

Chapter 2.60

PAY PLAN AND COMPENSATION

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2.60.010 **Preparation of a pay plan.** A salary ordinance is set at the beginning of each year. This establishes the position and rate of pay for the entire year. Any deviation requires an amendment to this ordinance and can only be done by councilmatic action. (Ord. 390 SI (part), 1981.)

2.60.020 **Remuneration.** The salary established for a position shall represent the total remuneration for an employee occupying the position except for fringe benefits, official travel, other approved expenses, and compensation from the City in addition to those authorized in these policies and the current budget as adopted by the city council. (Ord. 491, February 1986.)

2.60.030 **Compensatory time--Overtime pay.** The work period for all city employees is designated as the consecutive seven day period commencing at 12:01 o'clock a.m. on Monday through 12:00 midnight Sunday. The regular full time work period for law enforcement employees shall consist of 40 hours in each work period. The regular full time work period for non-law enforcement employees shall consist of 40 hours in each work period. Any non law enforcement employee who is required or permitted to work in excess of 40 hours during a single work period shall be compensated for his employment in excess of 40 hours at the rate of one and one half times the regular pay at which he is employed. Any law enforcement employee who is required or permitted to work in excess of 40 hours but less than 43 hours during a single work period shall be compensated at his regular rate of pay. Any law enforcement employee who is required or permitted to work in excess of 43 hours during a single work period shall be compensated for his employment in excess of 43 hours at the rate of one and one half times the regular pay at which he is employed. No employee shall be required or permitted to work in excess of 40 hours during any work period unless such overtime has

received advance authorization by the Mayor or his designee. For the purpose of this section, non-law enforcement employees include the following: Deputy Clerk-Treasurer, Clerk General, Park Attendant, Building Inspector, Maintenance Foreman, Maintenance Leadman, and Maintenance Laborer. (Ord. 491, February 1986.)

2.60.040 **Compensatory time--Police officers.** Police officers will not receive compensatory time off until they have exceeded two hundred forty hours in a twenty-eight-day period, including both regular and on-call time. (Ord. 390 SI (part), 1981.)

2.60.050 **Compensatory time--Appointees.** All administrative employees who hold a public, elective or appointive office of the City shall not receive overtime pay, but will be allowed flexibility in scheduling their work hours and administrative leave at the discretion of the Mayor. For the purpose of this section, administrative, elective, or appointive officials shall include the Mayor, the City Administrator, and the City Clerk-Treasurer. (Ord. 491, February 1986.)

2.60.060 **Payment of wages upon termination.** Any wages due an employee upon termination or dismissal in the form of hours worked, overtime, or vacation time earned, shall be paid at the close of the established pay period. (Ord. 491, February 1986.)

2.60.070 **Salary determination.** City employees shall be paid on a bi-monthly pay period. The first pay period shall run from the first day of the month to the 15th day of the month. The second pay period shall run from the 16th day of the month to the last day of each month. (Ord. 847, December 2008; Ord. 491, February 1986.)

2.60.080 **Part-time.** Whenever an employee works for a period of less than the regular number of hours in a shift, or fewer than all shifts in a pay period on a continuing or permanent basis, the amount paid shall be paid on an hourly basis. The exact hourly wage will be determined by dividing the annual salary by two thousand eighty hours. Part time employees are exempt from all fringe benefits except State Industrial Insurance, unemployment Insurance, and Social Security. (Ord. 491, February 1986.)

2.60.090 **Temporary.** A temporary employee is any person employed by the City for a specific temporary project or for anticipated duration of less than six months, regardless of the number of hours worked in each shift or the number of shifts worked per pay period. Temporary employees shall be compensated on an hourly basis. Temporary employees are exempt from all fringe benefits except State Industrial Insurance, Unemployment Insurance and Social Security. (Ord. 491, February 1986.)

2.60.095 **Provisional Employees.** A provisional employee is any person employed by the City in law enforcement on a provisional appointment in accordance with the State statutes relating to Police Civil Service. Provisional employees shall be compensated on an hourly basis for time actually worked. A provisional employee is exempt from all employee benefits except those which are mandated by State and Federal Statutes. A provisional employee is a temporary employee in accordance with the City's personnel administration system and has only those rights and privileges relating to temporary employees. (Ord. 498, June 1986.)