

RESOLUTION NO. 29 FOR 1995

AMENDING SECTION 5.5 OVERTIME OF ARTICLE 5 PAY PLAN AND COMPENSATION OF RESOLUTION NO. 52 FOR 1979.

WHEREAS, the City Council of the City of Sweet Home is authorized and directed under the provisions of Ordinance No. 643 to adopt rules and regulations for the administration of the personnel system created in said ordinance.

THEREFORE, BE IT RESOLVED that effective July 1, 1995, the City Council of the City of Sweet Home does hereby amend Section 5.5 Overtime of Article 5 Pay Plan and Compensation of Resolution No. 52 for 1979 to read as follows:

Section 5.5 Overtime

5.5.1 Supervisors shall assign to each employee regular work duties and responsibilities which can normally be accomplished within the established workday and workweek.

5.5.2 When employees are required to work in excess of the workday or workweek as established by law or collective bargaining agreement, department heads shall authorize compensation for overtime as established by law or collective bargaining agreement.

5.5.3 Overtime is considered part of the job responsibility for personnel determined to meet the criteria set forth in the Fair Labor Standards Act (FLSA) defined as Executive, Administrative or Professional and, therefore, are not eligible for overtime compensation except as set forth in the following schedule:

I. The following personnel will receive paid administrative leave in addition to vacation and holidays:

City Manager	12 days per year
Police Chief	10 days per year
Fire Chief	10 days per year
Director of Public Works	10 days per year
Finance Director	10 days per year
Treatment Plant Supervisor	7 days per year
Maintenance Supervisor	7 days per year
Planner	7 days per year
Building Official	7 days per year
Librarian	5 days per year

These days will be granted at the beginning of the fiscal year on July 1 each year and will not be accrued from year to year. These days will not be paid off in cash if not used by the end of the year or upon termination. A person hired for one of these positions after the beginning of a fiscal year shall receive administrative leave for the remainder of the year on a pro-rated basis. Use of the days will be under the supervision of the City Manager and will not be used in any manner that will endanger normal operations of the City. The employee will not be required to use administrative leave for intermittent breaks during their normal work period. Administrative leave is afforded for the purpose of accommodating leave periods of one half day or greater.

Personnel who sever employment in the middle of the fiscal year and use more days than the proportional amount for their employment period will have such over use deducted from their final paycheck.

- II. For any time over 40 hours per week the following personnel still employed with the City on November 1, 1992 will receive compensatory time off at the rate of one hour for each hour of overtime worked if they select this form of compensation over the administrative leave option described above:

Maintenance Supervisor


New employees hired into the above positions will qualify for administrative leave only.

The maximum amount of compensatory time that may be accumulated and carried over from month to month shall be 80 hours. No vacation time hours can be taken until all compensatory time hours have been taken. Compensatory time hours will not be paid off in cash upon termination.

5.5.4 Any employees that are not defined under the Fair Labor Standards Act or state statute as executive/supervisor, administrative or professional employees and are not covered by a collective bargaining agreement will be allowed to accumulate compensatory time off for work in excess of the workday or workweek as established by law. The maximum amount of compensatory time that may be accumulated and carried over from month to month shall be 80 hours.

This resolution replaces Resolution No. 49 for 1992.

PASSED by the Council and approved by the Mayor this 24th day of October, 1995.



Mayor

ATTEST:



City Manager - Ex Officio City Recorder