



HOURS OF WORK AND PAYDAYS

I. PURPOSE

To comply with federal, state, and local laws and provide the employee with a reliable and responsible system.

II. SCOPE

This policy applies to all City employees.

III. POLICY

The City shall establish the hours of employment in the City's basic workweek and establish pay periods and paydays to administer the payment of wages, salaries and overtime.

IV. PROCEDURE

A. Hours of Work

The working time per week for full-time, non-sworn employees shall be forty (40) hours with special provisions made in departments that require additional hours to meet existing conditions or emergencies.

- The workweek for Firefighters assigned to shift is fifty-six (56) hours. The workday is 12 hours and the work period is fourteen (14) days.
- The workweek for non-shift Firefighters is forty (40) hours. The workday is eight (8) hours.
- Sworn Police Personnel operate within a 14-day, 80-hour work period.
- 3/4-time employees typically work a minimum of thirty (30) hours per week.
- Part-time employees are typically scheduled less than thirty (30) hours per week.



B. Business hours

Regular business hours are Monday through Friday from 8 a.m. to 5 p.m. The City Manager shall approve the business hours for departments that do not operate during regular business hours.

C. Workweek

For pay purposes, including calculation of overtime, the workweek begins 12:01 a.m. on Monday and ends on 12:00 a.m. Sunday. There may be exceptions to the workweek based upon business needs. Any changes to the workweek schedule are designated by the Division and approved by Human Resources and the City Manager.

D. Pay Period

The pay period shall be bi-weekly with generally twenty-six (26) pay periods per year. Paydays occur on Fridays. If the payday occurs on a holiday and the banks are closed, then the payday will occur the business day prior to the holiday.

E. Reducing Benefit Leave

The use of benefit leave is to provide pay for approved absences during an employee's regularly scheduled workweek. The intent is to reduce unnecessary use of benefit leave after employees have worked the number of hours required to fulfill their regular schedule.

Benefit leave is defined as hours used in addition to "regular" time to cover absences during a regularly scheduled shift including, but not limited to, sick, vacation, personal holiday, wellness, comp time, banked holiday.

For example:

Benefit leave is to be recorded in .25-hour increments to ensure non-exempt employees are made whole within a 40-hour workweek and exempt employees are made whole within an 80-hour pay period.

- Any benefit leave, previously requested during a workweek in which a non-exempt employee works forty (40) hours, will be reduced and not recorded on the employee's time.



- Any benefit leave, previously requested during a pay period an exempt employee works eighty (80) hours, will be reduced and not recorded on the employee's time.
- Exemptions to this policy may exist for sworn employees.

F. Rest Periods

State and federal law do not require the City to offer paid breaks. However, the City provides paid breaks as a benefit to employees. As scheduled by the immediate supervisor, an employee may take one (1), fifteen (15) minute rest period for each four (4) hours worked. Such rest periods shall be considered a privilege and not a right.

G. Lunch Period

Each regular full-time employee will take an unpaid lunch period each day unless otherwise approved by supervisor and division director. The time for lunch each day shall be for thirty (30) minutes or one (1) hour, as set by each department. A lunch period is expected to break up the regular work day and is not to be taken at the beginning or end of an employee's regularly scheduled shift to start late or leave early. An employee who is unable to take a lunch period must inform his/her supervisor, and all time worked must be reported on that days' time entry. Overtime, even when incurred at lunch requires supervisor approval.

H. Nursing Mothers Policy

For the year following the birth of their child, employees who are nursing mothers are allowed reasonable break time, comfort and privacy to express milk each time the employee has a need to express milk. If regularly scheduled breaks and meal times are not sufficient, nursing mothers may take additional time to express milk. Nursing mothers should notify their immediate supervisor or HR of their need for this accommodation so that arrangements can be made to provide a private, comfortable location other than a bathroom to express milk.

I. Pay Advance

An employee who wishes to request a pay advance earlier than a scheduled pay date must have an emergency situation and receive written approval from his/her



Division Director with a recommendation to the City Manager for final approval. An emergency situation may include personal or family illness, death in the family, or other personal emergencies as approved.

J. Employee Time Entry Reporting of Hours Worked

1. Each employee shall be responsible for the accuracy of his/her own time entry. Final time entry submitted by the employee for approval indicates the equivalent of an electronic signature verifying that time the recorded is correct. Time entry is to be reviewed and approved by a supervisor or an assigned designee.
2. If an employee is on an approved absence or unexpectedly absent from work, a Supervisor or an assigned designee is authorized to enter time for the employee.