

SECTION 162. Weapons in the Workplace.

With the exception of Police Officers, who are required to carry weapons in order to perform their jobs, employees generally are not allowed to bring in or possess weapons in the workplace. Weapons may include firearms, knives, brass knuckles, martial arts equipment, clubs or bats, and explosives.

If you desire to carry a weapon, you must receive written authorization from the City Manager to do so, and must comply with all governing regulations and laws. You may be required to complete training courses, pass a safety test, and get a license in order to be authorized to carry a weapon.

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SECTION 114. Compensatory Time/Overtime.

Non-Exempt Employees

Compensatory time is defined as time off granted in lieu of pay for hours worked in excess of the defined work period. Non-Exempt Employees will not be allowed to accumulate any compensatory time in excess of one (100) hundred hours. Overtime will be paid for comp time worked in excess of 100 hours. Compensatory may be used prior to use of any other category of leave.

Deleted: time must be exhausted

Non-exempt employees have a choice of receiving either comp time or overtime (See Appendix B); however, work in excess of 40 hours per defined week must be **pre-approved** by the Department Director or City Manager.

Compensatory time is accrued at a rate of one and one half (1.5) times your regular hourly rate.

Exempt Employees

Compensatory time is defined as time off granted in lieu of pay for hours worked in excess of the defined work period. Exempt employees will not be allowed to accumulate any compensatory time in excess of one (100) hundred hours. Hours worked in a work period in excess of 40 will be compensated with compensatory time accruals on a straight time basis (1:1). Compensatory time may be used prior to the use of any other category of leave.

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In no case will an exempt employee be paid for compensatory time earned while in an Exempt status upon termination. Compensatory time balances will be eliminated upon separation.