

RESOLUTION 2024-106

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK

WHEREAS, the Fair Labor Standards Act (FLSA) section 29 CFR § 553.201 - Statutory provisions: section 7(k).7(k) Partial Overtime Exemption, the City of West Branch may establish different work periods ranging from 7 to 28 days, as permitted under the Fair Labor Standards Act (FLSA), for certain public safety employees. This exemption allows for a deviation from the standard seven-day workweek, where overtime pay (or compensatory time) is required only after 40 hours of work.

WHEREAS, this resolution repeals Resolution 2024-103, approved on September 16, 2024; and

WHEREAS, the City of West Branch Employee Handbook, dated July 1, 2024 will be amended as follows:

Section III – EMPLOYMENT

13. Working Hours Work Week / Work Period

A normal work schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules may be established by the City to meet specific job assignments and provide necessary City services. Each employee will be advised of his or her work schedule.

- **For regular full-time employees, (excluding public safety employees) the work week is defined as starting on Monday at 12:00 a.m. and ending Sunday at 11:59 p.m. (40-hour work week)**
- **For public safety employees (police and fire), the work period is defined as starting on Monday at 12:00 a.m. and ending on the second Sunday at 11:59 p.m. (80-hour work period)**

Section III – EMPLOYMENT

21. OVERTIME (NON-EXEMPT EMPLOYEES ONLY)

Periodically, overtime work is necessary to maintain City operations. All overtime must be approved by the Supervisor/Department Director and/or City Administrator and will be paid in the applicable pay period. If an employee fails to obtain approval prior to working overtime he or she shall be subject to discipline up to and including termination.

- **All regular, non-exempt employees working over forty (40) hours in a work week shall be paid overtime for all hours worked in excess of forty (40) hours.**
- **All non-exempt, Public safety employees (police and fire) working over eighty (80) hours in a work period shall be paid overtime for all hours worked in excess of eighty (80) hours.**

Non-Exempt employees are not entitled to compensatory time for overtime worked.

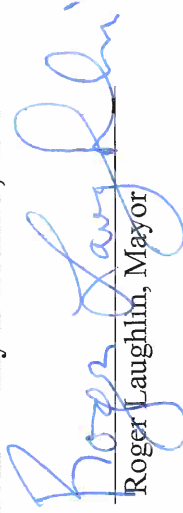
For the purposes of calculating overtime, holidays shall be counted as hours worked.

Those employees required to work on a holiday shall be paid time and one half for all hours worked on a holiday.

(As an example, if an employee works 8 hours on Christmas, that employee shall receive 8 hours of holiday pay and 8 hours of time and a half for hours worked.)

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned Amendment to the West Branch Employee Handbook is hereby approved.

Passed and approved this 7th day of October, 2024.



Roger Laughlin, Mayor

ATTEST:



Leslie Brick, City Clerk