

TIME OFF TO VOTE

Employees are permitted time off to vote in any municipal, county, state or federal political party primary or election for which such employee is qualified and registered to vote on the day on which such primary or election is held. The time taken off to vote must not exceed two hours, is unpaid leave and is permitted only if your supervisor is informed at least one (1) working day in advance that an individual plans to take time off to vote. The City may specify the hours during which the employee may be absent from work to vote. If the polls open at least two hours before the employee is scheduled to arrive at work or the polls close two hours after the employee is scheduled to leave work, then time off to vote is not allowed.

SEVERE WEATHER

Under certain adverse weather conditions and other circumstances recognized by the City, the City may grant unpaid time off. These instances occur on a case by case basis and the City reserves the right to authorize time off on a discretionary basis. In questionable instances of adverse or inclement weather, employees should first call into the office.

ON THE JOB

WORKING HOURS

The City's workweek runs from Monday through Friday, with normal operating hours scheduled from 8:00 a.m. – 5:00 p.m. The normal daily work schedule for employees consists of an eight-hour day within a 24-hour period. Business requirements may require some employees to work outside of their normal schedule. Managers and supervisors will try to inform employees well in advance of any such requirement.

All employees considered "non-exempt" under the Fair Labor Standards Act will be paid at the rate of time and one-half (1 ½ times their regular rate of pay) for all hours worked in excess of 40 in one week. Unscheduled absences or time off for sickness, emergencies, or other personal reasons will not be considered hours worked for overtime purposes. Non-exempt employees who work on City recognized holidays will be paid their regular rate for the extra hours worked in addition to their holiday pay. However, no "pyramiding" of paid holiday work time (included in weekly overtime computation) is allowed.

Non-exempt employees are responsible for reporting any overtime hours worked so that the proper compensation amount can be calculated. Alternatively, in lieu of overtime, compensatory time may be accrued in the same manner as overtime.

Employees considered "exempt" under the Fair Labor Standards Act will not be paid for overtime or hours worked in excess of 40 hours per week.

Employees who falsify their own or others time cards will be subject to severe disciplinary action up to and including dismissal.