

RESOLUTION NO. 2019-76

**A RESOLUTION ACCEPTING AND APPROVING REVISIONS TO THE
EMPLOYEE PERSONNEL POLICY HANDBOOK; WITHIN THE CITY OF
INDEPENDENCE, BUCHANAN COUNTY, IOWA.**

WHEREAS, the Council met on Monday, October 14, 2019 and reviewed and approved revisions to the Employee Personnel Policy Handbook for the City of Independence, Buchanan County, Iowa:

3.2 Hours of Work

Overtime/Compensatory Time and Out-of-Shift Work Time

All nonexempt employees (See Definition of Employee Status), will receive compensation for approved overtime worked at the rate of time and one-half (1.5) for each hour worked over forty (40) hours in the work week. The fire department will receive compensation for approved overtime worked at the rate of time and one-half (1.5) for each hour worked over one hundred six (106) hours in a two-week period. The employee will need to note on his or her time sheet if he or she wants overtime pay or compensatory time.

Paid leaves, holidays, or any other paid non-work time shall not be counted as work time for purposes of determining overtime.

All overtime must be approved by the appropriate Department Head/Supervisor and/or the City Manager, except in emergency situations. If an employee works overtime in a non-emergency situation with authorization, he or she may be disciplined up to and including termination.

Call Out

Full-time nonexempt employees, excluding employees of the fire department, who return to work outside of his or scheduled shift shall be paid a minimum of two hours at the rate of time and one-half (1.5), except on Sundays in which it shall be double (2) time. The employee will need to note on his or her timesheet if he or she wants overtime pay or compensatory time. However, if an employee is on site and asked to begin work up to one half hour early, the two-hour minimum shall not apply. A weekend begins for all employees outside of the regularly scheduled hours. While work outside of an employee's scheduled shift is not overtime until the employee meets the overtime hours threshold outlined above, the employee will be entitled to take compensatory time for any work outside of the employee's scheduled shift at the same rate he or she is entitled to receive as pay for said work. Once the employee has met the overtime hours threshold outlined above, the regular overtime rules apply.

Compensatory time may be accumulated to a maximum of forty (40) hours for full-time nonexempt employees. Compensatory time for full-time fire department employees may accumulated to a maximum of forty-eight (48) hours. Hours worked in excess of these maximum will be paid.

An employee shall be permitted to use compensatory time at his or her discretion as such use does not unduly disrupt the operations of the City as long as the increments chosen meets with departmental approval.

Payment for accrued compensatory time upon termination of employment shall be calculated at the final regular rate of pay received by the employee.

WHEREAS, the Council has authorized the City Clerk to proceed with updating the policy with these revised provisions and distributing them to employees and obtaining signatures on the acknowledgement of receipt of the revisions to place in personnel files.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA, that the Council met on Monday, October 14, 2019 at 6:30 p.m. in City Hall and by majority vote approved a Resolution accepting and approving revisions to the Employee Personnel Policy Handbook; within the City of Independence, Buchanan County, Iowa.

RESOLUTION NO. 2019-76 was passed and approved by a majority vote of the City Council of Independence, Iowa, on the 14th day of October, 2019.

Record of Voting:

Ayes: Kurtz, Hayward, Scharff, O'Loughlin, Hanna, Vaughn.

Nays:

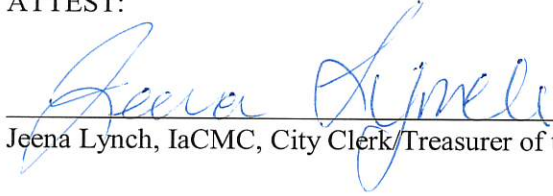
Absent: Hill

RESOLUTION NO. 2019-76 declared passed and adopted by the Mayor on this 14th day of October, 2019.



Bonita Davis, Mayor of the City of Independence, IA

ATTEST:



Jeena Lynch, IaCMC, City Clerk/Treasurer of the City of Independence, IA