

RESOLUTION 13-02

AMENDING THE CITY EMPLOYEE HANDBOOK

WHEREAS, the City of Platteville approved the Employee Handbook – Personnel Policy, Rules, and Regulations (herein after Employee Handbook) on December 13, 2011; and

WHEREAS, the City Manager has requested changes to the employee handbook, and

WHEREAS, the City Council agrees with the recommended changes and hereby directs that the Employee handbook be amended as follows:

VI. HOURS AND PAY

G. Overtime

3. Compensation of Overtime:

- c. CALL IN - Employees who are “called in” to work shall receive a minimum of two (2) hours of pay for each call-in.

Police Department – Dispatch employees called in to work in addition to their regular scheduled hours shall receive pay at the rate of time and one half with a minimum of two (2) hours call-in time. This provision shall not apply to the 2 consecutive hours worked prior to or immediately following the employee’s regular schedule of hours and which constitute no break in service.

Street Division – Because street division employees are expected to assist with winter and community emergencies, they have slightly different regulations as it relates to overtime compensation.

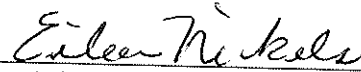
Any hours worked before 5 AM and after 6 PM shall be paid out at time and half on Monday through Friday with all hours worked going toward the 37 hour work week. Hours worked on weekends and holidays shall be paid at time and half rate and shall not be counted toward the 37 hour work week. Workers will be sent home only after their standard 37 hour work week has been met. It is understood by all that overtime will be held to a minimum.

Utilities Division – Because these employees have normally staggered hours that include weekends and holidays, and are expected to correct water & sewer emergencies and also assist with winter or community emergencies, they have different regulations as it relates to overtime compensation.

Employees called in to work in addition to their regular scheduled hours shall receive pay at the rate of time and one half with a minimum of two (2) hours call-in time. Hours worked on weekends and holidays outside regular scheduled hours shall be paid at time and half rate and shall not be counted toward the 37 hour work week. Workers will be sent home only after their standard 37 hour work week has been met. It is understood by all that overtime will be held to a minimum.


Employees working in support of Street Division employees shall work under the Street Division rules above.

PASSED BY THE COMMON COUNCIL on the 11th day of June, 2013.



By: Eileen Nickels, Council President

ATTEST:



Jan Martin, City Clerk