

TOWN OF LANDIS PERSONNEL POLICY



ADOPTED BY RESOLUTION

Date Adopted

All previous versions are repealed.

Mayor Meredith Smith
Mayor Pro-Tem Ashley Stewart
Alderman Tony Corriher
Alderman Darrell Overcash
Alderman Ryan Nelms

Town Manager Michael Ambrose
HR Director/Town Clerk Madison Stegall

**TOWN OF LANDIS
PERSONNEL POLICY**

BE IT RESOLVED by the Board of Aldermen of the Town of Landis that the following policies apply to the appointment, classification, benefits, salary, promotion, demotion, dismissal, and conditions of employment of the employees of the Town of Landis.

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ARTICLE I. GENERAL PROVISIONS

Section 1. Purpose of the Policy

It is the purpose of this policy, and the rules and regulations set forth to establish a fair and uniform system of recruitment, selection, development, and personnel administration for all employees of the Town under the supervision of the Town Manager. This policy is established under authority of Chapter 160A, Article 7, of the General Statutes of North Carolina.

Section 2. At Will Employment

The Town of Landis is an “at will” employer. Nothing in this policy creates an employment contract or term between the Town of Landis and its employees, confers any rights or privileges upon employees, or entitles employees to remain employed by the Town. No person has the authority to grant any employee any contractual rights of employment.

All Town positions, benefits and funding for salary advancement are subject to budget review and approval each year by the Town Board of Aldermen.

Section 3. Merit Principle

All appointments, promotions, and other personnel transactions by the Town shall be made solely on the basis of merit and fitness. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and the same salary range. All applicants for any position shall be evaluated using the same criteria. The Town of Landis embraces the following merit system principals in administering its personnel program:

- a) No applicant for employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual’s race, color, religion, sex, national origin, political affiliation, non-disqualifying disability, or age. Individuals shall likewise be treated with proper regard for their privacy and constitutional rights as citizens.
- b) Persons with disabilities will be given equal consideration in all personnel actions, providing that they are able to perform the essential functions of the position. Reasonable accommodations will be made for disabilities of qualified applicants and employees in accordance with current federal and state law.
- c) Employees shall be recruited, selected, trained, and advanced on the basis of their relative ability, knowledge, and skill.

- d) Employees shall be retained on the basis of the adequacy of their performance and conduct. They shall be guided in ways to correct inadequate performance and separated when inadequate performance or conduct cannot be corrected.
- e) Employees shall be protected from harassment based on religion, age, creed, sex, national origin, color, race, disability, or any other affiliation as defined by law.
- f) Employees shall be protected against coercion for partisan political purposes.
- g) Employees shall receive equitable and adequate pay and benefits, and eligible employees shall receive merit pay increases based on the quality and quantity of their performance, subject to the availability of funds.
- h) The policy of the Town is to foster, maintain, and promote equal employment opportunity. All management and supervisory personnel shall be equally responsible for compliance with this policy, along with its implementation.

Section 4. Responsibilities in the Administration of the Personnel Program

Responsibilities of the Town Board of Aldermen

The Town Board of Aldermen shall be responsible for establishing and approving personnel policies, the position classification and pay plan, and may change the policies and benefits as necessary. The Town Board of Aldermen also shall make and confirm appointments when so specified by the North Carolina General Statutes.

Responsibilities of the Town Manager

The Town Manager shall be accountable to the Town Board of Aldermen for the administration and technical direction of the personnel program. The Town Manager shall appoint, suspend, and remove all Town employees except those whose appointment is otherwise provided for by law. The Town Manager shall make appointments, dismissals, and suspensions in accordance with the Town Charter and other policies and procedures spelled out in other Articles in this Policy.

The Town Manager shall supervise or participate in:

- a) recommending rules and revisions to the personnel system to the Town Board of Aldermen for consideration;
- b) making changes as necessary to maintain an up-to-date and accurate position classification plan;
- c) preparing and recommending necessary revisions to the pay plan

- d) determining which employees shall be subject to the overtime provisions of Fair Labor Standards Act (FLSA);
- e) establishing and maintaining a roster of all persons and authorized positions in the municipal service, setting forth each position and employee, class title of position, salary, any changes in class title and status, and such data as may be desirable or useful;
- f) developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;
- g) developing and implementing such administrative procedures as are necessary to implement these policies provided the administrative procedures are not in conflict with these policies;
- h) performing such other duties as may be required by law or assigned by the Town Board of Aldermen not inconsistent with this Policy; and
- i) appointing an employee to the role of Human Resources Director.

Responsibilities of the Human Resources Director

The Town Manager shall appoint a Human Resources Director or perform this role him/herself and delegate any or all of the responsibilities listed below. The responsibilities of the Human Resources Director, in collaboration with staff designated by the Town Manager, are to make recommendations to the Town Manager on the following:

- a) policies and revisions to the personnel system for the Town Manager's consideration;
- b) changes as necessary to maintain an up-to-date and accurate position classification plan;
- c) necessary revisions to the pay plan;
- d) which employees shall be subject to the overtime provisions of FLSA;
- e) maintenance of a roster of all persons in the municipal service;
- f) establishment and maintenance of a list of authorized positions in the municipal service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number and other such data as may be desirable or useful;
- g) development and administration of such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;

- h) development and/or coordination of training and educational programs for Town employees;
- i) development and recommendation of such administrative procedures as are necessary to implement these policies provided the administrative procedures are not in conflict with these policies;
- j) periodic evaluations of the operation and effect of the personnel provisions of this Policy;
- k) actions that are needed to address barriers to effective employee communication, productivity, engagement, and morale; and
- l) such other duties as may be assigned by the Town Manager not inconsistent with this Policy.

Responsibilities of Department Directors and Supervisors:

Department Directors and Supervisors shall meet their responsibilities as directed by the Town Manager, being guided by this Policy and Town ordinances. The Town will require all department directors and supervisors to meet their responsibilities by:

- a) dealing with all employees in a fair and equitable manner and upholding the principles of equal employment opportunities;
- b) developing and motivating employees to reach their fullest potential through continued education and training;
- c) making objective evaluations of individual work performance and discussing these evaluations with each employee so as to bring about needed improvements;
- d) keeping employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work;
- e) making every effort to resolve employee problems and grievances and advising employees of their rights and privileges;
- f) cooperating and coordinating with other staff members in workflow and distribution of information;
- g) making proper documentation and maintaining current performance files; and
- h) abiding by the provisions of these policies and ensuring employees abide by the same.

Responsibilities of Employees

Teamwork is an important part of an effective organization. Just as Department Directors and Supervisors are responsible for keeping employees informed on relevant issues, Employees are responsible for keeping their Supervisors informed on relevant work issues. Employees are responsible for:

- a) following the chain of command in addressing work-related issues;
- b) reporting any relevant information through his or her Supervisor to the Town Manager so the Town Manager is always making decisions based on complete information;
- c) coming to work dressed and groomed appropriately to serve the public;
- d) referring any citizen issues that cannot be resolved satisfactorily through the chain of command; Employees should not refer citizens to elected officials for operational issues; and
- e) keeping Supervisors informed on any issues that serve as barriers to effective work performance or teamwork within the work unit.

Section 5. Application of Policies, Plan, Rules, and Regulations

The personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all Town employees. The Town Attorney, members of the Town Board of Aldermen, and Advisory Boards or Special Boards and Commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

Section 6. Departmental Rules and Regulations

Due to the particular personnel and operational requirements of the various departments of the Town, each department is authorized to establish supplemental administrative policies, procedures, written rules, regulations, and guidelines applicable only to the personnel of that department. All such rules, regulations, and guidelines shall be reviewed and approved by the Town Manager in consultation with the Human Resources Director and shall not in any way conflict with the provisions of this Policy but shall be considered as a supplement to this Policy. In the event of any conflict, the provisions of this policy shall take precedence over any departmental rules, regulations, and guidelines.

Section 7. Definitions

For the purposes of this Policy, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Full-time employee- An employee who is in a position for which an average work week equals at least 40 hours, and continuous employment of at least 12 months, as required by the Town.

Grievance: A matter of concern or dissatisfaction arising from the working conditions of an employee, subject to the control of the Town.

Immediate Family: A spouse, mother, father, guardian, child(ren), sister, brother, niece, nephew, grandparents, grandchildren of an employee plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Part-time employee- An employee who is in a position for which an average work week of at least 20 hours and less than 40 hours and continuous employment of at least 12 months are required by the Town.

Permanent position- A position authorized for the budget year for a full twelve months and budgeted for twenty or more hours per week. All Town positions are subject to budget review and approval each year by the Town Board of Aldermen and all employees' work and conduct must meet Town standards. Therefore, reference to "permanent" positions or employment should not be construed as a contract or right to perpetual funding or employment.

Probationary employee- An employee appointed to a full or part-time position who has not yet successfully completed the designated probationary period.

Regular employee- An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Temporary employee- An employee, not in a permanent position, for which either the average work week required by the Town over the course of a year is less than 20 hours, or continuous employment required by the Town is less than 12 months.

Trainee- An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the employee is on probationary status.

ARTICLE II. POSITION CLASSIFICATION PLAN

Section 1. Purpose.

The position classification plan provides a complete inventory of all authorized and permanent positions in the Town service, and an accurate description and specification for each class of employment. The plan standardizes job titles, each of which is indicative of a definite range of duties and responsibilities.

Section 2. Composition of the Position Classification Plan

The classification plan shall consist of:

- a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
- b) class titles descriptive of the work of the class;
- c) written specifications for each class of positions; and
- d) an allocation list showing the class title of each position in the classified service.

Section 3. Use of the Position Classification Plan

The classification plan is to be used:

- a) as a guide in recruiting and examining applicants for employment;
- b) in determining lines of promotion and in developing employee training programs;
- c) in determining salary to be paid for various types of work;
- d) in determining personnel service items in departmental budgets; and
- e) in providing uniform job terminology.

Section 4. Administration of the Position Classification Plan

- a) The Town Manager, or persons designated by the Town Manager, shall be responsible for the administration and maintenance of the position classification plan.
- b) Department Directors shall be responsible for bringing to the attention of the Human

Resources Director the need for positions and material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classification of any existing position. Upon receipt of such request, the Human Resources Director shall study the request, determine the merit of the reclassification, and recommend in writing any necessary revisions to the classification and pay plan to the Town Manager within ten (10) calendar days of receipt of the request.

- c) The Town Manager, in conjunction with the Human Resources Director and Department Director, shall periodically review portions of the classification plan and recommend appropriate changes to the Town Board. Periodically, the Town Manager may find it necessary to enlist the help of sources outside the Town Staff to ensure that the classification plan reflects the present situation in the various jobs required by the Town.
- d) The Town Manager may amend the classification plan based on internal and external analyses and surveys. Changes shall not increase the number of authorized positions approved by the Town Board; that number shall be increased only with the approval of the Town Board.

Section 5. Authorization of New Positions and the Position Classification Plan

New positions shall be established upon recommendation of the Town Manager and approval of the Town Board of Aldermen. New positions shall be recommended to the Town Board of Aldermen with a recommended class title after which the Human Resources Director, with the approval of the Town Manager, shall either allocate the new position into the appropriate existing class, or revise the position classification plan to establish a new class to which the new position may be allocated. The position classification plan, along with any new positions or classifications, shall be approved by the Town Board of Aldermen and will be on file with the Human Resources Director. Copies will be available for review to all Town employees upon request.

Section 6. Request for Reclassification

Any employee who considers the position in which he or she is classified to be improper shall submit a request in writing for reclassification to such employee's immediate Supervisor, who shall immediately transmit the request through the Department Director to the Human Resources Director. Upon receipt of such request, the Human Resources Director shall study the request, determine the merit of the reclassification, and recommend to the Town Manager and Board of Aldermen a revision to the classification and pay plan where necessary.

ARTICLE III. THE PAY PLAN

Section 1. Definition

The pay plan includes the basic salary schedule and the "Allocation of Classes to Grades" adopted by the Town Board of Aldermen. The salary schedule consists of minimum (or beginning rate), midpoint, and maximum rates of pay for all classes of positions.

Section 2. Administration and Maintenance

The Town Manager, assisted by the Human Resources Director, shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate listed within the salary range established for the respective position classification, except for employees in a trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors. To this end, each budget year the Human Resources Director shall make comparative studies of all factors affecting the level of salary ranges including the consumer price index, anticipated changes in surrounding employer plans, and other relevant factors, and will recommend to the Town Manager such changes in salary ranges as appear to be pertinent. Such changes shall be made in the salary ranges such that the minimum, midpoint, and maximum rates change according to the market subject to approval by the Town Board of Aldermen.

Periodically, the Town Manager shall recommend that individual salary ranges be studied and adjusted as necessary to maintain market competitiveness. Such adjustments will be made by increasing or decreasing the assigned salary grade for the class and adjusting the rate of pay for employees in the class when the action is approved by the Town Board of Aldermen.

Section 3. Starting Salaries

All persons employed in positions approved in the position classification plan shall be employed at the minimum salary rate for the classification in which they are employed; however, exceptionally well qualified applicants may be employed above the minimum rate of the established salary range upon recommendation of the Department Director and Human Resources Director and approval of the Town Manager.

Section 4. Trainee Designation and Provisions

Applicants being considered for employment or Town employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the Town Manager to a "trainee" status. In such cases, a plan for training, including a time schedule, must be prepared by the Department Director and approved by the Town Manager.

"Trainee" salaries shall be no more than two salary grades below the minimum salary rate established for the position for which the person is being trained. A new employee designated as "trainee" shall be regarded as being in a probationary period. However, probationary periods shall be no less than six months and trainee periods may extend up to eighteen months. A trainee shall remain a probationary employee until the trainee period is satisfactorily completed.

If the training is not successfully completed to the satisfaction of the Town Manager, the trainee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall be paid at least at the minimum rate established for the position for which the employee was trained.

Section 5. Probationary Pay Increases

Subject to the availability of funds, employees hired or promoted into the minimum rate of the pay range shall receive a salary increase within the pay range of approximately 5% upon successful completion of the probationary period or upon six months of satisfactory service if the employee is not on probation.

Employees serving a twelve-month probationary period will be considered for this increase after six months of employment; employees with a twelve-month probationary period who receive an increase at the six-month review will not be eligible for an increase at the end of the twelve-month probationary period.

Section 6. Performance Pay

Upward movement within the established salary range for an employee is not automatic but rather based upon specific performance-related criteria and available funds. Procedures for determining performance levels and performance pay increases or other performance-related movement within the range shall be established in procedures approved by the Town Manager. Funding for merit pay increases are subject to annual review and appropriation by the Board of Aldermen.

Section 7. Performance Pay Bonus

Employees who are at the maximum amount of the salary range for their position classification are eligible to be considered for a performance pay bonus at their regular performance evaluation time. Performance pay bonuses shall be awarded based upon the performance of the employee as described in the performance evaluation and in the same amounts as employees who are within the salary range. Performance pay bonuses shall be awarded in lump sum payments and do not become part of base pay. Funding for performance pay bonus increases is subject to annual review and appropriation by the Board of Aldermen.

Section 8. Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the hiring rate of the new position, or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the Town Manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the Town, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the Town shall consider internal comparisons with other employees in the same or similar jobs.

Demotions. Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. When an employee is demoted to a position for which qualified, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job and consistent with the placement of other employees within the same classification in that salary range. If the current salary is within the new range, the employee's salary may be retained at the previous rate if appropriate. If the demotion is the result of discipline, the salary shall be decreased by at least 5%. The salaries of demoted employees may be no greater than the maximum of the new range.

Transfers. The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary range shall not be changed by the reassignment.

Reclassifications. An employee whose position is reclassified to a class having a higher salary range shall receive a pay increase of 5% or an increase to the minimum rate of the new pay range, whichever is higher. If the employee has completed probation, the employee's salary shall be advanced to at least the probation completion amount in the new range.

If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level with no increases to base pay until the range is increased above the employee's salary.

Section 9. Salary Effect of Salary Range Revisions

When an individual class of positions is assigned to a higher salary range, employees in that class shall normally receive a pay increase of 5%, or to the minimum rate of the new range, whichever is higher. If the employee has passed probation, the employee's salary shall be advanced at least to the probation completion amount in the new range.

When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum rate established for the class, the salary of that employee shall be maintained at that level with no increases in base pay until such time as the employee's salary range is increased above the employee's current salary.

Subject to the availability of funds and approval of the Town Board of Aldermen, general salary range adjustments (market adjustments) to the entire salary schedule will be implemented by adjusting the Town's overall salary schedule up (or down) by the same percentage amount. General salary range adjustments will be approved by the Town Board of Aldermen, normally during the annual budget review; employees may or may not receive the rate adjustment depending on the financial condition of the Town.

Section 10. Transition to a New Salary Plan

The following principles shall govern the transition to a new salary plan:

- a) no employee shall receive a salary reduction as a result of the transition to a new salary plan;
- b) all employees being paid at a rate lower than the minimum rate established for their respective classes shall have their salaries raised at least to the new minimum rate for their classes and if the employee has passed probation, the employee's salary shall be advanced at least to the probation completion amount in the new range.;
- c) all employees being paid at a rate below the maximum rate established for their respective classes shall be paid at a rate within the salary schedule;

- d) all employees being paid at a rate above the maximum rate established for their respective classes shall have their salaries maintained at that salary level with no increases until such time as the employees' salary range is increased above the employees' current salary.

Section 11. Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of the next pay period, or at such specific date as may be provided by procedures approved by the Town Manager.

Section 12. Payroll Deductions

Deductions shall be made from each employee's salary as required by law. Additional deductions may be made for insurance or for other reasons as authorized by the Town Manager considering the capability of the payroll system, associated increase in workload, and appropriateness of the deduction.

Section 13. Fair Labor Standards Act and Overtime Pay Provisions

Employees of the Town can be requested and may be required to work in excess of their regularly scheduled hours as necessitated by the needs of the Town and determined by the Department Director. Overtime work should normally be approved in advance by the Department Director, Town Manager, or other designee.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Human Resources Director shall determine and recommend to the Town Manager which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Non-Exempt Employees

Employees are expected to work during all assigned periods exclusive of breaks or mealtimes. Employees are not to perform work at any time that they are not scheduled to work, unless they receive approval from their Department Director or Supervisor, except in cases of emergency.

Department Directors are responsible for ensuring that overtime hours are authorized, recorded, and properly documented for overtime pay in accordance with the established record keeping forms. All over-time work shall be pre-approved by the Supervisor, Department Director, and Town Manager, except in emergencies where conditions are such

that prior approval cannot be obtained, and in such event, approval shall be obtained immediately subsequent to the emergency over-time worked, except when shift-scheduling mandates over-time.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period, 86 hours for sworn police in a 14 day cycle, and 120 hours for fire staff in a 28-day cycle). Hours worked beyond the FLSA established limit will be compensated at the appropriate overtime rate.

In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave, or holidays be included in the computation of hours worked for FLSA purposes.

Whenever practical, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be compensated in accordance with the FLSA.

In emergency situations, when long and continuous work is required over multiple days, the Town Manager shall approve special overtime compensation for hours worked including time on weekends and holidays.

Exempt Employees

Employees in positions determined to be “exempt” from the FLSA (as Executive, Administrative, or Professional staff) are paid on a salary basis and will not receive pay for hours worked in excess of their normal work periods. These employees may be granted compensatory leave by their Supervisor where the convenience of the department allows and in accordance with procedures established by the Town Manager. Such compensatory time is not guaranteed to be taken and ends without compensation upon separation from the organization.

In declared disaster or emergency situations or other situations as determined by the Town Manager or Board of Aldermen requiring long and continuous hours of work, exempt employees may be compensated at a rate of up to time and one half and/or be granted time off with pay for rest and recuperation to ensure safe working conditions for the duration of the emergency period.

Section 14. Stand-by and Call-back Pay

The Town provides a continuous twenty-four (24) hour a day, seven (7) day a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal.

Stand-by. Stand-by (“on-call”) time is defined as that time when an employee must carry a pager or other communication device and must respond immediately to calls for service. Non-exempt employees required to be on "stand-by" duty will be paid for four (4) hours of work at straight time for each week of stand-by time they serve.

Stand-by time requiring an employee to remain at a designated location or otherwise substantially restrict personal activities in order to be ready to respond when called is considered work time under the provisions of the FLSA.

Call-back. Non-exempt employees will be guaranteed a minimum payment of two (2) hours of wages for being called back to work outside of normal working hours. Non-exempt employees will be paid at the established hourly rate of pay for hours worked outside their normal schedule if they are actually required to return to work and will receive overtime compensation for eligible overtime hours. The minimum of two (2) hours pay is guaranteed for non-exempt employees who are called back or for the actual hours worked, whichever is greater. “Call-back” provisions do not apply to previously scheduled overtime work (scheduled one (1) or more days in advance). If more than one callback occurs within a given shift, total callback time cannot exceed two (2) hours unless the work time exceeds two (2) hours.

Section 15. Hourly Rate of Pay

Employees working in a part-time or temporary capacity with the same duties as full-time employees will normally work at a rate in the same salary range as the full-time employees. Exceptions must be approved by the Town Manager.

The hourly rate for employees working other than 40 hours per week, such as police officers working an average 43 hours per week, will be determined by dividing the average number of hours scheduled per year into the annual salary for the position.

Section 16. Pay for Interim Assignments in a Higher-Level Classification

An employee who is formally designated, for a period of at least 30 days or more, by the Town Manager to perform the duties of a job that is assigned to a higher salary grade than that of the employee's regular classification shall normally receive an increase for the duration of the interim assignment. The employee shall receive a salary adjustment to the minimum rate of the job in which the employee is acting or an increase of 10%, whichever is greater. Criteria involved in determining the amount of the compensation will include:

- a) the difference between the existing job and that being filled on a temporary basis, and
- b) the degree to which the employee is expected to fulfill all the duties of the temporary assignment.

The salary increase shall be temporary and upon completion of the assignment, the employee shall go back to the salary he or she would have had if not assigned in the interim role, taking into account any increase the employee would have received if not placed in the interim role.

Section 17. Certification and Educational Increases

The Town Manager may establish a schedule of salary increases to reward employees for attaining and maintaining certifications and obtaining degrees that increase the employee's value to the Town. These increases should reflect certifications and/or degrees that exceed the requirements on the position classification specification.

Section 19. Workweek

Salaried employees shall receive a salary commensurate with the employees' grade for all hours worked for the Town in a given year. All employees whose overtime is governed by FLSA shall accrue overtime compensation in accordance with the provisions of the FLSA. For payroll purposes, the standard workweek shall be from Sunday, 12:01 a.m. through Saturday 12:00 a.m., unless an alternate schedule has been designated by the Town Manager. Department Directors, Supervisors, and otherwise exempt employees under the FLSA shall work those hours necessary to ensure satisfactory performance of their departments, but not less than 40-hours per week.

Section 20. Specialty Pay

Employees performing dual roles within the Town may be compensated for the additional duties assigned, subject to the approval of the Town Manager. The increase must be consistent with the duties of the specialty position. If the employee is transferred or leaves the specialty position, he or she would no longer be compensated for the additional duty and would receive a reduction in compensation.

Section 21. Longevity Pay

Full-time employees of the Town are compensated for years of continuous service by payment of a longevity supplement. The plan outline is as follows:

- a) Years of service shall be computed as of the full-time anniversary date of employment and the service recognized shall be full-time continuous years of service as of November 30th of each year.
- b) Employees shall receive longevity pay in late November or early December at a time designated by the Town Manager.
- c) Longevity pay may be approved each fiscal year by the Town Manager depending upon the financial conditions of the Town and would not be considered part of the annual base pay.
- d) Appropriate federal, state, retirement, etc. deductions apply.
- e) Longevity compensation shall be paid according to the following schedule:

<u>Years of Service</u>	<u>Payment Amount</u>
1 - 4	\$300
5 - 9	\$500
10 - 14	\$750
15 - and above	\$1000