



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: May 15, 2024

AGENDA ITEM TOPIC: Employee Handbook Changes - DPW

Number of Supporting Documents: **01**

Requested Action

- Motion to approve the Employee Handbook changes as presented, effective May 21, 2024.

Background

- Pursuant to the May 7, 2024, motions to implement a certification incentive and ten (10) hour workdays.

3.0 HOURS OF WORK

The Township offices are open Monday through Friday, 8:00 a.m. to 5:00 p.m. **The Department of Public Works is open Monday through Friday, 6:30 a.m. to 4:30 p.m.** The Department head is responsible to assure that their department is appropriately staffed during the hours of operation.

3.4 Overtime, Compensatory and Call Back Time

A. Non-exempt Employees

Non-exempt full-time employees who work in excess of forty hours (40) in a week or twenty-hour (24) shift will be compensated at one and one half their hourly rate. A twenty-four (24) hour shift (full-time) employee will receive three (3) hours per week in overtime to follow the Fair Labor Standard Act (FLSA). In lieu of overtime pay, an employee can request compensatory time off, at the rate of one and one-half hours for each hour of overtime worked. Compensatory time in lieu of overtime pay must be approved by the employee's Department Head. Compensatory leave time banks cannot exceed forty (40) hours for an eight (8) **to ten (10)** hour employee and fifty-three (53) hours for a twenty-four (24) hour employee. If an employee is at a conference, no overtime will be earned.

3.5 Holiday Pay

If a full-time eight (8) **to ten (10)** hour employee is required to work on a designated holiday (see 4.1 Holidays), the employee shall receive a day's pay plus additional pay at two times their rate of pay for the hours worked.

4.1 Holidays

Full time employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day, a maximum of **eight (8) ten (10)**.

4.20 Certification Incentive

Department of Public Works employees will receive a lump sum payment each year made with the first pay in December for a certification bonus. This bonus will be cumulative based on the certifications held as of November 15th as follows:

L1 and L2: \$1,000

Class D: \$2,000

Class C: \$3,000