

RESOLUTION 980

A RESOLUTION TO AMEND THE CITY OF WEST BRANCH, IOWA 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 and April 4, 2011; and

WHEREAS, the City Council finds that the following changes should be made to said Handbook:

EMPLOYMENT–Overtime – April 2011 Handbook page 8-9

Overtime

Periodically, overtime work is necessary to maintain city operations. In most cases, there are a sufficient number of employees available to make overtime work optional. Occasionally, however, the Department Head may require the employee to work overtime.

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 in advance by the immediate supervisor or city administrator and be paid in the applicable pay period. For the purposes of calculating overtime, holidays, sick leave, and bereavement leave shall be counted as hours worked.

EMPLOYMENT–Overtime – Change to the following:


Overtime

Periodically, overtime work is necessary to maintain city operations. In some cases, there are a sufficient number of employees available to make overtime work optional. ~~Occasionally,~~ However, the Department Director may require the employee to work overtime.

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 in advance by the immediate supervisor or city administrator and be paid in the applicable pay period. For the purposes of calculating overtime, holidays, sick leave, and bereavement leave shall be counted as hours worked. For the purposes of calculating overtime, vacation time shall not be counted as hours worked.

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 February 2012.

Passed and approved this 21st day of February, 2012.



Don Kessler, Mayor

Attest:



Matt Muckler, City Administrator/Clerk