

5.2 Standard Work Week:

The standard 40-hour work week, unless otherwise stated, for the purpose of calculating pay and overtime shall begin at 12:01 a.m. Sunday and end on 12:00 p.m. Saturday.

Department Heads are required to work 40 hours within the confines of a regular work week between the hours of 8:00 am and 5:00 pm in order to remain available to discuss concerns with the General Public and City Staff. Anything less than 40 hours must be supplemented with leave time.

5.10 Time Sheets/Cards:

For the purpose of calculating and issuing pay checks, each employee's time sheet is a record of their regular hours worked, overtime worked, and any type of leave used. Every employee and their supervisor must sign their time sheet to verify that all entries are accurate. Intentional falsification of time sheets by the employee or their supervisor may result in disciplinary action. All department heads are required to complete a time sheet, which states the start of their shift and the end of their shift.

7.3.2 Sick Bank

All regular, full-time employees must be employed for one full year before becoming eligible to utilize the sick bank. After completing one full year of service, the employee may contribute sixteen (16) or twenty (20) hours of sick leave to the bank, depending on daily work schedule. After the first year of service, and after the first sixteen (16) or twenty (20) hours have been contributed to the bank, the employee may contribute eight (8) or ten (10) hours of sick leave to the bank on an annual basis. Once the employee has donated for fifteen (15) years contributions are no longer requested. (Updated and approved by City Commission on October 16, 2017)

The bank may be used by an employee under the following conditions and only the employee who is ill or injured may use sick leave bank time:

1. All of the employee's earned leaves must be exhausted (sick leave, personal days, vacation time, comp-time, etc.)
2. A physician must certify the nature, extent and approximate duration of the illness or injury.
3. Past usage of sick leave benefits will be reviewed and taken into consideration.
4. An employee for any one occurrence may borrow no more than 240 hours.
5. The employee's Department Head must recommend the use of the sick leave bank to the City Commission.
6. A request for more than 240 hours to be used from the sick leave bank may be granted upon review by the City Commission.
7. If an employee chooses not to contribute to the sick bank, they will not be eligible to utilize the sick bank.
8. Exception: In the event of a global pandemic as declared by the World Health Organization, any employee may draw up to two weeks' pay from the sick bank, provided they have documentation from the Department of Health or their primary doctor that a recommended quarantine has been issued.