

TO: MAYOR AND CITY COUNCIL
FROM: NEIL JENSEN, City Administrator
SUBJECT: PERSONNEL POLICY CHANGE
MEETING DATE: November 1, 2022

BACKGROUND

Currently, the Personnel Policy states under Non-Exempt (Overtime-Eligible) Employees that “All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Vacation, sick leave, and paid holidays do not count toward hours worked.”

This year Election Day and the observance of the Veteran’s Day holiday fall in the same week. Those full-time employees working sixteen hours plus on Election Day would receive their additional eight hours worked as straight time versus overtime. Staff feels that the wording in the Personnel Policy for Non-Exempt (Overtime-Eligible) Employees needs to include “paid holidays” in the calculation of counting as “hours worked”. The Personnel Policy would then read:

“All overtime-eligible employees will be compensated at the rate of time-and-one half for all hours worked over 40 in one workweek. Vacation and sick leave do not count towards hours worked.”

STAFF RECOMMENDATION

Please make a motion to approve “paid holidays” in the calculation of counting as hours worked for Non-Exempt (Overtime-Eligible) Employees in the Personnel Policy. The Personnel Policy will read as:

“All overtime-eligible employees will be compensated at the rate of time-and-one half for all hours worked over 40 in one workweek. Vacation and sick leave do not count towards hours worked.”

REQUESTED COUNCIL ACTION

Please make a motion to approve “paid holidays” in the calculation of counting as hours worked for Non-Exempt (Overtime-Eligible) Employees in the Personnel Policy. The Personnel Policy will read as:

“All overtime-eligible employees will be compensated at the rate of time-and-one half for all hours worked over 40 in one workweek. Vacation and sick leave do not count towards hours worked.”