

## CITY OF NEW MEADOWS PERSONNEL POLICY DISCUSSION REGARDING COMP TIME/VACATION AND PAID TIME OFF ACCUMULATION AND FOREFEITURE

Applicable personnel policy sections listed below:

### RIGHT TO CHANGE COMPENSATION AND BENEFITS

The City of New Meadows, through its Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

Employment with the City of New Meadows is subject to the Federal Fair Labor Standards Act as previously described. Each employee is responsible for monitoring the status of hours worked in each work period.

Overtime will be allowed only when authorized by an appropriate supervisor or when absolutely necessary in an emergency.

The work week for all regular employees who are subject to the FLSA will begin at 12:00 (midnight) on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday.

For regular employees, hours actually worked in excess of forty in a work week will be computed at one and one-half (1&1/2) times the hours worked. This time will be paid, or compensatory time will be allowed to accrue on the next paycheck following the work period during which it was earned.

### OVERTIME / COMPENSATORY TIME POLICY

In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as either exempt or hourly for purposes of complying with the Federal Fair Labor Standards Act. (FLSA). The FLSA is the Federal wage and hour law which governs the obligation of employers to pay overtime compensation. Elected Officials and certain other employees are exempt from operation of this law because they hold positions which are professional or primarily executive or administrative in nature. As such, exempt employees are not required to receive overtime pay for hours worked beyond the limits provided by the statute. Employees who serve as sworn law enforcement officers and as fire fighters will be subject to special exceptions found in the FLSA (See 207K). Please contact your department supervisor or the office of the City Clerk for further clarification of your FLSA status.

The City of New Meadows allows the accumulation and use of compensatory time, in amounts not to exceed accumulation of 80 hours or 10 days.

## VACATION LEAVE

Vacation leave is available to those employees who are classified as Regular Full-Time or Regular Part-Time Employees who have completed the equivalent of 6 months of employment. Vacation accrues from the start of employment in the following manner: Length of Service Vacation Accrual for Regular Full-Time Employees Length of Service 1 - 7 Years 8-15 Years Over 15 Years Vacation Accrued 2 Weeks 3 Weeks 4 Weeks Length of Service Vacation Accrual for Regular Part-Time Employees For each hour worked, 0.04165 hours are earned. Vacation leave can only accrue to a 25-day maximum.

Any excess, over 5 days, not used during the year in which it accrues will be forfeited, without right of compensation, at the conclusion of the fiscal year in which it became excess.

This rule may be subject to an exception for one year's additional accrual upon written permission of the responsible elected official and the Council.

Use of vacation leave of 8 hours or more shall be scheduled with the consent of the employee's immediate supervisor or Mayor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of departments.

No employee shall receive pay in lieu of vacation unless specific approval is given by the Mayor and City Council.

## PAID TIME OFF POLICY

Personal leave benefits are provided to employees at a rate of 1 day per month served. Personal leave is a benefit to the employee and shall be requested at least two hours before the time when the scheduled work period is to begin.

Personal leave may be denied if there is no illness or injury that prevents the employee from working productively or safely and the scheduled work duties include imminent and necessary activities that will jeopardize city operations if not carried out in a timely manner.

Excessive use of personal leave with no regard for the city's schedule and activities may result in an employee review and a subsequent change in approval requirements.

Personal leave can accrue to a maximum of 90 days.

There is no personal leave carry-over provision comparable to that provided in the city's vacation policy. Personal leave benefit recipients will receive their normal compensation when using personal leave benefits. Other provisions of policy regarding personal leave can be found in resolutions adopted by the City Council.

Personal leave shall be allowed to employees only in the case of actual sickness or disability of the employee or for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours for the employee, spouse, or dependents.