



City Commission Agenda Item

Meeting Date: November 7, 2023
From: Marla McFarland, Human Resources Division
Item: Employee Manual Changes – Chapter 15

Purpose: A Resolution adopting by reference the updated Employee Manual for the City of Arkansas City and repealing Resolution No. 2022-04-3475. (**Voice Vote**)

Background:

1. Staff recommends changing Employee Manual Policy **15.1.a. Travel** to state the following:
Occasionally performance of official City business will necessitate travel by City employees. Any amount of time you spend driving or traveling on official City business will be paid time.
2. Staff recommends inserting new **15.1.b. Travel/Training Time and Regularly Scheduled Work Shift**.
All non-exempt employees (except those whose overtime hours are measured by Work Periods) will be paid the greater of all travel and/or training time or their Regularly Scheduled Work Shift, whichever is greater. This will be measured within the Work Week.
All employees whose overtime hours are measured by Work Periods will be paid the greater of all travel and/or training time or their Regularly Scheduled Work Shift, whichever is greater. This will be measured within the Work Period.
Please note only time worked will be included in the Overtime Pay threshold.
3. Staff recommends inserting the new **15.1.f. Means of Transportation** heading. Only inserting heading. There are no changes to the content.

Commission Options:

1. Approve the Resolution
2. Disapprove the Resolution
3. Table the Resolution for further consideration

Fiscal Impact:

Amount: None

Fund: Department: Expense Code:

Included in budget Grant Bonds Other Not Budgeted

Attachments: Chapter 15 – Employee Training & Travel changes

Approved for Agenda by:

Randy Frazer, City Manager