

Personnel Manual/ 2026 Pay Plans

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Purpose

- **Personnel Manual**

- Council review edits to the Personnel Manual and approve to go on Council Consent on December 2.
- Council receive additional edits to the Personnel Manual that are informational for the Council.

- **2026 Pay Plans**

- Council review updated 2026 pay plans and approve to go on Council Consent on December 2.



Personnel Manual **Project**

- Purpose of this Project:
To edit the Personnel Manual to ensure consistent language across all employee groups, clarify existing language and processes, and/or remain legally compliant.
- Why Important to Update Now:
Recent updates to six successor collective bargaining agreements highlight the need to update the Personnel Manual.



Requires **Council Approval**

Benefit Changes

PM 1.40 Changing the Manual

PM 7.20 Rates of Pay

PM 7.75 MERP Contributions

PM 9.30 Sick Leave

PM 9.60 Bereavement Leave

PM 9.70 Military Leave

PM 9.130 Leave without Pay

PM 9.140 Shared Leave

PM 10.20 Employee Recognition

PM 13.35 Death of Employee

PM 13.60 Last Day Worked



Informational Council Review

Language Updates

PM 2.10 Non-Discrimination

PM 3.70 Rehiring Former EE
Reimbursement

PM 5.90 Benefits

PM 6.50 Reclassification

PM 7.70 Merit Pay Increases

PM 9.20 Vacation Leave

PM 9.80 FMLA

PM 10.10 Performance Appraisals

PM 10.40 Tuition

PM 11.200 Info Tech Usage

PM 13.40 Retirement

PM 13.50 Separation Pay

PM 13.70 Retirement Bonus Pay

PM 14.70 EE Records Disclosure



Pay Plan Updates **Project**

- Purpose of this Project:

To conduct market analyses on the non-represented pay plans and corresponding updates to the pay plans.

To update represented pay plans in accordance with the existing collective bargaining agreements.

- Why Important to Update Now:

All changes are effective January 1, 2026, in accordance with CBA language and past practice timing.

Non-Represented – 2026 Pay Plans



COLA Provided and Why

Pay Plan	2026 COLA	Reason
EO = Elected Officials	2.3%	Salary Commission Ordinance 3166 Council Ordinance 3173
E = Directors/Deputy Directors	3.8%	Follow Non-Reps to ensure appropriate pay differential between levels of management.
N = Non-Represented (Managers/Supervisors/Confidential Employees)	3.8%	Follow RCHEA as a standard practice, complete market analysis, and appropriate pay differential exists between non-management and management staff.
G-S = General Supplemental	3.8%	Follow Non-Reps, which is a subset of the N pay plan.



Represented – 2026 Pay Plans

COLA Provided and Why

Pay Plan	2026 COLA	Reason
A = AFSCME AF-S = AFSCME Supplemental	2.3%	In accordance with their Collective Bargaining Agreement to follow First Half 2025 Consumer Price Index-W
P = Police Officer, Corporal, Sergeant	2.3%	In accordance with their Collective Bargaining Agreement to follow First Half 2025 Consumer Price Index-W



Thank You

Any Questions?

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