ORDINANCE NO. 1570

AN ORDINANCE of the City of Kent, Washington, establishing a personnel policy for the employees of the City of Kent.

THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. All new employees shall be on a probationary status for six (6) months.

Section 2. The normal work week, with the exception of the employees of the Fire Department, shall be five (5) consecutive days of not less than eight (8) hours per day, exclusive of a lunch period and all time over eight (8) hours in any one day shall be overtime and shall be paid at a rate of time and one-half; provided, however, that compensation for overtime may be granted in compensatory time at the rate of one and one-half times the regular hourly rate, if the salary appropriation of said employee is insufficient to pay for said overtime.

Section 3. City Department heads shall not be compensated for any overtime.

Section 4. The City will pay the premium for a major health and accident policy and the employee shall have the right to include dependents thereunder, but only if she or he authorizes a withholding of the premium to cover such dependents.

Section 5. Employee longevity shall accrue in increments of five (5) and ten (10) years of work and shall be compensated in accordance with the salary schedule adopted within the annual budget Ordinance for the City.

Section 6. Leave without pay may be granted by the Department head for a period of one to five days, and by the City Administrator for a period up to 30 days. In all such instances a written report shall be filed by either the Department head or City Administrator with the City Clerk and a copy thereof placed
in the employee's personnel file.

Section 7. Pursuant to RCW 38.40.060 of the Laws of the State of Washington, every employee of the City who is a member of the Washington National Guard, or of the Army, Navy, Air Force, Coast Guard, or Marine Corp Reserve of the United States or of any organized reserve or Armed Forces of the United States, shall be entitled to and shall be granted military leave of absence from such employment for a period not exceeding 15 days during each calendar year. Such leave shall be granted in order that the person may take part in active training duty in such manner and at such time as he may be ordered to active training duty. Such military leave of absence shall be in addition to any vacation or sick leave to which the Officer or employee might otherwise be entitled and shall not involve any loss of efficiency rating, privileges or pay. During the period of military leave the employee shall receive from the City his normal pay.

Section 8. Any employee summoned for Jury duty shall be granted leave for such service and shall be paid by the City his regular wage, less such remuneration he shall receive as compensation for Jury service.

Section 9. In the event there is a conflict between the terms of this Ordinance and any Ordinance passed by the City Council of the City of Kent prior thereto, the terms of this Ordinance shall prevail.

Section 10. In the event there is any conflict between the terms of this Ordinance and Kent Civil Service Regulations and Ordinance, or a written contract entered into by the City of Kent and a Union, the provisions of any such Civil Service Regulations or Ordinances, or Union contract shall prevail.

Section 11. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and
publication as provided by law.

ALEX THORNTON, MAYOR

Attest:

MARIE JENSEN, City Clerk

Approved as to form:

JOHN B. BERREITER, City Attorney

Passed the 6 day of January, 1969
Approved the 7 day of January, 1969.
Published the 10 day of January, 1969.

I hereby certify that this is a true copy of Ordinance No. 1572 passed by the City council of the City of Kent and approved by the Mayor of the City of Kent as hereon indicated.

MARIE JENSEN, City Clerk