

On-call service is necessary for the proper maintenance and functioning of city services. It is the duty and responsibility of each on-call employee to be always available by electronic communication. Employees must physically be able to respond at work site within 30 minutes after receiving notice. An employee on-call who fails to respond to an emergency call within 30 minutes will be subject to disciplinary action up to and including discharge. The supervisor or lead person shall be responsible for determining which employees are on-call.

#### **G. CALL-BACK PAY**

When an on-call employee is called out, he/she shall receive two (2) hour minimum pay, or the actual time worked, whichever is greater. Subsequent callouts will be paid only for actual time worked.

#### **H. OVERTIME**

Overtime will not be worked unless essentially in the public interest or to preserve public health and safety. Overtime work must be authorized by the department head, except in case of an emergency. Department heads may adjust work schedules during the work period to minimize the number of overtime hours earned at the end of a work period.

Overtime hours earned at the end of a work period will be compensated according to the FLSA provisions at a rate of one and one-half (1½) times the employee's regular rate. At the city's discretion, overtime hours earned may be paid with compensatory time at a rate of 1½ times the hours worked in accordance with the FLSA. After a maximum of 40 hours compensatory time accumulated, the employee will be paid overtime pay, for non-police and fire employees. The work period for employee types follows:

- Non-public safety employees – A non-public safety employee, who is not exempt from the overtime provisions of the FLSA, shall earn overtime for all authorized time worked or earned more than 40 hours during the established seven-day workweek.
- Fire shift personnel – Shift personnel of the fire department, who are not exempt from the overtime provisions of the FLSA, shall earn overtime for all authorized time worked or earned more than 212 hours per 28-day work period.
- Certified police personnel – Certified police personnel, who are not exempt from the overtime provisions of the FLSA, shall earn overtime for all authorized time worked or earned more than 86 hours per 14-day work period.

Department heads, assistant department heads and other employees who are exempt from the overtime provisions of the FLSA are administratively exempt, and overtime compensation is not paid.

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## SECTION VI - BENEFITS

### A. HOLIDAYS

All offices and shops of the city, except emergency and necessary operations, will be closed and employees excused on the following legal holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve (half a day)	December 31
Employee's Birthday	(Eligible after completion of 90 days of continuous service - to be used within 60 days after Birthday.)

When a legal holiday falls on Saturday it shall be observed by the city on the preceding Friday. Whenever a holiday recognized by the city falls on a Sunday, it shall be observed by the city on the following Monday. The city manager will have discretion to change days observed when a holiday falls on the weekend.

To receive compensation for a holiday, employees eligible for holiday benefits must be in a pay status (not away on leave without pay, retirement inactive, or on workers' compensation) on their last regular shift scheduled before a holiday and their first regularly scheduled shift after a holiday. It shall be the department head's responsibility to report to payroll the names, hours, and dates of employees who work holidays. This reporting shall be done as soon as possible, but in no case later than three workdays after the holiday.

### B. HOLIDAY PAY

All full-time employees excused in observance of an official holiday as outlined above shall be compensated on an eight-hour basis at their regular straight-time pay rate in effect as of that date.

When an employee, except for the police and fire departments, must work on the day the city observes a holiday, he/she shall receive eight (8) hours holiday pay plus straight or overtime pay (depending on the total number of hours worked or earned for the workweek) for actual time

Finance department employees or any employees who handle cash are required to take a minimum of five consecutive vacation days annually. Recognized holidays and closed days are not included in the five vacation days.

An employee who is separated from city employment shall be paid for his/her unused vacation leave in accordance with the procedures for final paycheck issuance. In no event will an employee who has not completed at least one year of satisfactory service receive terminal vacation pay.

#### **D. SICK LEAVE**

Each regular full-time employee will accrue sick leave at the rate of one (1) day/shift for each full month of service. Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains. Regular full-time employees may carry sick leave hours over from year to year, but may not accumulate more than 720 hours, determined on the employee's anniversary (employment) date. Sick leave does not accrue for each full month that an employee is on leave without pay or retirement inactive.

Sick leave accruals are based upon full calendar months worked.

Sick leave shall be considered a benefit provided to employees, and not a right for the employee to use at his/her discretion. Generally, employees become eligible to use sick leave in the situations outlined below.

1. Serious health condition or illness or injury to self; to care for the employee's spouse, son, daughter, parent who has an illness or injury.
2. Employees may jeopardize the health of others because they have been exposed to a contagious disease requiring notice from a qualified doctor.
3. Medical appointment for self and dependent (as defined by the IRS).

An employee utilizing earned sick leave shall notify his/her immediate supervisor or department head within one (1) hour prior to the beginning of the first work day, or within lesser time limits if established by the department head. This notification should include an expected date of return. At the department head's discretion, any use of sick leave may require a doctor's statement certifying that the employee can return to work.

Employees who abuse sick leave or deliberately make or cause to make false or misleading statements or claims, shall be subject to the denial of such benefits, dismissal or such other disciplinary action as the city manager deems necessary. All supervisors confirming an absence as sick leave, knowing the cause cannot be justified, or failing to report the absence as required, shall be liable to the same disciplinary action as the employee.

Each day deducted from an employee's sick leave accumulation shall be for a regular workday and shall not include holidays and scheduled days off. Employees claiming sick leave while on annual leave must support their claim by a doctor's statement.

worked. Any police or fire employee whose shift falls on a holiday shall receive straight time for his/her regular shift, plus an additional eight (8) hours of holiday pay. When a holiday falls during a police or fire officer's day off, he/she shall receive eight (8) hours of holiday pay at straight-time.

Except for those employees already scheduled to work on a designated holiday, no employee shall work during a holiday without prior approval of the department head, except in the case of emergency or on-call personnel.

### **C. VACATION LEAVE**

Vacation leave will be granted to regular full-time employees after completion of one (1) year of continuous service as a regular full-time employee.

Vacation time will be earned according to the following schedule:

<b>Completed Years of Service</b>	<b>Number of Vacation Days per Year</b>
<b>1</b>	<b>5 working days</b>
<b>2-9</b>	<b>10 working days</b>
<b>10-15</b>	<b>15 working days</b>
<b>16-20</b>	<b>15 working days + 1 additional day for each year of service up to a maximum of 20 working days</b>
<b>20+</b>	<b>20 working days</b>

For vacation leave purposes, the service an individual has to his/her credit includes all time spent as a full-time employee of the city during the employee's current period of continuous service. Re-instated employees and temporary or part-time employees reclassified as permanent full time shall earn vacation time from the date of their new appointment to regular full-time status. Appointed department director's vacation benefits may differ from a regular full-time employee at the discretion of the city manager.

Vacation leave may not be taken before it is earned and credited. Vacation leave may be taken in whole, in part, or on a piecemeal basis throughout the year, however, all vacations will be scheduled in advance for the mutual convenience of the employee and the city so proper adjustments can be made in the work schedules. Any vacation leave of four (4) consecutive workdays or less may be scheduled on a first-come, first-served basis. However, departmental seniority shall be given consideration when scheduling any vacation leave of five (5) consecutive working days or more. Vacation leave must be taken in a minimum of one (1) hour increments.

Vacation scheduling shall be done on a seniority basis within departments. A rotating basis will be used for choosing vacations one (1) week at a time until everyone has scheduled. Forty (40) hours or five (5) days maximum of vacation may be carried over to the next calendar year.