23	\$64,145.87	\$67,353.17	\$96,218.81
Shift Safety & Training Officer 56-hour week	10	\$58,314.43	\$61,230.15	\$87,471.64	\$61,230.15	\$64,291.66	\$91,845.23	\$64,145.87	\$67,353.17	\$96,218.81
Police Sergeant 40-hour week	10	\$58,314.43	\$61,230.15	\$87,471.64	\$61,230.15	\$64,291.66	\$91,845.23	\$64,145.87	\$67,353.17	\$96,218.81
Police Staff Sergeant 40-hour week	10	\$58,314.43	\$61,230.15	\$87,471.64	\$61,230.15	\$64,291.66	\$91,845.23	\$64,145.87	\$67,353.17	\$96,218.81
Battalion Fire Chief 56-hour week	12	\$64,291.66	\$67,506.24	\$96,437.48	\$67,506.24	\$70,881.56	\$101,259.36	\$70,720.83	\$74,256.87	\$106,081.24
Police Lieutenant 40-hour week	14	\$70,881.55	\$74,425.63	\$106,322.33	\$74,425.63	\$78,146.91	\$111,638.44	\$77,969.71	\$81,868.19	\$116,954.56
Division Fire Chief 56-hour week	15	\$74,425.63	\$78,146.91	\$111,638.44	\$78,146.91	\$82,054.26	\$117,220.37	\$81,868.19	\$85,961.60	\$122,802.29

Winston-Salem City Council
APPROVED
June 17, 2019

Classification and Pay Range	Regular - No degree			Associates Degree			Bachelors Degree			
	Minimum	Min w/ Military	Maximum	Minimum	Min w/ Military	Maximum	Minimum	Min w/ Military	Maximum	
Police Captain 40-hour week	16	\$78,146.91	\$82,054.26	\$117,220.37	\$82,054.26	\$86,156.97	\$123,081.38	\$85,961.60	\$90,259.68	\$128,942.40
Assistant Fire Chief 40-hour week	18	\$86,156.97	\$90,464.82	\$129,235.45	\$90,464.82	\$94,988.06	\$135,697.23	\$94,772.67	\$99,511.30	\$142,159.00
Assistant Police Chief 40 hour week	19	\$90,464.82	\$94,988.06	\$135,697.23	\$94,988.06	\$99,737.46	\$142,248.09	\$99,511.30	\$104,486.87	\$149,266.95

SECTION XII: Article II. Compensation, Section 30 (d) *Flat Rate Pay Plan*, is hereby amended for technical corrections resulting from the deletion of sections related to the General Pay Plan:

(~~d~~ c) *Flat Rate Pay Plan*. These classifications are used on a per event/activity basis. No ranges or evaluation schedule shall be used for the classifications assigned to this plan. The positions and work are considered temporary and sporadic in nature. (See Article II, Section 46, (A), (B) for further information concerning benefits for employees in temporary or part-time positions.)

BE IT FURTHER RESOLVED, this resolution shall become effective July 1, 2019.