

**Streets Yardwaste Attendants – Earlier state date:**

For employees in Compensation Group 15: Hourly employees are defined as persons who were hired for the period of April through the Friday following the Thanksgiving Holiday, and may be assigned to perform a variety of jobs as vacation replacements. Yardwaste Attendants may start the last week of March.

**Standby Pay:**

Employees assigned to standby duty for emergency maintenance or repair work during hours outside the employees general work schedule shall be compensated at a rate of one dollar and twelve cents (\$1.12) per hour. This amount will increase by three cents (\$0.03) in the first payroll period beginning after each year beginning January 1, until reaching a maximum of one dollar and fifty cents (\$1.50) per hour.

**Earned Vacation Time vs. Earned Comp Time:**

In the event a designated holiday falls on a Sunday, the Monday immediately following will be treated as the holiday. In the event a designated holiday falls on a Saturday, employees will be given an additional vacation day in lieu of the holiday.

Employees scheduled or assigned to work on an established holiday shall be compensated at the rate of two times the employee's regular rate of pay for the hours worked. In addition, employees who work on a holiday will receive compensatory vacation time for the hours worked on the holiday.

**Permanent Part-time Overtime:**

For both permanent full-time and part-time employees, Overtime is defined as work performed in excess of the general work schedule outlined above. , for permanent full-time employees, and eEmployees shall not be denied the work of their own assigned schedule for the purpose of avoiding overtime payment. Paid leave shall be considered work time except for the purpose of double time calculations. Employees will receive time and one-half compensation for overtime work beyond the normal, assigned work day or work week, but if actual time worked exceeds twelve (12) consecutive hours, the employee will be paid double time, except where work schedules are greater than eight (8) hours in a work day. In such cases, employees began to earn double time four (4) hours following the end of their regular work day. There shall be no pyramiding of overtime payments. Overtime offers will be made to employees on as equal a basis as possible by department/division, work unit or classification, as is consistent with custom and practice in that area of the operations.

**Leave of Absence Without Pay:**

Department hHeads may, in appropriate circumstances, grant employees a leave of absence without pay limited to twelve~~fifteen~~ (12~~5~~) working days in accordance with APM 2-31. A leave of absence without pay in excess of twelve~~fifteen~~ (12~~5~~) working days

may be granted subject to the written approval of the Human Resources Director. Forms for requesting a leave of absence without pay can be found on EmployeeNet.

#### **Seasonal & Hourly Employees - Safety Shoes:**

H. Safety Shoes: Following three (3) months of continuous employment, seasonal and hourly employees required to wear safety shoes shall be entitled to reimbursement consistent with the annual limitation on reimbursement for permanent employees.

However, Departments shall maintain the discretion to allow seasonal and hourly employees, required to wear safety shoes, to receive immediate reimbursement, consistent with the annual limitation for permanent employees. In the event that a seasonal or hourly employee leaves employment with the City prior to three (3) months, the employee shall reimburse the City for the safety shoes. If the employee does not comply with this requirement, the amount shall be deducted from the employee's final paycheck.

#### **Sick Leave Payout**

Employees in Compensation Group 15 may accumulate up to a total of 163 days of sick leave. At the end of each year, any employee with a sick leave balance in excess of 150 days will receive a payout on the pay date of pay period 25 ~~immediately preceding December 15~~ equivalent to the employee's regular salary times the number of excess days.

In the case of employees in Compensation Groups 16, 20, 32 and 33 who have accumulated a sick leave balance in excess of 150 days, the balance from the previous year will remain and 50% of any newly accrued sick leave days will be paid out and the remaining 50% will be added to the total accrued sick leave time.