

Agenda Item: Discuss and Consider Proposed Amendment to the 2016-2017 Human Resources Policy Manual

Background: Proposed revision will provide clarity on the language surrounding Holiday Pay, Overtime and Compensatory time for seasonal, part-time and full-time employees.

Revision was approved by the Finance and Operations Committee on March 7, 2017.

Staff Recommendation: Staff is recommending proposed revision.

Funding Source (if a budgetary item): n/a

Current language, page 11

COMPENSATORY TIME FOR HOURLY EMPLOYEES

Full time and part time hourly non-exempt personnel are entitled to earn either compensatory time or overtime for work performed in excess of 40 hours per week. All overtime work must be approved in writing by the employee's immediate supervisor in advance in order to qualify for compensation or pay. The supervisor must agree, in advance of hours worked, whether the employee will be paid overtime or given compensatory time, and availability of funds will be considered when making the decision.

Compensatory time will be earned at a rate of 1:1.5, or 1 and 1/2 hours compensatory time per hour worked, provided that the employee has completed a 40-hour work week prior to applying the compensatory time. Vacation days and holidays cannot be included in the 40-hour work week calculation. An employee with a compensatory time balance must use the compensatory time within thirty days of having earned it.

Nothing in current language regarding seasonal employees

Proposed language, page 11

COMPENSATORY TIME FOR FULL-TIME NON-EXEMPT EMPLOYEES

Full-Time Non-Exempt personnel are entitled to earn either compensatory time or overtime for work performed in excess of 40 hours per week. All overtime work must be approved in writing by the employee's immediate supervisor in advance in order to qualify for compensation or pay. The supervisor must agree, in advance of hours worked, whether the employee will be paid overtime or given compensatory time, and availability of funds will be considered when making the decision.

Compensatory time will be earned at a rate of 1:1.5, or 1 and 1/2 hours compensatory time per hour worked, provided that the employee has completed a 40-hour work week prior to applying the compensatory time. Vacation days and holidays cannot be included in the 40-hour work week calculation. An employee with a compensatory time balance must use the compensatory time within thirty days of having earned it.

Seasonal employees are not eligible for compensatory time.

Current language, page 11

HOLIDAY TIME

Hourly employees that work designated Park Board holidays shall be entitled to either compensatory time or straight time for the holiday worked. If the work on the holiday causes the employee to work in excess of 40 hours for the work week, the employee shall be entitled to time and one-half for the holiday hours worked. The supervisor must agree in advance of hours worked, whether the employee will be paid for the holiday or be given compensatory time. Any compensatory time given for working a holiday must be taken within thirty (30) days.

Exempt employees that work designated Park Board holidays shall be entitled to compensatory time. The compensatory time is one hour for each hour worked on the holiday and must be taken before the end of the Park Board's fiscal year. Exempt employees may take only 24 hours of compensatory time for holidays worked for each anniversary year.

Nothing in current language regarding seasonal employees

Proposed language, page 11

HOLIDAY TIME

Full-Time Non-Exempt employees who work designated Park Board holidays shall be entitled to either two times their hourly rate of pay for the holiday hours worked or the equivalent of compensatory time for the holiday worked. The supervisor must agree in advance of hours worked, whether the employee will be paid for the holiday or be given compensatory time. Any compensatory time given for working a holiday must be taken within thirty (30) days.

Exempt employees who work designated Park Board holidays shall be entitled to compensatory time. The compensatory time is one hour for each hour worked on the holiday and must be taken before the end of the Park Board's fiscal year. Exempt employees may take only 24 hours of compensatory time for holidays worked for each anniversary year.

Seasonal employees are not eligible for Holiday Time.

Current language, page 15

OVERTIME

Overtime will be paid at a rate of 1½ times the rate of pay for each hour worked. If an hourly employee is required to work on a Park Board approved holiday, he or she will be paid at a rate of 2 times the hourly rate of the employee. All work performed after completing a regular workweek (40 hours) may be designated as overtime, but payment for overtime will not be made unless a full workweek (40 hours) has been completed. Sick leave, vacation time and holidays taken during the regular workweek will not be counted as time towards the regular workweek. An employee must receive approval from his or her supervisor prior to overtime work being completed, as it is the responsibility of the supervisor to determine if funds are available for overtime.

Part-time employees who work in excess of 40 hours during any period are entitled to receive overtime pay; however, they are not entitled to compensatory time or any other benefits offered to full-time employees. *Nothing in current language regarding seasonal employees.*

Proposed language, page 15

OVERTIME

Overtime will be paid at a rate of 1½ times the rate of pay for each hour worked, or provided at an equivalent rate in compensatory time. See "Compensatory Time for Full-Time Non-Exempt Employees" for more information regarding compensatory time. All work performed after completing a regular workweek (40 hours) may be designated as overtime, but payment for overtime will not be made unless a full workweek (40 hours) has been completed. Sick leave, vacation time and holidays taken during the regular workweek will not be counted as time towards the regular workweek. An employee must receive approval from his or her supervisor prior to overtime work being completed, as it is the responsibility of the supervisor to determine if funds are available for overtime.

Part-time employees who work in excess of 40 hours during any period are entitled to receive overtime pay; however, they are not entitled to compensatory time or any other benefits offered to full-time employees. Seasonal employees are not eligible for overtime wages.