

RESOLUTION 2024-51

**A RESOLUTION AMENDING THE WEST BRANCH EMPLOYEE HANDBOOK
REGARDING OVERTIME**

WHEREAS, the City Council recognizes the importance of fair and equitable employment practices for all employees; and

WHEREAS, the current overtime calculation policy includes holiday, sick, and bereavement hours as part of the total hours worked, resulting in higher overtime payouts; and

WHEREAS, the City Council acknowledges the need to align the City's policies with industry standards to ensure fiscal responsibility and fairness to both employees and taxpayers; and

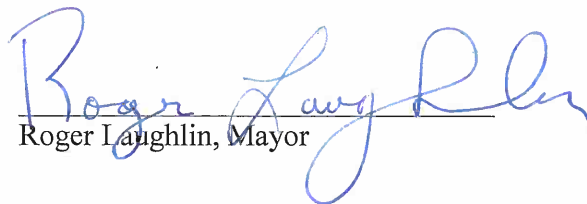
WHEREAS, the City Council aims to maintain a competitive edge in the labor market while prioritizing the financial sustainability of the City; and

WHEREAS, the City Council directs that the Employee Handbook's overtime policy be amended to: *Employees are not entitled to compensatory time, but rather shall earn overtime for all hours worked over forty (40) in a week. All overtime will be approved by the immediate supervisor or City Administrator and be paid in the applicable pay period. For the purposes of calculating overtime, holidays shall be counted as hours worked. Vacation, sick leave and bereavement shall not be counted as hours worked.*

BE IT FURTHER RESOLVED, that this amendment shall be communicated to all employees through the appropriate channels and incorporated into the West Branch Employee Handbook and that the City Administrator or their designee is authorized to implement this amendment and take any necessary administrative actions to ensure compliance with this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of West Branch, Iowa does hereby approve the amended policy regarding overtime calculation to be effective on July 1, 2024.

Passed and approved this 20th day of May, 2024.



Roger Laughlin, Mayor

Attest:



Leslie Brick, City Clerk