

RESOLUTION NO. 1760

**A Resolution of the Board of Commissioners of Public Utility District
No. 1 of Okanogan County Adopting the Amended Employee Compensation
Policy and the 2022 Wage and Salary Program**

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Okanogan County (District) has adopted a compensation program for non-bargaining unit employees; and

WHEREAS, the Board of Commissioners desires to maintain a compensation program that accurately reflects the job duties being performed by District employees and the appropriate market value of those job duties; and

WHEREAS, the Board of Commissioners desires to maintain a compensation program designed to attract and retain competent, qualified employees; and

WHEREAS District staff, with the assistance of In-Tandem Consultants, have developed a compensation program designed to appropriately compensate employees based on the job duties performed and the market value of those job duties; and

WHEREAS, Resolution No. 1704 was approved by the Board of Commissioners March 9, 2020, adopting the District's Employee Compensation Policy and establishing the District's Wage and Salary Program; and

WHEREAS, District staff have reviewed labor market studies and have confirmed that the salary ranges are justified to fall within the comparable market as well as consider the local economy; and

WHEREAS, the Board of Commissioners desires to amend the Compensation Policy to reflect a July to July CPI-W Index average to better coincide with the District's budget schedule;

WHEREAS, the Board of Commissioners desires to update the job title and description for the Engineering Assistant Position to that of Engineering and Operations Aide, and adjust the salary range to reflect the updated job duties;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Public Utility District No. 1 of Okanogan County hereby adopts the amended District Employee Compensation Policy, attached as Exhibit A hereto, and the 2022 Wage and Salary Program, attached at Exhibit B hereto.

PASSED AND APPROVED October 25, 2021


Jerry Asmussen, President

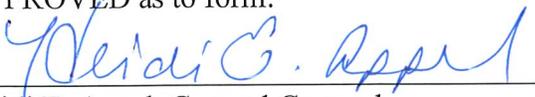

William C. Colyar, Vice President

ATTEST:



Scott Vejraska, Secretary

APPROVED as to form:



Heidi E. Appel, General Counsel

Resolution No. 1760 - Exhibit A
Employee Compensation Policy for Non-Bargaining Unit Positions

The District's Employee Compensation Policy provides salary administration guidelines to effectively administer compensation for non-bargaining unit positions. This policy applies to all non-bargaining unit positions except the general manager, which will be determined by the Board of Commissioners Resolution. This policy is subject to change, from time to time, by the Board of Commissioners. This program is designed to promote attracting and maintaining a skilled workforce. To accomplish this, the District's compensation system is designed to strive for the following:

Competitive: The District seeks to compensate employees within industry market wages and the local economy.

Comprehensive: The measure of compensation will normally take into consideration all benefits enjoyed by employees inclusive of, but not limited to, salary, health insurance and benefits, personal leave, deferred compensations, and retirement plans.

Objectivity: Normally, the level of salary compensation falls within a range for each position at the District. Placement within the range is subject to a case by case analysis of the individual and factors including, but not limited to, the level of experience, education, knowledge of the job, knowledge of utility business, ability to efficiently perform duties, and level of responsibility.

Development: The administration of this policy, where practicable, is to encourage career and professional development within the workforce. One of the goals of the policy is to reward increasing levels of responsibility and overall knowledge of the utility business. Demonstrated ability to incorporate the knowledge and experience to the benefit of the District will be a consideration in addressing compensation.

Internal Equity: A factor to be considered by the District when assessing comparable levels of responsibility while addressing variations in local and regional labor markets. Pay compression issues that do arise will be evaluated on a case-by-case basis.

Annual Adjustments: Management may use U.S. Department of Labor-Bureau of Labor Statistics Consumer Price Index (U.S. All Cities Average—Urban Wage Earners and Clerical Workers [CPI-W]) average from July to July for future recommended adjustments to the wage scales.

The District's employee compensation is subject to the availability of budgeted funds. As part of the annual budgeting process, the Board of Commissions will review and approve, at the Board's discretion, funds to be allocated for total compensation, which includes salaries and all other compensation-related expenses, including benefit plans (medical/dental/vacation/retirement/ personal leave). Non-Bargaining Unit employees shall receive at least the same non-salary benefits as Bargaining Unit employees except as noted in this policy.

Salary Ranges

A salary range for each non-bargaining until position base pay will be established subject to the above provisions and Board determination. The salary ranges for each position will be determined utilizing various salary surveys as appropriate, and subject to prior approval by the Board. The salary range may be adjusted annually by the Board utilizing as a guide the most applicable Consumer Price Index, the

Northwest Utilities Salary, Wage and Benefit Survey, and the Local Union No. 77 Collective Bargaining Agreement wage schedule.

The salary ranges provide the framework within which salary determinations are made. The objective is to pay starting salaries that are competitive but not excessive relative to the market and internal pay levels.

MIN Generally, the minimum is the lowest salary paid to an employee in a particular salary range. The District has established a practice of starting employees at or above the minimum of the salary range, although the general manager may approve a starting salary lower as needed.

MP The mid-point of the salary range reflects an appropriate rate of pay for a fully experienced employee who has met all requirements for their job. It also is considered the upper limit for "hire-in" salaries.

The length of time involved in reaching MP of the range depends on the learning and experience necessary to fully master the job. Typically, full competency takes five years of direct experience. Once an individual employee has demonstrated full mastery of the job and is performing at an acceptable level, base pay should be near the salary MP. The District has developed a step program to get employees to their MP within five years, based on satisfactory performance (which is about 2% increase per step).

MAX The maximum represents the highest level of salary paid for a job. Employees paid at this level have generally been employed at the District for a considerable length of time and consistently have exceeded performance expectations.

Starting Salaries

Salary offers to new hires are coordinated through human resources and approved by the general manager. Offers will take into consideration the following factors (considering these factors could very well result in a starting salary above the minimum of the job's range):

- The individual's job-related experience and training;
- Salaries paid to others in similar positions;
- Current labor market information.

Salary Adjustments

Individual salary adjustments will be determined by the general manager in conjunction with PUD department heads and supervisors. Individual salary adjustments may occur throughout the year as appropriate for a) cost of living adjustments; b) step increases for employees in new positions or entry-level of the ranges; c) change in level of responsibility or demonstrated competencies within the position; d) change of position; e) performance; or f) other special circumstances as may occur. Salary increases of any nature are at the discretion of the District and no employee is entitled to any adjustment until approved by the general manager.

Personal Leave accrual rates and beginning balances may be adjusted as determined by the general manager within the limitations, as described below.

Adjustments outside of the following limitations require Board review and prior approval. Adjustments within the following limitations are determined by the general manager:

- 1) The base-pay for the individual must remain within the salary range.

- 2) For employees in their position five or more years, the adjustment will be limited to 10% in the budget year.
- 3) The total adjustments within a budget year shall be limited to the annual budget approved by the Board for wage adjustments.
- 4) Personal Leave accrual rate up to the standard accrual rate based on year of relevant experience. A beginning Personal Leave balance up to 10 days may be offered to a new employee.

As new positions are created or substantively changed, salary ranges will be determined and are subject to prior approval by the Board. Job descriptions may be reviewed every two years or whenever significant changes occur to the duties or responsibilities of the position. New or updated job descriptions may be addressed when filling vacancies or promoting staff members.

Other Compensation

Exempt employees may be eligible to participate in 401a and 457 deferred compensation programs consistent with all state and federal regulations and receive a company matching contribution in the amount equal to 50% of the employee contribution. Such benefit shall be limited to 6% of the employee's base salary.

In accordance with federal civil rights law and state regulations and policies, it is the policy of the District to prohibit discrimination based on race, color, national origin, religion, sex, gender identity, sexual orientation, disability, age, marital status, family/parental status, political beliefs, or any other protected category under federal or state law and regulation.

**Resolution No. 1760 - Exhibit B
2022 Salary Ranges**

TITLE	Grade	MIN	LWR THD	MP	UPR THD	MAX
Engineering and Operations Aide	8	57,007	65,541	69,810	74,077	82,612
Energy Services Coordinator	8	57,007	65,541	69,810	74,077	82,612
Accounting Technician	8	57,007	65,541	69,810	74,077	82,612
Administrative Assistant	8	57,007	65,541	69,810	74,077	82,612
Public Relations Coordinator	9	66,389	76,482	81,528	86,575	96,669
Customer Records Specialist	9	66,389	76,482	81,528	86,575	96,669
Distribution Engineer	9	66,389	76,482	81,528	86,575	96,669
Lead Distribution Engineer	10	75,293	86,915	92,726	98,537	110,158
System Tech 1	10	75,293	86,915	92,726	98,537	110,158
Information Systems Technician	10	75,293	86,915	92,726	98,537	110,158
Right of Way Superintendent/ Construction Permit Coordinator	10	75,293	86,915	92,726	98,537	110,158
Broadband Network Analyst	10	75,293	86,915	92,726	98,537	110,158
Accountant	10	75,293	86,915	92,726	98,537	110,158
Information Systems Security Officer	11	83,723	96,841	103,400	109,959	123,077
System Tech 2	11	83,723	96,841	103,400	109,959	123,077
Environmental Coordinator	11	83,723	96,841	103,400	109,959	123,077
Senior Accountant, (Deputy) Treasurer/Auditor/Analyst	11	83,723	96,841	103,400	109,959	123,077
System Engineer	12	91,682	106,262	113,552	120,843	135,423
WECC Compliance/Pwr Res Analyst	12	91,682	106,262	113,552	120,843	135,423
Safety Coordinator	12	91,682	106,262	113,552	120,843	135,423
Customer Service Supervisor	13	99,173	115,179	123,181	131,184	147,191
Purchasing Agent/Facilities Director	13	99,173	115,179	123,181	131,184	147,191
Operations Superintendent	13	99,173	115,179	123,181	131,184	147,191
Information Systems Manager	14	106,202	123,593	132,290	140,985	158,377
Network Manager/Engineer	14	106,202	123,593	132,290	140,985	158,377
Human Resources Manager	14	106,202	123,593	132,290	140,985	158,377
Engineering Manager	15	112,770	131,507	140,874	150,242	168,978
Chief Engineer	15	112,770	131,507	140,874	150,242	168,978
Operations Manager	15	112,770	131,507	140,874	150,242	168,978
Director of Regulatory & Environmental Affairs	15	112,770	131,507	140,874	150,242	168,978
Director of Accounting, Finance, Administration	20	138,835	163,587	175,963	188,340	213,092
Director of Power Resources & Broadband Services	20	138,835	163,587	175,963	188,340	213,092

Abbreviations	
MIN:	Minimum
LWR THD:	Lower third quartile
MP:	Mid-Point
UPR THD:	Upper third quartile
MAX:	Maximum