

GENERAL ORDINANCE NO. 8, 2015

*General Ordinance No. 8, 2015* is an ordinance that amends Article IV, Section 6 of the City of Beech Grove Personnel Manual pursuant to Minimum Call-Ins.

**WHEREAS**, full time employees often are called in to work for a variety of reasons including weather, public events and to mitigate emergency situations; and

**WHEREAS**, the public safety budgets reflect an appropriated amount to pay for overtime activities and staffing levels and labor agreements already call for the hour amount listed below; and

**WHEREAS**, the employees of the Department of Public Works do not have an appropriation for overtime in there budgets so they are compensated through compensatory time only; and

**WHEREAS**, documentation is required through attendance records concerning overtime worked and payroll documentation.

**NOW THEREFORE BE IT ORDAINED** that the Common Council desires to amend Article IV, Section 6 of the City of Beech Grove Personnel Manual.

**NOW THEREFORE BE IT FURTHER ORDAINED** that the following amendment be placed in the Personnel Manual.

**ARTICLE IV. Section 6. Minimum Call-In DELETE IN IT'S ENTIRETY AND REPLACE WITH THE FOLLOWING:**

**SECTION 6. Minimum Call-In** A full time employee who has completed a regularly scheduled work day, asked to stay over and or is called in to work in an emergency situation without prior notice, shall be paid for a minimum of three (3) hours. If the emergency call-in takes more than three (3) hours, the employee shall be compensated for time spent. Minimum call-in will be paid at the extra duty rate established for each individual employee. An employee who is called in to work prior to his/her regular

reporting time shall be compensated for a minimum of three (3) hours at the extra duty rate. In the event the minimum call-in or regular working hours overlap, the regular hourly rate shall be paid for overlapping hours in addition to the minimum call-in. Compensation shall be paid either through normal payroll or by compensatory time. Department staffing needs, budgets and financial consideration shall determine whether extra duty time is paid or compensatory time is given. The employee shall be notified of the type of payment given prior to the employee accepting the overtime hours unless the overtime is a result of having to stay over. Part time employees and exempt full time employees are not eligible for overtime benefits.

**NOW THEREFORE BE IT ORDAINED** that the Common Council desires to amend the City of Beech Grove Personnel manual pursuant to minimum call-in compensation.

**NOW THEREFORE BE IT FURTHER ORDAINED** that this ordinance only applies the Article IV. of the City of Beech Grove Personnel manual and no other portion of the manual.

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