City of Laingsburg

Department of Public Works (DPW) Weekend and Emergency Work Compensation Policy

Purpose

The City of Laingsburg Department of Public Works (DPW) provides essential public services that may require employees to work outside of normal business hours, including weekends and holidays. This policy establishes clear guidelines for compensation when employees perform any work on a weekend, whether scheduled in advance or required because of an emergency.

Eligibility

This policy applies to all part-time DPW employees who perform work on a weekend as part of maintaining City operations, utilities, public safety, or other authorized City services.

Weekend Work Compensation

- DPW employees who perform any authorized work on a weekend shall be compensated for all actual hours worked in accordance with City policy and applicable federal and state law.
- If the employee's compensation for the weekend work would otherwise total less than $50.00, the employee shall receive an additional Weekend Work Premium sufficient to bring the total compensation for that work to a minimum of $50.00.
- The $50.00 minimum applies to all authorized weekend work, including scheduled weekend work, emergency call-outs, weekend funerals, and other authorized City work performed on a weekend.
- All weekend work must be authorized or approved by the DPW Supervisor.
- Nothing in this policy shall alter overtime calculations required by applicable law.

Weekend Pay and Overtime

- Weekend work will be paid as follows:
  - If the employee's total hours for the workweek exceed 40 hours, overtime hours will be paid at time and one-half (1½) as required by applicable law.
  - If the employee's total hours for the workweek are 40 or fewer, weekend hours will be paid at the employee's regular hourly rate, subject to the $50.00 minimum compensation described above.
- Weekend work must be authorized or approved by the DPW Supervisor.

Payroll Reporting

- Supervisors are responsible for reviewing and approving weekend work hours prior to submission to payroll.
- Weekend work pay, including any Weekend Work Premium, will be included in the employee's regular paycheck and is subject to standard payroll taxes and deductions.

Acknowledgment

I acknowledge that I have received and read the City of Laingsburg Department of Public Works Weekend and Emergency Work Compensation Policy. I understand the weekend pay, minimum compensation, overtime, and approval requirements outlined in this policy.

Employee Name: _____

Employee Signature: _____

Date: _____