

ORDINANCE 3590

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KIRKLAND RELATING TO PERSONNEL CLASSIFICATIONS (JOB DESCRIPTIONS) AND SALARIES; AND ADDING A NEW SUBSECTION TO SECTION 3.80.070 OF THE KIRKLAND MUNICIPAL CODE.

Be it ordained by the City Council of the City of Kirkland as follows:

Section 1. Section 3.80.070, Classifications and Salary of the Kirkland Municipal Code is hereby amended to read as follows:

3.80.070 Classifications and salary.

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

(b) Reclassification of Positions. Significant changes in the duties and responsibilities of any position within the city shall result in an evaluation of the position and possible reclassification based on such changes. All existing positions should periodically be reviewed for possible changed and reclassifications.

(c) Salary Range. Preparation of the current range shall be based upon the classification resulting from the evaluation of duties and responsibilities. Any change in salary range must be made on the same basis.

(d) Whenever the Human Resources Division has classified a new position or reclassified an existing position, as required by subsections (a) and (b) above, the Human Resources Division shall submit the changes to the City Manager for approval. To the extent the foregoing results in a change in an employee's current salary or wages, such change shall become effective as of the first pay period commencing immediately following approval by the City Manager.

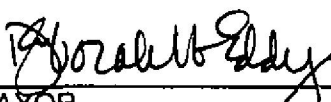
~~(e)~~ Overtime. Overtime shall be compensated at a rate of one and one-half times the normal rate of pay or by compensatory time off in lieu of overtime pay at the discretion of the employee. All overtime shall be authorized by the respective department head in advance. Requests for overtime pay or compensatory time off must also be made in advance and remain consistent for a period of three months. Overtime for uniformed personnel shall be referred to current contract agreements. If the employee requests compensatory time off, it must be taken within twenty-eight days of the accrual date. Executive, administrative and professional employees shall not be entitled to overtime compensation as defined in WAC 296-128-500.

(f)(e) Pay Period. Employees shall be paid twice each month. Paychecks will be issued on or about the first and fifteenth of each month. In the event payday falls on a weekend or holiday, employees will be paid the preceding day.

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

Passed by majority vote of the Kirkland City Council in regular, open meeting this 1st day of July, 1997.

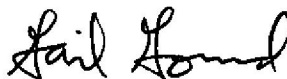
Signed in authentication thereof this 1st day of July, 1997.

  
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MAYOR

Attest:

  
\_\_\_\_\_  
Deputy City Clerk

Approved as to Form:

  
\_\_\_\_\_  
City Attorney

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