

**ORDINANCE NUMBER 598**

**AN ORDINANCE OF THE CITY OF HIGHLAND, KANSAS, ESTABLISHING THE COMPENSATION TO BE RECEIVED BY THE EMPLOYEES OF THE CITY OF HIGHLAND AND REPEALING PRIOR ORDINANCES AND ENACTMENTS OF THE CITY WITH REGARD THERETO, INCLUDING ORDINANCE NUMBER 555 AND ORDINANCE NUMBER 561 OF SAID CITY.**

WHEREAS, the City of Highland has the right and authority, by virtue of its home rule powers and Kansas statutory authority, to set and establish the compensation to be received by the employees of the City;

WHEREAS, the City believes that a monthly salary schedule should be established for full-time employees serving in an administrative position, and an hourly salary schedule, for every other full-time and part-time employee position, each setting forth a range of compensation, should be established in accordance with the various duties and qualifications of each position, and to be implemented in recognition of the experience, qualifications and performance of each individual employee filling the same;

WHEREAS, the City also believes that a range of monthly salary schedules for employees holding full-time positions should be established, in accordance with the various duties and qualifications of each position, and to be implemented in recognition of the experience, qualifications and performance of each individual employee filling the same;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HIGHLAND, KANSAS:

**SECTION 1: COMPENSATION OF FULL-TIME AND PART-TIME EMPLOYEES.**

(A) The full-time employees of the City of Highland, Kansas, as defined in the personnel policies referred to in SECTION 5 herein, not in an administrative position, shall receive compensation, at an hourly rate of pay, in an amount within the range of pay established by the following schedule:

| <b><u>POSITION</u></b>          | <b><u>HOURLY COMPENSATION</u></b> |
|---------------------------------|-----------------------------------|
| Chief of Police/Marshal         | \$16.00 to \$27.00                |
| Patrolman/Asst. Chief of Police | \$12.00 to \$23.00                |
| City Supt./Maint. Supervisor    | \$16.00 to \$30.00                |
| Maintenance Workers             | \$12.00 to \$23.00                |

Full-time employees not in administrative positions are entitled to employment benefits in accordance with the personnel policies referred to in SECTION 5 herein.

(B) Additional or replacement part-time officers, maintenance employees and administrative employees as may be established or employed, from time to time, based upon the ongoing needs of the City, to be established in accordance with the various duties and qualifications of each position and each individual filling the same, including the position of Deputy City Clerk, shall be paid, at a minimum, in the amount of the Kansas or federal minimum

hourly wage, whichever is greater, and at a maximum of \$20.00 per hour. Part-time employees are not entitled to employment benefits unless they meet the required hours of work as set forth in the personnel policies referred to in SECTION 5 herein.

(C) The following full-time city employee, which is an administrative position, shall receive compensation in the form of a monthly salary that is based upon the time and services required by the position, and the experience and qualifications of the employee, within the range of pay established by the following schedule:

| <u>POSITION</u> | <u>MONTHLY COMPENSATION</u> |
|-----------------|-----------------------------|
| City Clerk      | \$2,000.00 to \$4,000.00    |

Said full-time, administrative employee is entitled to employment benefits in accordance with the personnel policies referred to in SECTION 5 herein.

(D) The hourly or monthly rate of compensation for any given employee, as applicable, shall be as established, within the above range, by motion passed at a regularly convened meeting of the governing body.

(E) The normal work week for a full-time employee is 40 hours; however, the same is subject to modification by the governing body from time to time. It is the current policy of the City for the Police employees to have an 80-hour, two-week time period to apply for overtime and related policy provisions but can be modified by motion of the governing body. The overtime and compensatory time provisions of the federal Fair Labor Standards Act shall apply as set forth therein, subject to any exemptions therefrom.

(F) Employees shall be entitled to such benefits as are set forth in the personnel policies referred to in SECTION 5 herein. Benefits provided to employees shall be determined, from time to time, in the sole discretion of the City.

(G) The above-stated schedule is set forth to establish the various rates of compensation, and/or benefits, for the listed employee positions, and do not give rise to any protected property interest in continued employment or in the rate of compensation or provided benefit for said employment.

## **SECTION 2. COMPENSATION OF FULL-TIME POSITIONS.**

(A) Employees of the City of Highland, Kansas filling full-time positions, as defined in the personnel policies referred to in SECTION 5 herein, shall receive compensation based upon the time and services required by the position, and the experience and qualifications of each employee, not upon working any set number of hours in a given time period.

(B) Said compensation shall be a monthly salary as established, from time to time, by motion passed by the governing body, within the range of pay established by the following schedule:

**POSITION**

**MONTHLY COMPENSATION**

|                 |                          |
|-----------------|--------------------------|
| City Attorney   | \$2,000.00 to \$4,000.00 |
| Municipal Judge | \$400.00 to \$600.00     |
| City Treasurer  | \$50.00 to \$200.00      |

(C) In addition to the established monthly salary, the city attorney shall receive compensation for certain additional services not falling with his normal duties, in such amounts, or at such hourly rates, as are agreed upon from time to time.

**SECTION 3. MODIFICATION.** The above-stated salaries and ranges of compensation are subject to modification and change by the City, from time to time, in the sole discretion of the city, in accordance with established procedures or as may be made necessary by changes in positions, duties or personnel. Any schedule of compensation or salaries set forth herein is no guarantee of a particular rate of compensation, increasing compensation, employee benefit, protected property interest or guarantee of continued employment. The appropriate rate of compensation for any employee shall be as determined in the sole discretion of the governing body.

**SECTION 4. PAYMENT.** Payment of salary to all employees shall be on a bi-weekly basis, unless specified otherwise by motion of the governing body.

**SECTION 5. PERSONNEL POLICIES AND GUIDELINES.** The *Personnel Policies and Guidelines* for the City of Highland, Kansas, as the same may be adopted or amended from time to time, are incorporated into the terms of this ordinance as if fully set forth herein, including any terms therein pertaining to compensation or benefits.

**SECTION 6. REPEAL OF PRIOR ORDINANCES.** Ordinance Number 555 and Ordinance Number 561 of the City of Highland, Kansas and any other ordinances of the said city in conflict herewith, are hereby repealed.

**SECTION 7. EFFECTIVE DATE.** The terms and provisions of this ordinance shall take effect and be in full force and effect immediately, subject to its summary publication in the official city newspaper in accordance with Kansas law.

Passed by the Governing Body and approved by the Mayor of the City of Highland, Kansas, this 10th day of January 2024.

\_\_\_\_\_  
Charles N. Batchelder, Mayor

ATTEST:

\_\_\_\_\_  
Joann Karn, City Clerk

(SEAL)