

ORDINANCE NO. 5417

Introduced by Commissioner Delbert Shepherd

AN ORDINANCE SETTING OUT THE WORKING CONDITIONS, RULES AND REGULATIONS OF THE CITY OF WARRENTON'S FULLTIME EMPLOYEES AND REPEALING ORDINANCE NO. 438-A

THE CITY OF WARRENTON DOES ORDAIN AS FOLLOWS:

Section 1. WORKING HOURS - The hours of work until further change shall be five days of forty (40) hours for all departments, except police. This department shall be on duty six days of eight hours each, except that one meal per day may be taken during the time charged as duty time. One 15-minute rest break shall be allowed during the first half and the second half of the work day. Workmen with regular assignments will be on the job at the beginning of the work period and so remain until the close. Non-assigned workmen will report to the city shops for assignment by the work superintendent.

Section 2. VACATION - Each full time employee who has completed one full year of employment is entitled to one work week of paid vacation. After the second year and thereafter, two full weeks shall be granted until the tenth year of employment after which 3 weeks of paid vacation shall be granted. This time shall be taken during the calendar year at the pleasure of the individual, except that the city, through its city manager, is to be notified reasonably in advance for the purpose of finding replacements or making safety precautions.

Section 3. SICK LEAVE - Each full time employee shall be entitled to ten (10) days of paid sick leave annually, and this shall be cumulative to a maximum of 60 days. Past service shall be counted in the accumulation of time. Sick leave shall be credited only for actual sickness or injury and shall not act as vacation time.

Section 4. OVERTIME - When salaried employees or department heads are required by emergency to work at other than their regular working hours, they shall be given compensatory time off at a time of their choice. Labor and extra hourly or part time crews, if they have to be used, will receive time and one-half for overtime.

Section 5. HOLIDAYS - In addition to vacation time, the following holidays may be observed by all departments: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and Christmas, and any other days proclaimed by the mayor, governor of the state, President of the United States or their legislative bodies.

Section 6. CLOTHING, ETC. - All clothing, boots, uniforms, rain gear, etc. worn regularly by an individual as a personal item will be purchased by the individual, except that the first police uniform worn by an officer who may be classed as temporary or on probation will be purchased by the city.

Section 7. GRIEVANCES, UNUSUAL PROBLEMS - All personnel problems shall be handled as provided by the city charter, except that for any grievance where settlement is not satisfactory, the city commission may be petitioned for a hearing.

Passed by the City Commission of the City of Warrenton this 16th day of March 1970

Approved by the Mayor of the City of Warrenton this 16th day of MARCH 1970.

APPROVED:



Mayor

ATTESTED:



Auditor & Police Judge