

RESOLUTION No. 2023-02

A RESOLUTION OF THE CITY OF ELECTRIC CITY UPDATING SECTION 6.5 OF THE EMPLOYEE HANDBOOK

RECITALS:

1. The City Council of the City of Electric City adopted an Employee Handbook by Resolution 2022-15 in November 2022.
2. The City Council of Electric City is desirous of replacing the language in Section 6.5 of the Employee Handbook with the following language:

6.5 OVERTIME/COMPENSATORY TIME

Exempt Timesheets and Exchange Time Off: Personnel employed in executive, administrative, professional, or certain computer-related capacities generally are exempt from the provisions of the Fair Labor Standards Act.

- a. Exempt employees are not required to complete hourly time records but must account for daily attendance and attendance exceptions.
- b. Exempt employees do not receive overtime compensation. Exempt employees are eligible to receive exchange time off on a one for one basis for work more than forty hours during their normal workweek.
- c. Maximum accruals of exchange time shall be limited to eighty hours per calendar year. Exempt employees will not continue to accrue exchange time after reaching the maximum.
- d. Accrued exchange time hours not used within the calendar year they are accrued shall be forfeited.
- e. Upon termination, accrued exchange time hours are not eligible for payout.

RESOLVED:

1. The City Council approves the replacement language to Section 6.5 of the Employee Handbook.
2. This policy will prevail over conflicting policies approved by the Mayor or adopted by the City Council.

3. This resolution shall take effect immediately upon its passage and adoption.

Passed by majority vote of the Electric City City Council in open meeting this 14th day of February 2023.

Approved:



Diane Kohout, Mayor

Attested:



Peggy Nevsimal, City Clerk/Treasurer