



HOURS OF WORK AND PAYDAYS

I. PURPOSE

To comply with federal, state, and local laws and provide the employee with a reliable and responsible system.

II. SCOPE

This policy applies to all City employees.

III. POLICY

The City shall establish the hours of employment in the City's basic workweek and establish pay periods and paydays to administer the payment of wages, salaries and overtime.

IV. PROCEDURE

A. Hours of Work

The working time per week for full-time employees shall be 40 hours with special provisions made in departments that require additional hours to meet existing conditions or emergencies.

- The workweek for Firefighters is 56 hours.
- 3/4-time employees typically work a minimum of 30 hours per week
- Part-time employees are typically schedule less than 30 hours per week

B. Business hours

Regular business hours are Monday through Friday from eight to five. The City Manager shall approve the business hours for departments that do not operate during regular business hours.



C. Work week

For pay purposes the workweek begins on midnight Monday and ends on midnight Sunday. Unless otherwise designated by the Division and approved by Human Resources and the City Manager.

D. Pay Period

The pay period shall be bi-weekly with generally twenty-six pay periods per year. Pay is current, Friday payday through previous fourteen days.

E. Reconciliation Period

Time sheets reflect the reconciliation of leave taken and/or overtime worked from the previous pay period.

F. Rest Periods

As scheduled by the immediate supervisor, an employee may take two fifteen-minute rest periods for each workday if eight hours or more. Such rest periods shall be considered a privilege and not a right.

G. Lunch Period

Each employee will take an unpaid lunch period each day. The time for lunch each day shall be for thirty minutes or one hour as set by each department. An employee who is unable to take a lunch period must report this to his/her supervisor and must be reported on that day's time card. Overtime at lunch requires supervisor approval.

H. Early Pay Check

An employee who wishes to request his/her payroll check earlier than a scheduled pay date must have an emergency situation and receive written approval from his/her Division Director with a recommendation to the City Manager for final approval. An emergency situation shall include, but not be limited to, situations described in, Sickness or Death in Immediate Family and Unclassified Personal Emergencies with the Approval of the Division Director.



I. Employee Time Card Reporting of Hours Worked

1. Each supervisor is required to furnish the Payroll Department an accurate payroll report reflecting the pay status for each day of the pay period.
2. Each employee shall be responsible for the accuracy of his/her own time sheet. The employee's initials are required to be on each time sheet acknowledging that the hours worked as shown are correct. Time sheets are to be reviewed and signed by a supervisor and the Division Director or the Division Director's assignee as designated in writing.

J. Paychecks

Employee paychecks reflect the current pay period and the reconciliation period.