

Hunter Brown

Pay Period

1/16/2024 to

1/31/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday	1/16/2024	8.50							8.50	
Wednesday	1/17/2024	8.93							8.93	
Thursday	1/18/2024	6.00			2.00				8.00	
Friday	1/19/2024	8.50							8.50	
Saturday	1/20/2024								0.00	
Total Week		31.93	0.00	0.00	2.00	0.00	0.00	0.00	33.93	
Sunday	1/21/2024								0.00	
Monday	1/22/2024	8.50							8.50	
Tuesday	1/23/2024	8.50							8.50	
Wednesday	1/24/2024	9.48							9.48	
Thursday	1/25/2024	9.15							9.15	
Friday	1/26/2024	4.37		4.13					8.50	
Saturday	1/27/2024								0.00	
Total Week		40.00	0.00	4.13	0.00	0.00	0.00	0.00	44.13	
Sunday	1/28/2024								0.00	
Monday	1/29/2024	8.95							8.95	
Tuesday	1/30/2024	8.50							8.50	
Wednesday	1/31/2024	8.50							8.50	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		25.95	0.00	0.00	0.00	0.00	0.00	0.00	25.95	
Total Pay Period		97.88	0.00	4.13	2.00	0.00	0.00	0.00	104.01	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

01/16/2024 to 01/31/2024

Regular	PTO	OT	DT	Total Hours
97.88	0.00	4.13	0.00	102.02

Time in	Time out	Duration	
January 16, 2024			8.50
7:30am (MST)	8:00am (MST)	0.50	SWR > SWR - System Maintenance
8:00am (MST)	9:00am (MST)	1.00	MTG > MTG - Staff Meeting
NOTES: Prep for meeting			
9:00am (MST)	9:15am (MST)	0.25	WTR > WTR - Service Call
NOTES: Clinic frozen meter			
9:15am (MST)	10:47am (MST)	1.53	WTR > WTR - Service Call
NOTES: WWTP office no hot water.			
10:47am (MST)	11:10am (MST)	0.38	SWR > SWR - System Maintenance
NOTES: Screen room bag			
11:10am (MST)	11:45am (MST)	0.58	EQP > EQP - Jetter Maintenance
NOTES: Test and run Recall Kyle @ Jerry's NAPA about carb gasket			
11:45am (MST)	4:00pm (MST)	4.25	PW > PW - City Shop > Shop
NOTES: Continue cleaning, sorting, labeling, taking inventory of tools, water and sewer parts. Prep for engine cleaning.			
January 17, 2024			8.93
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Hand Snow Removal, Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MST)	4:26pm (MST)	7.43	PW > PW - City Shop > Shop
NOTES: Clean bottom end and heads on Ford coyote. (Blue F250's engine) While attending class 1:30			
January 18, 2024			6.00
12:00am (MST)	6:00am (MST)	6.00	STRTS > STRTS - Snow Removal
January 19, 2024			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Hand Snow Removal, Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MST)	11:10am (MST)	2.17	STRTS > STRTS - Reporting
NOTES: Search for missing water			
11:10am (MST)	4:00pm (MST)	4.83	STRTS > STRTS - Snow Removal
NOTES: Clean up city hall Hydrants			
January 22, 2024			8.50
7:30am (MST)	8:30am (MST)	1.00	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Hand Snow Removal, Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
8:30am (MST)	9:40am (MST)	1.17	MTG > MTG - Staff Meeting
9:40am (MST)	12:03pm (MST)	2.38	STRTS > STRTS - Snow Removal
NOTES: Clean S. Commercial, N.Miller, and other.			

12:03pm (MST) 4:00pm (MST) 3.95 EQP > EQP - Loader Maintenance
NOTES: Inform PW Director of damage Remove shattered windshield Call Coastline for quote and replacement. Call city clerk for Equipment Budget info Confirm a temporary fix (Recycled plexiglass)

January 23, 2024 **8.50**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Hand Snow Removal, Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections preformed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:00pm (MST) 7.00 SWR > SWR - System Maintenance
NOTES: Prep for early discharge. Remove block balls Prep chlorine and mixer Reinstate chlorine operations Prep dechlor and mixer

January 24, 2024 **9.48**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Hand Snow Removal, Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections preformed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 12:30pm (MST) 3.50 EQP > EQP - Jetter Maintenance
NOTES: Install carb kit

12:30pm (MST) 4:59pm (MST) 4.48 SWR > Train - Sewer
NOTES: Attend Sewer class

January 25, 2024 **9.15**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Hand Snow Removal, Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections preformed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 11:35am (MST) 2.58 EQP > EQP - Jetter Maintenance
NOTES: Call Johnny brown for carburetor advice. Make adjustments.

11:35am (MST) 1:00pm (MST) 1.42 PW > PW - City Shop > Shop
NOTES: Retrieve toolbox from Johnny brown iii. Clean and retrofit into city shop

1:00pm (MST) 1:45pm (MST) 0.75 EQP > EQP - F350 Truck Maintenance
NOTES: Meeting with Julie about retirement of Blue Ford utility truck and possable reassignment as a trailer.

1:45pm (MST) 4:39pm (MST) 2.90 PW > PW - City Shop > Shop
NOTES: Continue cleaning and fitting toolbox

January 26, 2024 **8.50**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Hand Snow Removal, Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections preformed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 4:00pm (MST) 7.00 PW > PW - City Shop > Shop
NOTES: Continue fitting toolbox. Prep for dismantle of retired blue utility truck.

January 29, 2024 **8.95**

7:30am (MST) 8:30am (MST) 1.00 SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Hand Snow Removal, Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections preformed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

8:30am (MST) 9:00am (MST) 0.50 MTG > MTG - Staff Meeting

9:00am (MST)	9:40am (MST)	0.67	PW > PW - City Shop > Shop
NOTES: Post project cleanup.			
9:40am (MST)	10:25am (MST)	0.75	EQP > EQP - Grader Maintenance
NOTES: Remove chains and prep for Jessie.			
10:25am (MST)	12:40pm (MST)	2.25	EQP > EQP - S10 Truck Maintenance
NOTES: Confirm rear brakes issue, get quote, then inform Julie.			
12:40pm (MST)	4:27pm (MST)	3.78	SWR > SWR - System Maintenance
NOTES: Inspect base board heaters Replace faulty water heater			

January 30, 2024	8.50
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7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Hand Snow Removal, Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MST)	4:00pm (MST)	7.00	EQP > EQP - F350 Truck Maintenance
NOTES: Remove cab			

January 31, 2024	8.50
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7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Hand Snow Removal, Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MST)	11:43am (MST)	2.72	EQP > EQP - F350 Truck Maintenance
NOTES: Drop tranny Pull drive shafts Cut and Bend frame Weld coupling			
11:43am (MST)	12:30pm (MST)	0.78	EQP > EQP - Parts Run
NOTES: To McCall to retrieve loader windscreen.			
12:30pm (MST)	4:00pm (MST)	3.50	EQP > EQP - F350 Truck Maintenance