

HR MANUAL

PROPOSED PAYROLL UPDATES -
2018

WHY UPDATE PROPOSED?

Payroll policies are currently located
in HR Manual.

Update payroll policies to reflect
current practice.

1. UPDATE PAYROLL CORRECTIONS REQUIREMENT

(ARTICLE XI: COMPENSATION PLAN,
SECTION F: PAYROLL PROCESSING)

Corrections identified after the payroll has been signed off on be made no later than the next biweekly payroll. An exception may be granted by the City Administrator.

2. UPDATE DIRECT DEPOSIT REQUIREMENT

(ARTICLE XI: COMPENSATION PLAN,
SECTION G: DIRECT DEPOSIT PROCESSING)

Direct Deposit is mandatory for employees. Direct deposit remittances are available electronically. Primary payroll account is used for employee reimbursements.

3. UPDATE 28-DAY OVERTIME CALCULATION FOR FIRE SHIFT PERSONNEL TO SPECIFY 212 HOURS

(ARTICLE XI: COMPENSATION PLAN,
SECTION G: OVERTIME AND COMPENSATORY TIME)

For shift personnel of the Fire Department, overtime, whether paid or recognized with compensatory time, shall be computed on the basis of one and one-half times the regular rate of pay for the hours worked in excess of 212 hours per twenty-eight (28) day period depending on which designated tour in the rotation they are working. The forty (40) or 212 hours, as the case may be, must be actual hours worked and shall not include sick and vacation leave. Paid holidays shall be counted as actual hours worked.

4. REMOVE 14-DAY OVERTIME CALCULATION FOR POLICE SWORN OFFICERS

(ARTICLE XI: COMPENSATION PLAN, SECTION G: OVERTIME AND COMPENSATORY TIME)

~~For Section 207(k) employees engaged in law enforcement with a work period of 14 days, overtime for the excess hours is based on all hours over 86 declared in the fourteen day work period as defined by the FLSA under TAB 611. A notation in the payroll records shall be made that shows the work period for each employee (29 C.F.R.— 553.50). The rule computing a Section 207(k) employee's regular rate are the same as those applied to all other nonexempt employees. When calculating overtime for sworn officers, the City shall not use the 40 hour workweek standard but rather the 14 day work period and overtime pay shall be calculated for hours worked in excess of 86 hours during the work period.~~

5. SPECIFY USE OF TIME AND ATTENDANCE SYSTEM IN LIEU OF FORMS

(ARTICLE XI: COMPENSATION PLAN,
SECTION G: OVERTIME AND COMPENSATORY
TIME)

Non-exempt employees are required to report hours worked and leave taken in **the time and attendance system**. Exempt employees are required to report leave taken in the system. Employees are responsible for approving their time and attendance each week. Managers are responsible for reviewing and/or approving. Approvals are to follow the approved payroll schedule.

6. **INCLUDE HOLIDAY BONUS, SUBJECT TO
APPROPRIATION**

(ARTICLE XI: COMPENSATION PLAN,
SECTION J: HOLIDAY PAY)

If appropriated, employees may receive a holiday bonus near the calendar year- end holidays. The amount and eligible groups are determined during the budget process.

7. **INCLUDE PAID HOLIDAY AND PERSONAL DAY HOURS TO WORK HOURS TO DETERMINE ALLOWABLE WORK PERIOD FOR RETIRED EMPLOYEES**

(ARTICLE XVI: NON-DISCIPLINARY TRANSFERS, DEMOTIONS, SEPARATIONS, AND REINSTATEMENTS
SECTION D: REINSTATEMENTS)

During any twelve-month period (“re-hire period”), the retired employee shall not work (includes hours worked, paid holiday hours, and personal day hours) more than one hundred twenty (120) days or the equivalent of one hundred twenty (120) days as determined by the City to its payroll practices.

**8. INCLUDE ACTIVE PART-TIME EMPLOYEE
ELIGIBILITY FOR ONE (1) PERSONAL DAYS**

(ARTICLE XVIII: LEAVES AND ABSENCES
SECTION A: HOLIDAYS)

Active part-time employees will be
given one (1) Personal Day.

9. REMOVE REFERENCES TO 37.5 HOUR AND 84 HOUR BIWEEKLY EMPLOYEES UNDER VACATION LEAVE
(ARTICLE XVIII: LEAVES AND ABSENCES SECTION A: VACATION LEAVE)

Years of Service	Vacation Hours Accrued per Month (40 hour employee)	Vacation Hours Accrued per Month (Uniformed Fire Employees)
0-5 years	6.67	10.00
6-11 years	10.00	15.00
12-17 years	12.00	18.00
18+ years	16.00	24.00

10. REMOVE REFERENCES TO 2,184 HOURS, 1,950 HOURS, AND 1,560 HOURS UNDER SICK LEAVE ACCRUAL. ALSO, CHANGE UNIFORMED FIRE EMPLOYEES HOURS FROM 2,912 TO 2,808.

**(ARTICLE XVIII: LEAVES AND ABSENCES
SECTION A: VACATION LEAVE)**

Hours Scheduled to Work per Year	Sick Leave Accrued for Each Completed Month of Service	Annual Accrual Rate
2,080	8 hours	96 hours per year
2,808	12 hours	144 hours per year

11. REMOVE REFERENCE TO 37.5 HOUR EMPLOYEES UNDER HOURS OF WORK

(ARTICLE XXII: GENERAL POLICIES AND PROCEDURES
SECTION P: HOURS OF WORK, ATTENDANCE, AND
INCLEMENT WEATHER)

~~Non-exempt employees hired before March 1, 1999, on a 37.5 hour workweek will remain on 37.5 hours/week until promoted, reclassified, or reassigned.~~

12. SPECIFY SHIFT PAY REQUIREMENTS
(ARTICLE XXII: GENERAL POLICIES AND PROCEDURES
SECTION P: HOURS OF WORK, ATTENDANCE, AND
INCLEMENT WEATHER)

Employees who work morning shifts that begin at 5am or earlier or afternoon/evening shifts that begin at 2pm or later are eligible for shift pay. Whereas shift pay is typically in departments with a 2nd or 3rd shift, other hourly employees are eligible if begin work at the times listed above.