

**PERSONNEL POLICIES AND GUIDELINES
CITY OF CLAY CENTER, KANSAS**

ARTICLE D. COMPENSATION

D-1. Pay Plan.

- (a) The salary of each employee of the City, shall, at least annually, be set at an amount within the pay range of the position class the employee is assigned. Such determination shall be made by the Governing Body, or appointed committee or commission, with the advice of the Mayor and the appropriate Department Head. An Employee's continued employment at the salary rate within the class assigned to him or her shall be contingent upon the provisions outlined in Section D-3.
- (b) Employees working on a part-time basis shall receive that portion of the salary assigned to their position to be determined by the actual time they work. The hourly wage for persons employed on a monthly salary basis is computed for persons employed on a monthly salary basis is computed as follows: Monthly wage times 12, divided by (hours worked per week x 51) equals wage per hour for full-time employees.

D-2. Pay Increases.

- (a) Pay increases shall not be routine or automatic, and are subject to approval by the Governing Body or appointed committee or commission.
- (b) Annual cost-of-living pay increases may be given as approved by the Governing Body or appointed committee or commission.
- (c) Subject to the approval of the Governing Body, or appointed committee or commission, a Department Head may award a pay increase to an Employee based on an annual performance evaluation submitted by the Employee's immediate Supervisor.

D-3. Performance Evaluations.

- (a) Employee and Department Head performance evaluations will be considered in determining salary increases and decreases within the limits established in the pay plan, as a factor in promotions, as a factor in determining the order of layoffs, and as a means of identifying Employees who should be promoted or transferred, or who, because of their low performance, should be demoted or dismissed.
- (b) An evaluation of the performance of each full-time and part-time Employee based on his or her duties and responsibilities shall be prepared by the Employee's immediate Supervisor at least annually. The evaluation shall be in writing on forms approved by the Governing Body. The Supervisor shall evaluate, at least quarterly, any Employee who has received a poor performance rating. An Employee-in-training shall be evaluated on the completion of his or her training period. The Supervisor shall present the evaluation to the Employee and allow the Employee the opportunity to respond.

D-4. Pay on Termination. An Employee, whose termination with the City is not for cause, shall receive his or her final paycheck on the first regularly scheduled payday following his or her termination.

D-5. Overtime Work.

- (a) Compensation for authorized overtime work shall be at the rate of one and one-half times the Employee's regular rate of pay. Overtime compensation shall be paid not later than the first payday following the pay period in which it was earned. At the discretion of the Department Head, an Employee may be given compensatory time off in lieu of cash payments for the overtime worked. Any compensatory time off shall be taken at the rate of one and one-half times the hours of overtime worked and must be taken within the same pay period.
- (b) No person employed in an administrative, executive or professional position, as defined by the Federal Fair Labor Standards Act (FLSA), shall be eligible for overtime compensation. This shall not prohibit the Governing Body from paying this overtime if they so choose, going above and beyond the minimum requirements of the FLSA.
- (c) Employees shall be eligible to receive overtime compensation for all hours worked, in excess of their normal work week, except for full-time police officers and firefighters. Any police officer or firefighter receives one and one-half times pay for hours worked on a legal holiday. A work period for police and firefighters must be established under the Fair Labor Standards Act.

Full-time police officers shall be eligible to receive overtime compensation only for work hours in a work period which exceeds 86 hours per 14 day work period or for any proportionate number of hours worked in a fewer number of days.

Full-time firefighters shall be eligible to receive overtime compensation only for work hours in a work period which exceeds 106 hours per 14 day work period or for any proportionate number of hours worked in a fewer number of days.

- (d) All overtime work must have prior authorization by the Employee's Department Head. The Department Head shall maintain records of any overtime worked.

D-6. Pay Periods; Paydays. The City shall pay all employees by-weekly, for work performed for the previous two weeks. Should the regular payday fall on a City holiday, pay shall be distributed on the work day immediately preceding that day.