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 are required to perform emergency or scheduled weekend work.

Eligibility

This policy applies to **all part-time DPW employees** who are called in or scheduled to work during weekends or off-hours as part of maintaining City operations, utilities, or public safety.

Emergency Weekend Work

- DPW employees who are **called in for emergency work** on a weekend will receive a **flat-rate payment of $50.00** for **three (3) hours or less** of work.
- If the emergency call-in exceeds three (3) hours, the employee will be paid at their **regular hourly rate** (or **overtime rate** if applicable) for the actual hours worked.
- Emergency work includes responding to urgent issues such as water main breaks, sewer problems, storm cleanup, or other immediate City service needs.
- Emergency weekend work must be **authorized by the DPW Supervisor**

Scheduled Weekend Work

- When a DPW employee is **scheduled in advance** to work on a weekend:
  - If the employee's total hours for the week **exceed 40 hours**, the weekend hours will be paid at **time and one-half (1½)**.
  - If the employee's total hours for the week are **40 or fewer**, the weekend hours will be paid at the **regular hourly rate (straight time)**.
- Scheduled weekend hours must be approved by the **DPW Supervisor** The employee must punch in and out on the time clock for all hours worked.

Payroll Reporting

- All emergency and scheduled weekend work must be accurately recorded on the employee's time sheet, by punching in and out using the time clock, to be incompliance with ESTA.
- Supervisors are responsible for reviewing and approving weekend work hours prior to submission to payroll.
- Weekend pay is 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 pay rates and approval requirements outlined in this policy.

Employee Name: Robert A Bu
Employee Signature: _____
Date: 1/6-2026