

6.10 TIMESHEETS

Hours worked should be entered into the Timeclock management system for the supervisor and/or Department Head approval. Finance will download all hours worked no later than the Monday before payroll by 10 a.m. When a City Holiday falls within a payroll week, departments will be notified by the Finance Department of submission date and time. All time entered into the Timeclock Management system must be approved by the employee and their supervisor.

All non-exempt employees are required to record their exact hours of work by completing a time sheet or by punching a time clock. After you have completed your time sheet for the work period, check it carefully to assure it is accurate. Then, approve your time if the total hours shown is correct and accurate to your understanding. If you feel the hours recorded are incorrect, do not approve your time until it has been corrected by your supervisor. **Never approve anyone else's time and never allow anyone else to approve yours. Likewise, never clock in for anyone else and never allow anyone else to clock in for you. Either of these are grounds for disciplinary action, up to and including discharge.** All time must be approved by both the employee and his or her supervisor. All employees that use Timeclock as a means to clock in and out, must approve their hours worked, in addition to their hours being approved by their immediate supervisor.

It is imperative that all employees verify their time to help avoid future corrections. It is the responsibility of the supervisor or Department Head to verify that the employee's submitted hours are in compliance with the overtime and compensatory time guidelines. If there are any corrections to be made, they will be taken care of during the following pay period.

Exempt employees are required to submit time as well. Although exempt employees may work more than their regular forty (40)-hour workweek, the completion of the timesheet aids in the tracking of employee leave and can be the basis for allowing work leave.

6.11 EMERGENCY POLICY

6.11.1 PURPOSE

Protecting the health and safety of everyone in our community is a key priority during an emergency. The citizens of Bay City depend on City employees before, during and after an emergency or disaster to provide and/or restore essential public services for the health, safety, and quality of life for our community. This policy applies to all non-exempt and exempt employees, and is intended to clarify the procedures for an emergency and clarify the compensation policy for employees when a state of emergency is imminent or has been declared by the City Manager. No one will be excused from work, until the City Manager authorizes employees to leave.

6.11.2 CITY FACILITIES

In the case of a weather emergency, (e.g. snow, ice, or other weather event), a disaster, or other emergency on a workday, and unless a closing is announced in advance of reporting time, City

personnel are required to report to work as usual unless the emergency conditions make it impossible to report safely to duty.

If City facilities are not closed and if weather or other emergency conditions make it impossible for an employee to report to work, the employee must notify his or her supervisor as soon as possible that the employee finds it impossible to report to duty safely. Time absent may be charged to available vacation, compensatory time, personal time, or leave without pay.

In the case of a weather emergency (e.g., snow, ice, or other weather event), disaster, or other emergency on a workday, the City Manager is authorized to designate the closing of City facilities. The City Manager or designee is responsible for initiating the process of contacting employees. If City facilities are closed, City personnel who are not required to work that day will be paid for the actual time or day(s) that the City was officially closed.

- If an official City facility closes for weather or other emergencies occurs during an employee's scheduled vacation or personal day, that day will not count against the employee's vacation or personal leave balance.
- If an employee reports to work and the City Manager or Department Head sends the employee home because of inclement weather or other emergency, the employee will be given credit for a full workday.

6.11.3 RESPONSIBILITIES

In a large scale emergency, City employees will be required to fulfill their individual responsibilities and function as a team to protect the City's vital assets, and maintain and restore essential City services.

Directors will be responsible for:

- 1) Providing training to all employees in their department regarding emergency operation procedures prior to May 31st each year.
- 2) Ensuring that employees are aware of their individual responsibilities under this policy, and that only under special circumstances will employees be allowed to be exempt from these responsibilities.
- 3) Assessing all approved vacation leave requests and advising employees of their responsibilities and when they need to return to work.
- 4) Allowing employees to secure their homes and families to prepare them to seek shelter or to evacuate when approved by the Director, or designee.
- 5) Ensuring that their departments are briefed on emergency procedures each year, to include both the City's responsibilities to the community and the employee responsibilities under the policies.

Employees will be responsible for:

- 1) Ensuring the safety and security of their families.
- 2) Ensuring that their contact information is current and up to date, so that the employee can be contacted when away from work.
- 3) Contacting their supervisor immediately upon knowledge of a wide spread emergency in the City, understanding that any preapproved leave may be subjected to postponement or cancellation.

Human Resources Department will be responsible for:

- 1) Providing Directors with current emergency information for all employees to verify.
- 2) Providing resource options to employees that may need assistance with shelter, laundry or other special needs.
- 3) Providing emergency shelter during the disaster for employees that remain in the City during the event. The Director of Human Resources will communicate this information to Department Directors with the location of the emergency shelter, by May 31st each year.

6.11.4 EMERGENCY PERIODS

The City Manager may require employees to work during an emergency or disaster regardless of whether City facilities are open or closed and regardless of the extent or duration of the emergency. Employees may be required to provide services to protect the public's health and safety and to assure the continuation of, or recovery of, normal City business processes.

There are three (3) defined periods associated with an emergency or natural disaster: pre-impact, emergency, and post-impact/recovery.

- 1) Pre-impact Period – This is the time period prior to the impending disaster and includes emergency response activities and preventative measures by the City of Bay City's departments in preparing for the impending emergency. This period begins and ends as determined by the City Manager.
- 2) Emergency Period – This is the time period during which emergency response activities and restoration of critical services are conducted to protect life and property, and most other regular City services are suspended. This period begins and ends as determined by the City Manager.
- 3) Post/Recovery Period – This is the time period immediately following the emergency or disaster, during which the City Manager determines if it is safe for all employees to return to work. Activities are conducted to restore the City's infrastructure and services to pre-disaster conditions. During this period, some employees may be required to return to work to assist with restoration of critical services, conduct emergency clearance of roadways, provide damage assessment, etc. This period is determined by the City Manager, in consultation with Department Directors.

Employees must return to work as soon as an emergency is over to participate in the post/recovery period. Employees dismissed from work during an emergency will be on emergency paid leave. Said leave will start when the employee is dismissed by their Department Director and will continue until the City Manager determines it is safe for all employees to return to work. Employees are expected to return to work on their next scheduled work day or shift following the City Manager's determination that it is safe to return to work. If an employee fails to show up for work or cannot show up for other reasons, then the time lost will be away without pay, unless other paid leave is approved.

The City of Bay City recognizes that employees have personal and family responsibilities that are important and may conflict with the obligation to fulfill their job requirements during hazardous weather or a state or local emergency. When evacuation of personal residences is required, every

effort will be made to allow employees to make arrangements for their families like any other citizen, including the use of authorized shelters.

Employees who are not able to return to work due to emergency conditions must contact their supervisor as soon as possible.

An employee who refuses a directive from the City Manager or a Department Head to report to work for all or part of an emergency period is subject to discipline by the City, up to and including termination.

6.11.5 COMPENSATION DURING EMERGENCY

In the event of a Disaster Declaration, declaration of a State of Emergency, and/or a long-term emergency, the City Manager will implement the provisions of the emergency pay policy and suspend all regular pay practices.

During the pre-impact, emergency and post/recovery periods exempt and non-exempt employees released from work or who are not required to report to work due to the emergency event shall receive pay for their normally scheduled workday(s). These hours shall not be counted as time worked for the purpose of computing overtime for non-exempt employees.

During the pre-impact, emergency and post/recovery periods non-exempt employees authorized to perform work for the benefit of the City during these periods will be paid any hours worked, in addition to any eligible overtime. All exempt employee authorized to perform work for the benefit of the City during the pre-impact period will receive overtime for any hours worked in excess for forty (40) hours. All employees (non-exempt and exempt) authorized to work during the emergency period will be paid at a rate of one and a half times (1.5x) their base hourly rate (overtime rate) for all hours worked during the emergency period. Department Directors may be eligible to receive overtime for any hours worked in excess of forty (40) hours, with consent from the City Manager. This will not include hours of rest and lunch.

6.11.6 EMPLOYEE GROUPS

Department Directors shall designate emergency essential and non-emergency essential personnel within their departments. All personnel shall be advised of their status upon hire and as of May 1st of each year. An individual employee's status may change, as the needs of the City changes, or at the discretion of the Department Director.

- Level I Personnel: Each Department Director and/or supervisor is responsible for identifying those employees who will be required to remain or respond in the event of emergency conditions and those employees will be designated as Level I Personnel. Level I employees will be required to be available immediately before, during and after the emergency condition to perform duties directly related to emergency conditions as determined by the City Manager.

- Level II Personnel: Each Department Director and/or supervisor is responsible for identifying employees who are considered Level II Personnel. Level II employees will be required to perform pre-impact related duties prior to an incident and immediately following the incident (post/recovery).
- Level III Personnel: The remaining employees that are not classified in one of the above categories will be classified as Level III Personnel. Level III employees will be released prior to an emergency. Because it is the City's responsibility and obligation to ensure that infrastructure and critical services are repaired, restored, tested and/or inspected prior to their return to service, Level III employees are required to remain available for recall to duty.