

RESOLUTION #7-2016

A RESOLUTION SETTING THE WORK DAY, WORK WEEK, AND OVERTIME PAY OF ALL FULL-TIME PUBLIC WORKS EMPLOYEES

WHEREAS, due to recent changes in state legislation (Act 10) impacting all Public Works union contracted employees, and eliminating their union contract language determining their work schedule; and

WHEREAS, the Town Board recognizes that weather related storm events and emergencies can impact call-out times and cause irregular work schedules.

THEREFORE, BE IT RESOLVED, that the Town Board sets the following work schedule and benefits to be effective **immediately**.

1. All Full-Time Public Works employees shall work the following schedule of hours:

The work day shall consist of eight (8) hours each day for the five (5) consecutive days each week, Monday through Friday, for a total of forty (40) hours each week, **including holidays**.

(A) The normal hours of work shall be from 7:00 a.m. to 12:00 noon, and 12:30 p.m. to 3:30 p.m., Monday through Friday. **The normal hours of work may be adjusted from May through October due to seasonal work duties.**

(B) During storm conditions, any eight (8) hours within a twenty-four (24) hour period shall be considered a work day. The twenty-four (24) hour period shall be defined as Midnight to Midnight, not 7:00 a.m. to 7:00 a.m.

(C) Notwithstanding the above language, the Town and an Employee may, by mutual agreement establish a different starting time for a set period of time. The Town will notify the Public Works Foreman of any such agreement.

2. Overtime pay shall be paid at the rate of one and one-half (1 ½) times the regular rate of pay for all hours worked outside the work day and work week as spelled out in #1 above.

3. All Sunday work shall be paid at the rate of one and one-half (1 ½) times the normal rate of pay.

4. All holiday work performed shall be at the rate of one and one-half (1 ½) times the normal rate of pay and said pay shall be in addition to the employee's regular holiday pay.

5. Reporting Time Pay: In the event an employee reports for work and is sent home, he shall receive two (2) hours pay.

If the employee actually begins work, he shall be provided with two (2) hours of pay or the actual time worked in lieu thereof.

6. Call Pay: In the event an employee is called out to work, he shall receive a minimum of two (2) hours pay at time and one-half (1 ½) rate or the actual number of hours worked, whichever is the greater.

7. Compensatory Time: The Employer agrees to compensate employees at the premium rate of time and one-half (1 ½) in cash or compensatory time as the employee may elect.

(A) All employees shall be allowed to bank up to a maximum of one hundred twenty-five (125) hours of compensatory time for all overtime worked. Overtime hours in excess of the maximum will be paid at the premium rate during the current pay period.

(B) The Employer shall, during the first pay period of December each year, cash out each employee's compensatory hours in excess twenty-five (25) hours at the applicable hourly rate. The remaining hours will be carried over to the next year.

(C) Employees may elect to have their individual compensatory hours bank cashed out at any time during the year. Such payments are to be made in the pay period following notice to the Employer.

(D) Compensatory time shall be scheduled as early as possible by submitting a request form to the Foreman and the Administrator with reasonable notice in advance. Requests may be limited depending on workload and number of employees requesting time off. Seniority will determine who is given time off if all requests cannot be accommodated.

Dated this 21st day of June, 2016


Ryan Simons, Town Chair

Ayes 5 Noes 0

Attest: 
Dixie C. Bernsteen, Town Clerk