

Compensation and Job Performance

Compensation Philosophy

Excellence in public service that exceeds customer expectations is dependent upon a professional workforce of committed, creative, and accountable employees. Recruiting and retaining exceptional employees is essential to fulfilling the City of Lenexa's mission and maintaining its organizational values.

To remain competitive in recruiting and retaining exceptional employees, the City has adopted a compensation policy that values merit and is performance based. The City's compensation philosophy is also fair and consistent, flexible, adaptable and responsive, as well as fiscally responsible.

Employee compensation is one of several important elements that contributes to the recruitment and retention of exceptional employees. The definition of the total compensation package at the City of Lenexa includes anything that is a benefit to the employee. Those benefits include salary, health and welfare benefits, time off, professional/career development and retirement benefits. Other important elements that assist in recruiting and retaining exceptional employees include the following: a positive work environment with high morale; an organization committed to professionalism and excellent training; the opportunity to work with safe, reliable equipment and current or leading-edge technology; and the availability of financial resources.

Classification of Employment

Employee classification designations are defined in the position description used for initial recruiting and cannot be made retroactively. Changes in position classifications must be approved through the Human Resources Department and the City budgeting process. For the purposes of salary administration, eligibility for overtime payments and employee benefits the City classifies its employees as follows:

- A. **Regular Full-time:** A position regularly scheduled to work between 1560 and 2080 hours per year on a continuous basis for an indefinite period of time. Regular full-time shifts may vary by department. Shifts may be six (6) to eight (8) hours a day or thirty (30) to forty (40) hours in a standard work week of seven (7) days; firefighter shift positions regularly scheduled for nine (9) twenty-four (24) hour shifts in a twenty-seven (27) day work period; and police officer positions regularly scheduled to work eight (8) shifts of nine (9) hours and one (1) shift of eight (8) hours in a fourteen (14) day work period. Regular full-time positions are eligible for all fringe benefits offered by the City.
- B. **Part-time:** A position regularly scheduled to work between 1000 and 1500 hours per year on a continuous basis for an indefinite period of time. Part-time employees generally work between 20-25 hours per week, but the total hours worked is expected to remain under 1500 hours per year. Part-time positions are eligible for fringe benefits adjusted for their part-time status. Part-time employees may work 40 hours in a given week but total hours worked must remain under 1500 hours per year. Hours worked in excess of 40 per week must have prior approval from the supervisor.
- C. **Seasonal:** A position scheduled to fill job requirements, which occur intermittently for a program, a project, or only during certain times of the year. The ending date of the assignment is typically known at the beginning of the assignment and termination paperwork is completed for each individual at the