

COUNCIL OF THE CITY OF ABERDEEN
Ordinance No. 14-O-14

Introduced By: Mayor Michael E. Bennett

Date Introduced: June 16, 2014

Amendments Adopted:

Date Adopted: July 28, 2014

Date Effective: August 18, 2014

ORDINANCE NO. 14-O-14

AN ORDINANCE concerning

**REVISION OF CITY OF ABERDEEN PERSONNEL POLICY MANUAL
CONCERNING POLICE DEPARTMENT HOURS OF WORK
AND PAYMENT FOR OVERTIME WORK**

1 **FOR** the purpose of adding additional payment policies for hours of work and payment for
2 overtime work for sworn officers of the Aberdeen Police Department.

3
4 **BY** amending Hours of Work and Payment for Overtime Work
5 City of Aberdeen Personnel Policy Manual (Revised November 2001)
6 Classification and Compensation.

7
8 **SECTION 1. BE IT ENACTED BY THE COUNCIL OF THE CITY OF**
9 **ABERDEEN** that the Hours of Work and Payment for Overtime Work of the City of Aberdeen
10 Personnel Policy Manual are amended as written below.

11
12 **SECTION 2. BE IT FURTHER ENACTED BY THE COUNCIL OF THE CITY**
13 **OF ABERDEEN**, that this Ordinance shall become effective at the expiration of twenty (20)
14 calendar days following adoption.

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING TEXT.
((Double Parenthesis)) indicate matter deleted.

Underlining indicates amendments.

Strike-Out indicates matter stricken by amendment or deleted by amendment.

HOURS OF WORK

The normal workweek is Sunday through Saturday and consists of 40 hours; the normal workday consists of 8 hours for all employees except the Water and Waste Water Treatment Plants which consists of rotating 8 and 12 hour shifts (including ½ hour paid meal period) AND SWORN OFFICERS OF THE POLICE DEPARTMENT FOR WHOM THE CHIEF OF POLICE SHALL DETERMINE OFFICER WORK SHIFTS. Since our payroll is on a bi-weekly basis, each pay period will consist of 80 hours, EXCEPT THAT FOR PURPOSES OF COMPUTATION OF OVERTIME FOR AN OVERTIME-ELIGIBLE SWORN OFFICER OF THE POLICE DEPARTMENT, THE DEPARTMENT SHALL HAVE A 14 CONSECUTIVE DAY WORK PERIOD THAT IS THE SAME AS THE CITY'S PAY PERIOD. The scheduling of special hours will be determined, in advance, by each department head.

PAYMENT FOR OVERTIME WORK

Regular employees: Hours worked in excess of the employee's scheduled workday (8 hours for most employees, rotating 12 hours for employees of the water/wastewater treatment plants) or in the excess of 40 hours per week are compensated at one and one-half times the employee's regular hourly rate. For purposes of this calculation, "hours worked" include hours actually worked by the employee and hours for which the employee receives vacation or sick leave.

SWORN OFFICERS OF ABERDEEN POLICE DEPARTMENT: HOURS WORKED BY AN OVERTIME-ELIGIBLE SWORN OFFICER OF THE ABERDEEN POLICE DEPARTMENT IN EXCESS OF 80 HOURS IN AN 86 HOUR WORK PERIOD IS COMPENSATED AT ONE AND ONE-HALF TIMES THE EMPLOYEE'S REGULAR HOURLY RATE. FOR PURPOSES OF THIS CALCULATION, "HOURS WORKED" INCLUDES HOURS ACTUALLY WORKED BY THE EMPLOYEE AND HOURS FOR WHICH THE EMPLOYEE RECEIVES VACATION OR SICK LEAVE.

Part-time/temporary employees: Overtime pay for part-time or temporary employees will be paid only for hours actually worked in excess of 40 hours per week.

COUNCIL OF THE CITY OF ABERDEEN



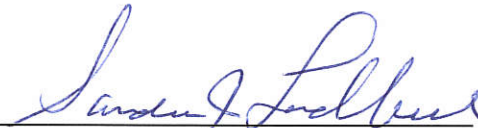
Michael E. Bennett, Mayor



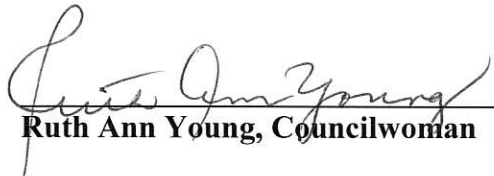
Ruth E. Elliott, Councilwoman



Bruce E. Garner, Councilman



Sandra J. Landbeck, Councilwoman



Ruth Ann Young, Councilwoman

ATTEST:

SEAL:



Monica A. Correll, City Clerk

Date July 28, 2014