

**CITY OF MILTON  
RESOLUTION 18-1902**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, AMENDING THE PERSONNEL POLICY FOR COMPENSATION FOR EXEMPT EMPLOYEES AND REPEALING RESOLUTION 16-1881.**

**WHEREAS**, the City of Milton has an adopted the Personnel Policy for Compensation of Exempt Employees, and

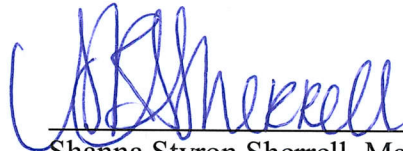
**WHEREAS**, the policy needs to be amended to reflect a change in benefits for the Chief of Police and language related to the Severance Pay structure;

**NOW, THEREFORE**, the City Council of the City of Milton, Washington, does hereby resolve as follows:

**Section 1.** Resolution 16-1881 is hereby repealed.

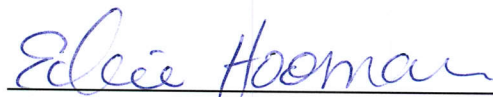
**Section 2.** That the Amended Personnel Policy for Compensation for Exempt Employees, April 16, 2018, attached hereto as Exhibit A, is adopted.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting thereof this 16<sup>th</sup> day of April 2018.



\_\_\_\_\_  
Shanna Styron Sherrell, Mayor

Attest/Authenticated:



\_\_\_\_\_  
Ellie Hooman, City Clerk



**EXHIBIT "A"**  
**AMENDED**  
**CITY OF MILTON**  
**PERSONNEL POLICY**  
**COMPENSATION FOR EXEMPT EMPLOYEES**  
~~August 1, 2016~~ April 16, 2018

**Purpose and Scope**

This personnel policy applies to all employees of the City of Milton who are exempt from the Fair Labor and Standards Act and non-represented positions, not covered by collective bargaining agreements. This document provides policies for matters of salary, fringe benefits and other conditions of employment for exempt and non-represented positions. Unless otherwise stipulated, this policy covers all persons and positions noted above.

In the event these policies conflict with any City, State or Federal law, those laws shall prevail. This policy shall not supersede any provisions of an executed employment agreement between the City of Milton and the City Administrator. This policy covers matters of compensation and is not intended to provide the full spectrum of policies, regulations and conditions of employment. These provisions are not a contract, create no vested right, and may be amended at any time.

**Salary Ranges**

The City shall establish a salary range for each position covered by this policy on an annual basis, as recommended by the Mayor and approved by the City Council. A market survey of salaries for similar positions will normally be done ~~annually every three years~~ in order to attract and retain qualified employees. The range shall have a beginning and ending salary. Upon initial appointment to a position, the Mayor shall set an employee's salary within the range based upon experience and qualifications. An employee's advancement through the range shall be based on performance.

**Merit Pay**

A written performance evaluation shall be conducted for an employee covered by this policy on an annual basis and on a schedule pre-determined by the employee and his/her supervisor. Based upon the performance evaluation, an employee's salary may be adjusted within the established range commensurate with his/her performance. Such merit pay adjustment shall be recommended by an employee's supervisor and approved by the Mayor.

## Incentive Pay

In order to retain qualified employees in City service, an employee may be qualified for incentive pay. To be eligible for incentive pay, an employee must have reached the top of his/her salary range and served more than three (3) years in a position covered by this policy. Incentive pay shall be in the following increments:

3 – 5 years of service	1% of base salary
6 – 8 years of service	1.5% of base salary
8+ years of service	2% of base salary

An employee's eligibility for incentive pay shall be reassessed annually at the time of the evaluation of performance. Continued eligibility for incentive pay shall be based upon performance that achieves the projects and goals established in the prior year's performance evaluation. Incentive pay shall be recommended by an employee's supervisor and approved by the Mayor.

## Cost of Living Adjustment

Upon the recommendation of the Mayor and the approval of the City Council, employees' pay may be adjusted by an annual cost-of-living adjustment. Such adjustment shall also adjust the salary ranges.

## Severance Pay

The City Administrator and Department Directors are "at will" employees and serve at the pleasure of the Mayor. No person, who voluntarily resigns, shall be entitled to severance pay. In the event the City Administrator or a Department Director is asked to resign, is laid off due to lack of work or funding, or is terminated without just cause while willing to perform the duties of the job, the employee shall receive severance pay in the following increments only if the City's separation agreement is signed by the employee:

13 - 24 months of service	One (1) months pay
25 – 36 months of service	Two (2) months pay
37+ months of service	Three (3) months pay

Note: It is recognized that the City Administrator's employment agreement may include provisions that supersede the severance pay provisions of this policy.

## Uniform Allowance

Uniformed employees will be eligible for uniform allowance of \$750 per year which will be taxable as per IRS regulations, to be paid in equal parts with payroll checks.

## Benefits

Certain benefits are required for public employees by Federal and State law. This policy covers only those benefits that are discretionary on the part of the City.

Health Insurance: The City shall pay ninety percent (90%) of the monthly premium necessary to provide coverage under AWC HealthFirst Plan for full-time employees and dependents. The Public Safety Administrator/Chief of Police shall be given the option of parity with the medical plan offered to the Milton Police Guild, or participation in the AWC HealthFirst Plan listed above.

The City shall also pay 100% of the monthly premiums necessary to provide AWC Vision Service Plan, Dental Plan "F" and Orthodontia Rider Plan V coverage for full-time employees and dependents. Employee's working less than full time shall pay a prorated share of the insurance premium based on the hours of work.

Opt Out Provision: An employee may elect to opt out of medical insurance coverage for spouse and or dependents, provided that the employee has medical insurance coverage through another provider for them, and this decision is in conjunction with the annual, enrollment period. In the event that the terms of the medical insurance policy limit the number or percentage of employees who may opt out, the employer shall accept elections to opt out on a first come/first served basis. If the employee opts out, then in the month the employer is no longer required to pay the employee's health care insurance premiums, the employer shall pay the employee an amount equal to fifty percent (50%) of the monthly premium as compensation for each month the employer does not have to pay the insurance premium. This payment will not be considered as part of the base wage compensation for calculating overtime, longevity, or any other special pay.

FSA Account: The Employer will set up a Flexible Spending Arrangement (FSA) account to allow employees to pay for qualified healthcare and daycare expenses on a pre-tax basis, as governed by Section 125 of the IRS Tax Code.

Life Insurance: Exempt employees shall be covered by a life insurance policy in the amount of \$100,000. The premium shall be paid in full by the City.

Deferred Compensation Plan: The City shall provide a deferred compensation plan for the voluntary contributions by employees covered by this policy.

## Leave Accrual

It is recognized that the City's Personnel Policies and Procedures include provisions for the accrual, use, and cash-out of leave time or other types of leave not covered by this policy. This policy is intended only to provide for the types and amounts of leave for employees covered by this agreement.

Vacation Leave: Employees, working full-time, shall receive vacation leave based upon the following schedule. Vacation leave shall be accrued on a monthly basis.

1 – 5 years	12 days per year
6 – 15 years	18 days per year
16 – 19 years	20 days per year
20+ years	22 days per year

Upon hiring in order to attract experienced personnel, the Mayor is authorized to place an individual on the accrual chart at a level commensurate with prior experience. Exempt employees are salaried and therefore, are required to use vacation leave only for absences in excess of four hours per day.

Sick Leave: Sick leave shall be accrued at the rate of one day per month or a total of 12 days per year. Accrual rates for employees working less than 40 hours per week shall be prorated. Exempt employees are salaried and therefore, are required to use sick leave only for absences in excess of four hours per day.

Holiday Leave: Employees, covered by this policy, shall be entitled to holiday pay for all holidays designated by the City Council. In addition, employees shall receive 16 hours per year in holiday leave to be taken at their discretion. This additional holiday leave must be used within a calendar year or it will be forfeited.

Management Leave: It is recognized that employees covered by this policy are required and expected to work beyond the normal work day/week to carry-out the duties of their position. Exempt employees are salaried and are not entitled to overtime or compensatory time for work in excess of 40 hours per week or 8 hours per day. In recognition of the additional work time, exempt employees are entitled to take management leave in an amount agreed upon between the employee and his/her supervisor based upon the amount of extra time worked. Additional work time shall not be recorded and exempt employees are not entitled to an hour-for-hour amount of management leave for additional hours worked.