



**CITY OF MILTON
PERSONNEL POLICY
COMPENSATION FOR EXEMPT EMPLOYEES
September 2020**

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 an exempt employee. 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 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.

Longevity Pay

In order to retain qualified employees in City service, an employee may be qualified for longevity pay. To be eligible for longevity 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. Longevity 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

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

Exempt employees 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 an exempt employee 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

Uniform Allowance

Uniformed employees whose duties are not primarily administrative in nature will be eligible for uniform allowance of up to \$1200 per year which will be taxable as per IRS regulations, to be paid on the second paycheck of each-calendar year. At the discretion of the Mayor, City of Milton apparel may be provided to employees who regularly attend meetings or other engagements as a representative of the City.

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 City shall also pay 100% of the monthly premiums necessary to provide Kaiser Permanente \$200 Deductible plan, AWC Vision Service Plan, Delta Dental Plan "J" and Orthodontia Rider Plan V or Willamette Dental 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. The Chief of Police shall be given the option to choose the plan that is offered to the Milton Police Guild or to participate in the plan being offered to all other employees.

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 savings 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.

EAP: The City shall make 100% contributions of the premium necessary to provide employee coverage under the AWC Employee Assistance Program.

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.

STATE PENISON SYSTEMS: Employees shall receive retirement benefits from the State Retirement Systems as provided by State law. Uniformed Police Chief is eligible for coverage under the LEOFF pension system as provided for by state statute.

Leave Accrual

It is recognized that the Employee Handbook include provisions for the accrual and use 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 Exempt 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	96 hours per year
6 – 15 years	144 hours per year
16 – 19 years	160 hours per year
20+ years	176 hours per year

Each full-time regular employee shall be entitled to accrue unused vacation leave not to exceed a maximum of two-hundred and forty (240) hours. All vacation leave shall be taken at a time mutually agreeable between the employee and the employer. Should the two-hundred and forty (240) hours maximum be exceeded through no fault of the employee, the employer shall pay the employee for all vacation in excess of the two-hundred and forty (240) hours at their standard rate of pay.

Employees shall accrue vacation leave in accordance with the aforementioned provisions. Employees who leave employment with the City prior to completion of one (1) years' service shall not be compensated for any accrued vacation time. Employees who have completed one (1) or more years of service and leave the employment of the City shall be eligible for pay for all accrued vacation leave not used.

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. Sick Leave earned shall be credited to an employee's accrual upon the completion of each calendar month.

The maximum accrual of sick leave shall be nine-hundred and sixty (960) hours. A note to return to work may be necessary for absences in excess of three days.

Sick leave may be used for any of the following reasons and purposes:

- Personal illness or incapacity of the employee
- Forced quarantine of the employee by a public health official
- Family leave as required by state and federal law
- Serious injury or illness of an eligible family member.
- Maternity leave
- Medical or dental appointments of the employee, spouse or dependents when such appointments cannot be scheduled during off-duty hours;
- Or as set forth in the bereavement leave section of this Exempt policy.

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. See below for holidays recognized:

New Year's Day	Veteran's Day
Martin Luther King, Jr.'s Birthday	Thanksgiving Day
President's Day	The day following Thanksgiving Day
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day
Two "floating holidays"	Labor Day

New employees of the City shall be eligible for all holidays except the "floating holidays." New employees shall become eligible for "floating holidays" after four (4) months of continuous employment with the City.

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.

Jury Duty: Employees may be granted time off with pay up to the maximum of ten (10) working days to serve on a jury or as a court witness. Any leave beyond ten (10) days required for jury duty will be without pay. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

Military Leave: Employees of the City who are members of the National Guard or federal reserve military units may be absent from their duties, with pay, for a period of up to fifteen (15) calendar days per calendar year when they are performing ordered military training duty and while going to and from that duty. When possible, military leave notice should be in writing with a copy of the employee's Orders attached. Any authorized leave in excess of fifteen (15) calendar days will be charged to leave without pay or vacation at the option of the employee. Military leave shall be granted as required by state and federal law.

Bereavement Leave: Employees who suffer a death in their immediate family, upon submitting verification, shall be given up to five (5) days off with full pay within thirty (30) days of death. If additional leave is necessary, it may be granted and such leave shall be deducted from accrued sick leave. Immediate family shall be defined as spouse, children, grandchildren, siblings, parents and grandparents.