

		<b>Policy 401.01</b> <b>Compensation/Payroll</b>			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	3
Issue Date:	12-22-2011	Revision Date:		Review Date:	11-9-2021
Special Instructions:					

I. Policy

The City of Whitewater strives to compensate all employees fairly based on the City Council's established pay plan and based on negotiated labor agreements.

II. Guidelines

III. Procedures

A. Compensation Structure and Process

1. Annually, the City Council adopts a pay plan for City employees. This is done by resolution (salary resolution) of the City Council.
2. The resolution is generally done in December for the following fiscal year, thus for January through December.
3. All positions are reflected in the pay plan with an assigned pay range.
4. The salary resolution adopted by the Council will reflect compensation for employees covered by a collective bargaining agreement in accordance with the pay as provided for in the collective bargaining agreement in effect.

B. Pay Period and Hours

1. Regular full-time employees, except for public safety employees, are expected to work a minimum of 40 hours per week.
2. Each pay period begins on Saturday and runs for two weeks (14 consecutive days).
3. Pay day is normally every other Friday.

C. Overtime Pay

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1. Non-exempt employees are eligible to receive overtime pay of one and one-half (1 ½) times their regular hourly wages for approved hours worked over forty (40) hours in one (1) week.
2. Time off during the week resulting from use of paid leave such as vacation or compensatory leave will be considered as hours worked for the purpose of determining the payment of overtime.
3. Non-exempt employees on an approved flexible work arrangement will have overtime hours computed only on those hours worked in excess of a forty (40) hour workweek.
4. All overtime must be approved in advance by the employee's immediate supervisor.

### D. Compensatory Time Off (Comp-time)

1. The City gives non-exempt employees the option of receiving compensatory time off instead of overtime pay for overtime hours worked.
2. Comp-time instead of overtime pay will be allowed and does not need to be taken in the same time period the overtime is worked.
3. All comp-time off must be calculated at the rate of one and one-half (1 ½) hours for each hour of overtime worked.
4. Comp-time scheduling will be done at the discretion of the supervisor.
5. No more than forty-eight (48) hours comp-time may be accumulated at any time unless otherwise permitted under a collective bargaining agreement. Overtime hours worked that would cause comp-time balance to exceed 48 hours must be submitted as Overtime when reporting time worked and will be paid as Overtime Pay.
6. Comp-time earned in each year will be paid-out in the final pay period of that year beginning in calendar year 2019.
  - a. Comp-time used will be accounted for using a first-in-first-out (FIFO) principle such that comp-time used will be deducted from:
    - i. First, from any balance existing as of 12/31/2018 'carryover balance' until that balance is exhausted;
    - ii. Next, from any hours earned in the current calendar year until that balance is exhausted.
  - b. Up to forty (40) hours will be eligible for carryover each year. Carryover balances are not eligible for payout unless there is a separation of employment.
    - i. Employees wishing to carry current-year comp-time balance forward into the next calendar year for future use (limited to 40 hours total carryover balance) must notify payroll in writing by

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December 10<sup>th</sup> of their intent with any adjustments for comp-time taken in the final pay period.

- c. Employees and Supervisors will need to work together to schedule the use of carryover hours.
  - d. Employees may request payout of comp-time earned in the current year in last pay period in June and December annually.
  - e. Current-year and Carryover comp-time balances are displayed on the bi-weekly paystub.
- E. Call-in Pay – Employees reporting for work at a time other than their regularly scheduled starting time shall be paid a minimum of two hours worked.
- F. Flex Time Off (Exempt Employees)
  - 1. Because much of the City's affairs are conducted during board and commission meetings held after normal business hours, it is the expectation of the City that periodic attendance at these meetings is part of the compensation set for these positions. However, exempt employees will be allowed freedom for flexible work hours when personal needs and convenience demand.
  - 2. Exempt employees may, with the approval of their Supervisor, work flexible hours.
  - 3. While Department heads and exempted employees are generally expected to conform to the normal business hours of their departments, they are afforded flexibility in the application of their time to the responsibility involved in managing their job responsibilities.
  - 4. Employees have the option of adjusting their weekly schedule to account for hours worked over 40 hours in that week or the option of tracking those hours on their time sheet to take off in another week.
  - 5. Time off that is not taken within the week the time off is earned and is for eight (8) or more hours requires written Supervisor approval on the City's Time off Request Form.
  - 6. All exempt employees must also fully account for all work hours on time sheets provided by the City.
  - 7. Flex time granted is not allowed for the following:
    - a. taking absence for illness without charge to said leave;
    - b. to extend vacation time in the same seven (7) day work week (Saturday – Friday) more than two (2) additional days;
    - c. pay for overtime worked;
    - d. for more than two (2) days (sixteen hours) at a time.
  - 8. While hours in excess of 40 hours will be tracked on one's time sheet these hours are not to be misconstrued as an accruing balance that is owed to the employee.

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These hours are not guaranteed time off nor will they be paid out in the form of wages to employees at any time during employment or upon separation.

### G. Time Records

1. All employees must report all hours of work, and all time taken off on their biweekly payroll sheet.
2. This payroll sheet must be verified and signed by the employee's Supervisor and/or Department Head.

### I. Reporting

### II. Job Aids