

XIV. COMPENSATION POLICIES

F. HOURS OF WORK

1. Generally, most positions in the City are 40-hour-a-week jobs consistent with City Hall office hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, with one unpaid hour off for lunch. The hours of work of individual positions may be outside of these hours, when ~~approved~~ ~~proposed in writing~~ by the ~~Department Director~~ ~~respective supervisor and approved by the division head~~ and ~~Mayor~~ ~~City Administrator~~.
2. Core hours when ~~departments~~ must ensure there is proper coverage for City Hall services ~~all employees are expected to be present~~ are 8:00 ~~9:00~~ a.m. through 5:00 ~~4:00~~ p.m.. ~~Departments may allow for varying schedules outside the normal 8:00 a.m. through 5:00 p.m. hours, as long as services or job responsibilities are not negatively impacted. For example, supervisors may schedule employees to may arrive as early as 7:00 a.m. and then to leave at 4:00 p.m. or to arrive as late as 9:00 a.m. and then to leave as late as 6:00 p.m. with an unpaid hour for lunch in each schedule. Exempt employees are expected to adhere to a standard schedule during core hours, with no more than one unpaid hour off for lunch.~~
3. Some ~~divisions~~ ~~departments~~ may permit employees to work “flexible” work schedules, such as four 10-hour days per week ~~or work earlier or later than the 8:00 a.m. through 5:00 p.m. hours. These “flexible” work schedules must be when approved by the Department Director and Mayor and notification (schedule) provided to Human Resources. proposed in writing by the respective supervisor and approved by the division head and City Administrator.~~ All non-law enforcement, non-exempt employees are limited to a maximum 12 hours of work in a single shift and will have a minimum of 10 hours of rest in between shifts. If emergency conditions exist, a single work shift beyond 12 hours may be approved by the ~~Department Director or Mayor. division head or City Administrator.~~

G. REST AND MEAL PERIODS

1. All employees scheduled to work four or more continuous hours may be given up to 15 minutes during each four continuous hours for paid personal rest break at the discretion of the ~~ir division~~ ~~Department Director~~ ~~head~~ or supervisor. Such breaks shall not be cumulative nor available for late arrival to work, nor used in connection with meal breaks, nor used for early dismissal at the end of the scheduled work day. Overtime will not be allowed to accumulate for rest periods missed. Employees on rest breaks shall be considered on duty and available for work at the discretion of the supervisor. The supervisor may also designate the location of breaks and limit the activities of the employees while on break.
2. A minimum of 30 minutes up to a maximum of 1 hour of unpaid time off for meal

periods is provided for all employees; however, circumstances may require that employees remain on the work site during the meal period. ~~In the event the employee remains at their work site during the meal period, the employee will not be required to add 30 minutes up to the maximum of 1 hour to their scheduled shift.~~ Generally, employees are not to work through lunch to make up for arriving late or leaving early unless they have prior approval for a given day from their supervisor.

XV. EMPLOYEE BENEFITS

C. HOLIDAYS

1. ~~This Holiday Policy will be applicable to all full-time regular employees and part-time regular, seasonal, and temporary employees and does not apply to any employees under a collective bargaining agreement.~~
2. ~~Ten~~ Eleven official holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work. Holidays which fall on ~~a~~ Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the ~~succeeding~~ Monday immediately following the Sunday holiday. The holiday schedule may be changed at any time ~~with by the~~ City Council approval.
3. Holiday Bank
 - a. When a holiday falls on an employee's regularly scheduled day off, the employee will have their typical work schedule hours placed into a Holiday Bank. For example, if an employee typically works 10 hours, the employee will have 10 hours placed into a holiday bank for the holiday which fell on the employee's regularly scheduled day off. If the holiday falls within a period of scheduled leave, the holiday hours will be accrued in the Holiday Bank and will not be counted against PTO.
 - b. The maximum number of hours that can be accrued within the Holiday Bank is 50 hours. An employee will not accrue holiday time above the maximum 50 hours. Accrued hours in the employee Holiday Bank must be used before use of PTO.
4. ~~If a holiday falls on an employee's regularly scheduled day off, equivalent time off on the nearest working day will be granted. If a holiday falls within a period of scheduled leave, the holiday hours will not be counted against PTO.~~

4. Holiday Pay

- a. Full-time regular employees will be compensated for the holiday at straight time pay for the number of hours they are normally scheduled. Part-time regular, seasonal, and temporary employees do not receive holiday pay, unless they are scheduled and physically work on the holiday (actual or observed).
- b. Non-exempt employees who are scheduled to physically work on a holiday [actual or observed] or who are called in for unscheduled emergency work, shall be compensated at a rate of two times the employee's regular rate of pay.

~~5. Employees in divisions operating on a continuous 24-hour basis or schedule, and whose regularly scheduled day off falls on a holiday, shall be compensated at straight time commensurate with the holiday time hereby granted to other employees or as otherwise provided by the applicable collective bargaining agreement. Exception: Sworn law enforcement officers shall be compensated at straight time holiday pay not to exceed eight hours when a designated holiday falls on an officer's regularly scheduled day off.~~

6. Recognized Holidays:

New Year's Day	Labor Day
Human Rights Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

7. The Mayor has the authority to temporarily adjust the operating hours of City offices on days immediately preceding or following scheduled holidays based on workload and employee morale. In the event City offices are closed early, employees have the option of working their regularly scheduled shift or they may use PTO or Holiday Bank to leave early. No additional holiday pay shall be provided to employees who opt to leave early and no reduction to PTO or Holiday Bank hours taken shall be provided to employees who have previously scheduled for the day off.