

ORDINANCE NO. 868

AN ORDINANCE OF THE OGDEN DUNES TOWN COUNCIL AMENDING TOWN CODE
AND THE PERSONNEL POLICY HANDBOOK

BE IT AND IT IS HEREBY ORDAINED by the Ogden Dunes Town Council as follows:

SECTION 1: That the Town of Ogden Dunes Personnel Policy Handbook section entitled “Regular full-time employees” shall be amended and hereafter read as follows:

Regular full-time employees are those salaried or hourly paid employees who are regularly scheduled to work at least 37 hours per week. Full-time employees are also those employees who have been appointed for ongoing employment to a position identified as “full-time” as established in the Wage and Salary Ordinance and the annual budget. All full-time employees are eligible for benefits identified in this handbook after the prescribed applicable waiting period. Regular part-time employees are those salaried or hourly paid employees who are hired with the understanding that they will regularly work less than 37 hours per week. **Part-time employees** are not eligible for employee benefits except as set forth in this handbook or as required by law, subject to the requirements of the Affordable Health Care Act. A part-time employee who becomes a full-time employee will have seniority and benefits based on the date that full-time employment begins.

SECTION 2: That the first paragraph of the Town of Ogden Dunes Personnel Policy Handbook section entitled “Work Schedules and Overtime Pay” shall hereafter read as follows:

All non-exempt, non-salaried employees will be paid time and one-half the regular rate of pay OR will receive compensatory time at one and one-half the time for all work performed in excess of forty (40) hours per week. No more than 24 hours of compensatory time may be accumulated before the employee must take pay for any overtime worked. For all full-time employees; holidays, vacation, and compensatory hours/days will be counted as “hours worked” for purposes of calculating overtime hours provided that the vacation leave has been requested and approved at least 48 hours prior to the beginning of the work week. Other time off of work shall not count towards overtime. Overtime pay will be computed in fifteen-minute increments.

SECTION 3: That the last sentence in the Town of Ogden Dunes Personnel Policy Handbook section entitled “Sick Leave” shall be amended and hereafter read as follows:

If not used, sick leave will accumulate and be placed in a personal sick bank, to a maximum of thirty (30) days for use in the event of an extended illness or for other extenuating circumstances not involving the illness of the employee, provided such use is approved by the Town Council.

This Ordinance shall be in full force and effect from and after its adoption as required by law. Section 2 shall be retroactive to November 1, 2019.

ALL OF WHICH IS PASSED AND ADOPTED THIS _____ DAY OF _____, 2020

Mike Webber, President

Scott Lehmann

Nate Ball

Carolyn Saxton

Doug Cannon

ATTEST:

Jean Manna, Clerk-Treasurer