



City of Meridian
Standard Operating Policy
Number 3.1

## **Employee Classification**

### **Purpose:**

To set forth the City's policy regarding the employment classification system, including employment classification under the Fair Labor Standards Act relating to the payment of overtime.

### **Policy:**

To ensure employment classification policies for purposes of salary, benefits, and overtime are applied consistently, lawfully and in the manner for which they are intended.

This policy shall be implemented pursuant to the Employee Classification Standard Operating Procedures.

### **Authority & Responsibility:**

Human Resources shall administer this policy which may include periodic review of positions to ensure appropriate classification.



City of Meridian
Standard Operating Policy
Number 3.2

## Hours of Work

**Purpose:**

To set forth the City's policy regarding hours of work, compressed workweek, flextime, meal periods, and reporting procedures for time worked.

**Policy:**

Every employee shall have designated work hours. It is the City's policy to establish time and duration of working hours as required by workload, operational demands, customer service needs, staffing requirements, and any applicable law(s).

This policy shall be administered pursuant to the Hours of Work Standard Operating Procedures.

**Authority & Responsibility:**

Department directors and supervisors shall be responsible for scheduling employees during appropriate working hours and ensuring that proper records and timecards are kept and submitted to record time worked.



City of Meridian
Standard Operating Policy
Number 3.3

## **Payroll**

### **Purpose:**

To set forth the City's policy regarding its pay practices.

### **Policy:**

Employees are paid on a monthly basis on the last working day of each month. Employees are required to have their paychecks directly deposited into a designated account at a financial institution of their choice.

This policy shall be implemented pursuant to the Payroll Standard Operating Procedures.

### **Authority & Responsibility:**

Human Resources shall ensure that all employee information is accurate and up-to-date regarding rates of pay and automatic deductions. Supervisors are responsible to ensure that employees complete their timecards and submit them to payroll by the cutoff date of each month.



City of Meridian
Standard Operating Policy
Number 3.4

## **Compensation Program**

### **Purpose:**

To set forth the City's policy regarding consistent administration of the City's compensation program and movement of an employee from position to position (i.e., promotion, transfer, demotion, etc.).

### **Policy:**

The City has developed and supports a pay-for-performance compensation program for all non-represented employees. The Compensation Program, its policy and procedures, provide guidelines related to the administration of the compensation program for department directors and supervisors. Represented Fire employees should refer to the collective labor agreement for information regarding their compensation structure and policies.

This policy shall be implemented to pursuant to the Compensation Program Standard Operating Procedures.

### **Authority & Responsibility:**

Human Resources shall oversee the administration of the compensation program and shall ensure it is adjusted and up-to-date at all times. department directors or their designees, are responsible for managing the implementation of the program according to performance and budgetary guidelines. The Mayor and City Council are responsible for approving the annual compensation budget including appropriate adjustments and performance increases within budgetary constraints and guidelines.



City of Meridian
Standard Operating Policy
Number 3.4.1

### **Individual Pay**

**Purpose:**

To set forth the City's policy regarding individual pay within the range assigned to the employee's position.

**Policy:**

Individual pay for non-represented employees shall be based at the time of hire, rehire, promotion, etc. upon individual competency, experience, education, and other compensable factors.

This policy shall be implemented pursuant to the Individual Pay Standard Operating Procedures.

**Authority & Responsibility:**

Hiring supervisors and department directors, or designees, shall have the responsibility to recommend a starting salary for an employee based on individual competency, experience, and other qualifications. Human Resources shall work closely with departments in establishing a starting salary. The Human Resources Director shall approve all out-of-guideline starting salaries for employees. The Human Resources Director and Chief Financial Officer shall ensure compliance by supervisors to the budgetary guidelines as established annually by the Mayor and City Council.



City of Meridian
Standard Operating Policy
Number 3.4.2

### **Compensation Program Updates**

**Purpose:**

To set forth the City's policy regarding its compensation program and periodically review and update.

**Policy:**

The Human Resources Director and Chief Financial Officer shall review the compensation program on an annual basis for effectiveness and budgetary compliance. The program shall be updated as needed to meet internal equity and external competitiveness. A representative Compensation Committee shall be established to ensure the maintenance of internal equity.

This policy shall be implemented pursuant to the Compensation Program Updates Standard Operating Procedures.

**Authority & Responsibility:**

The Human Resources Director shall review the City's compensation program to ensure effectiveness in meeting the City's compensation objectives. The Chief Financial Officer shall review the administration and implementation of the compensation program to ensure that all related actions hold within predetermined budgetary parameters.



City of Meridian
Standard Operating Policy
Number 3.4.3

### **Performance Increases to Salary**

**Purpose:**

To set forth the City's policy regarding employee salary increases based on performance.

**Policy:**

The City has established a pay-for-performance compensation program for all non-represented positions. Each year, the Mayor and City Council may approve percentages for pay increases (if any) available to employees based on the outcome of individual performance appraisals.

This policy shall be implemented pursuant to the Performance Increases to Salary Standard Operating Procedures.

**Authority & Responsibility:**

Human Resources shall be responsible for interpreting this policy. Supervisors and department directors, or designees, are responsible for ensuring that performance appraisals are given in a timely manner, according to City standards, and in a manner that objectively documents performance.



City of Meridian
Standard Operating Policy
Number 3.4.4

### **Adjustment to Wages**

**Purpose:**

To set forth the City's policy regarding adjustment to individual wages of employees.

**Policy:**

The City shall make adjustments to individual wages of employees due to changes effected by leaves of absence, layoffs, promotions, demotions, and other related changes.

This policy shall be implemented pursuant to the Adjustment to Wages Standard Operating Procedures.

**Authority & Responsibility:**

Human Resources shall be responsible for interpreting this policy. The Human Resources Director shall have the authority to approve all out-of-guideline adjustments to wages.





City of Meridian
Standard Operating Policy
Number 3.4.5

### **On-Call/Call Out Duties and Compensation**

**Purpose:**

To set forth the City's policy regarding employees being on-call and being called out to perform emergency work beyond normal working hours.

**Policy:**

Certain City employees may be placed on the on-call duty schedule as directed by the department director or designee. On-call is defined as being reasonably available to respond to City business during hours beyond the employee's normally established workday.

This policy shall be implemented pursuant to the On-Call/Call Out Duties and Compensation Standard Operating Procedures.

**Authority & Responsibility:**

Department Directors or designees shall be responsible for administering this policy.



City of Meridian
Standard Operating Policy
Number 3.5

## **Travel and Expense Reimbursement**

### **Purpose:**

To set forth the City's policy regarding travel and expense reimbursement.

### **Policy:**

This policy is meant to address employee travel away from the Treasure Valley for City business.

The ability to travel for work purposes, including training, is a privilege. Travel may also be part of the employee's job and associated duties. The City shall pay for only official business expenses that are directly related to conducting business for the City of Meridian. It is the responsibility of each employee to ensure that the taxpayers of the City are only being asked to fund reasonable costs and expenses related to this privilege. All travel must be pre-approved and via the most economical means practical. An employee's family member may travel to or with the employee, but all the expense of that family member must be borne by the employee.

In order to meet certain federal and state requirements, some departments may need to develop additional internal policies relating to documentation and guidance for record keeping and approval process. Departments may establish more restrictive guidelines to best meet their own unique needs.

Violations of this policy may be cause for disciplinary action up to and including termination.

This policy shall be implemented pursuant to the Travel and Reimbursement Standard Operating Procedures.

### **Authority and Responsibility:**

Directors or designees are responsible for administering this policy. It shall be the responsibility of the Directors of this City to ensure that all expenditures under this policy are appropriate and consistent with fiscal responsibility. Directors, or designees who are authorized to approve expenditures shall also ensure that the City policies are being followed consistently. The Finance Department has the responsibility to track all funds for the City and assure compliance with all City, State, or Federal regulations regarding the tracking and accounting of such expenditures.



City of Meridian
Standard Operating Policy
Number 3.6

## **Overtime Compensation**

### **Purpose:**

To set forth the City's policy identifying eligibility for overtime compensation and the accumulation and payment of overtime.

### **Policy:**

The City shall provide overtime compensation in accordance with the Fair Labor Standards Act.

This policy shall be implemented pursuant to the Overtime Compensation Standard Operating Procedures.

### **Authority & Responsibility:**

Human Resources shall be responsible for interpreting this policy. Supervisors and department directors or designees are responsible for ensuring that proper tracking of hours worked is made for all employees for whom they are responsible.



City of Meridian
Standard Operating Procedures
Number 3.1

## **CHANGES TO THESES PROCEDURES REQUIRE COUNCIL APPROVAL**

### **Employee Classification**

#### **Purpose:**

To set forth the City's employment classification system, including employment classification under the Fair Labor Standards Act relating to the payment of overtime.

#### **Procedures and Related Information:**

##### **I. Employment Categories**

Employment categories are based on the staffing requirements of the City. They are used to provide flexibility in meeting long-term and short-term staffing requirements, for temporary or seasonal programs, to cover peak work periods or employee absences, or other situations determined by City management officials.

Below are identified the various employee types commonly used within City employment.

- A. Regular Full-Time Employee – A regular full-time employee is one who regularly works a minimum of forty (40) hours or more per week, or per week for represented Fire employees, as defined by the current Collective Labor Agreement. Regular full-time employees are eligible to participate in the City's benefit program, including health insurance coverage, life insurance, retirement, 401K, leave benefits, etc. All benefit programs are subject to change and are not guaranteed.
- B. Part-Time Employee – An employee who is regularly scheduled to work less than forty (40), up to at least nineteen (19), hours per week. Part-time employees who consistently work twenty (20) or more hours a week are entitled to participate in the City's retirement program. All benefit programs are subject to change and are not guaranteed.
- C. Temporary or Seasonal Employee – An employee hired to work either part-time or full-time and who works in a position of seasonal, intermittent, sporadic, or short-term employment that may fall into some of the following assignments:
  - 1. Seasonal park or wastewater maintenance workers;
  - 2. Recreational program staff;
  - 3. Student interns and special work program participants;
  - 4. Employees hired for on-call purposes whose work schedules are irregular and sporadic; and

5. Employees hired to complete a special project, to fill in during employee absences or peak workload periods, etc.

Temporary or seasonal employees are not eligible for City benefits. As with all City employees, temporary employees also are considered at-will, and are not guaranteed employment through the season or task for which they have been hired.

D. Other Employment Classifications

1. Appointed Official – An employee in a position or office, which is filled through appointment by the Mayor and City Council.
2. Department Director – An appointed official who has direct supervision and responsibility for personnel, records, funds, maintenance, and service to be performed by a City department.
3. Elected Official – An individual voted in by the citizens of Meridian.
4. Union Employee – An employee covered under a collective labor agreement between the City and a recognized bargaining unit. This is limited to the labor agreement with represented Fire employees.

- E. Independent Contractors – Independent contractors are not employees of the City of Meridian and are not eligible for any benefits offered through the City.

II. Exempt and Non-Exempt Employees

The City will adhere to all provisions and regulations of the Fair Labor Standards Act (FLSA) as it applies to City employees. Under FLSA, certain positions are classified as either exempt (not eligible for overtime compensation), or non-exempt (eligible for overtime compensation). Employees with questions regarding exemption status may contact the Human Resources Department.



City of Meridian
Standard Operating Procedures
Number 3.2

## **CHANGES TO THESE PROCEDURES REQUIRE COUNCIL APPROVAL**

### **Hours of Work**

#### **Purpose:**

To set forth the City's procedures regarding hours of work, compressed workweek, flextime, meal periods, and reporting procedures for time worked.

#### **Procedures and Related Information:**

##### **I. Work Period**

- A. Regular business hours are normally 8:00 a.m. to 5:00 p.m. Monday through Friday, unless otherwise authorized by the Mayor and Council. However, some departments within the City have different work periods and work hours.
- B. A "work day" is defined as the hours of work performed within a period of (24) consecutive hours on any assigned shift, whether such shift is continuous or split.
- C. Non-exempt employees are responsible for monitoring the accuracy of his/her timecard for the hours worked in each work period. For overtime approval, refer to SOP 3.6 (Overtime Compensation).
- D. Represented fire employees are subject to the special exception as provided under 207K of the Fair Labor Standards Act. Represented Fire employees should refer to the collective labor agreement for information regarding assigned work periods.

##### **II. Compressed Work Week and Flextime**

- A. A compressed workweek is one in which an employee works the same number of hours as normal, but in fewer than the customary number of days per week.
- B. Flextime is a work schedule with time of arrival and departure that differs from the regular business hours. It allows employees the opportunity to work a designated schedule within the limits established by the City.
- C. Compressed workweek or flextime schedules may be granted in situations where the job and business-related needs can continue to be met even under a compressed or flextime schedule, as long as this does not impact the employee's productivity or adversely affect the efficient operation of the City.

1. The compressed workweek may be one of the following:

- a. 4/10 – Employees work 10 hours for 4 days per week within a 7-day period. Due to operational demands starting and ending dates will be assigned by the department director or designee.
  - b. 9/9 – Employees work 9 hours for 9 days with the 10<sup>th</sup> day off. Also referred to as a 9/80 – Employees work 80 hours over nine days instead of 10 days with alternate three – day weekends. Only exempt employees qualify for this schedule.
  - c. Exempt employees will continue to receive the same salary from week to week regardless of the schedule worked. Exempt employees must perform his/her job functions regardless of regular business hours or any compressed or flextime schedule.
  - d. Work hours for flextime may start at 7:00 AM through 9:00 AM with an ending time of 4:00 PM through 6:00 PM.
2. The supervisor and employee are responsible for ensuring the following conditions are met:
- a. The change in hours does not adversely affect the City, departmental assignment/projects, customer relations, or other work units.
  - b. There is adequate supervision and back-up staffing to maintain service to the public and customers.
  - c. The position is appropriate for a compressed or flextime work schedule.
  - d. Clear goals and objectives are determined in advance by the supervisor and employee.
  - e. The employee observes the City's policies on attendance and the employee has maintained a good work record prior to making his/her request for a compressed or flextime work schedule.
  - f. Non-Exempt employees may be asked to work overtime regardless of a compressed or flextime work schedule.
  - g. The employee and his/her supervisor and department director must sign a compressed or flextime workweek authorization form.
- D. The department director or designee will approve or deny the compressed or flextime workweek based on staffing needs, the employee's job duties, the employee's work record, and the employee's ability to temporarily or permanently return to a standard work schedule when needed. An employee may not change or revise any workweek schedule without prior management approval.

- E. The supervisor and department director are responsible for evaluating workflow, coordinating work activities, and designating the workweek.
- F. The City reserves the right to suspend, cancel, or amend these procedures at any time due to business needs, lack of production on the part of the employee, or violation of any of the terms of these procedures. The City also reserves the right to cancel or suspend the use of such schedule by any employee who experiences performance problems deemed to be related to the new schedule. Such circumstances will be evaluated on a case-by-case basis.
- G. For holiday, vacation, and sick pay, refer to HR SOP 4.1 section III and V, 4.2, and 4.3.

### III. Meal Periods and Breaks

- A. The normal workday consists of eight (8), nine (9), or ten (10) consecutive hours of work (or twenty-four (24) hour shifts for represented Fire employees) with an unpaid meal period for non-uniformed employees. Operational demands and/or the ability to maintain appropriate staffing levels may require some departments to adjust their meal periods accordingly.
- B. Represented Fire employees should consult with the collective labor agreement regarding breaks and meal periods.

### IV. Make-Up Time (Non-Union Personnel)

- A. Employees may be required to work after normal work hours, or the employee may work less than eight (8), nine (9), or ten (10) hours per day depending on the regular work schedule. When possible, the employee and his/her immediate supervisor will arrange the employee's schedule to assure assigned hours of work fall within the forty (40) hour workweek. Any exceptions to this procedure must have prior written approval from the employee's supervisor and the department director or designee.
- B. Circumstances may also arise where an employee needs to work fewer hours than his/her regularly scheduled work period. Department directors or designees, at their discretion, may allow non-exempt employees to make up lost work time during a given work week as long as the "make-up time" is completed within the same workweek. However, make-up time will not be granted if the lost work time is a result of conditions the employee could control; if there is no work for the employee to perform; or if adequate supervision is not available.

### V. Reporting and Verifying Time Records

- A. It is the responsibility of each employee to properly record time that he/she has worked during a payroll period and supervisors are responsible for reviewing the completed timecards for accuracy. Falsification of timecards and/or altering work hour records is a serious offense subject to disciplinary action, up to and including termination.



- B. Employees shall record the total hours worked for each workday. Non-work time (holidays, sick, vacation leave, military leave, bereavement leave, civil leave, and admin leave without pay) shall also be recorded on the timecard. Authorized overtime shall be recorded.
- C. Each timecard shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating that the hours claimed were actually worked.
- D. Executive, administrative, and professional employees, exempt under the FLSA, are required to complete a timecard for administrative purposes to report non-work time of equal to or greater than one (1) work day, such as sick leave, vacation leave, bereavement leave, etc.



City of Meridian
Standard Operating Procedures
Number 3.3

## **Payroll**

### **Purpose:**

To set forth the City's procedures for pay practices regarding employee paychecks.

### **Procedures and Related Information:**

- I. Employees are paid monthly. The pay period ends the 20<sup>th</sup> day of each month and paychecks are issued by payroll on the last working day of each month. Paychecks are electronically deposited to an employee's designated account at a financial institution of their choice. Represented Fire employees are paid in accordance with the collective labor agreement.
- II. Mandatory withholding from an employee's wages is required by law and includes federal and state withholding taxes, social security tax (FICA) and Medicare, and PERSI retirement contributions. Other deductions may include court-mandated withholdings.
- III. Automatic Deductions  
In order for the employee's share of insurance premiums to be deducted, or for the automatic deposit of an employee's paycheck to be transferred to a financial institution, the employee must provide written authorization to the City.



City of Meridian
Standard Operating Procedures
Number 3.4

## Compensation Program

### Purpose:

To set forth the City's procedures for consistent administration of the City's compensation program and movement of an employee from position to position (i.e., promotion, transfer, demotion, etc.).

### Procedures and Related Information:

- I. The City has developed and continues to maintain a comprehensive pay-for-performance compensation program, which provides for the establishment of set ranges for all positions within the City's structure. Employees can reasonably expect to advance through his/ her pay range that is assigned to his/her position by effectively meeting performance expectations of assigned duties.
- II. The City shall comply with all State and Federal laws regarding the compensation of employees for work performed.
- III. The City is committed to the philosophy of rewarding employees for their performance, and has designed a compensation program to meet this objective. Employees may incrementally advance through their assigned salary ranges on an annual basis in accordance with their performance rating.
- IV. Definitions  
The following terminology may be used in describing actions or steps taken as a normal part of this program.
  - A. In-guideline- These include all approvals that are within the guidelines as set forth by the compensation program. In guideline adjustments require all levels of management signature in the chain of command (Starting with the Supervisor) up to and including the department director.
  - B. Promotion - A reassignment of an employee to a position in a higher salary range or grade classification level than the employee's prior position. A promotion does not automatically justify or guarantee an increase to the individual's actual pay.
  - C. Demotion- A reassignment to a position of lower salary or grade classification level than the employee's prior position. This does not automatically impact the employee's actual wages paid.
  - D. Transfer - A lateral move to a different job within the same grade. Such adjustments may or may not impact actual wages paid.

- E. Written Warning - An action taken when an employee's behavior is inconsistent with the City's statement of conduct and has received a written notice describing such conduct.
- F. Short-Term Reassignment (less than three (3) calendar months)- is not considered as a promotion, transfer, or demotion.
- G. Pay Review – A review that is conducted when a wage or salary adjustment is being considered due to internal or external comparison factors.
- H. Performance Review – A review that considers various factors of the employee's fulfillment of his/her job duties.

Moving to another shift is not considered a promotion/transfer unless meeting the above criteria.

V. Pay Program

The following describes the pay program for all City employees excluding represented Fire and sworn Police employees.

- A. The City has developed a comprehensive classification and compensation program that aligns positions within the organization based on internal evaluation and external comparisons (e.g., market surveys). The City is committed to internal equity and external competitiveness in its pay program, and regularly updates and reviews its program accordingly to maintain these objectives.
- B. Positions are assigned a salary range according to job type and levels of responsibility and other factors as provided by the job evaluation process. Ranges are established for each position, which identify the salary range minimum and maximum.
- C. Movement within the salary ranges is dependent upon performance of job duties. To the extent possible acceptable performance will be rewarded by an upward movement within the salary range, while outstanding performance is rewarded by more generous upward movements. An overall unacceptable annual performance review will not be rewarded. Because movement within the assigned salary range is dependent upon performance, employees should not presume there to be a guarantee of an increase, nor should they expect to reach the maximum point of the assigned salary range without acceptable performance.
- D. The Mayor and City Council will determine pay increases as budgets are set and tax levies are authorized. Pay given for any position within the City is subject to the annual budgetary process and as such may be subject to increase or decrease from fiscal budget year to year. The Human Resources Director in consultation with the Compensation Committee and/or department directors may make suggestions about salary compensation and other pay system concerns, but the final decision regarding

compensation levels rest with the Mayor and City Council. The Mayor and City Council reserve the right to make budget adjustments, and consequently salary adjustments, during the course of the fiscal budget year to deal with other circumstances, which necessitate changes in entity expenditures.

- E. Salary adjustments for market purposes, re-classification of a position with a corresponding salary increase, promotions, or transfers may be considered in regards to an employee merit increase, but do not prohibit the employee from receiving one.
- F. The performance increase amounts may be adjusted on an annual basis. Contact Human Resources for the most current Salary Plan Administrative Guidelines.

VI. Represented Fire Employees

Provisions of the collective labor agreement shall govern the pay program for Fire employees who are represented by the bargaining unit. Refer to the collective labor agreement for pay structure.

VII. Police Officers

- A. Sworn police officers, excluding the Chief of Police are on a separate salary step program that is independent of the non-Police salary program. (Contact Human Resources for the most current schedule.)
- B. Movement on the Salary Step Plan shall be determined by reference to the police officer's original date of employment. At the designated anniversary date of employment (e.g. 1 yr, 2 yrs, etc), if the police officer has received an evaluation rating of at least "Fully-Competent" for the current year, he/she is eligible for an upward movement in step within his/her assigned range, unless they are at the max of their step range.
- C. If an officer receives less than a "Fully-Competent" performance rating, he/she shall remain on the same compensation step regardless of continuous time in service, unless and until that officer receives an evaluation of "Fully-Competent" or better. In addition, he/she shall also be placed on a performance improvement plan requiring immediate improvement in performance.

VIII. Employees Who Exceed the Maximum of Their Assigned Range

- A. Employees who exceed the maximum of their assigned range shall continue to receive increases as if they were within the range for one (1) year. If after one (1) year the employee is above the range maximum, he/she will be only eligible for a merit amount that will not be added to the employee's base wage until recaptured in the range.



City of Meridian
Standard Operating Procedures
Number 3.4.1

## Individual Pay

### Purpose:

To set forth the City's practices regarding individual pay within the range assigned to the employee's position.

### Procedures and Related Information:

#### I. New Hires

- A. New hires will typically start at the minimum of the salary range for the position, unless they have considerable background, knowledge, education, etc.
- B. Supervisors and department directors will typically offer a starting wage at or below mid-point based on qualifications.
- C. Department Directors must obtain "out-of-guideline" approval before an offer of employment is made by Human Resources for candidates who have considerable background, knowledge, education, etc., which may merit entering at a higher salary.
- D. Newly hired sworn certified police officers meeting certain criteria, may be placed on the salary schedule after the completion of his/her introductory period, is said officer has been employed as a sworn certified police officer for at least four (4) years of continuous service in a paid, full time position in a police department.

For any new hires satisfying the above criteria, said officer may receive from one (1) to four (4) years of credit for his/her previous service. Those applicants with four-ten (4-10) years prior service shall be eligible to receive a maximum of no more than four (4) years' service at the police officer level.

#### II. Re-hires

- A. Terminated employees who are rehired will be considered "new hires."
- B. Employees returning from an approved leave of absence are not considered as "rehires."

#### III. Differentials

The following outlines the procedures for individuals with special responsibilities.

- A. Any patrol officer, detective, or sergeant who is also a canine officer currently using, training, and caring for a trained police canine used by the Police Department, shall receive an additional forty-five minutes each day (seven days a week) of straight time.

This time will not be used in calculating overtime wages, and will be paid at an agreed upon rate prior to the start of his/her duties.



City of Meridian
Standard Operating Procedures
Number 3.4.2

### **Compensation Program Updates**

**Purpose:**

To outline the procedures by which the City's compensation program shall be periodically reviewed and updated.

**Procedures and Related Information:**

- I. The Human Resources Director and Chief Financial Officer will review the salary ranges by grade and classification on an annual basis to determine effectiveness of program administration, appropriateness of salaries, and compliance with budgetary parameters. Outside vendors may be hired to perform market salary studies and analysis.
- II. Compensation Committee
  - A. The Mayor will designate a Compensation Committee comprised of representative members of the City's management group.
  - B. The committee will meet on at least an annual basis to review salary grades, and positions re-evaluated and slotted by an independent consultant.
- III. Annual updates will be presented to Mayor and Council for consideration and approval during the annual budget process.





City of Meridian
Standard Operating Procedures
Number 3.4.3

### Performance Increases to Salary

**Purpose:**

To set forth the City's procedures regarding employee salary increases based on performance.

**Procedures and Related Information:**

- I. Philosophy  
Increases are "earned" by the employee not "given" by management. Increases are not guaranteed, but may be available by merit, if approved by Mayor and Council. Merit considers and measures job performance against job standards or established goals and objectives. Attitude can also be considered if it affects the job performance of the employee or other employee(s).
- II. Performance Review Schedule
  - A. Unless otherwise specified, performance review schedules shall be as follows:
    1. Current Employees: Annual reviews will be given near October 1<sup>st</sup> of each year unless experiencing a date altering event as prescribed by policy. Upon completion of the review, current employees may be eligible for a merit increase based on performance.
    2. New Hires: Will be given a performance review at six (6) months, and again at twelve (12) months effective on their employment start date and on the employee's anniversary thereafter unless experiencing a date-altering event as prescribed by policy.  
  
New hires may be eligible for a merit increase on his/her one-year anniversary date based on job performance.
    3. Re-Hires: Employees who have terminated their City employment will have their performance review date based upon when they are rehired.
    4. Sworn Police Officers: With the exception of the Police Chief, sworn officers in the police department will receive a performance review after one (1) year of service on his/her anniversary date in accordance with the step plan.
    5. Represented Fire Employees: Represented employees in the fire department will receive a performance review after one (1) year of service; Thereafter near October

1<sup>st</sup> of each year. Pay increases are separate and are determined by the collective labor agreement.

6. Employees on Documented Written Warning or Performance Improvement Plan: At the supervisor discretion, employees who have received a documented disciplinary or performance improvement plan may not be eligible for pay increase until after the warning has expired. If an increase is granted after the warning period has expired, the date of the merit increase will correspond with the expiration of the written warning or performance improvement plan, not the anniversary date. The next performance review will be based on the employee's normal anniversary date.

B. Interim Increase Dates (Changes in Anniversary Date)

1. Each time an increase or decrease occurs, the date of this adjustment will be used to determine the next performance review. For example, if an employee receives an increase or promotion on March 15, his/her next performance review is due twelve (12) months after the wage increase. However, if an employee changes positions, but does not change his/her salary grade, the anniversary date does not change.
2. Supervisors may delay or request early increases on an exception basis. Such a review will be approved through "out-of-guideline" approval channels. The exception to this is a pay review that is delayed because the employee is on a documented disciplinary warning or performance improvement plan for which he/she has signed an acknowledgment of receipt.

III. Performance Increase Procedures

- A. Performance Reviews Completed: The supervisor, manager, or department director, or designee will complete a performance review form on each employee whose review is due, and discuss with the employee. A Personal Action Request form is to be completed with the current salary/wage.

B. Approvals

1. If the recommendation is "in-guidelines", the immediate supervisor forwards the Personnel Action Request form and related Performance Evaluation(s) to the next level of management for approval. All Personal Action Request must be approved by the department director or designee.
2. After the department director or designees has approved these documents, the Performance Evaluation and Personnel Action Request form is sent to the Human Resources Department for review, approval and processing.
3. If the recommendation is "out-of-guidelines", the Personnel Action Request form and related Performance Evaluation(s) are sent to all levels of management and up to and including the Human Resources Director and Mayor for approval.

4. Once approved and processed by the Human Resources Department the information will be forwarded to Payroll for processing.
- C. Sending of Forms back to the Supervisor: The approved Personnel Action Request form(s) will be sent back to the supervisor.
- D. Meeting with the Employee: The supervisor gives the employee a copy of the Performance Evaluation.

No discussion of the increase should be held with the employee prior to receipt of fully approved documents.

- E. Responsibility for Review Outcome: The immediate supervisor should take responsibility for the proper rating on the Performance Review Form. The amount of the increase will be calculated by Human Resources. In no case shall a supervisor lead an employee to believe they tried for a larger increase, but could not get it approved by “upper management.”



City of Meridian
Standard Operating Procedures
Number 3.4.4

## Adjustment to Wages

### Purpose:

To set forth the City's procedures regarding adjustment to individual wages due to changes in the terms and/or conditions of employment resulting from leave of absence, layoffs, promotions, demotions, and other related changes.

### Procedures and Related Information:

#### I. Employees on Leave of Absence (LOA) or Layoff (LO)

- A. Review Date: If the employee has been on LOA or LO for less than one-half (1/2) of the total days for the performance review period, the employee's review date will remain the same as though he/she has not been on leave. Increases for employees on LOA or LOI are prorated based upon time service.

If the employee has been on LOA or LO for more than one-half (1/2) of the total days for the review period, the review will be forfeited.

- B. Pro-ration of Increase: When increases are given, job performance is, among other factors, a major consideration. If the employee has been on active status for less than the annual performance review period of twelve (12) months, an increase will be calculated from a proportion of actual months of active status worked compared to total number of months in the review period.

Example: An employee is on active status for six (6) months during his/her review period. He/she is reviewed on October 1. This individual would receive six-twelfths (6/12) or 50% of his/her regularly scheduled amount.

#### II. Returning from LOA/LO or Transferring to a Position in a Lower Grade

- A. Employees returning or transferring to a position in a lower salary/wage grade will assume the new salary/wage range. Factors considered in determining the employee's salary/wage in the new range include; speed, accuracy, attitude, length of service in the job class prior to the leave of absence or layoff, the salary/wage grade range of the new position, grade range penetration of the employee relative to experience level, etc.
- B. Minimum to Mid-Point: Generally, employees will be placed between the entry and mid-point of the range for the position in which they are being placed.
- C. Under the Minimum and Over the Mid-Point of the Range: Employees rate can be placed in these locations through "out-of-guideline" approval(s).

### III. Promotion Wage/Salary Adjustment

- A. All increases, except for sworn police officers and represented Fire employees will be based on merit. Depending on the performance of the employee and the location of the promoted individual's current wage/salary, the following schedule will be used as it relates to the lowest range for the grade.

<b><i>Location of Current Wage Compared to New Range</i></b>	<b><i>Below Entry</i></b>	<b><i>Entry to Market Rate</i></b>	<b><i>Over Market Rate</i></b>
<b><i>Movement of Salary in New Range</i></b>	<b><i>To Minimum</i></b>	<b><i>% based on performance, but not to exceed Market Rate</i></b>	<b><i>0%</i></b>

1. Below the Entry of the New Range: Promoted employees will be taken to the minimum of their new range.
  2. Current Wage/Salary Between Entry and Market Rate: The percentage is based on performance, but not to exceed Market Rate.
  3. Current Wage/Salary Above the Market Rate: Typically, there are no increases for individuals in this section of the range. The advantage for the employee is he/she will assume a range with a greater maximum than in his/her previous grade. Any exceptions will be processed through the "out-of-guideline" approval channels.
- B. Review Schedule for Promotional Increases: When an employee receives an increase in conjunction with a promotion, the date of the promotion becomes the anniversary date for the purposes of establishing the next performance review date.
- C. Sworn police officers, excluding the Chief of Police ~~Captain(s)~~ are on a separate step plan-~~step~~ Contact Human Resources for the schedule.
- D. The provisions of the collective labor agreement shall govern promotions for represented employees in the fire department. Refer to the collective labor agreement for promotional policy.

### IV. Demotions

- A. Employees being placed in positions with a grade lesser than the one from which they originated will have wage/salary determined through "out-of-guideline" approval channels. Employees being demoted will normally receive a decrease in wage/salary if their rate of pay is above the mid-point of the salary range. Demoted employees with a wage/salary below the mid-point rate of the new range will be frozen for at least one (1) year.

- B. The provisions of the collective labor agreement shall govern demotions for represented employees in the fire department. Refer to the collective labor agreement for policy.

V. Transfers to a Position in the Same Grade

- A. Employees affected by this situation must have their wage/salary adjustment and transfer approved before completion of the move. Typically the individual will remain at the same rate of pay.
- B. The provisions of the collective labor agreement shall govern transfers for represented employees in the fire department. Refer to the collective labor agreement under promotions for policy.

VI. Adjustment of Review Dates for Transferred Employees

- A. If adjustment to the employee wage/salary rate occurs, the next performance review will be twelve (12) months from the transfer date. For lateral transfers, when no increase is given, the employee's regular scheduled review date will remain the same.
- B. Sworn police officers, excluding the Chief of Police, are on a separate ~~step~~ program. Movement on the salary schedule will be determined by the police officers original date of employment.



City of Meridian
Standard Operating Procedures
Number 3.4.5

## **On-Call/Call Out Duties and Compensation**

### **Purpose:**

To set forth the City's procedures regarding employees being on-call and being called out to perform emergency work beyond normal working hours.

### **Procedures and Related Information:**

#### **I. On-Call Period**

- A. On-call hours are defined as those beyond the employee's normal work schedule, including City recognized Holidays.
- B. An on-call employee forfeits their on-call duty if he/she calls in sick or goes home sick. The supervisors shall be notified and may arrange alternate coverage. An employee may retain their on-call duty if the employee uses sick leave to attend an appointment during work hours and will be available for on-call duty at the end of their normal workday. If an employee simply has an appointment but is not ill they may keep their on-call duty but are required to call the office before 5:00 PM or as designated by the employee's supervisor to be updated on pertinent information.
- C. An employee forfeits their on-call duty if he/she is scheduled for vacation. If an employee requests vacation time when they have been scheduled for on-call, they are responsible for finding an on-call replacement, which must be approved by their supervisor.
- D. Employee must respond to the call within the specified period of time designated by their respective departments.
- E. Failure to respond to request for assistance or to respond within the time specified may be subject to disciplinary action up to and including termination. This applies to both on-call assignments and call out response.

#### **II. Departments**

##### **A. Fire**

- 1. Represented Fire employees are subject to the collective labor agreement for these procedures.

B. Parks

1. Any employee on-call must respond within one (1) hour of the request for assistance.
2. On-call duty is mandatory for Parks Maintenance personnel unless the Parks Superintendent or Parks Director expressly approves an exclusion.

C. Police

1. Any employee on-call must respond within thirty (30) minutes of the request for assistance.

D. Public Works – Wastewater

1. Currently only as designated by the Superintendent of the Wastewater Treatment Plant.
2. The maximum response time for an emergency call out shall be one (1) hour.

E. Public Works – Water

1. All on-call employees must have a minimum of a current Class 1 Water Distribution License issued by the State of Idaho.
2. The maximum response time for an emergency call out shall be one (1) hour.
3. On-call duty is mandatory for licensed operators unless the Superintendent expressly approves an exclusion.
4. A supervisor must approve trading on-call duties before the end of the work period.

III. Compensation

A. On-Call

“On-Call” is a mandatory job requirement for certain positions. Although it is a condition of employment, the City of Meridian does recognize that being on-call may have some limited restrictions upon an employee’s off work time and opportunities. Because of this the City is willing to compensate the employee accordingly at the defined rate of:

Regularly Scheduled Workday – 1 Hour per Day;  
Regularly Scheduled Day Off – 2 Hours per Day;  
Holidays – 4 Hours per City-Recognized Holiday.

(Example: Standard 40 hour work week/M-F/8-5=9 hours of extra pay)



All “on-call” time will be compensated as “extra hours” on the employee’s time sheet. The time will not count as hours worked for Fair Labor Standards Act (FLSA) purposes and cannot be paid or counted towards pay at an overtime rate. The employee will be paid their straight time for the specified amount. Weekends refer to the employee’s scheduled days off as long as the days fall within the same work week. Most “on-call” schedules will be consistent with the employee’s regularly scheduled work week, but may be altered at the discretion of the supervisor or department director.

Answering calls received while receiving standby pay are considered to be part of the employee’s on-call duties. Employees are not compensated additionally for time spent on these calls, unless such time exceeds the standby pay duration. If time spent on calls exceeds the standby pay (example: more than 1 hour on the phone), the employee will be compensated for the additional time spent on the calls.

B. Call Out

“Call out” is also a mandatory job requirement for certain positions. If an employee is called to return to work it is only at the discretion of the supervisor, not the employee, to excuse the employee from returning to work.

Although it is a condition of employment, the City of Meridian does recognize that being called out may have some limited restrictions upon an employee’s off work time and opportunities. Because of this the City is willing to compensate the employee accordingly at the defined rate of:

Minimum of one (1) hour straight time;

Remaining time to be added to the employee’s standard work week. The on-call employee will be compensated at their actual hourly rate until the completion of the event giving rise to the call out.

Compensation for call outs begins when the employee leaves their location to respond and ends when the need for the call out ends and the employee returns to their original location or has the ability to return if the employee chooses to go elsewhere.

C. Other

Paid leave (sick or vacation) and holidays do not count toward the forty (40) hours work week in accordance with the FLSA.



City of Meridian
Standard Operating Procedure
Number 3.5

## **Travel and Expense Reimbursement**

### **Purpose:**

To set forth the City's procedures regarding employee travel and expense reimbursement

### **Procedures and Related Information:**

- I. ACCOUNTABLE PLAN – IRS requires an “Accountable Plan” (IRS Pub#463) to determine if reimbursement would be reported as taxable income or not. To be an accountable plan, the employee's expenses must meet all three of the following rules:
  - A. The expenses must have a City business connection.
  - B. All expenses must be adequately accounted to the employer for these expenses within a reasonable period of time.
  - C. All excess reimbursement or allowance must be remitted to the employer within a reasonable period of time.
    1. City requires all expenses must be accounted for on an expense report with itemized receipts within 10 business days from the return date of the travel. If the expense report and applicable receipts are not submitted to the Finance Department within 60 days of the return date of the travel, the expenses will be reported as income on the employee's W2 form and the applicable taxes will be deducted from the employee's next paycheck.
    2. Any excess amount, personal expense, non-allowed expense, or advance that the employee owes to the City must be remitted within a reasonable period. The City expects payment within 30 days and, if Finance has not received payment within 120 days of the return from travel, this will be considered a violation of the travel policy. The expense will become taxable income to the employee and the violation will be reported to HR for disciplinary action.
- II. TRIP DELAYS – Trip delays that are not of the employee's choosing shall be reimbursable for any necessary expenses incurred as well as additional per diem.
- III. TRIP CANCELLATION –If the trip is canceled prior to departure, the employee has three (3) business days to return the entire per diem amount to the City. The employee or the Department Travel Coordinator shall be responsible to cancel all the arrangements made for the travel and attempt to limit the City's costs for this change.  
TRAVEL PAID BY VENDORS OR POTENTIAL VENDORS OF THE CITY Any

travel that is paid by a non-governmental agency must be approved by the Legal Department prior to making any travel arrangements.

IV. TRAVEL AUTHORIZATION FORM:

The Department Director is responsible for ensuring that the travel is the most cost-effective travel alternative. These procedures recommend that each Department designate a Department Travel Coordinator so someone other than the traveling employee is booking travel arrangements. The Travel Authorization form can be found on the intranet under Finance, Forms and Policies. This form provides an estimate of the total cost of the travel and documents the employee had the necessary approval prior to travel. The form shall be submitted in advance of the trip (if possible) and must be approved by the Department Director or designee, and if necessary, the Mayor. The Travel Authorization Form shall be completed by the Department Travel Coordinator and provided to the Finance Department prior to overnight travel outside the Treasure Valley.

A. This authorization form must include all elements of the travel including but not limited to; transportation, lodging, per diem and conference fee, if applicable, and the reason or justification for traveling.

B. The traveling employee will request authorization from the Department Director before travel arrangements and/or conference and training fees are paid.

C. Once the travel is approved the Department Travel Coordinator can make the necessary travel arrangements, such as flight, hotel, etc.

D. After travel is booked, the approved Authorization form shall be sent to Accounts Payable in Finance.

E. The per diem check will be calculated based on the Travel Authorization Form. The traveling employee is responsible for contacting accounts payable to arrange per diem check pick-up. To pick up the per diem check prior to travel, it is recommended the form be to Finance seven (7) days in advance of actual travel. Per Diem monies do not need to be refunded to the City unless the trip or portions of it are canceled.

F. After the trip completion, the employee may voluntarily choose to reimburse the City of any unused per diem. Any monies returned will be reimbursed to the appropriate Department budget line item for per diem.

V. CITY CREDIT CARD:

A. A City credit card may be used to assure payment for a hotel or rental car, if necessary, and specifically approved by the Department Director, when the employee is traveling.

B. A City credit card may be used for transportation such as taxis or shuttles and parking and fuel for a rental car. If the employee is allowed to use their personal vehicle for travel, then a City credit card cannot be used for fuel.

- C. A City credit card may be used to purchase training materials that are necessary. If necessary, the employee may use the City credit card to mail training materials back to the City. This must be approved by the Department Director, Manager, or designee.
- D. A City credit card cannot be used for any expenses that are included as part of the per diem.
  - 1. If the employee has not received a per diem check then the City credit card can be used with the approval of the Department Director which will then be reconciled on the expense report after the travel is completed.
  - 2. The employee can also receive their per diem after the trip to reimburse for items covered by the per diem.
  - 3. Expenses that exceed the per diem must be reimbursed by the employee. A City credit card shall not be used on a mobile application that will retain the credit information, such as Uber or Lyft.

#### VI. EXPENSES

- A. EXPENSE REPORT - Travel expense reports are to be filled out after returning from travel. The reports are to be received by Finance Department within ten (10) business days of the travel return date pursuant to this policy. If reports are not received by that time it may be the cause of further inquiry and potential discipline if the employee refuses to comply.
- B. USE OF A LANDLINE PHONE WHILE TRAVELING  
The use of a landline phone in a hotel or motel for business or personal use is highly discouraged due to the high cost associated with such use. The employee should discuss this with the Department Director prior to departure to determine whether the cost will be reimbursed.
- C. PER DIEM  
Per diem is compensation given to the employee for other expenses incurred while traveling that are not pre-paid or are defined as reimbursable. Employees may opt not to take a per diem or may request a reduction of the per diem. Per Diem expenses are including but are not limited to:
  - 1. Meals, beverages, or food, including related tips or gratuities.
  - 2. Tips or gratuities for personal services (baggage handling, valet or maid services).
  - 3. Non-City business fees.
  - 4. Personal care items.

5. Banking or ATM fees.

6. Entertainment.

The per diem will be paid to the employee according to the GSA current "Domestic Per Diem Rates". This rate varies from city to city. It will be Department's responsibility to designate the city closest to the destination for the travel requested and indicate that on the Travel Authorization Form.

Full per diem rate is allowed for each day that contains an overnight stay.

Pursuant to IRS regulations, the per diem rate for travel days, the first and last day of the employee's trip, is 75% of the daily per diem. If the travel takes more than one day, the employee should identify on the Travel Authorization Form and request an appropriate per diem.

Per Diem will be issued to employee upon final approval of the Travel Authorization Form prior to the actual travel as noted above. Based upon the timing of the request, it is possible that the per diem check may be provided after the travel has concluded.

VII. REIMBURSABLE EXPENSES

In addition to per diem, there are expenses related to travel that are business related and are reimbursable by the City. All of these expenses will require an itemized receipt for proof of payment. Only in an extraordinary circumstance can reimbursement be provided without a receipt. The Department Director has the discretion to deny reimbursement as well. These reimbursable expenses include but are not limited to:

A. Transportation to and from the destination of the travel.

B. Transportation to and from the airport to the hotel/motel.

C. Transit while at destination between hotel and the business-related meetings or  
i. purpose for the trip. This may include taxis or shuttles.

D. A reasonable tip or gratuity for transportation, if reflected on the receipt.

E. Parking services for a hotel or lodging, if required by the hotel.

F. Telephone or internet charges that are business related, when pre-approved.

G. Tolls.

H. Transportation to and from the employee's work site to the airport.

I. Long term parking fees for the employee's personal vehicle.

- J. Up to One (1) baggage item for check-in on an airline More baggage can be
  - i. allowed if approved by the Department Director.

VIII. NON-REIMBURSABLE EXPENSES

The following expenses are NOT considered to be reimbursable business expense, but may be paid for with the per diem. This list is not exhaustive, is subject to the discretion of the Department Director where noted, and includes the following, but is not limited to:

- A. Alcoholic beverages.
- B. Internet charges, except for those that qualify as reimbursable above.
- C. Laundry services (unless for a City Fire or Police uniform).
- D. Health club services fees (outside of the hotel or place of lodging).
- E. Expenses paid on behalf of others.
- F. Banking or ATM fees.
- G. Family member travel expenses.

IX. TRANSPORTATION

All travel must be by the most economical means practical; it does not have to be the least expensive, but the employee and the Department Director must be able to justify the expenditure. Departments may consider the time of travel in the cost as well as the expense of fuel for a vehicle to travel to the same location instead of an airline. If there is interruption of travel or deviation from the direct route for the traveler's convenience, the deviation may not exceed that cost of uninterrupted travel. Employees and Departments are encouraged to consider various forms of travel to and from the destination to weigh the expense of the travel.

A. AIRLINE

Employees must travel by coach or economy class. Early bird check in fees for an airline, when there is no baggage fee, may be allowed at the discretion of the Department Director.

B. CITY VEHICLES

The City would prefer that a fleet vehicle be used when driving to the destination is the most practical means of travel. If the City has a fleet vehicle available and the employee chooses to use their personal vehicle that will affect the GSA rate for mileage reimbursement which may affect the overall costs and consideration for the method of travel. Non-City employees may not drive a City vehicle, except in the most extreme emergency or circumstance, or if it is pre-approved by the Mayor. Any parking or moving violations received are the responsibility of the driver.

C. PERSONAL VEHICLES

An employee must receive specific permission from the Department Director or the Mayor to use their personal vehicle for travel under this policy. For reimbursement, the employee must maintain a detailed log reflecting date, purpose, and associated odometer readings for the trip.

1. The City's mileage reimbursement form will need to be included in the Expense Report required after the travel is completed.
2. The employee will be required to meet any other requirements of the City or its insurer prior to departure, including but not limited to providing a copy of a valid driver's license and current proof of insurance.
3. The employee's personal vehicle insurance will be the primary insurer for the employee and their vehicle. The City's insurance will only be responsible for any damages that may be the responsibility of the City.
4. The City will pay the GSA privately owned vehicle mileage rate for the total business miles if a City vehicle was available.
5. An employee will not be required to use their own vehicles without their permission, but the expense of the trip may be a factor in granting approval.
6. Accident deductibles, parking violations, moving violations while using a personal vehicle for City business are the responsibility of the driver. The City will not be responsible for any physical damage or claims for the use of employee's vehicle. The employee's primary vehicle coverage will be primary for any claims.
7. Business miles is the travel an employee incurs beyond normal commute mileage from home to the office and home again) for City business.

D. RENTAL CARS

A vehicle may be rented at the destination or to travel from the Boise/Meridian area to the destination and back.

1. There is no need to purchase additional insurance for the vehicle. The City's policy will cover the vehicle, as long as it is being used for City business.
2. Any personal use of the vehicle will be on the employee's insurance for coverage.
3. A vehicle is only allowed with prior authorization and must be justified that it is necessary and economical for the benefit of the City (Use the Travel Authorization Form).

- a. The request must indicate the necessity of the vehicle related to City business. The employee will be responsible for the fuel, parking expenses, or tolls for any trips that are not related to City business.
- b. If a non-employee is going to drive the rental car, any additional charges for a second driver, including necessary coverage for injuries suffered, may be on that employee's personal insurance.

X. LODGING

The employee must stay within the GSA hotel rate for the appropriate city or stay at the conference hotel (if applicable).

- A. When securing reservations, employees will identify themselves as government employees to obtain the government rate, if available. The City will pay the room charge plus applicable room taxes.
- B. Hotel charges should be broken down on a per day basis on the receipt and the expense report.
- C. If two employees share a hotel room, the employee who paid for the room should attach the original receipt to his/her expense report noting that the room was shared and with whom. The employee that did not pay for the room should note that on the Expense Report after the travel is completed.
- D. If a non-employee shares a room, the employee will only be reimbursed for the single room rate or provide proof that no additional costs were incurred.

XI. EARLY DEPARTURE or LATE RETURNS

The Travel Authorization Form should also note if the employee is requesting to stay beyond the business requirement.

- A. If there is an impact on the City related travel, the employee shall be personally responsible for all additional costs. This justification should reflect that there is no increase in total travel cost to the City.

XII. REIMBURSEMENT BY ANOTHER GOVERNMENTAL ENTITY

When other governmental or quasi-governmental agencies or organizations directly reimburse an employee for travel, training, and other related costs where such costs were initially borne by the City, the employee will be required to endorse the reimbursement check over to the City or write a personal check to reimburse the City within 10 business days of receipt of the monies.

XIII. TIME CARD ACCOUNTING

For all hourly employees they must account for their travel and time at the activity in the



following manner:

- A. Travel (To and from the activity) – Whenever possible the employee should attempt to travel during their regular work schedule.
  - 1. If that cannot be accomplished then traveling outside of the employee's regular work schedule must be approved by the Department Director.
  - 2. All travel is compensable, and shall be considered "Hours Worked" for the purpose of calculating overtime for the workweek.
- B. By Vehicle - The City will compensate for driving time to the activity from the time the employee leaves their City location until they arrive at the final destination.
  - 1. Internet mapping may be used by the City to determine reasonable travel time from the City as verification. The return shall be handled in the same manner.
  - 2. All travel time by vehicle shall be considered Hours Worked for all employees. This shall also apply to driving at the location of the activity in the same vehicle.
  - 3. The employee shall enter the time on the employee's time card as "Hours Worked."
- C. By Airline – The City will compensate air travel based upon the published flight times of departure and arrival at the destination of the activity including layovers.
  - 1. If the travel time significantly exceeds the published time on the itinerary or transit time to and from the employee must get approval from the Director for additional compensation.
- XIV. Time (While engaged in the Activity)  
Time at the activity (in class, conference, event) shall be considered Hours Worked and should be entered as such. If the time of the activity would exceed the employees normal work schedule then proof of such must be provided.



City of Meridian
Standard Operating Procedures
Number 3.6

## Overtime Compensation

### Purpose:

To set forth the City's procedures regarding employee eligibility for overtime compensation, and the accumulation and payment of overtime.

### Procedures and Related Information:

#### I. Exempt Employees

All executive, administrative, or professional employees who qualify as exempt employees under the Fair Labor Standards Act (FLSA) will be paid in compliance with the requirements of the FLSA. Exempt employees are not eligible for overtime compensation. However, in recognition of the extra time demands required of certain exempt positions, occasionally paid time off may be taken when approved by the department director and/or the Mayor.

#### II. Non-Exempt Employees

All non-exempt, non-represented employees will be paid time at one and one-half the regular rate for hours worked in excess of forty (40) hours within the seven (7) day work week as defined in Section V of these procedures. Overtime must be approved in advance by the employee's supervisor and will be approved only when absolutely necessary. Questions about overtime should be directed to your supervisor or the Payroll office.

Court time for sworn law enforcement personnel, unless the court time occurs during a regular shift, shall be paid at the rate of one and one-half times the regular hourly rate of pay for the actual time taken for the court appearance, or two hours, whichever is greater.

#### III. Represented Fire Employees

Overtime for represented Fire employees shall be governed by the provisions of the collective labor agreement.

#### IV. Compensatory Time

Compensatory time is time in lieu of monetary overtime compensation, which is given at a rate of not less than one and one-half hours for each hour of overtime worked. The City does not recognize nor allow compensatory time in lieu of overtime payment.

#### V. Hours Worked and Work Period Defined

- A. According to the Fair Labor Standards Act, only actual **hours worked** are computed for the purpose of determining hours worked for overtime calculation. In other words, vacation, holiday, or sick time, though typically compensated, is not counted when computing hours worked in a workweek for purposes of calculating overtime.

- B. Every employee shall have a designated work period. The work period for all regular full-time employees not covered by a collective labor agreement who are subject to the Fair Labor Standards Act (FLSA) shall be 8, 9, or 10 hours and the established work period shall be 40 hours. Workweeks will be one of the following:
1. Begin at 12:00 (midnight) on Sunday of each week and conclude at 11:59 p.m. on the succeeding Saturday; or
  2. Begin 12:00 noon on Friday conclude on the succeeding Friday at 11:59 a.m.; (available to exempt employees only) or
  3. Begin 12:00 noon on Monday and conclude on the succeeding Monday at 11:59 a.m.
  4. Begin at 12:00 (midnight) of Saturday of each week and conclude at 11:59 p.m. on the succeeding Friday
- C. Operational demands and staffing levels may require a work period with different starting and ending days. The department director must approve any changes in scheduling hours or designating a different workweek. A Flextime Work Schedule Request and Authorization Form signed by the employee, supervisor, and the department director or designee must be forwarded to the Human Resources Department for the employee's personnel file.