

CHAPTER 4 CLASSIFICATION AND SALARY ADMINISTRATION

Effective October 11, 2021

4.01 Job Descriptions

Job descriptions shall describe the job duties for all positions in the City and shall include the factors of experience, training, education, responsibilities, supervision, and working conditions. Such factors establish the classification of the position and the salary.

4.02 Salary Schedule

All salary ranges of City employment shall be identified in the salary schedule approved by the City Manager and Human Resources Department. Generally, changes in the schedule are made through the adoption of the annual operating budget.

4.03 New Hire Salaries

Under most circumstances, new employees are hired at the minimum of the approved salary range. In exceptional circumstances, based on unique qualifications or recruiting difficulties, the Department Head may approve a hiring rate more than the minimum of the approved salary range; however, any rate more than 25% higher than the minimum of the salary range must be pre-approved by the City Manager prior to an employment offer being made.

4.04 Overtime Policy

Employees covered by the overtime pay requirements of the Fair Labor Standards Act (FLSA) may not start work earlier than their regularly scheduled hours or work later than their regularly scheduled hours unless they have obtained prior permission from their supervisor. Supervisors are responsible for determining that funds are available before authorizing overtime work and administering overtime as evenly as possible among all employees qualified to do the job. If an employee fails to obtain prior permission to work overtime, he is subject to disciplinary action, up to and including termination. Overtime must be justified and proper documentation provided to support the hours worked.

4.05 Overtime Rate

All non-exempt employees, including Police and Fire Department employees, will be paid for overtime worked at the rate of one and one-half (1½) times the employee's regular hourly rate of pay with time rounded to the nearest quarter of an hour. For purposes of

calculating overtime pay, this hourly rate shall include base and any incentive or certification pay.

4.06 Holiday, Vacation, Sick, Personal Time not Counted as Hours Worked

Scheduled periods of absence such as holiday, vacation, sick and personal leave shall not be counted as hours worked when determining whether overtime pay rates apply to an employee's work.

4.07 Overtime Accrued (Compensatory Time)

At the discretion of the Department Head for budgetary purposes, regular full-time non-exempt employees who work overtime may be required to take compensatory time off in lieu of overtime wage payments. Compensatory time off will be credited at the rate of one and one-half (1½) hours for each overtime hour worked and recorded on the employee's timesheet. Upon termination of employment, a non-exempt employee will be paid for unused compensatory time earned.

4.08 Accrual of Compensatory Time

All regular non-exempt employees may accrue up to forty-eight (48) hours (32 x 1.5) compensatory time off and non-exempt Police Department and Fire Department employees up to seventy-two (72) hours (48 x 1.5). Compensatory time off must be used within 120 calendar days after the date on which it was earned. Employees who have accrued the maximum allowable amount of compensatory time must thereafter be paid for overtime hours worked.

After the employee has accrued the maximum compensatory time and he has not used it as leave, all compensatory time accrued above the maximum must be paid. Accrued balances of compensatory time at separation from employment must be paid at the current rate of pay, or the average rate of pay earned during the last three years of employment, whichever is higher.

4.09 On Call Policy

"On-call" is all time outside of regularly scheduled working hours when a non-exempt employee is required to be available on a stand-by basis to respond to a work demand or return back to work. The City reserves the right to require employees to be designated as on-call on a given day or week, as needed. An employee is considered to be in on-call status only when specifically assigned by a supervisor. When on-call, employees are unrestricted in their activities, but must remain accessible by phone or pager and in a fit condition to return to work within one hour.

- A. All non-exempt employees formally designated as on-call will be compensated for four (4) additional hours during the seven-day work period during which they were on-call. **This pay is at the employee's regular pay rate.**
- B. An employee scheduled for on-call time fails to respond within one hour to a job-related situation requiring immediate action will lose his on-call compensation for that week, and may be subject to disciplinary action, up to and including termination.
- C. Exempt employees are considered to be "on-call" at all times exception when on scheduled time off (i.e. vacation, sick, personal time).

4.10 Call Back Pay

- A. A non-exempt employee who is contacted, but is able to perform the work from home will be paid for the actual hours worked.
- B. A non-exempt employee who is contacted and must return to the work site outside of regularly scheduled work hours will be paid a minimum of one hour, or the actual hours worked, whichever is greater. If the call back merges with the employee's regularly scheduled working hours, the employee will be paid for the actual hours worked or a minimum of one hour, whichever is greater.
- C. A non-exempt employee who is called back to work shall gather any tools or equipment necessary to complete the job. When the emergency is resolved, or a supervisor has decided that the problem can be resolved the next working day, the employee shall return to his work location, put away his tools and equipment. The on-call employee will be compensated at time and ½ for the time he is called out. The on-call employee is responsible for reporting accurate times for the responding call out.
- D. This section does not apply to exempt employees.