

SECTION 1. UPDATE PAYROLL CORRECTIONS REQUIREMENT

Location: Article XI-Compensation Plan (Payroll Processing)

Update: 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.**

Replaces: Any required corrections identified after the payroll has been processed will be made on the next biweekly payroll.

SECTION 2. UPDATE DIRECT DEPOSIT REQUIREMENT

Location: Article XI-Compensation Plan (Direct Deposit)

Update: Direct Deposit is mandatory for employees. Direct deposits remittances are available electronically. **Primary payroll account is used for employee reimbursements.**

Replaces: Direct Deposit is mandatory for employees hired after 1/1/2002.

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

Location: Article XI-Compensation Plan (Overtime and Compensatory Time)

Update: 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.

Replaces: 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 216/240 hours per twenty-eight (28) day period depending on which designated tour in the rotation they are working. The forty (40) or 216/240 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.

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

Location: Article XI-Compensation Plan (Overtime and Compensatory Time)

Remove: 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.

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

Location: Article XI-Compensation Plan (Overtime and Compensatory Time)

Update: 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.

Replaces: All employees, whether exempt or non-exempt, are required to report hours worked on the appropriate forms and forward to the Department Director or designee for approval.

SECTION 6. INCLUDE HOLIDAY BONUS, SUBJECT TO APPROPRIATION

Location: Article XI-Compensation Plan (Holiday Pay)

Add: 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.

SECTION 7. SPECIFY SHIFT PAY REQUIREMENTS

Location: Article XI-Compensation Plan (Shift Pay)

Add: Employees who work morning shifts that begin at 5am or earlier or afternoon/evening shifts that begin at 3pm 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.

SECTION 8. INCLUDE PAID HOLIDAY AND PERSONAL DAY HOURS TO WORK HOURS TO DETERMINE ALLOWABLE WORK PERIOD FOR RETIRED EMPLOYEES

- Location: Article XVI-Non-Disciplinary Transfers, Demotions, Separations, and Reinstatements (Reinstatements)
- Update: 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.
- Replaces: During any twelve-month period (“re-hire period”), the retired employee shall not work 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.

SECTION 9. INCLUDE ACTIVE PART-TIME EMPLOYEE ELIGIBILITY FOR ONE (1) PERSONAL DAY

- Location: Article XVIII-Leaves and Absences (Personal Days)
- Add: Active part-time employees will be given one (1) Personal Day.

SECTION 10. REMOVE REFERENCES TO 37.5 HOUR AND 84 HOUR EMPLOYEES UNDER VACATION LEAVE

- Location: Article XVIII-Leaves and Absences (Vacation Leave)
- Update: Insert Vacation Leave accrual chart without 37.5 hour and 84 hour employees.

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

- Replaces: Vacation Leave accrual chart with 37.5 hour and 84 hour employees.

Years of Service	Vacation Hours per Month (37.5 hour employee)	Vacation Hours Accrued per Month (40 hour employee)	Vacation Hours Accrued per Month (84 Hour biweekly employees)	Vacation Hours Accrued per Month (Uniformed Fire Employees)
0-5 years	6.25	6.6667	7.00	10.00
6-11 years	9.375	10.00	10.50	15.00
12-17 years	11.25	12.00	12.60	18.00
18+ years	15.00	16.00	16.80	24.00

Update: Vacation will be computed on the number of standard work hours in a week. For vacation leave purposes, the term “workday” as it applies in this section shall be computed on an eight (8) hour basis for 40 hour per week employees and twelve (12) hours for uniformed Fire employees on a 28 day cycle.

Replaces: Vacation will be computed on the number of standard work hours in a week. For vacation leave purposes, the term “workday” as it applies in this section shall be computed on a seven and one-half (7.50) hour basis for 37.50 hour per week employees, an eight (8) hour basis for 40 hour per week employees, twelve (12) hours for uniformed Fire employees on a 28 day cycle, and 8.4 hour basis (84 hours on a 14 day cycle) for sworn police employees.

SECTION 11. REMOVE REFERENCES TO 37.5 HOUR, 84 HOUR, AND 30 HOUR EMPLOYEES UNDER SICK LEAVE, AND CHANGE FIRE SHIFT PERSONNEL HOURS FROM 2,912 TO 2,808.

Location: Article XVIII-Leaves and Absences (Sick Leave)

Update: Insert Sick Leave accrual chart without 37.5 hour, 84 hour, and 30 hour employees, and change fire shift personnel hours from 2,912 to 2,808.

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

Replaces: Sick Leave accrual chart with 37.5 hour and 84 hour employees.

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
2,184	8.4 hours	100.8 hours per year
1,950	7.5 hours	90 hours per year
1,560	6 hours	72 hours per year
2,912	12 hours	144 hours per year

SECTION 12. REMOVE REFERENCE TO 37.5 HOUR EMPLOYEES UNDER HOURS OF WORK

Location: Article XXII-General Policies and Procedures (Hours of Work, Attendance, and Inclement Weather)

Remove: 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.