

**City of Lockport**

**Employment Policy Manual**

**For**

**Unrepresented Department Heads;**

**Management Employees,**

**and Management-Confidential Employees**

**Updated December 2023**  
**(Est. October 2018)**

## Purpose

The purpose of this policy is to provide Unrepresented Department Heads, Management Employees, and Management-Confidential employees with a reference for the basic terms and conditions of employment with the City of Lockport.

The City is committed to providing the highest quality of services to the citizens of the City of Lockport. The administrative employees of the City are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the City's philosophy and policy is manifested in the efficient and effective operation of the City Departments.

The City Council values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Unrepresented Department Heads, Management, and Management-Confidential personnel in the employment of the City of Lockport Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in the City of Lockport.

## Guidelines

The term "Administrative employee" is used in this policy manual to refer to all employees who occupy positions that are exempt from the bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using four major categories, which are explained below. Policies or benefits that apply to all employees have been referred to as applying to Administrative employees or employees covered by this policy. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Unrepresented Department Heads, have been noted as such.

The following guidelines apply to this policy:

1. Unrepresented Department Heads – Employees who are appointed by the Mayor, whether or not the appointment is required to be confirmed by the City Council or respective governing Board, but not represented by the Department Head Association. Unrepresented Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives.

Director of Finance

Corporation Counsel

City Clerk

2. Management or Confidential – Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.

City Clerk  
Deputy Corporation Counsel  
Confidential Secretary  
Confidential Assistant

3. Elected Officials – Employees who are elected by popular vote. Due to their unique status, Elected Officials are exempt from leave and attendance requirements. They are also exempt from the probationary period.

- I. Appointments

1. Full-Time Appointments

Unrepresented Department Heads, Management employees, and Management/Confidential employees are for fixed or continuing terms.

- a. Fixed Term Appointments – Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, State Law, City Charter, General Municipal Law, and Local Law or Rule. Included in this category are appointments which are made for the “Term of the Council”, which is two years.
- b. Continuous Term Appointment – The remainder of the appointments is continuous, and may be afforded Civil Service Status and Protection, and is renewed contingent on satisfactory performance and authorization by the City Council and/or the Mayor. This group includes administrative employees who are appointed “at the pleasure of” the Mayor, within the confines of applicable Civil Service Law. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Human Resources/Civil Service Office.

2. Part-time Appointments and Benefits

In certain cases, the City Council may establish part-time positions and/or temporary positions to accommodate unique situations. Employees appointed to part-time positions and who work less than the standard work week shall receive the approved salary for the position and the statutory benefits referenced herein, including Retirement (if eligible), Unemployment Insurance, Social Security, Worker’s Compensation and, in some cases, Health Insurance. There shall be no earned leave benefits unless said part-time appointment consists of a regular schedule equal to or greater than one-half (1/2) of the standard work week for the position. In this case, leave benefits shall be prorated. Corporation Counsel and Deputy Corporation Counsel titles shall not receive any leave, paid

time off, or health insurance benefits unless otherwise provided by City Council resolution.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the City Council.

3. Probation Period

Employees in the classified service are subject to a probationary period in accordance with the City of Lockport Civil Service Rules. The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees who have been promoted to a position in the classified service are also subject to a probationary period.

Employees in the unclassified service or elected classification are not subject to a probationary period.

4. Promotions

Administrative positions are critical to the efficient and effective operation of City government. It is the policy of the City of Lockport to seek professionals with the qualifications and experience necessary to fulfill its goals. Emphasis will be placed on recruitment of current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department. Employees who are promoted or working out-of-title shall be placed at the minimum of the new grade unless the current hourly rate is above the minimum, in which case, they will be placed in the Step immediately above their current hourly rate. No one shall exceed the top of the range for the new grade. Out-of-title shall be defined as duties and responsibilities assigned beyond that of an employee's regular position for a period greater than five consecutive business days due to absence, exclusive of annual leave.

5. Secondary Employment

Employees covered by this policy understand and agree that their employment with the City is of basic and primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in the exercising of their official duties. Employees engaged in secondary employment will notify the Mayor's Office in writing of the details of their employment.

Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local law.

## II. Compensation

### 1. Annual Salary

The City of Lockport maintains a competitive salary structure and benefit package for administrative employees.

- A. A six step increment system (equal to a 5% increase between two year steps) shall be implemented fitting each employee into the proper grade and step in accordance with the duties and responsibilities of an employee's position and length of service in an employee's title. All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the City Council. This graded salary schedule shall receive an annual salary review during budget deliberations. At the conclusion of this annual review, a total compensation plan, including any cost of living adjustment, shall be submitted to the City Council for approval.
- B. Employees shall move to the next step upon the completion of the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> year in the title upon their respective anniversary in that position. No employee may exceed the job rate of the grade.
- C. Employees shall begin employment at the Step 1 for the grade unless the Mayor determines the need for the services or the employee's experience requires that compensation be fixed at a higher Step.
- D. Employees shall receive an annual cost of living increase in their respective salary. The cost of living increase shall be the average of the contractual wage increases negotiated for the same year for the City's Department Head Union and CSEA. The cost of living increase shall be effective on January 1<sup>st</sup> of each year.
- E. The Grade and Step schedule for employees covered by this policy is attached hereto and incorporated by reference as Exhibit A.

### 2. Health Insurance

#### A. Health Insurance:

The City of Lockport provides group health, hospitalization, major medical insurance, and prescription drug coverage through various self-insured Point of Service plans for all full time and part-time employees covered by this policy and their eligible dependents. Effective January 1, 2019, both the full and part-time employee share of this coverage shall be fifteen percent (15%),

except for those employees covered under Resolution 122105.9 and the respective agreements memorizing said resolution. The City's Health Benefits Program is fully described in the Plan Booklet. Effective January 1, 2019, employees shall only be eligible to receive benefits equivalent to the Blue Cross POS 298-Class 3 Plus \$0/\$20 co-pay plan.

#### Prescription Drug Coverage

The City Health Insurance Plan includes a three tier formulary plan for prescription drugs. Each employee who participates will contribute \$7.00 co-pay for generic prescriptions, \$15.00 co-pay for formulary (brand name) prescriptions and \$35.00 co-pay for non-formulary prescriptions.

Employees shall be required to fill all prescriptions with the generic brand when available. Should the employee voluntarily elect not to fill with the generic brand, the employee will be responsible for the cost between the generic and the drug selected (name brand or formulary), plus the co-pay for the name brand or formulary. In the event that the employee cannot take a generic drug due to a medical reason determined by the prescribing medical provider, the employee will not be required to pay the difference between the generic drug and the drug selected. The employee will be responsible for the formulary co-pay. Employees will be afforded the opportunity to utilize a generic multi-month maintenance medication program at one (1) co-pay per prescription. Generic maintenance medications can be filled for a three (3) month supply with one co-pay.

#### Employee contributions/Eligibility:

Employee contributions for the health insurance premium shall be deducted in equal amounts from each bi-weekly paycheck. Coverage for new employees shall commence upon hire.

Enrollment in the health insurance plan shall take effect as described herein or during the open enrollment period during the month of October of each year.

The Employer provides the I.R.S. Section 105 Health Reimbursement Account plan for employee contributions toward Health and other authorized and applicable health care costs. The plan is administered by a Third Party Administrator of the City's choice and conforms to I.R.S. regulations. The City will not contribute to an employee's HRA account and any balance remaining at the end of a plan year shall become property of the City and used in accordance with I.R.S. regulations.

### 3. Health Insurance coverage upon retirement

Except for those employees covered under Resolution 122105.9 and the respective agreements memorializing said resolution, employees shall be eligible to continue health coverage for themselves and any eligible dependents in retirement at the same employee contribution as of the date of retirement, provided they have met the following requirements:

- a. Completion of a minimum of ten (10) years continuous service with the City of Lockport during which the employee was eligible to receive Health Insurance; and
- b. Are employed by the City of Lockport at the time of retirement; and
- c. Are enrolled in the health plan at the time of retirement; and
- d. Provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System; and
- e. Be at least 55 years old.

The retiree share of this coverage shall be the same as paid as an active employee.

For All Retirees: Upon qualification for Medicare Part B, all retirees, the eligible spouse or eligible dependent must enroll and provide the Medicare Part B required information to the Payroll Office. Any employee retiring on or after January 1, 2016, shall be responsible for all Medicare Part B co-payments and/or deductibles.

The surviving spouse or eligible dependent of any employee retiree may continue to participate in the City's Health Plan upon payment of 100% of the monthly premium equivalent.

### 4. Retirement

The City participates in the New York State Employee's Retirement System with all rights and benefits presently provided by the Career Retirement Plan under Section 75i and 14b of the Retirement and Social Security Law. All permanent, full-time employees are enrolled in the New York State and Local Retirement System. A Retirement System booklet is provided at orientation. This booklet provides all basic information on the Retirement System benefits. Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

In addition, the City of Lockport offers the following Retirement Enhancements:

\* May not apply to 14b members

- a. Section 41(j) – the application of unused sick leave accruals toward additional service credit upon retirement.

5. Not Independent Contractors

Personnel covered by this contract shall not be considered independent contractors and shall receive compensation reportable through a W-2 form.

6. Worker's Compensation

Employees that suffer an injury or illness that is directly related to their employment shall be eligible for Worker's Compensation Benefits amounting to a maximum of two-thirds of an employee's salary, depending on the degree of injury. Injuries must be reported within 24 hours to the appropriate City contacts.

7. Employee Assistance Program

The City will provide an Employee Assistance Program through a qualified provider of the City's choice. Employees will be responsible for any co-payments applicable to the services provided. All records of the Employee Assistance Program are confidential between the employee and the provider. The fact that an employee utilizes such assistance shall not impact promotional opportunities or job security.

8. Defense and Indemnification

The City of Lockport shall provide for the defense and indemnification of personnel/employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the City's Policies and Procedures.

9. Deferred Compensation Plan (457c)

A Deferred Compensation Plan is a voluntary savings program created by Federal and State Law that enables public employees to save a portion of their gross pay before Federal and State income taxes are deducted. The amount deferred accumulates tax free until the funds plus earnings are distributed. This program is to be offered to unrepresented employees and information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Payroll Office.

10. Direct Deposit



An employee shall have the right to elect direct deposit as a payroll option.

11. Travel for City Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of City business in accordance with the City's policies. Mileage will be reimbursed at the rate provided by the Internal Revenue Service.

Travel authorization and conference attendance shall be required as provided in the City's Travel policy and within budgetary appropriation.

12. Civil Service Exam Fees

Employees covered under this Policy that seek to take City of Lockport civil service examinations shall pay only the fee assessed to the City by the New York State Municipal Service Division.

13. Safety Equipment

The City will, at its cost, provide employees with the necessary safety equipment and/or uniforms to carry out their respective job duties. Requests for reimbursement, if applicable, must be submitted to the Director of Finance.

III. Attendance and Time off

1. Office Hours

With the exception of the Corporation Counsel's Office, all City Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the Mayor.

2. Base Work Day/Work Week

A. Employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The full-time work week shall be a minimum of 35 hours per week or 40 hours per week, depending on the position. Unrepresented Department Heads and Management employees are not eligible for overtime compensation or compensatory time. Part-time employees shall work the amount of hours prescribed by the Mayor.

B. Employees covered under this Policy are required to work the weekly schedule and hours as determined by their direct supervisor. Employees may

be entitled to receive overtime compensation subject to the approval of their Department Head and the Mayor. Employees, with the exception of Corporation Counsel, may accrue compensatory time provided they have received prior approval from their Department Head. Compensatory time may be accumulated as follows:

- For a thirty-five (35) hour regular work week, a maximum of thirty-five (35) hours may be accumulated on leave accruals at one time;
- For a forty (40) hour regular work week, a maximum of forty (40) hours may be accumulated on leave accruals at one time;

C. All employees covered by this party, except elected officials and Corporation Counsel, are required to complete time and attendance forms in accordance with City policy.

### 3. Holidays

Employees covered by this policy will be allowed time off with pay to observe the following holidays, provided that the employee shall have worked the work day immediately preceding such holiday and provided such employee works the work day immediately following such holiday unless the employee is using paid benefit time, other than sick time, for which prior approval has been given. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

Specific holidays afforded to personnel/employees covered by this policy shall be the same as provided to those employees covered by the CSEA bargaining agreement.

Annual holidays are subject to change. An annual holiday calendar will be issued by the Payroll Office designating when holidays will be observed.

If an employee is absent from work due to illness on either the last regularly scheduled work day prior to the holiday or the first regularly scheduled work day following the holiday, shall not be paid for the holiday unless the absence is verified by a medical provider's statement.

### 4. Sick Leave

Absence from duty by an employee of the City of Lockport by reason of the employee's own sickness, disability, or medical/dental appointments or that of their immediate family, shall be allowed as provided in this section. Absence from duty for such reasons, if granted by the Mayor, shall be considered and known as "sick leave". Corporation counsel and deputy corporation counsel do not accrue sick leave time.

- A. Sick leave shall be credited at the rate of one and one-half (1 ½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty (50%) of the working days in the calendar month. Days during which an employee is out on Worker's Compensation, in excess of 20 days, are not considered to be days on full pay status for purposes of earning sick leave.
- B. An employee who is absent on sick leave shall report his absence, and reason therefore, to the Mayor at the earliest possible time, but no later than 9:30 AM.
- C. The Mayor shall have the authority to grant sick leave. Employees that are absent under the provisions of this section shall notify the Mayor if the absence is anticipated to be of an extended nature and/or if it will interfere with departmental operations.
- D. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, the employee may be required to provide documentation verifying their sick leave from a medical professional. If the Mayor suspects a pattern of sick leave abuse, the Mayor may request the employee to provide proof of illness at any other time. The City also may require the employee to be examined, at the City's expense, by a physician designated by the Mayor and/or City Council.
- E. Employees may utilize sick leave during the statutory waiting period while under Worker's Compensation.
- F. Accrual of sick leave shall be unlimited. However, the total amount of sick leave that will be considered for credit purposes will be capped at 350 days. Employees shall have sick leave accrued time applied up to the maximum credit allowed toward retirement service credit under 41J. The remainder will be bought back by the City at the rate of 40% of the employee's final average salary.

5. Sick Bank Policy

- A. Purpose and Intent. The purpose of this Article is to enable employees to donate paid leave time to other members who are confronted with a personal or family emergency.
- B. Donations. An employee may donate accrued vacation, compensatory, floating holiday, personal, or sick leave hours to the "Sick Bank" by

completing and signing a “Donation to the Sick Bank Pool” form available in the Personnel/Civil Service Office.

- C. Administration. The Personnel/Civil Service Office shall keep track of the total hours available in the pool and provide all oversight of the pool and usage.
- D. Use of Pool. In conformance with the rules, the Personnel Officer is authorized to permit the use of hours in the pool by any current employee covered by this policy whose request to the Personnel/Civil Service Office is approved. All decisions by the Personnel/Civil Service Office shall be final and binding.
- E. Inter-Union Use. The employees covered by this policy may utilize sick time off from another City bargaining unit’s “Sick Bank” if said request is approved. Employees covered by this policy may donate sick time off to a member of one of the City’s bargaining units.

6. Family Sick Leave

Notwithstanding the benefits afforded under the Family Medical Leave Act, an employee shall be allowed to utilize accumulated sick leave for absence from work necessitated by illness of the employee’s parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or person who is a member of the household. The City may request written documentation from the employee to verify residency of other household members.

7. Vacation

- A. Annual Leave will be earned and credited monthly. New employees must start on or before the 15<sup>th</sup> of the month to receive annual leave credit for that month. Annual leave will be credited as follows and can be used when earned:

Years of Credit	Days of Vacation Accrued Monthly	Maximum Days Earned Annually
1 month through year 4	0.8333	10
Year 5 through year 9	1.25	15
Year 10 through year 14	1.4167	17
Year 15 through year 19	1.6667	20
Year 20 through year 24	1.8333	22

25 or more years	2.0833	25
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Part-time employees regularly scheduled to work greater than half of the Full Time Equivalent will receive a pro-rated value of annual leave. Employees shall not accrue vacation leave for any period during which they are off the payroll for more than half of the working days per month.

- B. Employees may carry a maximum of twenty-five (25) days of accumulated annual leave credit.
- C. Upon the termination of an employee, either by resignation or retirement, and when at least two weeks' notice is given by such employee of his/her intended termination, any unused annual leave credits are to be compensated at the employee's regular rate of pay. Employees that provided the appropriate notice will receive a lump sum payment in the form of a check mailed to them six weeks after termination/resignation date.
- D. Employees shall submit requests for approval of use of vacation time to the Mayor, in writing, of their intent to use consecutive days of vacation time off. Said request shall be made at least one (1) week in advance of the intended leave date, except in the event of special circumstances. Employees shall notify the Mayor when expecting to not report for work for the day.
- E. Vacation days may be used in increments of one-half day or full days only.

8. Personal Leave

- 1. Personal leave with pay shall be granted for religious observance or personal business.
- 2. Effective January 1<sup>st</sup> of each year, employees shall be credited with three (3) days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 shall receive a prorated share of personal leave credit.
- 3. Whenever possible, a request for personal leave should be submitted to the Mayor at least forty-eight (48) hours prior to the requested date(s) off.
- 4. Unused personal leave time shall be carried over at the end of the year shall be converted to sick leave.

9. Family Medical Leave

Family Medical Leave shall be provided in accordance with the rules included in the City of Lockport Employee Handbook.

10. Leaves of Absence

- A. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the Mayor at least four (4) weeks prior to the requested date of leave describing the reason for said leave and the anticipated duration of the leave.
- B. A leave of absence shall not be granted to accept other employment.
- C. No leave shall be authorized which may exceed the remaining period of a term appointment.
- D. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the Mayor or Department Head of their intention to return to work.
- E. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

11. Bereavement Leave

- A. In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step-sibling), grandparent, grandchild, parent-in-law, and any other person who is a member of the household (the City may request written documentation from the employee to verify residency of other household members), the employee shall be excused from work, if the employee was scheduled to work, with pay at his/her request, for up to four (4) days. One (1) day of the four (4) may be retained for later interment (if applicable).
- B. In the event of the death of any relative not outlined in Section A of this Article, the employee shall be excused from work at his/her request for a

maximum of two (2) days to attend the funeral utilizing accrued personal leave, vacation leave, floating holiday or compensatory time.

- C. Employees covered by this agreement who are less than full-time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours.

#### 12. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service. Any compensation received, less expenses, for said service shall be returned to the City Treasurer within five (5) working days from the time it is received by the employee. An employee, who is dismissed for the day or from service within two (2) hours or more remaining in his/her regular scheduled work day is required to report to work.

#### 13. Military Leave

Military Leave shall be provided pursuant to the City of Lockport Employee Handbook.

#### IV. Discipline and Discharge

Employees and Personnel covered by this policy shall be “at will” and may be terminated by the Mayor or his/her designee for cause. Any discipline or discharge shall be at the sole discretion of the Mayor. The employee shall have no right to seek review or appeal of the discipline or discharge.

#### V. Miscellaneous

The City of Lockport Employee Handbook shall apply regarding all workplace rules, guidelines and procedures not covered herein.

**Exhibit A - Unrepresented Employees**

**1/1/2023 - 12/31/2023 Salary Schedule**

	<b>Step 1 Hire</b>	<b>Step 2 Complete 2</b>	<b>Step 3 Complete 4</b>	<b>Step 4 Complete 6</b>	<b>Step 5 Complete 8</b>	<b>Step 6 Complete 10</b>
<b>Director of Finance</b>	\$ 91,107	\$ 95,662	\$ 100,445	\$ 105,468	\$ 110,741	\$ 116,278
<b>City Clerk</b>	\$ 59,037	\$ 61,989	\$ 65,089	\$ 68,343	\$ 71,760	\$ 75,348
<b>City Attorney*</b>	\$ 54,976	\$ 57,725	\$ 60,611	\$ 63,642	\$ 66,824	\$ 70,166
<b>Deputy City Attorney*</b>	\$ 30,467	\$ 31,991	\$ 33,590	\$ 35,270	\$ 37,034	\$ 38,885
<b>Confidential Assistant</b>	\$ 19.2300	\$ 20.1915	\$ 21.2011	\$ 22.6611	\$ 23.3742	\$ 24.5429
<b>Confidential Secretary</b>	\$ 23.5637	\$ 24.7419	\$ 25.9790	\$ 27.2780	\$ 28.6419	\$ 30.0740

\*City Attorney and Deputy City Attorney incorporates a budgeted 3% cost of living adjustment retro to 1/1/2023.

**1/1/2024 - 12/31/2024 Salary Schedule\***

	<b>Step 1 Hire</b>	<b>Step 2 Complete 2</b>	<b>Step 3 Complete 4</b>	<b>Step 4 Complete 6</b>	<b>Step 5 Complete 8</b>	<b>Step 6 Complete 10</b>
<b>Director of Finance</b>	\$ 92,701	\$ 97,336	\$ 102,203	\$ 107,314	\$ 112,679	\$ 118,313
<b>City Clerk</b>	\$ 60,070	\$ 63,074	\$ 66,228	\$ 69,539	\$ 73,016	\$ 76,667
<b>City Attorney</b>	\$ 55,938	\$ 58,736	\$ 61,672	\$ 64,755	\$ 67,994	\$ 71,394
<b>Deputy City Attorney</b>	\$ 31,001	\$ 32,551	\$ 34,178	\$ 35,888	\$ 37,682	\$ 39,565
<b>Confidential Assistant</b>	\$ 19.5665	\$ 20.5449	\$ 21.5721	\$ 23.0577	\$ 23.7832	\$ 24.9724
<b>Confidential Secretary</b>	\$ 23.9761	\$ 25.1749	\$ 26.4336	\$ 27.7554	\$ 29.1431	\$ 30.6003

**1/1/2025 - 12/31/2025 Salary Schedule\***

	<b>Step 1 Hire</b>	<b>Step 2 Complete 2</b>	<b>Step 3 Complete 4</b>	<b>Step 4 Complete 6</b>	<b>Step 5 Complete 8</b>	<b>Step 6 Complete 10</b>
<b>Director of Finance</b>	\$ 94,555	\$ 99,283	\$ 104,247	\$ 109,460	\$ 114,933	\$ 120,679
<b>City Clerk</b>	\$ 61,272	\$ 64,335	\$ 67,553	\$ 70,930	\$ 74,476	\$ 78,200
<b>City Attorney</b>	\$ 57,057	\$ 59,910	\$ 62,906	\$ 66,050	\$ 69,354	\$ 72,821
<b>Deputy City Attorney</b>	\$ 31,621	\$ 33,202	\$ 34,862	\$ 36,605	\$ 38,435	\$ 40,356
<b>Confidential Assistant</b>	\$ 19.9579	\$ 20.9557	\$ 22.0036	\$ 23.5188	\$ 24.2589	\$ 25.4718
<b>Confidential Secretary</b>	\$ 24.4556	\$ 25.6784	\$ 26.9623	\$ 28.3105	\$ 29.7260	\$ 31.2123

**1/1/2026 - 12/31/2026 Salary Schedule\***

	<b>Step 1 Hire</b>	<b>Step 2 Complete 2</b>	<b>Step 3 Complete 4</b>	<b>Step 4 Complete 6</b>	<b>Step 5 Complete 8</b>	<b>Step 6 Complete 10</b>
<b>Director of Finance</b>	\$ 96,210	\$ 101,020	\$ 106,071	\$ 111,376	\$ 116,944	\$ 122,791
<b>City Clerk</b>	\$ 62,344	\$ 65,461	\$ 68,735	\$ 72,171	\$ 75,779	\$ 79,568
<b>City Attorney</b>	\$ 58,056	\$ 60,959	\$ 64,006	\$ 67,206	\$ 70,567	\$ 74,096
<b>Deputy City Attorney</b>	\$ 32,174	\$ 33,783	\$ 35,472	\$ 37,246	\$ 39,108	\$ 41,063
<b>Confidential Assistant</b>	\$ 20.3071	\$ 21.3225	\$ 22.3886	\$ 23.9304	\$ 24.6834	\$ 25.9176
<b>Confidential Secretary</b>	\$ 24.8836	\$ 26.1278	\$ 27.4341	\$ 28.8059	\$ 30.2462	\$ 31.7585

\* Annual salary schedules estimated based on cost of living adjustments in the existing CSEA and Department contracts (which produce an average of 1.75% in FY 2024, 2.00% in FY 2025, and 1.75% in FY 2026). Subject to change per section II.D of this policy.