

CITY OF KENT
PERSONNEL POLICY

NUMBER: 5.06

EFFECTIVE DATE: August 1, 2015

SUBJECT: MANAGEMENT/PROFESSIONAL SUPERSEDES: January 1, 2007
BENEFITS PROGRAM

APPROVED: 
Suzette Cooke, Mayor

POLICY:

It is the policy of the City of Kent to provide management/professional benefits to all exempt employees. The program is a means to provide recognition and compensation to employees exempt from the overtime provision of the Fair Labor Standards Act (FLSA). Each management level is assigned a dollar allocation which increases each year by an amount equivalent to the cost of living adjustment (COLA) for non-represented employees, as authorized in the budget.

5.06.1 ELIGIBLE EMPLOYEES:

Employees in the following exempt classifications are eligible for management/professional benefits at date of hire.

- A. Administrators/Department Directors
- B. Mayors
- C. Judges
- D. Managers
- E. Professional Staff

5.06.2 INELIGIBLE EMPLOYEES:

All non-exempt employees of the City are ineligible for the management/professional benefit program.

5.06.3 MANAGEMENT/PROFESSIONAL LEVELS:

The existing Management/Professional Benefits program groups exempt employees into management levels based on the employee's classification and responsibilities within the department.

- A. A+ Mayor and Chief Administrative Officer
- B. A Department Directors
- C. B Division Managers
- D. C Professional Staff

5.06.4 PROGRAM OPTIONS:

Monetary allocations are provided annually to each management/professional benefit level. The dollar allocation may be used toward a combination of benefits from the following list:

- A. Purchase of management/professional leave days as dollar allocation will permit each year.
- B. Cash out the annual allocation each payroll cycle.
- C. Cash out the annual allocation each year on December 5th.

5.06.05 ACCUMULATION OF BENEFITS:

- A. Management/professional benefits are provided at date of hire and pro-rated based on the remaining number of payroll cycles in the year from December 16th of the previous year.
- B. At Open Enrollment in November of the prior year, management/professional benefits are provided in full for all exempt employees for the coming year.
- C. Exempt regular part-time employees shall receive the same benefit as exempt regular full-time employees.
- D. Management/professional leave will be restricted to 160 hours maximum. Purchase of management/professional leave is based on ½ the exempt employee's hourly salary as of date of hire or as of December 31st of the year benefits are being purchased.
- E. Exempt employees changing from an eligible to ineligible status will be paid in full for those management/professional benefits earned while on eligible status.
- F. No reduction of benefit applies if an exempt employee is on an approved leave of absence with full or partial pay. Management/professional benefits for an exempt employee on an approved voluntary leave without pay status in order to assist the City in reducing budgetary shortfalls shall not be reduced.

5.06.6 USE OF MANAGEMENT/PROFESSIONAL LEAVE:

- A. Management/professional benefits will be selected at the date of hire or at open enrollment and shall be irrevocable. Only in extreme situations shall exempt employees be allowed to change their selections after the date of hire or after open enrollment with the Human Resources Director or designee's approval.

- B. Exempt employees shall not be restricted in the amount of management/professional leave they use at any one time, subject to work scheduling requirements of the department. The respective Department Director shall determine whether or not extended leave would jeopardize operations.
- C. Exempt employees may use their management/professional leave in conjunction with other leave types in combinations not less than their regular scheduled work day.
- D. In accordance with the Family Medical Leave Act, exempt employees may use their management/professional leave to care for themselves, a child with a health condition that requires treatment or supervision, a spouse, or parent of the employee who has a serious health condition or an emergency situation.
- E. In accordance with the Washington Family Care Act, exempt employees may use their management/professional leave to care for a child with a health condition that requires treatment or supervision, or a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency situation. At the employee's option, he/she may use management/professional leave for any condition set forth in this paragraph.
- F. Management/professional leave may be retained if an employee changes from an eligible to an ineligible status for a pre-approved leave by the department director. In no instance shall the accrued leave remain after the employee has changed to an ineligible status after twelve months. The leave shall be paid to the employee after the twelve month period on the next available payroll period.

5.06.7 TERMINATIONS:

- A. An employee electing management/professional benefits during Open Enrollment must be employed after January 1st of the following year to receive the full amount of accrued management/professional benefits at date of termination.
- B. The City will pay each exempt employee terminating employment the full amount of accrued management/professional benefits at date of termination. The total amount of accrued management/professional benefits will be included in the final termination check, in which case the last day worked or the resignation date will be considered to be the effective date of termination. Final checks will be issued on the next available regular payroll date after termination or resignation. Requests to utilize management/professional leave beyond the termination date must be

approved by the Department Director in consultation with the Human Resources Director or designee.

5.06.8 COLLECTIVE BARGAINING AGREEMENT/CIVIL SERVICE LAWS:

Employees covered by collective bargaining agreements or Civil Service rules will be subject to the specific terms of those agreements and rules. In the event a collective bargaining agreement or Civil Service rule do not contain language regarding Management/Professional Benefits Program as specified in this policy, then those employees will be governed by this policy.