

Santaquin City Resolution 06-04-2011

A RESOLUTION RADIFYING ADMINISTRATIVE CHANGES MADE TO THE 2011 VERSION OF THE SANTAQUIN CITY EMPLOYEE POLICY AND PROCEDURE HANDBOOK


WHEREAS, the 2011 Version of the Santaquin City Employee Policy and Procedures Handbook was approved by the Santaquin City Council on April 6, 2011 with an effective date of July 1, 2011.


WHEREAS, in preparation of implementing the policies of this new version, the handbook was distributed to the Santaquin City Staff on May 24th to allow time for the staff to review the content thereof. Furthermore, an all employee training meeting is planned for June 14, 2011 to review major changes and provide an opportunity for the staff to ask questions; and

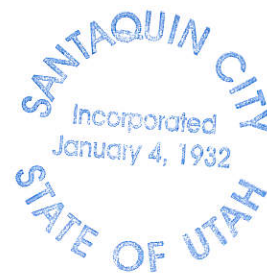
WHEREAS, upon distribution of the handbook to the staff, some questions were encountered which necessitated changes that were approved by management, prior to the June 14th meeting that would provide greater clarification to the staff and/or would align policies with the functionality provided by the city's accounting software package;

NOW, THEREFORE, BE IT RESOLVED, that Santaquin City shall ratify the Administrative Changes 2011 Version of the Santaquin City Employee Policies and Procedures Handbook shown on Attachment (A) which shall be effective at 12:01am on July 1, 2011.

Approved and adopted by the Santaquin City Council this 15th day of June, 2011.


James E. DeGraffenried, Mayor, Santaquin City

Attest: 
Susan Farnsworth, City Recorder



Employee Handbook Amendments (Attachment A)

There are a few items in the new Employee Handbook that need some clarification and will be amended as follows:

- **For clarification on how to calculate overtime on a holiday**

SECTION 3: COMPENSATION, LEAVES, & BENEFITS

3.1 COMPENSATION

D. Compensation

2. Overtime Provisions

~~(e) Overtime will be paid when an employee's scheduled shift falls on a holiday~~

- **To make wording in section uniform & clarify holiday pay.**

4. Call Back Out. Any FLSA non-exempt employee called back to work after their regular scheduled shift ends shall be entitled to call back out compensation.

(a) Call-out time begins when the employee leaves the location where they were when they received the call-out. Employees shall take measures to get to the call-out in a reasonable amount of time. The call ends when the task, in which the employee was called out for, is complete.

(b) The minimum call back out compensation shall be one hour. Time worked on a call back out shall be paid at the employee's regular rate of pay, unless it is excess of an employee's specified work week then time will be accrued as compensatory time or paid in overtime as described in this section.

~~(c) Employees who are called out on an observed holiday shall received their overtime rate of pay for each hours worked.~~

- **Clarification on when time accruals changed and amending (3) so time accrues at one rate instead of having to make 5 different rates and track each anniversary date to change in computer**

3.2 LEAVES

A. Vacation Leave

2. Vacation Accrual Rates

(a) Full-time employees shall accrue vacation leave at the following rates:

(2) From ~~six-five~~ years of service to 15 years of service, 15 days of annual vacation leave shall be accrued at the rate of 4.62 hours per pay period.

(3) From ~~sixteen~~ fifteen years of service and up, ~~15~~ 20 days of annual vacation, ~~plus 1 additional day for each year of service. Vacation leave shall be calculated and accrued per pay period as follows: Number of years of service x 8 hours / 26 pay periods.~~ leave shall be accrued at the rate of 6.16 hours per pay period.

- **Written in new policy this way because old software program has no way of tracking personal days. New program does, so would like to leave as separate personal days that are lost if not used by time specified.**

B. Personal Leave - ~~In addition to accrued vacation leave, e~~Each Full-time employee shall receive 16 additional hours of leave which shall be known as "personal preference time". ~~8 hours will be added to the employee's vacation accrual on~~ shall accrue on January 1st and must be used by June 30th and 8 hours shall accrue on July 1st of each year and must be used by December 31st. ~~Personal leave not used by the specified date will be lost. Use of personal leave shall fall under the same provision as vacation leave.~~ Part-time/Benefited, Part-time/Non-benefited, Seasonal and Volunteer employees are not eligible for personal leave.

- **For clarification on how to calculate overtime on a holiday when scheduled to work and when called out.**

C. Holiday Leave

5. Employees whose scheduled shift falls ~~or are called out~~ on a holiday shall receive holiday pay plus their overtime rate for each hour worked on a observed holiday (double time and one half), when the compensation thresholds from section 3.1.D.2.C have been met.

6. Employees who are called out (as defined in section 3.1.D.4) on an observed holiday shall received their overtime rate of pay for each hours worked.

~~6~~7. Employees do not receive holiday pay when on unpaid leave status or during a pay period in which no actual time worked occurs.