

## GENERAL ORDINANCE 11, 2015

*General Ordinance No. 11, 2015* is an ordinance that amends Article IV “Extra Duty Compensation” of the City of Beech Grove Personnel Manual concerning Compensatory Time.

**WHEREAS,** full time employees may decide to take compensatory time in lieu of being paid to work over and above their normal shifts; and

**WHEREAS,** employees of the Department of Public Works are required to take compensatory time in lieu of payments; and

**WHEREAS,** there are no guidelines established by the City of Beech Grove concerning compensatory time payments, record keeping, and sheet balances for employees attendance records; and

**WHEREAS,** the City of Beech Grove must have clear guidelines concerning the use and accumulation of compensatory time.

**NOW THEREFORE BE IT ORDAINED** that the Common Council desires to amend Article IV of the City of Beech Grove concerning Extra Duty Compensation.

**NOW THEREFORE BE IT FURTHER ORDAINED** that the Common Council desires the following amendment be added to the City Article IV of the City of Beech Grove Personnel Manual.

### **ARTICLE IV: Section 1. Extra Duty Time**

#### **ADD: SUBSECTION D. Compensatory Time**

All full time non-exempt employees of the Beech Grove Police Department, Beech Grove Fire Department and the Department of Public Works are eligible for overtime opportunities. Should an overtime opportunity present itself, eligible employees must be informed if the overtime compensation is for compensatory time only. Employees of the Department of Public Works are not eligible for monetary compensation. Compensatory time is earned at one and one half times the hourly rate. Each hour worked and taken must be documented in the employee’s attendance record. Guidelines under the Fair Labor Standards Act shows that an individual employee can build up to 240 hours of compensatory time, however respective Department Heads can enforce

stricter balances of compensatory time to ensure an efficient operation of employees. Individual department heads are responsible for the documentation of all compensatory times, the procedures used to issue compensatory time and to keep a running spreadsheet of the amount of compensatory time balance is available for each employee under their supervision.

Employees must have a clear understanding that staffing levels and operating conditions come first when deciding when compensatory time can be taken. Compensatory time taken is based on when a request was made by the respective employee. Seniority of the employee requesting compensatory time is the factor on who is issued such time when two employees request compensatory time off at the same time.

Should an employee retire and or leave employment, the City of Beech Grove must ensure that the employee has a zero balance of compensatory time. Respective Department Heads can issue guidelines as to how much compensatory time can be banked when an employee submits their retirement or resignation letter. Therefore, the city must compensate the employee for any compensatory time balance when an employee leaves employment. All compensatory time balances and procedures are subject to public inspection. Full time exempt employees, part time employees, seasonal employees, contract employees and elected officials are not eligible for any overtime or compensatory compensation.

**NOW THEREFORE BE IT ORDAINED** that the Common Council desires to amend the City of Beech Grove Personnel Manual pursuant to compensatory time.

**NOW THEREFORE BE IT FURTHER ORDAINED** that this ordinance only applies to Article IV of the City of Beech Grove Personnel Manual.

**NOW THEREFORE BE IT FURTHER ORDAINED** that this ordinance shall go into effect immediately upon passage by the Common Council, signed by the Council President Pro-Tem, attested by the Clerk Treasurer and signed by the Mayor.