

CITY OF SHERWOOD

RESOLUTION 262

WHEREAS, the City Council is authorized and directed under the provision of Ordinance No. 686, adopted October 19, 1977, to make and amend personnel rules and policies by resolution; and,

WHEREAS, the City Council by Resolution No. 169 enacted November 9, 1977, adopted personnel policies, procedures and rules and,

WHEREAS, the City Council has received and reviewed the report and recommendation of the City Administrator dated March 9, 1983 concerning certain revisions to said personnel policies;

NOW THEREFORE, IT IS HEREBY RESOLVED THAT THE CITY OF SHERWOOD PERSONNEL POLICIES BE AMENDED AS FOLLOWS:

Article 5 Overtime

Section 5.5.1 The City Administrator and Department Heads shall assign to each employee work duties and responsibilities which can normally be accomplished within the regular work day and work week. The City Administrator and Department Heads may vary regular workday hours in order to compensate an employee for off-hour assignments without accrual of overtime provided the employee is not required to work more than eight hours in any regular workday, nor more than forty (40) hours in any regular workweek and such assignments are necessary for the fulfillment of normal job duties of the position.

Section 5.5.2 (Delete existing section. Add the Following)
An employee is entitled to compensation for overtime authorized by the appropriate supervisor or the policies of this article, as follows:

Compensatory Time Off

The City Administrator and department heads shall be entitled to compensatory time off earned at the rate of one hour per hour for hours worked in excess of fifty (50) hours per week in those cases where it is not practical to vary workday hours without the accrual of overtime pursuant to Section 5.5.1. Employees other than the City Administrator and department heads shall be entitled to compensatory time off earned at the rate of one and one half hour per hour for hours worked in excess of the employees normal eight (8) hour day and forty (40) hour week. The use of compensatory time off shall be scheduled and approved by supervisors considering the need to maintain adequate staffing levels and to respond to City workloads. Compensatory time accumulation shall not exceed forty (40) hours and compensatory time off shall be scheduled within a reasonable time of its accumulation.

Cash Compensation

An employee is entitled to cash payment at the employees hourly rate of pay for all overtime accumulated over forty (40) hours pursuant

to this section and for all unused compensatory time off owing to the employee on the effective date of his termination of employment with the City.

Article 6.3 Sick Leave

Section 6.3.1: Delete sentence which reads: "Sick leave shall not be accumulated in excess of sixty days."

APPROVED BY May 11, 1983 VOTE OF THE
CITY COUNCIL THIS 11TH DAY OF APRIL. May, 1983

Mary L. Tobias
Mary Tobias, Mayor

Attest:

Polly Blankenbaker
Polly Blankenbaker, Recorder