

3.2 Wage Compensation Policy.

3.2.1 The City policy is to pay fair, competitive wages which attract and hold qualified employees. Wages shall be reviewed by the City council as provided herein.

3.2.1A Overtime. Employees required by the City to work beyond forty (40) hours weekly, or more than eight (8) hours daily, shall receive overtime compensation.

Overtime shall be computed to the nearest quarter (1/4) hour.

Overtime pay shall be based on the actual number of hours on duty per day of work.

If the employee and the City mutually agree, an employee may be granted compensatory time in lieu of overtime payments. Compensatory time may be accrued in excess of sixty (60) hours per fiscal year only if the employee, the supervisor and the City Administrator reasonably believe the hours may be taken off as compensatory time without detriment to the City or its operations. Compensatory time shall not be accrued in excess of eighty (80) hours during any fiscal year. No more than forty (40) hours of compensatory time shall be carried forward into the fiscal year following the fiscal year in which the compensatory time is earned.

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The overtime rate shall be one and one-half (1.5) the regular rate of hourly pay. Compensatory time will be accrued at the overtime rate and paid at the regular straight time rate. Except as otherwise provided, earned and unused compensatory time will be paid and shall not be forfeited. Payments for earned and unused compensatory time shall be computed at the current rate of pay.

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An employee may request to be paid all or a portion of the employee's accrued compensatory time as part of a regular pay check subject to City Council approval and the availability of budgeted funds. An employee may not request payment for compensatory time more than twice during any fiscal year.

Compensatory time may be taken off as mutually agreed by the City and the employee. However, the City may direct and determine that compensatory time be utilized by an employee when deemed fiscally prudent by the City. Compensatory time so ordered by the City shall consist of not less than four (4) hours on any given day.

In the event that sufficient acceptable personnel do not accept overtime on a voluntary basis, or in the event of an emergency, any personnel deemed necessary by the City may be required to work overtime.

3.2.2 Salary Review. Compensation will be reviewed by the Council at the end of an employee's probation. An increase may be recommended by the City Administrator and the employee's supervisor based on factors deemed relevant.

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4.5 Travel Settlement

Within two working days after the travel has been completed, the employee must provide the City Administrator with receipts for lodging and any other expenses.

4.6 Guidelines

The following general guidelines apply to the reimbursement of employee travel expenses:

4.6.1 Transportation. The actual cost of transportation, taxi fares, telephone calls and similar items necessary to the performance of official business while traveling on city business will be reimbursed. If the employee's personal vehicle is used, the City will reimburse the employee at the current IRS mileage rate for the actual mileage required for the trip. All expenses must be documented by receipt.

4.6.2 Lodging. Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room.

4.6.3 Telephone. Expenses for telephone communications are reimbursable only if they are directly related to City business and are supported by actual receipts. Personal telephone calls charged to the City or to your room and paid by the City must be paid by the employee.

4.6.4 Registration and Tuition Fees. Expenses for registrations and/or tuition fees are allowable expenses and a copy of the registration must be attached to the Request for Expenses form.

4.6.5 Alcoholic Beverages. Expenditures for alcoholic beverages are not allowed and reimbursement will be required if any are charged to the City.

4.6.6 Accompanied Travel. Any expenses for family members who accompany the employee on a trip are not reimbursable.

5.0 TIME OFF

5.1 Vacation Benefits

Vacation benefits are intended to provide eligible employees with a paid period of rest and relaxation away from work. Employees are encouraged to schedule vacations with their supervisor each year and to use all vested vacation benefits.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day if eligible for such pay and will not be charged for vacation benefits for the day.

All vested vacation benefits shall be paid upon termination of employment. Vacation time shall not accrue during any unpaid leave of absence.

The City provides vacation benefits to its regular full-time and part-time employees. Commencing with the fiscal year 2000-2001, monthly vacation time shall accrue at the following rates: •

<u>Months of Continuous Service</u>	<u>Monthly Accrual</u>	<u>CARRY OVER</u>
up to 24 (2 yrs)	6.67 hours	80
25 through 60 2-5 yrs	8.00 hours	96
61 through 120 5-	10.00 hours	120
121 through 180	13.33 hours	159.96
181 and above	15.00 hours	180
	20.00	240

Staff members may carry over into the next fiscal year the amount of vacation hours earned in the previous fiscal year. The amount carried over that exceeds the earned hours shall be forfeited. Probationary employees may not take paid vacation time off work, but do accrue vacation time during the probationary period.

Vacations must be scheduled and approved by the employee's supervisor in a timely manner.

5.2 Holidays for Employees

Regular full-time employees will receive a day off with pay on each of these recognized holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Personal Holiday

*Columbus Day
see Memorial Day
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Part-time employees receive pro-rated holiday benefits.