

CHAPTER 12 COMPENSATION AND WORK HOURS

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12-1 Work Hours

Regular and prompt attendance at work is required of all employees. The normal workday for full-time employees shall be eight (8) hours and the normal workweek forty (40) hours, except when longer working shifts are a common condition of employment and in certain public works or related divisions where the best interest of the City is served by making adjustments to an employee's workday and/or workweek.

Work shall generally begin at 8:00 a.m. and end at 5:00 p.m. with one hour (60 minutes) for lunch. However, other work schedules may be followed in accordance with service delivery needs.

When an employee has not scheduled time-off with his/her supervisor and does not report at the regularly scheduled time, the employee shall be considered absent.

An employee, under the direction of his/her supervisor, may be allowed two (2) compensated fifteen (15) minute work break periods during the work day. Employees may not accumulate break periods or combine them with lunch breaks, or take them at the beginning of the day so as to arrive late for work, or use them at the end of the day so as to leave work early. If an employee chooses to not take a break, no additional compensation will be given.

12-2 Classification of Positions

The Mayor and the City Council shall be responsible for the development and maintenance of a uniform and equitable pay plan which shall consist of minimum, midpoint and maximum rates of pay for each classified position and such intermediate steps as deemed necessary and equitable.

Each city position shall have a job description. The City assigns each regular position a salary range.

Annually the City Council will review the cost of living within surrounding cities and special districts and will consider adjustment to any/all positions within the City. This adjustment is then effective the first pay period of the respective fiscal year.

Merit increases or “pay for performance” increases are also considered on an annual basis. The amount and distribution shall be determined annually by the City Council. These payments will be awarded following the completion of the evaluation period.

12-3 Payroll Administration

In the event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the supervisor so that corrections can be made as quickly as possible.

Plain City Corporation reserves the right to make any and all payroll corrections as deemed necessary and appropriate.

Federal and State laws require Plain City Corporation to keep an accurate record of time worked.

All employees will be paid by direct deposit. (See exhibit 12A – Direct Authorization)

Hourly Employees:

- Time worked is all time actually spent on the job performing assigned duties.
- Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.
- Overtime work must be approved by the supervisor after pre-approval from the Mayor before the work is performed.
- Altering, falsifying, tampering with the records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.
- It is the employee’s responsibility to sign their time records and to certify the accuracy of all time recorded. The supervisor will review and sign the time record before submitting it for payroll processing by noon on the 11th and 26th of each month.
- If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the change.

Exempt Employees shall report hours worked per day, description of work performed and any leave time used.

Each paycheck statement will include earnings for all work performed through the end of the previous payroll period.

- In the event that a regularly scheduled payday falls on an employee’s day off or a

holiday, employees will be paid in accordance with state and federal guidelines.

- If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation or handled in accordance with the employee's instructions prior to leaving. Generally speaking paychecks are not distributed prior to pay day. Employees are encouraged to sign up for direct deposit to discourage such requests.
- Department Heads and/or supervisors will not release paychecks or pay statements to anyone other than the employee unless written authorization is given in advance by the employee.

Employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in City approved benefit programs. Employees should review any discrepancies in payroll deductions with the payroll office.

12-4 Certifications

Some City positions may require certifications. Advancement will only be considered once all requirements have been satisfied and must be recommended by the employee's supervisor based on the needs of the City.

Upon completion of approved certification and documentation, eligible employees advancing from one level to the next may receive a pay adjustment.

12-5 Regular Full-time and Part-time Compensation Scale

In conjunction with the annual compensation plan, the Mayor and City Council shall approve a compensation scale for all full-time and part-time employees.

12-6 Temporary and Seasonal Compensation Scale

Annually, the Mayor and City Council shall approve a compensation scale for all temporary and seasonal employees.

12-7 Fair Labor Standards Act

All employees shall comply with the provisions of the Fair Labor Standards Act (FLSA) as amended and the Department of Labor regulations issued thereunder pertaining to compensation for overtime work.

Exemptions. In accordance with the provisions of the Fair Labor Standards Act, certain positions are "exempt" from the payment of additional money for overtime worked.

Work period. For the purpose of complying with the requirements of the FLSA, the workweek shall consist of seven days beginning 12:00 a.m. Saturday and ending at 11:59 p.m. Friday. All

overtime hours shall be accounted for by the employee on the time sheet during which the hours were worked.

12-8 Overtime

As a general rule, the requirement of frequent and considerable overtime within the City shall be considered evidence of under staffing and will be investigated by the Mayor. However, when employees are directed by the department or division supervisor or his/her duly appointed representative to work additional hours beyond the 40-hour work week, they shall be compensated for overtime. Employees must physically work 40 hours before receiving overtime pay. All overtime work must be given proper authorization and/or be known in advance by the supervisor, and records of all overtime work must be kept by department supervisors with copies to the accounting payroll clerk. Under emergency circumstances, department head may grant overtime pay.

Employee compensation for overtime shall be governed by applicable Federal and State law, including the Federal Fair Labor Standards Act. Departmental policies for the use of overtime can be drafted by each department, approved by the City Council, and kept on file in the offices of the Mayor and the City Recorder.

Overtime will be paid within the pay period for which it is earned.

12-9 Standby Duty

Non-exempt employees who work in departments which, by nature, require immediate availability of their employees to respond to emergency work requirements, may be placed on a standby status. The scheduling of standby will be on a weekly basis (Starts on Friday - end of regular shift through Friday - start of regular shift).

Employees who have been released from normally scheduled work but have not been released from standby status and who return to their normal work site upon direction of an appropriate department head prior to their next normal duty shift and without advanced notice or scheduling shall be paid a minimum of two (2) hours work at straight-time.

Standby Pay. Where a Department requires an employee to be available on standby during off-duty hours, the schedule for weekly stand-by is from Friday-end of regular shift through Friday-starting of regular shift, an employee shall be available during his/her period of standby at a known telephone number and be available to return for duty as quickly as possible. The assigned employee shall be entitled to a standby payment of one (1) Hour of pay at employee's base salary for each twelve (12) consecutive hours or portion thereof that he/she is on standby. Standby time is not counted as hours worked for the purposes of calculating overtime.

Employees may be eligible for eight (8) hours of pay at straight-time of employee's base salary for compensation pay for being on standby each week.

12-10 Vehicle Use

Employees may be assigned City vehicles in the course of their normal duties or to fulfill on-call or other assignments. City-owned vehicles shall only be used for the purpose of City business and shall not be used for personal business. City vehicles shall not be used to transport the families of City employees or others who are not City employees unless such transportation is in the course of the duties of the employee.

Certain Plain City employees are permitted and/or required to drive City-owned vehicles to and from their homes due to the nature of work they perform. This allows them to respond more readily and to be better prepared with necessary tools and equipment to address emergency situation during non-working hours. These employees are not authorized to loan their City-owned vehicle to anyone else, except for business related purposes as determined and pre-approved by the Department Head. Commuting is a personal use that may be valued and treated as a taxable fringe benefit for federal income and employment tax purposes for certain vehicles identified under the Internal Revenue Code. Only employees specifically authorized by their Department Heads are allowed to take City-owned vehicles home. A list of such authorized employees should be turned in to the Mayor/City Council on a yearly basis.

12-11 Use of Wireless Devices While Operating a Vehicle

Plain City does not allow its employees to use portable wireless devices while operating a vehicle for City business. In the event an employee makes or receives a call prior to arriving at his or her destination, the employee shall utilize a “hands free” system or pull off the roadway and/or stop the vehicle prior to using the wireless device.

Pursuant to state law, text messaging is prohibited while operating a vehicle. In addition, Plain City prohibits using keyboard functions to dial, or access electronic mail or the internet while operating a vehicle.

If an employee’s use of a wireless device in violation of this section is found to contribute to a preventable accident while operating a vehicle for city business, disciplinary action ~~may~~ will be taken, up to and including termination.

This policy applies to an employee driving a personal or city owned vehicle on city business.

This policy does not apply to the operation of handheld devices by emergency personnel.