

Items in blue show proposed changes to Council.
Excerpts from the personnel manual.
Work Session April 22, 2024

7.2 Hours of Work

(A) Work schedules, including starting times and ending times, shall be set by each Department Head with approval of the City Administration.

(B) The city and its Department Heads upon approval of the City Administrator shall set the hours of work determined to best provide the service to be rendered to the public. The hours scheduled shall not be construed as a guarantee of hours or days of work scheduled.

(1) The standard workday shall be the normal eight (8) hours a day duration for all full-time employees other than Police and Fire Department personnel. The normal work week for full-time employees shall consist of a forty (40) hour week. Working more than forty (40) hours per week when an employee is not exempt from the Fair Labor Standards Act will be considered overtime. Employees shall not accrue overtime without prior authorization from their Department Head.

1.1 From Memorial Day to Labor Day, Departments, with permission from the city Administrator, may elect to take the option of working four ten-hour days.

(2) It is understood and agreed that the determination of the work schedules for all employees may be changed by the city, from time to time, to meet the city's requirements. It is also understood and agreed that the city shall have the right to extend or maintain the hours of work for any employee, and the employee shall be required to work at times as scheduled by the city. The city must provide 24 hours of notice for this work to be a continuation of the day and not be overtime.

(3) It is understood and agreed that while the city may have to modify work schedules to adequately staff each shift and to serve the public, the city agrees to give the affected employee(s) as much notice as possible of a change in the employees' schedule of hours to be worked.

(C) Questions involving hours of work or break periods (see Section 7.4 below) shall be determined by each Department Head with the approval of the City Administrator. The City Administrator retains final authority. Requests to change or alter hours shall follow Section 12.2

19.2 Overtime

(A) All overtime must be preauthorized by the Department Head or their designee. Overtime is authorized only for emergency work unless approved by the City Administrator or Department Head. "Emergency work" shall mean that which is needed because of a natural catastrophe or for the protection of life and property. It shall not mean routine day-to-day work. Any employee who accrues overtime without prior authorization from the Department Head or City Administrator for non-emergency work shall be disciplined, up to and including termination.

(B) Unless a CBA applies and states otherwise, employees shall only be paid overtime for actual hours worked. Sick time, holidays, vacation, funeral leave, and personal days shall not be considered actual hours worked for purposes of calculating overtime.

(C) If a CBA applies and requires it, pre-authorized overtime shall be pursuant to the Department's call out list. Otherwise, overtime shall be directed by the Department Head, or their designee as deemed necessary to meet operational necessities.

(D) All call outs during off-duty hours shall be paid a call out rate at the time and one-half rate with a guaranteed minimum of two (2) hours worked. Refusing overtime can result in discipline up to and including termination.

A call out is when an employee is called into work before or after their designated shift.

Continuation of work is when an employee is working past the designated 8-hour, or 10-hour shift. Continuation of work is only overtime if the employee has 40 hours of hours worked during that week.

(E) A pattern of refusing or missing calls from the call out list shall result in discipline up to and including termination. Refusing overtime can result in discipline up to and including termination.

(F) Unless a CBA applies and states otherwise, overtime pay at a rate of time and one-half shall be paid for all hours over forty (40) hours per week for actual hours worked as explained in 19.2(B). The work week begins Sunday morning at 12:01 AM and ends on the following Saturday at 11:59 p.m. unless otherwise specified.

19.3 Compensatory Time (Non-Exempt Employees)

(A) Non-exempt employees who work overtime may be entitled to compensatory time off in lieu of overtime pay. If additional hours over forty (40) hours per week are not true overtime hours worked, the hours must be paid out to the employee as straight time during that pay period **unless they are call out hours paid at time and one half** and cannot be added to the employee's compensatory time bank.

(B) Compensatory time is subject to the approval of the Department Head involved and the City Administrator. The Department Head shall track compensatory time earned, used and unused.

(C) Unless otherwise provided for by a CBA, non-exempt employees can bank up to 40 hours of compensatory **time every six months. This time frame for the six months is January to June and July to December. Once the employee has reached their 40 hours in their six-month period, all overtime will be paid out to the employee and cannot be converted to compensatory time. City employees will be allowed to earn a total of 80 hours of compensatory time annually.**

(D) Employees will be paid out all of their accrued compensatory time the final pay period in June, and the final pay period in December.

(E) Compensatory time must be taken in a minimum of one-quarter hour increments.