

ORDINANCE 893

AN ORDINANCE DETERMINING AND ESTABLISHING SALARIES AND COMPENSATION OF OFFICERS AND EMPLOYEES OF THE CITY OF BURLINGTON, KANSAS, PURSUANT TO THE PERSONNEL POLICIES AND GUIDELINES FIRST ESTABLISHED BY THE CITY OF BURLINGTON, KANSAS, IN 1996 AS AMENDED AND CODIFIED BY ORDINANCE 851 DATED JULY 26, 2017.

WHEREAS, City of Burlington, Kansas, in accordance with City of Burlington Personnel Policies and Guidelines, Article IV-3, adopted the employee compensation pay plan via Ordinance 893 establishing employee compensation, effective pay period beginning April 8, 2023.

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

- SECTION 1:** That "City of Burlington Personnel Policies and Guidelines" be amended to reflect any amendments or updates presented in this Ordinance.
- SECTION 2:** The following "WAGE & SALARY SCHEDULE" marked EXHIBIT "A" and the "EMPLOYEE ANNUAL WORK PLAN & EVALUATION GUIDELINE" marked EXHIBIT "B", attached hereto and made a part hereof, shall be in full force and effect on the pay period beginning April 8, 2023.
- SECTION 3:** That this Ordinance is adopted by the Governing Body of the City of Burlington, Kansas, pursuant to and under the authority of the 2017 Code of the City of Burlington, Kansas on this 1<sup>st</sup> day of March, 2023.
- SECTION 4:** This ordinance shall become effective and be in full force and effect after its adoption and publication once in the official newspaper.

ADOPTED by the Governing Body of the City of Burlington, Kansas and approved by the Mayor, this 1<sup>st</sup> day of March, 2023.



ATTEST

*Anne C Brown*  
Anne C Brown, City Clerk

*Robert S. Luke*  
Robert S. Luke, Mayor

Approved as to Form:

*Philip Wright*  
Philip Wright, City Attorney

**EXHIBIT "A" to Ordinance 893**

**WAGE AND SALARY SCHEDULE**

Adopted by Ordinance 893 on March 1, 2023 by The Governing Body of the City of Burlington effective April 8, 2023

POSITIONS/DEPARTMENT	EMPLOYEE	PAY LEVELS		2023 WAGE	2023 SALARY
		MINIMUM	MAXIMUM		
<b><u>CITY HALL</u></b>					
CITY CLERK	BROWN, A*	\$27.67	\$46.77	\$35.62	\$ 74,089.60
DEPUTY CITY CLERK	WELTHA, K	\$24.30	\$38.70	\$24.53	
ZONING/GRANT CLERK (AT MAX PAY)	HUGUNIN, J*	\$18.89	\$27.27	\$27.27	
SUPERVISOR - UTILITY BILLING	RICCOBONO, L	\$18.22	\$26.33	\$19.86	
UTILITY BILLING CLERK	BIRNEY, L	\$16.19	\$23.40	\$18.00	
ADMINISTRATIVE ASSISTANT	MADER, M*	\$16.87	\$24.36	\$19.95	
<b><u>POLICE DEPARTMENT</u></b>					
POLICE CHIEF (AT MAX PAY)	JONES, D*	\$27.67	\$46.77	\$46.77	\$ 97,281.60
POLICE SERGEANT	VACANT	\$24.30	\$38.70	VACANT	
POLICE OFFICER 3	STUART, R*	\$20.25	\$29.25	\$28.78	
POLICE OFFICER 2	RONEY, M.	\$20.25	\$29.25	\$23.39	
POLICE OFFICER 1	BLACK, K*	\$20.25	\$29.25	\$22.15	
POLICE OFFICER	MESSERLY JR, R	\$20.25	\$29.25	\$21.26	
PART TIME OFFICER	NEWMAN, B.	\$20.25	\$29.25	\$22.32	
ANIMAL CONTROL OFFICER	FOSTER, B*	\$14.85	\$21.83	\$18.67	
POLICE ADMINISTRATIVE ASSISTANT	PETTERSON, B*	\$15.86	\$22.91	\$22.45	
<b><u>STREET DEPARTMENT</u></b>					
STREET SUPERINTENDENT (AT MAX PAY)	DAVIDSON, M*	\$27.67	\$46.77	\$46.77	\$ 97,281.60
FOREMAN - STREETS	MASON, R*	\$24.30	\$38.70	\$35.15	
HEAVY EQUIPMENT OPERATOR	REILING, H*	\$19.58	\$28.29	\$28.14	
HEAVY EQUIPMENT OPERATOR	MYERS, D*	\$19.58	\$28.29	\$24.97	
HEAVY EQUIPMENT OPERATOR	DAUBER, K*	\$19.58	\$28.29	\$22.45	
HEAVY EQUIPMENT OPERATOR	RICCOBONO, V	\$19.58	\$28.29	\$21.41	
<b><u>PARKS DEPARTMENT</u></b>					
PARKS SUPERINTENDENT	BOYCE, K*	\$27.67	\$46.77	\$41.34	\$ 85,987.20
PARKS MAINTENANCE WORKER	HEGG, J*	\$16.19	\$23.40	\$21.37	
PARKS MAINTENANCE WORKER	SNYDER, D*	\$16.19	\$23.40	\$20.98	
<b><u>WATER DEPARTMENT</u></b>					
WATER & WASTEWATER SUPERINTENDENT	HAWKINS, D*	\$27.67	\$46.77	\$44.10	\$ 91,728.00
FOREMAN - WATER & WASTEWATER	HAMMOND, C	\$24.30	\$38.70	\$27.04	
SR WATER/WASTEWATER CERTIFIED OPERATOR	VACANT	\$23.29	\$32.90	VACANT	
WATER/WASTEWATER NON-CERTIFIED OPERATOR	KING, J*	\$19.58	\$28.29	\$23.23	
WATER/WASTEWATER NON-CERTIFIED OPERATOR	HOLLINGER, N.	\$19.58	\$28.29	\$19.58	
WATER/WASTEWATER NON-CERTIFIED OPERATOR	UDY, T	\$19.58	\$28.29	\$22.32	
WATER/WASTEWATER NON-CERTIFIED OPERATOR	BRICKELL, J	\$19.58	\$28.29	\$19.58	
WATER/WASTEWATER OPERATOR TRAINEE	VACANT	\$16.89	\$23.80	VACANT	
<b><u>ELECTRIC DEPARTMENT</u></b>					
LINE & PLANT SUPERINTENDENT (At Max Pay)	SCHNEIDER, A	\$27.67	\$46.77	\$46.77	\$ 97,281.60
LEADMAN - LINES	HESS, T*	\$26.73	\$40.08	\$34.45	
JOURNEYMAN LINEMAN	GORACKE, C	\$26.03	\$38.41	\$28.36	
APPRENTICE LINEMAN - 4	VACANT	\$24.68	\$35.47	VACANT	
APPRENTICE LINEMAN - 3	COLE, W.	\$23.24	\$32.57	\$25.36	
APPRENTICE LINEMAN - 2	VACANT	\$21.92	\$31.10	VACANT	
APPRENTICE LINEMAN - 1	FISCHER, B	\$20.56	\$26.71	\$22.68	
APPRENTICE LINEMAN - 1	BREEZE, R.	\$20.56	\$26.71	\$22.68	
GROUNDSMAN - LINE	VACANT	\$16.89	\$23.80	VACANT	
SR. PLANT OPERATOR/MECHANIC (AT MAX PAY)	FRANCIS, D*	\$29.68	\$38.70	\$38.70	
PLANT OPERATOR/MECHANIC	NOONAN, D*	\$25.61	\$37.05	\$32.10	
PLANT OPERATOR/MECHANIC	VACANT	\$25.61	\$37.05	VACANT	

## EXHIBIT B: EMPLOYEE ANNUAL WORK PLAN & EVALUATION GUIDELINE

1. This guideline is to establish a written Annual Work Plan for each employee and a corresponding evaluation process. The Employee Work Plan will be jointly prepared by the Department Head and the employee; then each Department Head will meet with their committee and establish a composite plan which supports the overall objectives of their department. These work plans will then be used to create the necessary evaluation process to monitor performance and recommend any work performance wage and salary modifications. Each of the following items shall be completed during the month of March to be effective the first full pay period in April, with the exception of new hires or re-positioned employees (see item 6).
2. Each Department Committee, along with the Department Head, shall review the annual hourly salaries for their department, and submit their recommendations for change to the council by the second council meeting in March, to be effective the first full pay period in April.
3. Each Department Committee shall review the annual hourly salaries of the Department Head and submit its recommendations for change to the council by the second council meeting in March. The exception will be the City Clerk, who will be reviewed by the Finance Committee and the Mayor; and their recommendation(s) for change shall be submitted to the council by the second council meeting in March, to be effective the first full pay period in April.
4. The Three-Year Review Plan requires review of the City's position within the Employee Annual Work Plan and Evaluation Guideline to re-establish or maintain a competitive wage and salary structure. Each Department Committee and the Department Head shall review all existing job descriptions and recommendations for any necessary changes, including title changes and updating or creating job descriptions, and to submit them to council for review and then approval.
5. Rating Codes for Personnel Evaluations: UN (Unacceptable); NI (Needs Improvement); MS (Meets Standards); ES (Exceeds Standards); EX (Exceptional).
  - a. To help employees improve their job performance, all UN evaluations must be accompanied by a plan of action and timeline for improvement.
  - b. Anyone with a 'U' or 'NI' is not eligible for a merit increase.
6. Employee Work Plans and Evaluations for New Hires shall be prepared for and completed on the respective employee's anniversary date for the first two years of employment. Upon completion of the required second year Evaluation Report Work Plan, the employee will be evaluated at the same annual evaluation time as other employees of the City of Burlington.