



Date: July 21, 2017
To: Yamhill County Board of Commissioners
From: Derrick Wharff, County Assessor

RE: Request for consideration of an early step increase for Samantha Williams.

During the 2017-18 budget process, several reclassifications were approved for the Assessor's Office clerical staff. These reclassifications were the result of a planned reorganization of staffing and duties to be assumed by the clerical staff that were above and beyond their current classifications. As part of the reclassification process, staff were moved from their then current classifications to the new classifications, which included placement into new salary ranges. Now that these personnel changes have been implemented, we have an employee who has been with the County for less time than another employee who will receive a merit increase on July 24th and therefore be at a higher salary than the other more senior employee. I am requesting authorization to remedy this issue by granting an early step increase for the more senior employee.

Article 6.7 of the current YCEA Collective Bargaining Agreement (CBA), provides that promoted employees "shall be paid at a rate no less than the step on the salary schedule which is closest to but higher than the current rate". The County Promotion Policy (BO 13-533) provides "The employee who is selected for a job in a higher classification will be given an increase, equivalent to one step above the employee's pre-promotion salary..." The employees, who moved from Range 10 Steps 1 and 2, were subsequently moved to Range 12, Step 1 (as per the 6.7 Article and County Policy). This involved three current employees. As per a Board of Adjustment decision and County policy, anniversary dates do not change due to a promotion or reclassification and the only occasion that an anniversary date changes is when an employee receives an early merit increase. Samantha Williams' reclassification resulted in her being promoted from a Range 10, Step 2 to a Range 12 Step 1 and her anniversary date is in January (hired in January 2016). Jourdan Williams' reclassification promoted her from a Range 10, Step 1 to a Range 12, Step 1 classification and her anniversary date is July 24, 2017 (hired in July 2016). As per the CBA, Jourdan Williams will receive a merit increase on July 24, 2017 and Samantha Williams will receive her next merit increase in January 2018. This will result in Jourdan Williams being at Step 2, while the more senior employee, Samantha Williams will not be eligible to move to Step 2 until January.

To resolve this issue, I would like authorization to grant Samantha Williams an early step increase, effective July 24, 2017. This action is allowed under the current CBA and specifically,



YAMHILL COUNTY ASSESSMENT & TAX
535 NE 5TH St., Room 42
McMinnville, OR 97128

Article 6.11 (c)(iii), which allows for the Department Head to recommend to the Board of Commissioners that an employee receives an early step increase. This would result in keeping the two employees at least equal in compensation and the resulting change in anniversary date would aid in eliminating any future confusion on seniority. The Assessor's Office budget has sufficient funding and expenditure authority for the 2017-18 budget year to support this request.

The County Administrator has also approved of this personnel action.

Please let me know if you have any additional questions.

Thank you for the time and consideration.

Derrick Wharff
Yamhill County Assessor
Yamhill County Tax Collector

Accepted by Yamhill County
Board of Commissioners on
7-27-17 by Board Order
17-301