

RESOLUTION NO. 2023-770

**A RESOLUTION OF THE COUNCIL OF THE CITY OF WAITSBURG UPDATING
CERTAIN EMPLOYEE POSITION CLASSIFICATIONS**

WHEREAS, exempt employees usually hold administrative, professional or executive positions; and

WHEREAS, exempt employees are “exempt” from the overtime and minimum wage requirements of the Fair Labor Standards Act and Chapter 49.46 Revised Code of Washington, and therefore are not entitled to overtime pay; and

WHEREAS, currently the position of City Administrator-Clerk/Treasurer is classified as non-exempt, although the position could be classified as a bona fide executive, administrative, or professional position under state and federal law; and

WHEREAS, the position of Deputy City Clerk is considered to be more of an administrative assistance role, that should not be classified as an exempt position; and

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WAITSBURG,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

1. Effective October 1, 2023, the position of City Administrator Clerk/Treasurer is reclassified to be an exempt position; and
2. The position of Deputy City Clerk is retitled to Administrative Assistant.

PASSED, ADOPTED AND APPROVED this 20th day of September 2023.

APPROVED:

APPROVED AS TO FORM:

Mayor Marty Dunn

City Attorney Jared Hawkins

ATTEST:

City Clerk Randy Hinchliffe