

RESOLUTION NO. 833

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING AN AMENDMENT TO THE 2006 PERSONNEL REGULATIONS MANUAL RELATED TO CALCULATION OF OVERTIME AND COMPENSATORY TIME.

WHEREAS, the City of Gig Harbor Personnel Regulations Manual is updated on an as-needed basis; and

WHEREAS, the current Employee Guild Contract changed the way overtime and compensatory time are calculated; and

WHEREAS, rather than overtime and comp time being triggered by working more than eight hours in a day as it was in the past, overtime and compensatory time are now based on the 40-hour work week; and

WHEREAS, an amendment to the manual is needed to provide to bring the overtime and compensatory time calculation in line with the guild contract; and

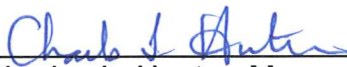
WHEREAS, the inclusion of this minor policy adjustment in the manual is chiefly necessary for the efficient operation of the City; now, therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council hereby adopts an amendment to the 2006 City of Gig Harbor Personnel Regulations, attached hereto as Exhibit A and incorporated herein by this reference.


RESOLVED by the City Council this 10th day of May, 2010

APPROVED:



Charles L. Hunter, Mayor

ATTEST/AUTHENTICATED:



Molly M. Towslee, City Clerk

Filed with the City Clerk: 04/28/10
Passed by the City Council: 05/10/10
Resolution No. 833

Exhibit A

**PERSONNEL REGULATIONS AMENDMENT
5/10/10**

I. HOURS OF WORK

Except as otherwise specifically provided for, the normal work week for full-time employees, ~~other than sewer treatment employees,~~ shall consist of forty hours; five consecutive days Monday through Friday at eight hours. The eight-hour day does not include a -30 minute meal period. The eight-hour day does include a fifteen (15) minute break in the morning and the same in the afternoon.

~~According to FLSA,~~ Except as otherwise specifically provided for, the normal work week for full-time, regular employees, ~~other than sewer treatment employees,~~ shall consist of a fixed and regularly recurring period of 168 hours, seven consecutive 24-hour periods and it need not coincide with the calendar week. (The typical work week begins 12:00 midnight on Sunday and continues through Saturday). In addition, when authorized by the collective bargaining agreement of MOU, other flexible work schedules may be developed for uniformed police officers eligible for Section 7 (K) work periods. The normal work week for sewer treatment employees shall consist of forty hours worked of five consecutive days of eight hours exclusive of a 30 minute meal period on the employees' own time unless mutually agreed by all parties. Concurrent schedule approval by the City Administrator, department director, and the employee must occur before flextime may be authorized.

N. OVERTIME

1. Except as otherwise specifically provided for in collective bargaining unit agreements, when approved by a department director, overtime shall be paid for each hour worked beyond ~~eight (8) hours a day or~~ forty (40) hours a week. The rate of pay shall be one and one half times the normal hourly rate of pay. Overtime pay shall be calculated to the nearest half hour interval.
2. Department directors shall receive pay for overtime when the following conditions exist:
 - a. A paid overtime employee is not available;
 - b. The work performed is non-supervisory; and
 - c. The work must be accomplished immediately.

The rate of pay shall be one and a half times the averaged pay rate for the position normally required to perform the work.