

## ARTICLE III: HOURS OF WORK/SCHEDULES/OVERTIME

Employees working an 8 hour shift will be granted a minimum of a 30 minute unpaid lunch period. Employees who do not have a permanent work station (ex: DPI employees in the field) may be granted a 20 minute paid lunch period in lieu of a 30 minute unpaid lunch period at management's discretion when it is of benefit to the City.

The hours of work and lunch and/or break periods will be determined by the Department Head or designee to ensure staffing coverage is efficient, effective, and in accordance with federal and state law. Employees who are granted paid break periods may not leave the premises of the work site during those periods of time.

The work cycle for non-exempt sworn police officers and firefighters is on a cycle as posted on the work schedule. The workweek for all other employees is Sunday through Saturday.

**Section 1. Schedule Changes.** All schedule changes required by supervisors will be made as soon as practicable and before the end of the current shift for changes to the next shift start time whenever possible. Any work performed on a changed, mandated schedule with less than a three hour notice prior to the previously scheduled start time will be paid at time and one-half for all time worked outside of the previously scheduled start and end times.

**Section 2. Overtime.** Management will follow a consistent system for distributing overtime in compliance with or at a more generous rate than the overtime-pay provisions of the Fair Labor Standards Act. ~~Note, -S~~selection of individuals for overtime opportunities will be based on employee qualification and capability as it relates to the duties to be performed. ~~Paid leave time will not count as hours worked for overtime purposes. PTO, comp time, and holiday pay shall count toward weekly overtime calculation.~~ All overtime must be approved in advance by management. Exempt employees are not eligible for overtime. There will be no pyramiding ~~(counting the same hours against two different overtime limits) creation of an overtime situation when such compensable time would otherwise have been at the regular rate of pay~~ of overtime. ~~Management reserves the right to apply overtime premium pay to overtime pay required under the FLSA.~~ Police Lieutenants are eligible for overtime pay after 8 hours worked in one day.

**Section 3. Call-In.** Employees called in ~~with less than a 3-hour notice to work outside of, or in addition to, their regular schedule or changed schedule~~, will receive a minimum of two hours pay at time and one half of their regular rate of pay for all hours worked outside of their regular or changed schedule, regardless of the actual amount of time worked. In the event a call-in occurs just prior to regularly scheduled work, the employee will be paid time and one half for the amount of time to equal 2 hours, and will be paid for their entire normal shift ~~at the straight time rate~~.

Management will determine which employee(s) to call-in depending upon the nature of the work to be performed. This section does not apply to Library employees or seasonal employees.

Hours paid at a premium shall not be used to calculate overtime (pyramiding).

**Section 54. Compensatory Time.** Compensatory time for additional hours worked may be accrued to a maximum of 40 hours (240 hours for Police Lieutenants) by mutual agreement of management and the employee in advance of performance of the work. Compensatory time will be credited at the equivalent rate of overtime when appropriate. The use of compensatory time will be by mutual agreement between management and the employee and will not unduly disrupt the operations of the department. All compensatory time not used by the end of the last full pay period of the year will be paid out on the final paycheck of the year (except for Police Lieutenants). An employee may request the payout of compensatory time during any payroll period for payment on the next payroll check, upon written request to Payroll. There will be no compensatory time for exempt employees.

**Section 65. Attendance.** Regular attendance and punctuality is a business necessity and is expected of all employees. An employee who is not able to report to work as scheduled due to illness or emergency, must notify his/her supervisor as soon as possible prior to the scheduled start time.

**Section 76. Badge.** The City of Manitowoc recognizes the need to provide proper identification for its employees and other individuals that represent the City to the public and to other City employees. The following guidelines have been established in regard to the administration of the Identification Badge Program in order to provide uniformity among City employees and representatives. The identification badge will be for identification purposes only and will not allow entrance to controlled facilities. Access ID Badges will be issued to employees who need entrance to certain City facilities. All City of Manitowoc employees are required to wear badges at all times while conducting business on behalf of the City of Manitowoc. The City of Manitowoc Identification Badge Program is administered and maintained through the City of Manitowoc Human Resources Department.

**Procedures:**

All City of Manitowoc employees, including full time, part time, seasonal employees, temporary employees and City representatives will be issued an identification badge. Requests for badges will be forwarded from the manager or Department Head to Human Resources. Requests should be sent in a timely manner within the first 24 hours of hire or need for replacement.

All identification badges will have a consistent logo and format approved by the Mayor's office. Badges are to be worn with City provided lanyards or clips in a way that does not create a safety hazard for the employee. Identification badges should be displayed above waist level and must be in plain sight, not obstructed by clothing. Badges clipped below the waist are not allowed. No alterations or defacement of the badge will be allowed. If the employee desires to use a clip or lanyard other than the standard provided by the City, these must be approved for use by the employee's supervisor prior to usage and purchased at the Employee's own expense.

It is an expectation the employee properly wears their badge while conducting business on behalf of the City. Neglecting to properly display the badge as instructed or repeated issuance of replacement badges may lead to progressive disciplinary measures. Exemptions to this policy

may be granted if the wearing of the identification badge creates a safety hazard. An exemption may only be granted by the Department Head in consultation with Human Resources.

Badges must be returned to the Human Resources Department upon separation of employment. Any questions pertaining to Identification Badge Procedures should immediately be addressed with the department manager or Human Resources department.

**Care and Replacement of Identification Badges:**

Employees are individually responsible for their assigned identification badges. If lost or damaged due to the employees actions, the employee may be responsible for the replacement. If the identification badge is lost or damaged, the employee should notify their supervisor. The supervisor must contact Human Resources to make arrangements for a replacement to be made.