

RESOLUTION 26-15

RESOLUTION ADOPTING AND REVISING THE EMPLOYEE HANDBOOK

WHEREAS, the establishment of rules and regulations for the hiring and continued employment of City personnel is of benefit to the City, and

WHEREAS, it is advantageous for City personnel to know their rights and terms of employment.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WAVERLY, NEBRASKA that the Employee Handbook as revised on November 27, 2018, incorporates revisions to the following sections, attached hereto as Attachment "A":

PAY PLAN

The additions and changes in the above stated section is hereby adopted as policy.

PASSED AND APPROVED THIS 23RD DAY OF JUNE, 2026

Abbey L. Pascoe
Mayor

ATTEST:

Megan K. Frye
City Clerk/Human Resources Assistant

(Seal)

RESOLUTION 26-15 ATTACHMENT "A"

City of Waverly Pay Plan

Permanent Full Time/Part Time	Type	Range
City Administrator	Salary	\$45.68 to \$70.00
City Clerk/Human Resources Assistant	Salary	\$24.82 to \$45.00
City Treasurer/Deputy City Clerk	Salary	\$28.38 to \$45.00
Utility Billing Clerk/Accounts Payable	Hourly	\$18.70 to \$35.00
Office Assistant	Hourly	\$18.00 to \$30.00
Fire Department Administrative Assistant	Hourly	\$18.00 to \$30.00
Building Inspector/Zoning Administrator	Salary	\$31.03 to \$45.00
Municipal Code Inspector	Hourly	\$18.00 to \$30.00
Parks and Recreation Director	Salary	\$30.00 to \$45.00
Parks and Recreation Maintenance Lead**	Hourly	\$21.00 to \$35.00
Aquatics Manager/Parks and Recreation Marketing Assistant	Hourly	\$21.00 to \$35.00
Public Works Director	Salary	\$38.00 to \$60.00
Public Works Worker**	Hourly	\$22.00 to \$35.00
Street Department Lead**	Hourly	\$24.00 to \$40.00
Water System Lead**	Hourly	\$24.00 to \$40.00
Wastewater System Lead**	Hourly	\$24.00 to \$40.00
**\$21 per hour increase for each certificate earned		

Seasonal and Temporary Full Time/Part Time	Type	Range
Aquatics Assistant Manager	Hourly	\$15.00 to \$20.00
Aquatics Lifeguards	Hourly	\$15.00 to \$18.00
Aquatics Concessions Manager	Hourly	\$15.00 to \$20.00
Aquatics Concessions & Admissions Staff	Hourly	\$15.00 to \$18.00
General Labor	Hourly	\$15.00 to \$18.00
General Office	Hourly	\$15.00 to \$18.00