AN ORDINANCE of the City of Kent, Washington exempting specific officers and employees from overtime and compensatory time benefits; establishing a Management/Professional Employee Benefit Program; adopting new Sections 2.40.110 and 2.40.115 Kent City Code.

WHEREAS, the City Council has considered a report and comprehensive analysis of the use of overtime and compensatory time, and analyzed the financial impact of exempting specific classifications of officers and employees from overtime and compensatory time benefits, as well as recommendations concerning the exemption of management and professional staff; and

WHEREAS, it being determined that it is in the best interest of the City to exempt administrators, managers and professional staffs from overtime and compensatory time compensation, and thereby create an "exempt employee" designation; and

WHEREAS, in recognition of the overtime and compensatory time provided by administrators, managers and professional staffs it is determined to provide a standard compensation package; NOW THEREFORE

THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. A new Section 2.40.110 Kent City Code is adopted as follows:

2.40.110. Overtime and Compensatory Time Exemption. Those officers and employees designated by the legislative authority shall be exempt from overtime and compensatory time compensation.

Section 2. A new Section 2.40.115 Kent City Code is adopted as follows:

2.40.115. Management/Professional Employee Benefit Program. Those officers and employees exempt from overtime and compensatory time compensation shall be compensated by a Management/Professional Employee Benefit Program as adopted by the City Administrator and approved by the legislative authority.
Section 3. The initial list of officers and employees exempt from overtime and compensatory time compensation is attached hereto as Appendix A, and hereby made a part of this ordinance. The initial Management/Professional Employee Classification and Benefit Program is attached hereto as Appendix B and hereby made a part of this ordinance. The City Administrator is directed to adopt this program and publish the same in the City of Kent Policy and Procedure Manual.

Section 4. Officers and employees exempt from overtime and compensatory time by this ordinance shall retain overtime or compensatory time accrued prior to the effective date of this ordinance until the officer or employee uses such time or otherwise receives compensation for such time.

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

ATTEST:

MARIE JENSEN, CITY CLERK

APPROVED AS TO FORM:

P. STEPHEN DIJULIO, CITY ATTORNEY

PASSED the ___ day of ___ , 1984.
APPROVED the ___ day of ___ , 1984.
PUBLISHED the ___ day of ___ , 1984.

- 2 -
I hereby certify that this is a true copy of Ordinance No. 2512, passed by the City Council of the City of Kent, Washington, and approved by the Mayor of the City of Kent as hereon indicated.

MARIE JENSEN, CITY CLERK
(SEAL)
EXEMPT CLASSIFICATION PLAN
OFFICER AND EMPLOYEE LIST

MANAGEMENT GROUP A

City Administrator
Assistant City Administrator
City Attorney
Director of Public Works
Finance Director
Fire Chief
Director Park & Recreation
Planning Director
Police Chief
Director of Information Services

MANAGEMENT GROUP B

Word Processing Supervisor
Police Records Supervisor
Accounting Supervisor
City Clerk
Administrative Assistant (Parks)
Recreation Program Coordinator
Recreation Facility Manager
Building Official
Maintenance Superintendent
Recreation Superintendent
Assistant Fire Chief
Police Captain
City Engineer
Treasury Supervisor
Purchasing Agent
Principal Planner

MANAGEMENT GROUP C

Assistant City Attorney
Recreation Program Supervisors
Program/Analyst
Planner I
Personnel Analyst
Assistant to the Police Chief
Building Inspector Supervisor
Engineer I
Planner II
Engineer II
Property Manager
Engineer III
Transportation Specialist
Traffic Maintenance Engineer
Land Surveyor

369W-11W
1.0. INTRODUCTION.

A comprehensive study of the City's overtime and compensatory time off policy and practice was conducted, at the request of the City Council early in 1983. The report which reviewed comp time and overtime consumption during 1981 and 1982 was presented with the Council's Finance/Personnel Committee in April 1983. The report presented a comprehensive analysis of the use of overtime and comp time during the period, and analysis of financial impact of exempting specific classifications of employees from overtime and comp time benefits, as well as a recommendation concerning the exemption of management and professional staff.

2.0. EXEMPTION FROM OVERTIME STATUS.

Officers and employees in positions designated such "exempt status" will not be subject to overtime and compensatory time and therefore will not be compensated in either cash or time off with pay for hours worked beyond the standard workday/week.

Since we are discussing the implementation of a new program, financial prudence is recommended. Therefore, the program should be viewed as a fairly conservative approach to management benefits in its design and its implementation.

3.0. MANAGEMENT BENEFIT PROGRAM.

3.1. Purpose. The purpose of the management benefit program is to provide compensation and benefits in lieu of overtime and compensatory time.

3.2. Program. Benefits shall be available within the specified dollar limit designated in the management group to which employees are assigned. Benefits
include, but are not limited to: deferred compensation, long term disability insurance, medical insurance reimbursement plan, funds for professional development and training, and additional annual leave. The initial allocation of funds shall be: Management Group "A" - $1,000; Management Group "B" - $750; Management Group "C" - $500.

3.3. Benefits.

3.3.1. Core Benefits. All management staff shall be eligible for core benefits as outlined below. Funding for core benefits shall be provided.

A. Group Medical/Dental Program - Coverage is provided in accordance with the policy/programs available to general (non-bargaining unit) personnel. This includes selection among alternative programs, where available, and access to City provided contributions toward such medical/dental coverage.

B. Group Life Insurance Program - Coverage is provided and premiums paid by the City for basic levels of term life insurance. Coverage limits are determined by membership in a specific Management Group. Management Group "A" - Coverage provided in the amount of $50,000. Management Group "B" - Coverage provided in the amount of $35,000. Management Group "C" - Coverage provided in the amount of $25,000.

C. Annual Leave - Annual leave benefits are provided in accordance with City Policy.

D. Sick Leave - Sick leave benefits are provided in accordance with City Policy.

E. Other - Such other benefits not herein identified shall continue to be provided in accordance with City policy.

3.3.2. Optional Benefits. The benefits listed below are available for purchase by management staff. Contributions from the City are limited to a
fixed dollar amount and determined annually. Allocations to staff shall be determined by management group membership.

A. **Deferred Compensation** - Funds invested in these City authorized programs will result in the deferral of Federal income tax liability until such time as they become available to participating individuals.

B. **Long Term Disability Program** - A long term disability program may be purchased. Such a program may provide security in the event of an inability to work. Such inability to work is defined to be as a result of injury or illness resulting in long term absence from gainful employment. Programs available through the City allow flexibility in purchasing financial protection and duration of benefit.

C. **Medical Reimbursement Program** - In selecting participation in this program, an employee elects to be reimbursed for deductibles, contributions toward dependent coverage as for co-insurance contribution. The City's reimbursement of such expenses would be limited annually to a predesignated amount requested by the employee.

D. **Supplemental Term Life Insurance** - Employees may elect additional amounts of group term life insurance to be purchased by the City. The cost of such coverage is a function of amount purchased, $10,000 increments, and age of employee. Approval of such coverage rests with the City's insurance carrier.

E. **Annual Leave** - Employees may elect to purchase additional amounts of annual leave. Annual leave shall be purchased in eight hour increments with such purchases limited to twenty-four hours per year. When annual leave is purchased it shall be at a rate of fifty percent of the employee's hourly compensation.
F. **Professional Development** - Employees may request funds to pay registration fees, travel costs, subsistence, etc., associated with professional development and training. Examples of such development include, but are not limited to; annual professional conferences, job related workshops and seminars and formal course work. Department and personnel approval is required to participate in this program.

3.4. **CLASSIFICATION CRITERIA.**

The program prescribes an allocation of funds among three classifications of management and professional staff. The criteria applied to distinguish and assign staff among the groups consists of; management authority and responsibility; budgetary control; supervisory authority and professional responsibility. Positions assigned to management group "A" include the City Administrator, Assistant to the City Administrator, and all Department Managers. Management group "B" consists of positions which generally are responsible for management of major divisions of departments. Employees in this classification may be "professional" staff as well as divisional managers. Positions in this class may be distinguished from those in management group "A" in that incumbents do not possess as broad a range of budget, personnel and program authority and responsibility. Management group "C" is the third management group and consists of positions which generally are considered to be professional in nature. Positions in this class may be distinguished from those in management group "B" in that incumbents generally do not have the same level of management responsibility and authority.