1. **Overtime/On Call/ Call - Back Pay**

 **a. Overtime:**

 Work Weeks for Employee pay begin at 12:00 A.M. on Sunday and goes until 11:59 P.M. on

 Saturday.Overtime shall be governed by the following provisions: All hours worked in

 the excess of forty (40) hours in any week shall be paid at a rate of 1.5 times the

 employee’s Ordinary Wage (“Overtime Rate”). Excess hours must be approved by the

 Supervisor, City Clerk, or Mayor.

 In no case shall an employee be paid at the Overtime Rate, unless the employee

 actually works more than forty (40) hours. In other words, if a paid holiday

 falls during the pay period, and that employee works 35 hours, plus is given 8 hours of

 holiday pay, the additional three hours in excess of 40 hours on the time card will be paid

 at the employee’s ordinary rate of pay rather than the Overtime Rate.

**b. On-Call:**

If an employee is required to remain on site at his/her employer’s location or must

 remain so close that he/she can’t use the time freely for his/her own

 purposes, the employee is considered On-Call and is subject to Call-Back. During the

 regular Work Week an On-Call employee will be paid 1 hour per day at the employee’s

 ordinary rate of pay. On weekends and holidays an on-call employee will be paid for an 8

 hour shift at the employee’s ordinary rate of pay.

**c. Call-Back Pay:**

 An employee who is called in to work from On-Call status or otherwise at a time

 not previously scheduled, shall receive Call-Back pay as follows:

 1. A minimum of two (2) hours pay at the Overtime rate, even

 when time actually spent back on the job is less than two (2) hours.

 2. Pay for actual hours worked at the Overtime Rate, if actual Call-Back hours

 worked exceeds two (2).

 **Hourly-Paid Employees:**

All persons employed by the City are considered non-exempt employees and paid at an hourly rate established by the City Council (“Ordinary Wage”). Employees shall be paid for the number of hours worked at their Ordinary Wage. All employees must clock in when they report for a scheduled shift and clock out when completing a scheduled shift. Employees will receive one (1) paid 15-minute break for each four (4) hour shift worked and one-half hour for unpaid lunch hour per eight (8) hour workday, in which the employee will be completely relieved of their duties. Hourly employees are not required to clock out for 15-minute break, but must clock out for unpaid lunch hour. Lunch waivers are available for occasional authorized use.

1. **Authorized Deductions:**

The following deductions shall be made from the employee’s pay as are required by law or because the employee authorizes such a deduction:

1. Federal Withholding Tax
2. Social Security (FICA)
3. Medicare
4. State Withholding Tax
5. Wage Garnishments
6. Simple IRA Deductions
7. **Holidays**

City Clerk or Mayor can close the office/City work for undeclared holidays.

The following days are holidays observed by the city:

* New Year’s Day January 1st
* President’s Day Third Monday in February
* Arbor Day Last Friday in April
* Memorial Day Last Monday in May
* Independence Day July 4th
* Labor Day First Monday in September
* Veteran’s Day November 11th
* Thanksgiving Day Fourth Thursday in November
* Christmas Eve December 24th
* Christmas Day December 25th

 Holidays shall be observed as follows:

1. As many employees as possible shall be given Holidays off from work consistent with the maintenance of essential City functions.
2. Holidays falling on a Saturday shall be observed on the preceding Friday, and a Holiday falling on a Sunday shall be observed on the following Monday.
3. If an employee is required to hourly employee work on a Holiday, that employee will have eight (8) hours of work credited to the total work hours, plus the number of hours actually worked on the Holiday for purposes of calculating Overtime.

1. Each full-time employee will receive three (3) floating holidays through the calendar year, not to be carried over year to year.
2. Part-time employees will receive one half (1/2) day pay for each Holiday and will receive one and a half (1 ½) days for purposes of a floating holiday.
3. **Sick Leave**

 After successful completion of an employee’s 90-day probationary period, full-time

 employees, shall accrue sick leave at a rate of four hours per month up to a maximum of

 1,000 hours. Sick leave shall be cumulative from year-to-year. If an employee is absent for

 work due to sickness for more than three days in a row, a doctor’s note is required. Unused

 sick leave shall not be paid out at the time of employee’s separation, except for the

 following; upon retirement, a full-time employee over the age of 60

 with at least ten years of continuous service will receive 15% of his/her accumulated sick

 leave and an additional 2% for each additional year up to a maximum of 30% of the sick

 leave balance.

1. **Vacation Time:**

 Following successful completion of an Employee’s 90-day probation until the Employee’s first anniversary, an Employee will have one week of paid vacation time to use. Following an Employee’s first year, employees shall accrue vacation as follows:

 Full-time: Part-time:

 One year but less than two years: (1) week 2.5 days

 Two years but less than eight years: (2) weeks 5 days

 Eight years but less than fifteen years: (3) weeks 7.5 days

 Fifteen years but less than twenty years: (4) weeks 10 days

 Twenty years or more: (5) weeks 15 days

Vacation time shall not accumulate from year-to-year and must be taken during each calendar year or will be lost. Earned vacation time will be added January 1st of each year. Employees shall be entitled to full payment for vacation time for which the employee is eligible at the rate the employee is receiving at the time of the employee’s voluntary separation.

1. **Probationary Period**

All new employees, including former employees who have been hired or rehired, are probationary for the first 90 days. The probation period is a continuation of the selection process and is a time in which the new employee should demonstrate that he/she is suited for his/her job. It is especially important that the new employee make their supervisor aware of any questions or problems they encounter during this probation period. If the Supervisor or City Clerk concludes at any time that the employee is not suited for his/her position, the employee may be terminated or may be placed on extended probation. For City officials appointed by the Mayor, if the Mayor concludes at any time that the employee is not suited for his/her position, the employee may be terminated or may be placed on extended probation.

The probationary period will end successfully when the department head, not sooner than 90 days after the employee was hired, evaluates the new employee in writing and authorizes his/her classification as a “regular” employee.

1. **Uniforms**

Upon successful completion of thei 90-day probationary period, the City will provide

 five (5) short sleeved shirts, three (3) long sleeved shirts or vice-versa, two (2)

 sweatshirts, and one (1) coat to each employee working in the maintenance department

 including Code-Enforcement that will be replenished annually or as needed. Coveralls,

 boots and other PPE will be provided as needed to employees working in the

 maintenance department including Code-Enforcement. Uniforms must be kept in

 neat/clean condition. Office staff will be provided five (5) shirts and two (2) sweatshirts of

 choice. Items that an employee chooses to not receive may not be carried over.

 Upon separation of employment all clothing or uniform items need to be returned to the

 city office prior to receiving the final paycheck.

**9. Seat Belt Policy:**

It is the policy of the City to require the use of seat belts for all persons traveling in any City owned vehicle and while in any privately owned vehicle while the employee is engaged in travel as part of the employee’s job.

**10. Personnel Records:**

**A. Employee Privacy Rights**

Information contained in the personnel files of the City shall not be released to persons outside the City government without the written permission of the employee, except when required by law. Information will be made available within the City on a “need to know” basis.

All employees have the right to inspect their personnel files at any time during regular business hours. The City Clerk/Treasurer shall supervise such inspection by employees of their personnel files.

**B. Removal of Items form Personnel Files**

Personnel records are the property of the City. Employees seeking the removal of particular items from their personnel files shall make a formal request in writing to the Mayor and City Council. Such requests shall state:

 1. A brief description if the item to be removed.

 2. A brief statement as to the circumstances surrounding the inclusion of the items in the

 employee personnel file.

 3. The reason for requesting the deletion of the items.

**Equal Opportunity Statement:**

It is the policy of the City of Terrytown to provide equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other protected characteristic under state and federal law. The City intends to make employment decisions consistent with this principle of equal opportunity. This policy governs all aspects of employment, including hiring, job assignment, compensation, promotion, demotion, discipline, termination and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, the Mayor, the City Clerk or any member of the City Council. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to including termination of employment.

***Reasonable accommodation policy***

It is the City’s policy not to discriminate against any qualified individuals with disabilities with regard to any terms or conditions of employment so long as the applicant or employee can perform the essential functions of the job.

The City will engage in an interactive process with any such employee who has made a reasonable accommodation request. Reasonable accommodations will be made unless it is determined that the accommodation imposes an undue hardship, or where there is a direct threat to the health or safety of the individual or others that cannot be removed with reasonable accommodation.