

RESOLUTION 1738

A RESOLUTION AMENDING THE CITY OF WEST BRANCH, IA EMPLOYEE HANDBOOK

WHEREAS, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and amended same handbook on October 19, 2009, February 1, 2010, October 4, 2010, December 6, 2010 February 21, 2011, April 4, 2011, February 21, 2012, December 3, 2012, January 21, 2014, April 7, 2014 and June 27, 2016, July 18, 2016, October 17, 2016; and

WHEREAS, it was well-recognized that department overtime budget(s) were soaring with department directors being paid hourly wages; and

WHEREAS, the City Council agreed to move department directors away from hourly wage system to a salaried system, making them exempt employees; and

WHEREAS, the words “Non-Exempt Employee Only” will be added in parentheses next to the title Overtime; and

WHEREAS, now that department directors are salaried, they are no longer eligible for overtime wages; and

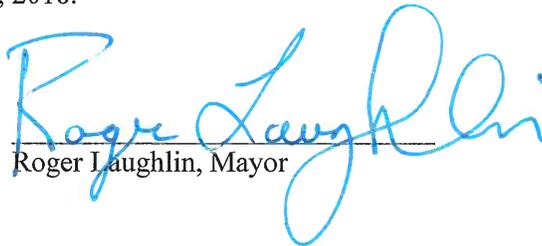
WHEREAS, a “Comp Time” policy is a system to account for situations where salaried employees can flex time within their pay period to address operational needs, or bank approved hours earned for extraordinary operational needs that arise unexpectedly; and

WHEREAS, “Comp Time” hours cannot be rolled over from one fiscal year to the next and if they are not used, they are lost, and they have no cash value; and

WHEREAS, the City Council would now like to incorporate that policy into the West Branch, IA Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED that the City Council of West Branch, Iowa does hereby approve and adopt the City of West Branch Personnel Handbook dated October 2016, revised by adding a “Comp Time” policy section by adding the text attached as “Exhibit A” which will be placed after the subsection entitled “Overtime” of page 14 in the handbook.

Passed and approved this 17th day of September, 2018.


Roger Laughlin, Mayor

ATTEST: 
Redmond Jones II, City Administrator / Clerk

COMP TIME (Exempt Employees Only)

The City of West Branch has an established overtime policy for Non-Exempt Employees (overtime-eligible employees). The Compensatory time (Comp Time) policy is only eligible for Exempt Employees (non-overtime eligible employees).

Exempt employees are expected to work whatever hours are necessary in order to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for hours worked over 40 in one workweek.

Exempt employee are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of the work performed. Additionally, exempt employees receive their full weekly salary for any week in which any work is performed. Exempt employees must be considered to be a director or in some form of management. Exempt employee are allowed to flex their hours during a pay period, but will not be able to flex hours that would be used in future pay periods. Flex hour do not roll over. Instead the only hours that would be allowed to be earned and used from different pay periods are hours that are "Comp hours" that are banked. In order to gain banked Comp hours they must be requested and approved by the City Administrator.

Comp time will be granted for extra ordinary, or unforeseen operational demands that occur for reasons outside of the director's control. Examples of such events could be, but are not limited to: Covering Duties for Unforeseen Employee Departures, Major Workload Increases for Reasons Unforeseen, Major Weather Events or Emergency Management Crisis, and/or Other High Profile Event that require an absorbent amount of hours to respond to.

Comp time can be banked but cannot exceed 80 hours annually. Banked hours are encouraged to be used in times of slowdowns in business operations. Banked Comp time hours cannot be rolled from one fiscal year to the next. If they are not used, they will be lost. These hours will have no cash value.

Adopted: Sept. 17, 2018