

ORDINANCE NO. 2221

ORDINANCE ESTABLISHING THE 2024 BASE SALARY AND WAGE SCHEDULE FOR  
UNREPRESENTED (A/K/A NON-UNION) POSITIONS

WHEREAS, the City needs to establish the salary and wage schedule that will apply for the City’s unrepresented (a/k/a non-union) positions during the calendar year of 2024;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Salary and Wage Rates for 2024. During the calendar year of 2024, the following respective monthly salary ranges and hourly wage ranges will apply for the City’s unrepresented (a/k/a non-union) positions:

**Full-Time Regular Employee**  
**Positions Established by**  
**SMC 1.10.031(f):**

(all figures are gross)  
**Monthly Salary:**

**minimum**                      **maximum**

**Executive**

**Administration**

(ranges of approx. 15%)

City Administrator	\$ 9,600	\$11,262
Clerk-Treasurer	\$ 8,600	\$10,131
City Attorney	\$12,900	\$15,070
Human Resrcs./Public Rcrds. Mngr./Admin. Asst. (as 3 combined positions)	\$ 5,900	\$ 6,911
Human Resources Manager	\$ 4,500	\$ 5,250
Public Records Manager	\$ 4,650	\$ 5,436
Admin. Asst. (a/k/a Exc. Asst.)	\$ 4,375	\$ 5,107
Payroll & Accts. Pyabl. Splst.	\$ 4,375	\$ 5,107
Utility Billing Specialist	\$ 4,375	\$ 5,107
Court Clerk & Administrator	\$ 4,375	\$ 5,107

**Community Development**

(ranges of approx. 15%)

Community Dvlpmt. Superv. (a/k/a Cmty. Plnr. or Code Dftr.)	\$ 7,500	\$ 8,821
Building & Code Inspector	\$ 5,000	\$ 5,943
Code Enfor. & Strwtr. Mgmt.	\$ 4,000	\$ 4,666
Plnng. & Bldg. Permit Splst.	\$ 3,600	\$ 4,465

**Community Services**

(ranges of approx. 15%)

Community Services Mngr.	\$ 4,600	\$ 5,462
Recr. Coord. – Youth Sports	\$ 3,400	\$ 4,038
Facility Coord. – Civic Center	\$ 3,400	\$ 4,038

**Public Works**

**Administration & Utilities**

(ranges of approx. 15%)

Public Works Director	\$ 7,900	\$ 9,269
Public Works Utility Superv.	\$ 7,500	\$ 8,821
Public Works Engineer Tech.	\$ 4,600	\$ 5,369
Public Works Admin. Asst.	\$ 4,100	\$ 5,107

**Wastewater Treatment Plant**

(ranges of approx. 15%)

WWTP. Supervisor	\$ 6,900	\$ 8,130
WWTP. Lab Tech IV	\$ 5,500	\$ 6,325
WWTP Lab Tech III	\$ 5,300	\$ 6,217
WWTP. Operator IV	\$ 5,300	\$ 6,217
WWTP. Operator III	\$ 5,100	\$ 5,952
WWTP. Operator II	\$ 4,700	\$ 5,577
WWTP. Operator I	\$ 4,450	\$ 5,198
WWTP. Operator Trainee	\$ 4,100	\$ 4,820
WWTP. Mechanic	\$ 4,400	\$ 5,150

**Police Department**

(ranges of approx. 15%)

Police Chief	\$ 9,250	\$10,801
Deputy Chief of Police	\$ 8,600	\$10,080
Police Lieutenant	\$ 8,000	\$ 9,345

**Fire Department**

(range of approx. 15%)

Fire Chief	\$10,200	\$11,991
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(step ranges of approx. 4%)

Deputy Fire Chief – Step 3	\$ 9,242	\$ 9,593
Deputy Fire Chief – Step 2	\$ 8,890	\$ 9,242
Deputy Fire Chief – Step 1	\$ 7,683	\$ 8,890
Captain – Step 3	\$ 7,479	\$ 7,684
Captain – Step 2	\$ 7,274	\$ 7,479
Captain – Step 1	\$ 7,070	\$ 7,274
Lieutenant – Step 3	\$ 6,884	\$ 7,070
Lieutenant – Step 2	\$ 6,699	\$ 6,884
Lieutenant – Step 1	\$ 6,504	\$ 6,699
Firefighter – Step 3	\$ 5,983	\$ 6,504
Firefighter – Step 2	\$ 5,286	\$ 5,983
Firefighter – Step 1	\$ 5,062	\$ 5,286

Firefighter – Probationary	\$ 4,300	\$ 5,062
	(range of approx. 20%)	
Fire Dept. Admin. Asst.	\$ 4,300	\$ 5,107

**Part-Time, Seasonal & Temporary Positions:**

**(all figures are gross)**  
**Hourly Rate:**

	<u>minimum</u>	<u>maximum</u>
Office Assistant	\$ 17.58	\$ 20.51
PW. Laborer II	\$ 18.64	\$ 21.53
PW. Laborer I	\$ 16.28	\$ 18.38
Recr. Sports Supervisor	\$ 16.28	\$ 18.38
Recr. Programs: Spts. Ref. III	\$ 16.28	\$ 17.22
Recr. Programs: Spts. Ref. II	\$ 16.28	\$ 16.91
Recr. Programs: Spts. Ref. I or Scorekeeper	\$ 16.28	\$ 16.80

*The state-wide minimum wage during 2024 will be \$16.28 per hour. As allowed by state law, any referee or scorekeeper who is 14 or 15 years of age may be employed at an hourly rate that is 85% of the then-applicable minimum wage, which will equate to \$13.84 per hour during the calendar year of 2024.*

**Section 2. Clarifications and Cross-References.** The following clarifications and cross-references apply:

- a. Not every position recited above is presently occupied as of the date of this Ordinance and the City is not required to fill every position. As allowed by SMC 1.10.031(e), some positions recited above are nonexclusive positions, which means that multiple people may occupy those positions at the same time.
- b. As allowed by SMC 1.10.031(a) & (c), additional or different positions may be created at the discretion of the Mayor, and multiple positions may be combined at the discretion of the Mayor so long as the salary/wage rate paid to any person occupying a combined position does not exceed the maximum amount specified on this Ordinance for the highest-paid of the combined positions or a new amount specifically approved by the City Council. As of the date of this Ordinance, the three positions of Human Resources Manager, Public Records Manager and [City Hall] Administrative Assistant are combined and are occupied by a single person, and such person will be paid a salary that does not exceed the maximum amount specified on this Ordinance for such combined position.
- c. This Ordinance establishes a salary/wage range for each position. Whenever the City advertises an opening as to any position recited above, the full salary/wage range should be specified within the advertisement(s). Any new person hired into a fulltime position recited above should ordinarily begin at, or near, the minimum rate amount specified for that

position. Thereafter, one or more periodic salary/wage increase(s) should occur when appropriate prior to the person then earning the maximum salary/wage for the fulltime position. When a person is promoted from a fulltime position to a higher fulltime position, the person may immediately be paid the maximum rate specified for the higher fulltime position at the discretion of the Mayor.

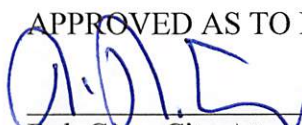
- d. This Ordinance only establishes base salary rates and base wage rates. By contrast, it does not establish, guarantee or restrict any fringe benefits (such as insurance coverage, vacation and leave accruals, and retirement accruals), any longevity pay accruals or any overtime or comp time accruals that might exist or apply.
- e. As reflected by its title and body, this Ordinance only pertains to unrepresented (a/k/a non-union) positions. Represented employees (a/k/a union members) will be paid the salaries/wages specified by the then-applicable Collective Bargaining Agreement (or other union contract) that governs their employment. As of the date of this Ordinance, most Police Department employees and many Public Works Department employees are represented employees (a/k/a union members).
- f. Ordinance No. 2185 was the applicable salary and wage ordinance for the year of 2023.

Section 3. Publishing and Effective Date. A summary of this Ordinance shall be published in the City's official newspaper, consistent with RCW 35A.12.120 and .16. This Ordinance shall take effect and be in full force five calendar days following publication.

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 27<sup>th</sup> day of February, 2024.

  
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Roger Bell, Mayor

ATTEST:  
  
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Kimberly Grimm, Clerk/Treasurer

APPROVED AS TO FORM:  
  
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Rob Case, City Attorney