

ORDINANCE O-4688

AN ORDINANCE OF THE CITY OF KIRKLAND AMENDING KIRKLAND MUNICIPAL CODE SECTION 3.80.070 TO PROVIDE FOR ALTERNATIVE EMPLOYEE PAY DATES.

1 WHEREAS, Kirkland Municipal Code Section 3.80.070(d)
2 currently provides that employees will be paid on the day preceding the
3 actual pay dates of the 8th and 23rd of the month if either of those dates
4 falls on a weekend or holiday; and

5 WHEREAS, this occasionally results in Finance Department
6 employees having to work weekends to get the payroll information
7 submitted on time to be paid on those preceding dates and thereafter
8 have to reconcile any estimating that was done to meet those deadlines;
9 and

10 WHEREAS, changing the Code to provide that the actual pay
11 date will be on the closest occurring business day to the 8th or the 23rd
12 eliminates the extra cost and inefficiency of paying on the preceding day
13 and reconciling paychecks afterwards; and

14
15 WHEREAS, the payroll processing timelines are shorter in the
16 recently implemented MUNIS Financial system and issuing paychecks
17 on the preceding business day increases the risk of missed payroll
18 deadlines.

19
20 NOW, THEREFORE, the City Council of the City of Kirkland do
21 ordain as follows:

22
23 Section 1. Kirkland Municipal Code Section 3.80.070 is amended
24 to read as follows:

25 3.80.070 Classifications and salary.

26 (a) Position classification shall be prepared and maintained in such a
27 way that the classifications and salary range reflect current duties and
28 responsibilities of all positions within the city. Job descriptions shall
29 reflect the essential duties and responsibilities of the position.

30 (b) Reclassification of Positions and Compensation. Positions and
31 compensation shall be reclassified when appropriate in accordance with
32 Chapter 4-7 of the City of Kirkland Administrative Policy Manual.

33 (c) Overtime. Overtime shall be compensated at a rate of one and
34 one-half times the normal rate of pay or by compensatory time off in
35 lieu of overtime pay at the discretion of the employee. All overtime shall
36 be authorized by the employee's supervisor in advance. Requests for
37 overtime pay or compensatory time off must also be made in advance
38 and remain consistent for a period of three months. Overtime for
39 uniformed personnel shall be referred to current contract agreements.
40 If the employee requests compensatory time off, it must be taken prior
41 to the second payout dates of January, April, July and October.
42 Executive, administrative and professional employees shall not be
43 entitled to overtime compensation as defined in WAC 296-128-500.
44

45 (d) Pay Period. Employees shall be paid twice each month. Paychecks
46 will be issued on or about the eighth and twenty-third of each month.
47 In the event payday falls on a weekend or holiday, employees will be
48 paid the closest occurring preceding business day.

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50

51 Section 2. This ordinance shall be in force and effect five days
52 from and after its passage by the Kirkland City Council and publication,
53 as required by law.

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55 Passed by majority vote of the Kirkland City Council in open
56 meeting this 21st day of May, 2019.

57

58 Signed in authentication thereof this 21st day of May, 2019.



Penny Sweet, Mayor

Attest:

Publication Date: May 27, 2019



Anja Mullin, Acting City Clerk

Approved as to Form:



Kevin Raymond, City Attorney